



Yucaipa Valley Water District

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

Notice and Agenda of a Meeting of the Board of Directors

Tuesday, March 16, 2021 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
Meeting ID: 676-950-731#**

**Participate in the meeting online at
<https://zoom.us/j/676950731>
Passcode: 765589**

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**
 - 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.
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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. Board Meeting - March 9, 2021
- B. Payment of Bills
 - 1. Approve/Ratify Invoices for Board Awarded Contracts
 - 2. Ratify General Expenses for February 2020

V. STAFF REPORT

VI. DISCUSSION ITEMS

- A. Consideration of a Development Agreement for Water, Sewer and Recycled Water Service to Tract Number 17031 located on 5th Street, South of Avenue E, Yucaipa (Assessor Parcel Number 0318-174-22) [[Director Memorandum No. 21-049 - Page 22 of 184](#)]
RECOMMENDED ACTION: That the Board authorize the Board President to execute Development Agreement No. 2021-06.
- B. Presentation of the Unaudited Financial Report for the Period Ending on February 28, 2021 [[Director Memorandum No. 21-050 - Page 39 of 184](#)]
RECOMMENDED ACTION: That the Board receive and file the unaudited financial report.
- C. Consideration of Developing a 2021 Water Wise Landscape Contest [[Director Memorandum No. 21-051 - Page 68 of 184](#)]
RECOMMENDED ACTION: That the Board authorize District staff to implement the 2021 Water Wise Landscape Contest for Yucaipa Valley Water District water customers.
- D. Discussion Regarding the Adoption of an Updated Personnel Manual for the Yucaipa Valley Water District [[Director Memorandum No. 21-052 - Page 71 of 184](#)]
RECOMMENDED ACTION: That, by minute order, the Board adopts the proposed Personnel Manual.
- E. Consideration of Agreement No. 2021-04 for Infrastructure Construction and Coordination for a Drinking Water Interconnection with Western Heights Mutual Water Company [[Director Memorandum No. 21-053 - Page 170 of 184](#)]
RECOMMENDED ACTION: That the Board authorize the General Manager to execute Agreement No. 2021-04.

VII. BOARD REPORTS & DIRECTOR COMMENTS

VIII. ANNOUNCEMENTS

- A. ~~March 23, 2021 at 4:00 p.m. - Board Meeting - Meeting Cancelled~~
- B. March 30, 2021 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- C. April 6, 2021 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- D. April 13, 2021 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- E. April 20, 2021 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- F. April 27, 2021 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- G. May 4, 2021 at 4:00 p.m. - Board Meeting - **Teleconference Only**

IX. 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.

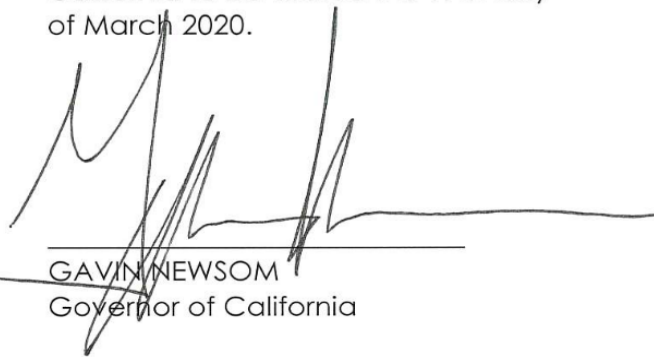
All of the foregoing provisions concerning the conduct of public meetings shall apply only during the period in which state or local public health officials have imposed or recommended social distancing measures.

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 BOARD MEETING - TELECONFERENCE

March 9, 2021 at 4:00 pm

Directors Present:

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

Staff Present:

Wade Allsup, Information Systems Specialist
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
Dustin Hochreiter, Senior Engineering Technician
Ryan Janisch, Public Works Supervisor
Mike Kostelecky, Operations Manager
Tim Mackamul, Operations Manager
Steve Molina, Public Works Supervisor
Matt Porras, Implementation Manager
Mike Rivera, Public Works Supervisor
Charles Thomas, Operations Manager
Joseph Zoba, General Manager

Directors Absent:

None

Consulting Staff Present:

David Wysocki, Legal Counsel

Registered Guests and Others Present:

Madeline Chen, Ortega Strategies Group
Larry Smith, San Geronio Pass Water Agency

Due to the spread of COVID-19 and in accordance with the Governor's Executive Order N-29-20 (a copy of which was attached to the meeting agenda), the Yucaipa Valley Water District conducted this meeting by teleconference.

The meeting was available to the public by calling (888) 475-4499 using passcode 676-950-731 and live presentation material was available at <https://zoom.us/j/676950731> using 765589.

CALL TO ORDER

The regular meeting of the Board of Directors of the Yucaipa Valley Water District was called to order by President Chris Mann at 4:00 p.m.

ROLL CALL

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

PUBLIC COMMENTS

None.

CONSENT CALENDAR

Director Jay Bogh moved to approve the consent calendar and Director Lonni Granlund seconded the motion.

A. Minutes of Meetings

1. Board Meeting - March 2, 2021

The motion was approved by the following vote:

- Director Jay Bogh - Yes
- Director Lonni Granlund - Yes
- Director Chris Mann - Yes
- Director Joyce McIntire - Yes
- Director Dennis Miller - Yes

STAFF REPORT

General Manager Joseph Zoba provided information about the following items:

- The District staff is currently working on the amendment to the existing development agreement for Parcel 4 on Parcel Map No. 19822, and the amendment to Development Agreement No. 2018-08 for DR Horton.
- Assembly Bill No. 1434 as proposed will reduce the indoor per capita water use from 55 gallons per capita, 52.2 gallons per capita, and 50 gallons per capita to 48 gallons per capita, 44 gallons per capita and 40 gallons per capita respectively.

DISCUSSION ITEMS:

DM 21-041

CONSIDERATION OF A DEVELOPMENT AGREEMENT FOR WATER AND SEWER SERVICE TO PARCEL MAP NO. 17428 LOCATED AT 11578 BRYANT STREET, YUCAIPA (ASSESSOR PARCEL NUMBER 0303-191-17)

Administrative Assistant Chelsie Fogus provided an overview of Development Agreement No. 2021-02 for Parcel Map No. 17428 located at 11578 Bryant Street, Yucaipa.

Director Jay Bogh moved that the Board authorize the Board President to execute Development Agreement No. 2021-02.

Director Dennis Miller seconded the motion.

The motion was approved by the following vote:

- Director Jay Bogh - Yes
- Director Lonni Granlund - Yes
- Director Chris Mann - Yes
- Director Joyce McIntire - Yes
- Director Dennis Miller - Yes

DM 21-042

CONSIDERATION OF A DEVELOPMENT AGREEMENT FOR SEWER SERVICE TO PARCEL MAP NO. 20233 LOCATED AT 13562 3RD STREET, YUCAIPA (ASSESSOR PARCEL NUMBER 0319-242-28)

Administrative Assistant Chelsie Fogus provided an overview of Development Agreement No. 2021-03 for Parcel Map No. 20233 located at 13562 3rd Street, Yucaipa.

Director Jay Bogh moved that the Board authorize the Board President to execute Development Agreement No. 2021-03.

Director Dennis Miller seconded the motion.

The motion was approved by the following vote:

- Director Jay Bogh - Yes
- Director Lonni Granlund - Yes
- Director Chris Mann - Yes
- Director Joyce McIntire - Yes
- Director Dennis Miller - Yes

DM 21-043

CONSIDERATION OF DEVELOPMENT AGREEMENT NO. 2021-05 FOR THE WOODSIDE HOMES DEVELOPMENT OF TRACT NO. 20130 ON OAK GLEN ROAD BETWEEN BRYANT STREET AND 2ND STREET, YUCAIPA

Senior Engineering Technician Dustin Hochreiter provided an overview of Development Agreement No. 2021-05 with Woodside Homes for Tract No. 20130 on Oak Glen Road, Yucaipa.

Director Lonni Granlund moved that the Board authorize the Board President to execute Development Agreement No. 2021-05.

Director Dennis Miller seconded the motion.

The motion was approved by the following vote:

- Director Jay Bogh - Yes
- Director Lonni Granlund - Yes
- Director Chris Mann - Yes
- Director Joyce McIntire - Yes
- Director Dennis Miller - Yes

DM 21-044

REQUEST TO PURCHASE ISCO PORTABLE WATER / WASTEWATER SAMPLERS

Regulatory Compliance Manager Ashley Gibson provided an overview of the need for eight samplers for wastewater collection system monitoring for the Wochholz Regional Water Recycling Facility and the District's pretreatment program.

Director Jay Bogh moved that the Board (1) approve the purchase of eight ISCO samplers from MCR Technologies for a sum not to exceed \$36,496; and (2) adopt Resolution No. 2021-15.

Director Joyce McIntire seconded the motion.

The motion was approved by the following vote:

- Director Jay Bogh - Yes

Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Joyce McIntire - Yes
Director Dennis Miller - Yes

DM 21-045

PREPARATION OF ENVIRONMENTAL DOCUMENTS ASSOCIATED WITH THE OFFSITE SEWER FORCEMAIN AND MAINLINE EXTENSION FROM THE OAK VALLEY PROJECT TO THE WOCHHOLZ REGIONAL WATER RECYCLING FACILITY

General Manager Joseph Zoba presented information about the offsite sewer mainline needed for the Oak Valley Town Center and Summerwind Phase II.

Director Joyce McIntire moved that the Board authorize the General Manager to execute Task Order No. 8 with ECORP for a sum not to exceed \$71,540.

Director Jay Bogh seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Joyce McIntire - Yes
Director Dennis Miller - Yes

DM 21-046

CONSIDERATION OF RESOLUTION 2021-17 SUPPORTING THE APPLICATION FOR THE WATERSMART: SMALL-SCALE WATER EFFICIENCY PROJECTS GRANT FROM THE BUREAU OF RECLAMATION

Water Resource Manager Jennifer Ares presented information about the WaterSmart grant opportunity for groundwater monitoring devices.

Director Jay Bogh moved that the Board adopt Resolution No. 2021-17 supporting the grant application.

Director Joyce McIntire seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Joyce McIntire - Yes
Director Dennis Miller - Yes

DM 21-047

DISCUSSION REGARDING THE SCHEDULE FOR FUTURE BOARD MEETINGS

General Manager Joseph Zoba presented information about the future board meeting schedule.

There was a consensus by the Board of Directors to continue with weekly board meetings instead of alternating between workshops and board meetings.

Director Dennis Miller moved that the Board approve the meeting schedule as presented.

Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Joyce McIntire - Yes
Director Dennis Miller - Yes

DM 21-048

ADOPTION OF THE
YUCAIPA VALLEY
WATER DISTRICT
HAZARD MITIGATION
PLAN UPDATE

General Manager Joseph Zoba discussed the approval of the District's Hazard Mitigation Plan by FEMA.

Director Jay Bogh moved that the Board adopt Resolution No. 2021-16 approving the 2021 Hazard Mitigation Plan.

Director Dennis Miller seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Joyce McIntire - Yes
Director Dennis Miller - Yes

BOARD REPORTS AND
DIRECTOR COMMENTS

Director Dennis Miller reported on the City of Yucaipa Economic Development Advisory Committee meeting held on March 4, 2021.

Director Joyce McIntire reported on the San Gorgonio Pass Water Agency engineering workshop held on March 8, 2021.

Director Lonni Granlund reported on the Association of San Bernardino County Special Districts held on March 8, 2021.

ANNOUNCEMENTS

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

ADJOURNMENT

The meeting was adjourned at 4:35 p.m.

Respectfully submitted,

Joseph B. Zoba, Secretary

(Seal)

Board Awarded Contracts
Consent Calendar Board Meeting - March 16, 2021

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
Law Office of David L. Wysocki - FY 2020-2021 Legal Services (Operating)	--	*-5-06-54107	--	--	\$23,102	\$2,625	\$25,727	
Borden Wildwood Cyn Rd- 1,650 LF of ductile iron pipe	20-181	87171 02-000-14500	--	\$477,477	\$0	\$390,112	\$390,112	\$87,365
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
Delta Partners \$90,000 per year-Legislative Consult (exp 12/18) W/S Oper Three Year Contract Extension (exp 12/2021)	13-079 19-052	*-5-06-54109 *5-06-54109	\$90,000 \$270,000	\$360,000	\$247,500	\$7,500	\$255,000	\$105,000
Dudek (S-Operating) 2020-Max Benefit Monitoring for San Timoteo/Yucaipa Mgmt. Zones	20-038	03-5-06-54109	--	\$52,338	\$19,330	\$12,819	\$32,149	\$20,189
Dudek (S-Operating) 2020-Habitat Monitoring Program (HMP) in San Timoteo Creek	20-037	65-15339 03-5-06-57030	--	\$52,660	\$29,207	\$4,145	\$33,352	\$19,308
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
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
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	\$915,538	\$27,541	\$943,079	\$31,172
Geoscience Injection and Monitoring Well for Aquifer Storage/Beaumont Basin	21-031	03-5-06-54109	--	\$450,818	\$0	\$0	\$0	\$450,818
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	\$36,222	\$0	\$36,222	\$6,268
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	\$157,126	\$0	\$157,126	\$18,467
One Stop Landscape Supply FY 20-21 Sludge Hauling/Reuse (Oper)	--	03-5-02-57031	--	--	\$176,671	\$21,717	\$198,388	

Board Awarded Contracts
Consent Calendar Board Meeting - March 16, 2021

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
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
Separation Processes, Inc. (W-Reserves) Design & Construction Supports Svcs for NF SCRAM	15-047	55-19200 02-14500		\$191,820	\$170,980	\$0	\$170,980	\$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
Feasibility Report for Wochholz SAGE Project (\$67,575.00) Preliminary Engineering Design Study-SAGE Project (\$32,260.00)	17-043 19-106	03-5-06-54109 03-5-06-54109		\$99,835	\$98,311	\$0	\$98,311	\$1,524
WWTP Monitoring Operations & Reporting Enhancement (MORE) (S-Oper)	18-122	03-5-06-54109		\$330,436	\$278,053	\$0	\$278,053	\$52,383
WWTP -RCA - Foaming- Improve energy efficiency and treatment process	19-025	03-5-06-54109		\$36,800	\$34,621	\$0	\$34,621	\$2,179
WWTP -Secondary Treatment Process Improvement	20-073	03-5-06-54109		\$158,753	\$106,035	\$7,424	\$113,459	\$45,294
WWTP - Reverse Osmosis Pilot Study	20-099	03-5-06-54109		\$192,860	\$15,753	\$2,512	\$18,265	\$174,595
WWTP- Autostrainer Replacement (Sewer Reserves) Pascal Ludwig-\$229,111.00 Forstra Filters -\$152,208.00 Q-Versa- \$28,800.00	20-132	03-13002		\$487,000	\$409,899	\$0	\$409,899	\$77,101
GRAND TOTALS				\$3,832,248	\$2,453,973	\$476,395	\$2,930,367	\$1,203,097

Check Register - February 2021

Date	Check #	Payee or Description	Amount
02/01/2021	38468	Meyers Nave	\$ 45,288.80
02/01/2021	38469	Ameripride Uniform Services	\$ 820.09
02/01/2021	38470	Atlas Copco Compressors, LLC	\$ 12,091.50
02/01/2021	38471	Brenntag Pacific, Inc	\$ 19,712.21
02/01/2021	38472	Crown Ace Hardware - Yucaipa	\$ 23.69
02/01/2021	38473	Decked, LLC	\$ 13,521.50
02/01/2021	38474	Hach Company	\$ 1,801.91
02/01/2021	38475	Harrington Ind. Plastic, LLC	\$ 573.50
02/01/2021	38476	Humboldt Mfg. Co.	\$ 930.00
02/01/2021	38477	Inland Water Works Supply Co.	\$ 9,904.38
02/01/2021	38478	JW D'Angelo Co.	\$ 1,075.39
02/01/2021	38479	Krieger & Stewart	\$ 72,185.66
02/01/2021	38480	Les Schwab Tire Center	\$ 414.77
02/01/2021	38481	Lowe's Companies, Inc.	\$ 391.00
02/01/2021	38482	Merit Oil Company	\$ 817.12
02/01/2021	38483	Nexa	\$ 715.00
02/01/2021	38484	Q Versa, LLC	\$ 1,510.00
02/01/2021	38485	SCCI, Inc.	\$ 350.00
02/01/2021	38486	SOUTHERN CALIFORNIA NEWS GROUP	\$ 1,215.20
02/01/2021	38487	Southwest Membrane Operator Association	\$ 150.00
02/01/2021	38488	Superior Automotive Warehouse, Inc	\$ 1,659.59
02/01/2021	38489	The Gas Company	\$ 4,402.46
02/01/2021	38490	TPX Communications	\$ 2,218.06
02/01/2021	38491	Underground Service Alert Of So. CA	\$ 264.10
02/01/2021	38492	Wells Fargo Bank-Corporate Trust Service	\$ 515,756.67
02/01/2021	38493	Yucaipa Disposal, Inc.	\$ 1,998.86
02/08/2021	38494	ADS, LLC	\$ 6,210.00
02/08/2021	38495	Alpine Springs	\$ 84.95
02/08/2021	38496	Ameripride Uniform Services	\$ 832.83
02/08/2021	38497	Aqua-Metric Sales Company	\$ 684.87
02/08/2021	38498	Brenntag Pacific, Inc	\$ 4,934.95
02/08/2021	38499	Burgeson's Heating & Air Cond. Inc	\$ 288.00
02/08/2021	38500	Caselle, Inc.	\$ 2,870.00
02/08/2021	38501	CDW LLC	\$ 212.68
02/08/2021	38502	Clinical Laboratory of San Bernardino	\$ 15,991.00
02/08/2021	38503	Complete Paperless Solutions	\$ 15,080.00
02/08/2021	38504	Contron Scada Systems	\$ 3,270.81
02/08/2021	38505	Corelogic, Inc.	\$ 330.00
02/08/2021	38506	Coverall North America, Inc.	\$ 1,331.00
02/08/2021	38507	Discount Bee Removal	\$ 125.00
02/08/2021	38508	Donegan Tree Service	\$ 4,200.00
02/08/2021	38509	Ernest Sorg JR	\$ 117.15
02/08/2021	38510	Evoqua Water Technologies LLC	\$ 2,181.15
02/08/2021	38511	First American Data Tree, LLC	\$ 50.00
02/08/2021	38512	Frontier Communications	\$ 172.76
02/08/2021	38513	G&G Environmental Compliance, Inc	\$ 5,110.36

Check Register - February 2021

Date	Check #	Payee or Description	Amount
02/08/2021	38514	GLS US	\$ 42.79
02/08/2021	38515	GooseChase Adventures	\$ 250.00
02/08/2021	38516	Hasa, Inc.	\$ 4,403.72
02/08/2021	38517	Inland Water Works Supply Co.	\$ 11,313.12
02/08/2021	38518	JW D'Angelo Co.	\$ 27,666.84
02/08/2021	38519	Konica Minolta Business Solutions	\$ 577.94
02/08/2021	38520	MASTERCRAFT HOMES	\$ 24,637.41
02/08/2021	38521	Merit Oil Company	\$ 1,585.72
02/08/2021	38522	National Business Furniture LLC	\$ 2,614.87
02/08/2021	38523	NetComp Technologies, Inc.	\$ 1,100.00
02/08/2021	38524	Pacific Coast Landscape & Design, Inc.	\$ 5,700.00
02/08/2021	38525	Polydyne Inc.	\$ 6,925.72
02/08/2021	38526	Pro-Pipe & Supply, Inc.	\$ 46.27
02/08/2021	38527	Q Versa, LLC	\$ 2,598.64
02/08/2021	38528	Redline	\$ 2,809.35
02/08/2021	38529	Sally Trost	\$ 2,500.00
02/08/2021	38530	San Bernardino County Dept of Public Wor	\$ 2,192.00
02/08/2021	38531	Schaner's WasteWater Prod., Inc	\$ 3,987.64
02/08/2021	38532	Superior Automotive Warehouse, Inc	\$ 416.40
02/08/2021	38533	Terracon Consultants, Inc.	\$ 437.50
02/08/2021	38534	Time Warner Cable	\$ 1,727.54
02/08/2021	38535	USA BlueBook	\$ 253.13
02/08/2021	38536	Yucaipa Valley Water District	\$ 57,345.23
02/16/2021	38537	David L. Wysocki	\$ 3,375.00
02/16/2021	38538	Delta Partners, LLC	\$ 7,500.00
02/16/2021	38539	One Stop Landscape Supply Inc	\$ 25,264.50
02/16/2021	38540	Pascal & Ludwig Constructors Inc.	\$ 146,092.56
02/16/2021	38541	Q Versa, LLC	\$ 28,880.00
02/16/2021	38542	Separation Processes, Inc.	\$ 20,808.11
02/12/2021	38543	California State Disbursement Unit	\$ 628.14
02/12/2021	38544	IBEW Local #1436	\$ 690.00
02/12/2021	38545	WageWorks Inc	\$ 1,668.47
02/12/2021	38546	Berkshire Hathaway Homestate Companies	\$ 20,661.42
02/16/2021	38547	Dudek & Associates, Inc	\$ 4,868.13
02/16/2021	38548	Alicia Pietronico	\$ 42.48
02/16/2021	38549	Ameripride Uniform Services	\$ 826.10
02/16/2021	38550	Aqua-Metric Sales Company	\$ 277,418.28
02/16/2021	38551	AT&T Mobility	\$ 1,864.03
02/16/2021	38552	AutoZone Stores LLC	\$ 41.71
02/16/2021	38553	Best Home Center	\$ 124.83
02/16/2021	38554	BlueTarp Financial, Inc.	\$ 1,209.07
02/16/2021	38555	Brenntag Pacific, Inc	\$ 2,234.66
02/16/2021	38556	BSK Associates	\$ 22.00
02/16/2021	38557	C & B Crushing, Inc.	\$ 100.00
02/16/2021	38558	Calmat Company	\$ 2,680.31
02/16/2021	38559	CDW LLC	\$ 1,715.33

Check Register - February 2021

Date	Check #	Payee or Description	Amount
02/16/2021	38560	Charles P. Crowley Company, Inc.	\$ 11,753.45
02/16/2021	38561	Christer Joretteg	\$ 153.45
02/16/2021	38562	Crown Ace Hardware - Yucaipa	\$ 167.38
02/16/2021	38563	CSR AIR CONDITIONING & HEATING INC.	\$ 120.00
02/16/2021	38564	Davis Farr LLP	\$ 5,400.00
02/16/2021	38565	Fastenal Company	\$ 1,537.27
02/16/2021	38566	Fedex	\$ 54.13
02/16/2021	38567	Freedom Mailing Services	\$ 8,009.21
02/16/2021	38568	Grainger	\$ 532.42
02/16/2021	38569	Harrington Ind. Plastic, LLC	\$ 199.04
02/16/2021	38570	Harry C Petty	\$ 37.42
02/16/2021	38571	Heather Gruner	\$ 62.46
02/16/2021	38572	Inland Water Works Supply Co.	\$ 652.28
02/16/2021	38573	J.L. Wingert Co.	\$ 3,001.69
02/16/2021	38574	Jennifer Abbasi	\$ 73.42
02/16/2021	38575	JW D'Angelo Co.	\$ 3,779.29
02/16/2021	38576	Kristina Dyer	\$ 59.83
02/16/2021	38577	Les Schwab Tire Center	\$ 1,484.63
02/16/2021	38578	Merit Oil Company	\$ 1,844.10
02/16/2021	38579	Pro-Pipe & Supply, Inc.	\$ 216.41
02/16/2021	38580	Redline	\$ 1,429.99
02/16/2021	38581	Ron Van Voorthuysen	\$ 123.07
02/16/2021	38582	San Bdno. Valley Muni. Water Dist.	\$ 31,609.97
02/16/2021	38583	Sang Ngov	\$ 29.89
02/16/2021	38584	SB CNTY-Solid Waste Mgmt Div	\$ 109.82
02/16/2021	38585	Separation Processes, Inc.	\$ 4,060.00
02/16/2021	38586	Spectrum Business	\$ 1,834.00
02/16/2021	38587	The Counseling Team International	\$ 525.00
02/16/2021	38588	Uline, Inc.	\$ 2,870.98
02/16/2021	38589	UPS Store#1504/ Mail Boxes Etc.	\$ 20.93
02/16/2021	38590	USA BlueBook	\$ 3,478.85
02/16/2021	38591	VHoldings LLC	\$ 65.57
02/16/2021	38592	Vin Nguyen	\$ 21.85
02/16/2021	38593	Wells Fargo Bank-Corporate Trust Service	\$ 5,000.00
02/16/2021	38594	Wilbur's	\$ 76.00
02/16/2021	38595	Yucaipa/Calimesa News Mirror	\$ 292.00
02/22/2021	38596	Meyers Nave, A Professional Corporation	\$ 37,983.34
02/22/2021	38597	Pascal & Ludwig Constructors Inc.	\$ 68,789.44
02/22/2021	38598	Ameripride Uniform Services	\$ 829.26
02/22/2021	38599	Beaumont Basin Watermaster	\$ 21,578.60
02/22/2021	38600	BofA Credit Card	\$ 1,808.78
02/22/2021	38601	California Water Efficiency Partnership	\$ 1,788.25
02/22/2021	38602	CSR AIR CONDITIONING & HEATING INC.	\$ 146.54
02/22/2021	38603	Dig Safe Board	\$ 1,827.15
02/22/2021	38604	Fastenal Company	\$ 317.00
02/22/2021	38605	Frontier Communications	\$ 46.25

Check Register - February 2021

Date	Check #	Payee or Description	Amount
02/22/2021	38606	GLS US	\$ 38.42
02/22/2021	38607	NetComp Technologies, Inc.	\$ 2,250.00
02/22/2021	38608	Office Solutions Bsns Products, L	\$ 15.00
02/22/2021	38609	Pro-Pipe & Supply, Inc.	\$ 62.99
02/22/2021	38610	SCE Rosemead	\$ 193,548.33
02/22/2021	38611	Sinclair Rock and Sand Inc.	\$ 6,275.00
02/22/2021	38612	Spectrum Business	\$ 4,483.00
02/22/2021	38613	Track Technologies	\$ 2,750.00
02/22/2021	38614	Waterwisepro Training LLC	\$ 8,350.00
02/22/2021	38615	Assoc. SB Cty Special Districts	\$ 375.00
02/26/2021	38616	Doug Earnest	\$ 685.14
02/26/2021	38617	Joe DeSalliers	\$ 603.35
02/26/2021	38618	Peggy Little	\$ 685.14
02/26/2021	38619	Robert Wall	\$ 799.13
02/26/2021	38620	Aflac	\$ 2,861.60
02/26/2021	38621	Blue Shield of California	\$ 4,036.88
02/26/2021	38622	California State Disbursement Unit	\$ 628.14
02/26/2021	38623	Nippon Life Insurance Co	\$ 2,370.91
02/26/2021	38624	Standard Dental Insurance Co	\$ 1,369.00
02/26/2021	38625	Standard Insurance Vision Plan	\$ 302.08
02/26/2021	38626	WageWorks Inc	\$ 1,668.47
02/26/2021	38627	Western Dental Services Inc	\$ 241.04
			<u>\$ 1,943,914.96</u>
02/12/2021	electronic pmt	DIRECT DEPOSIT TOTAL	\$ 154,888.10
02/12/2021	electronic pmt	CalPERS 457 & Loan	\$ 30,450.49
02/12/2021	electronic pmt	CalPERS Retirement	\$ 34,256.22
02/12/2021	electronic pmt	EDD - State of California	\$ 10,386.00
02/12/2021	electronic pmt	IRS	\$ 64,253.66
02/12/2021	electronic pmt	VOYA 457 Retirement Plan	\$ 4,498.17
02/26/2021	electronic pmt	DIRECT DEPOSIT TOTAL	\$ 150,899.87
02/26/2021	electronic pmt	CalPERS 457 & Loan	\$ 27,438.49
02/26/2021	electronic pmt	CalPERS Retirement	\$ 33,852.30
02/26/2021	electronic pmt	EDD - State of California	\$ 10,528.44
02/26/2021	electronic pmt	IRS	\$ 61,243.51
02/26/2021	electronic pmt	VOYA 457 Retirement Plan	\$ 4,498.17
02/26/2021	electronic pmt	CalPERS Health Insurance	\$ 100,189.86
			<u>\$ 687,383.28</u>

Staff Report



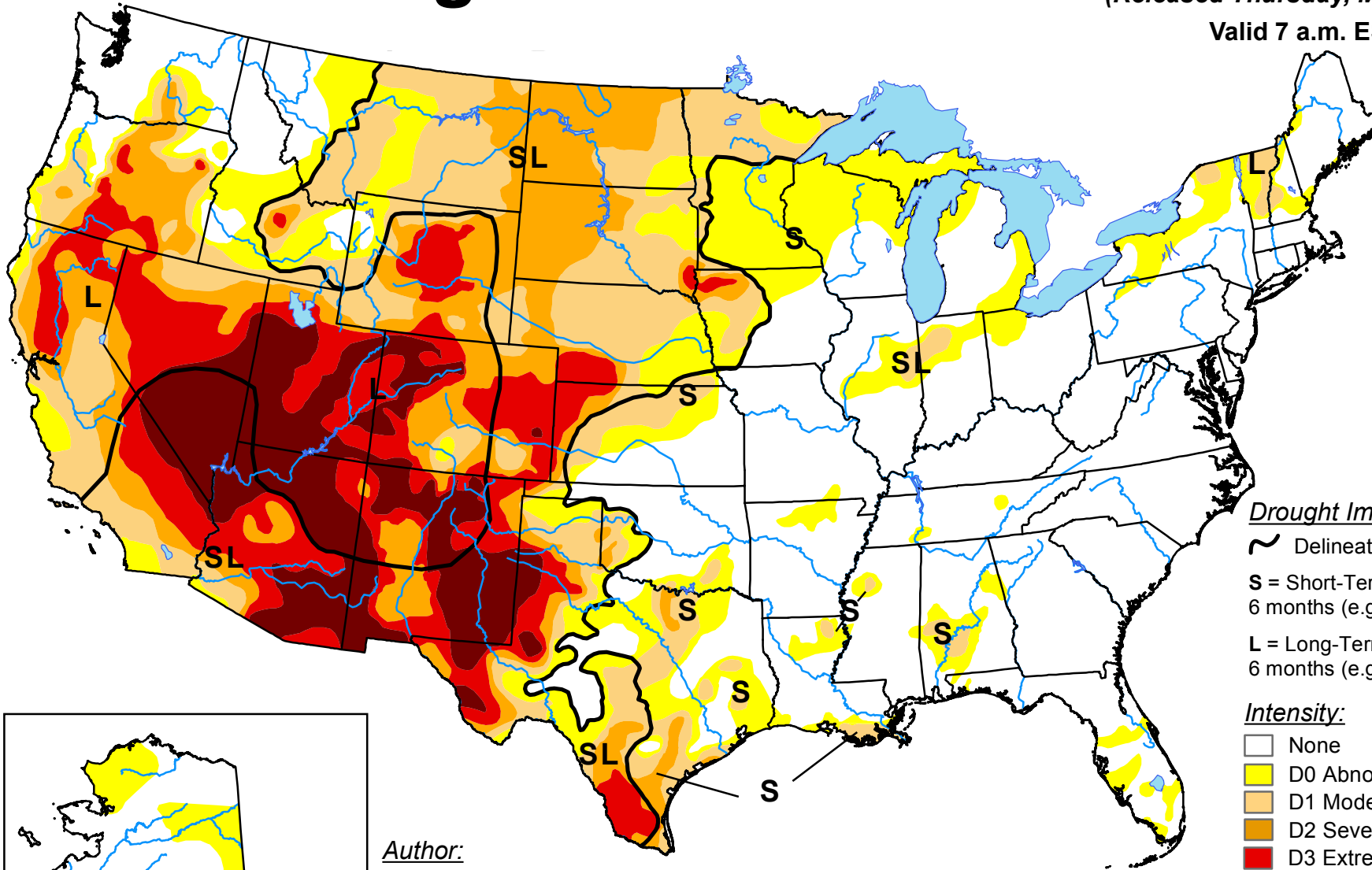
Yucaipa Valley Water District

U.S. Drought Monitor


March 2, 2021

(Released Thursday, Mar. 4, 2021)







Valid 7 a.m. EST

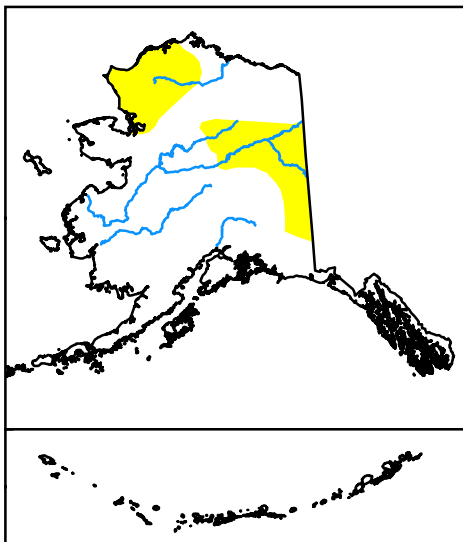


Drought Impact Types:

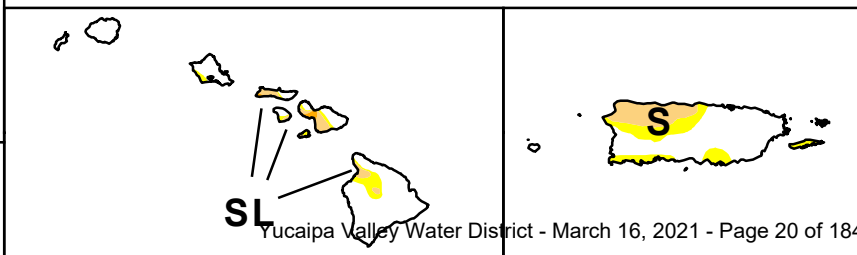
-  Delineates dominant impacts
- S** = Short-Term, typically less than 6 months (e.g. agriculture, grasslands)
- L** = Long-Term, typically greater than 6 months (e.g. hydrology, ecology)

Intensity:

-  None
-  D0 Abnormally Dry
-  D1 Moderate Drought
-  D2 Severe Drought
-  D3 Extreme Drought
-  D4 Exceptional Drought



Author:
 Brian Fuchs
 National Drought Mitigation Center



The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>



droughtmonitor.unl.edu

Discussion Items



Yucaipa Valley Water District



Date: March 16, 2021

Prepared By: Chelsie Fogus, Administrative Assistant I

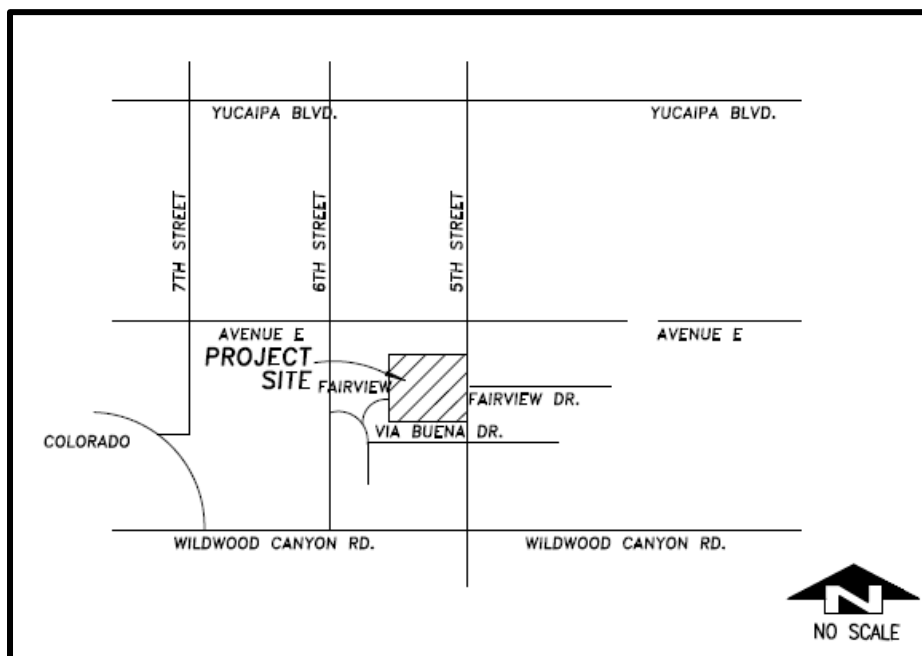
Subject: Consideration of a Development Agreement for Water, Sewer and Recycled Water Service to Tract Number 17031 located on 5th Street, South of Avenue E, Yucaipa (Assessor Parcel Number 0318-174-22)

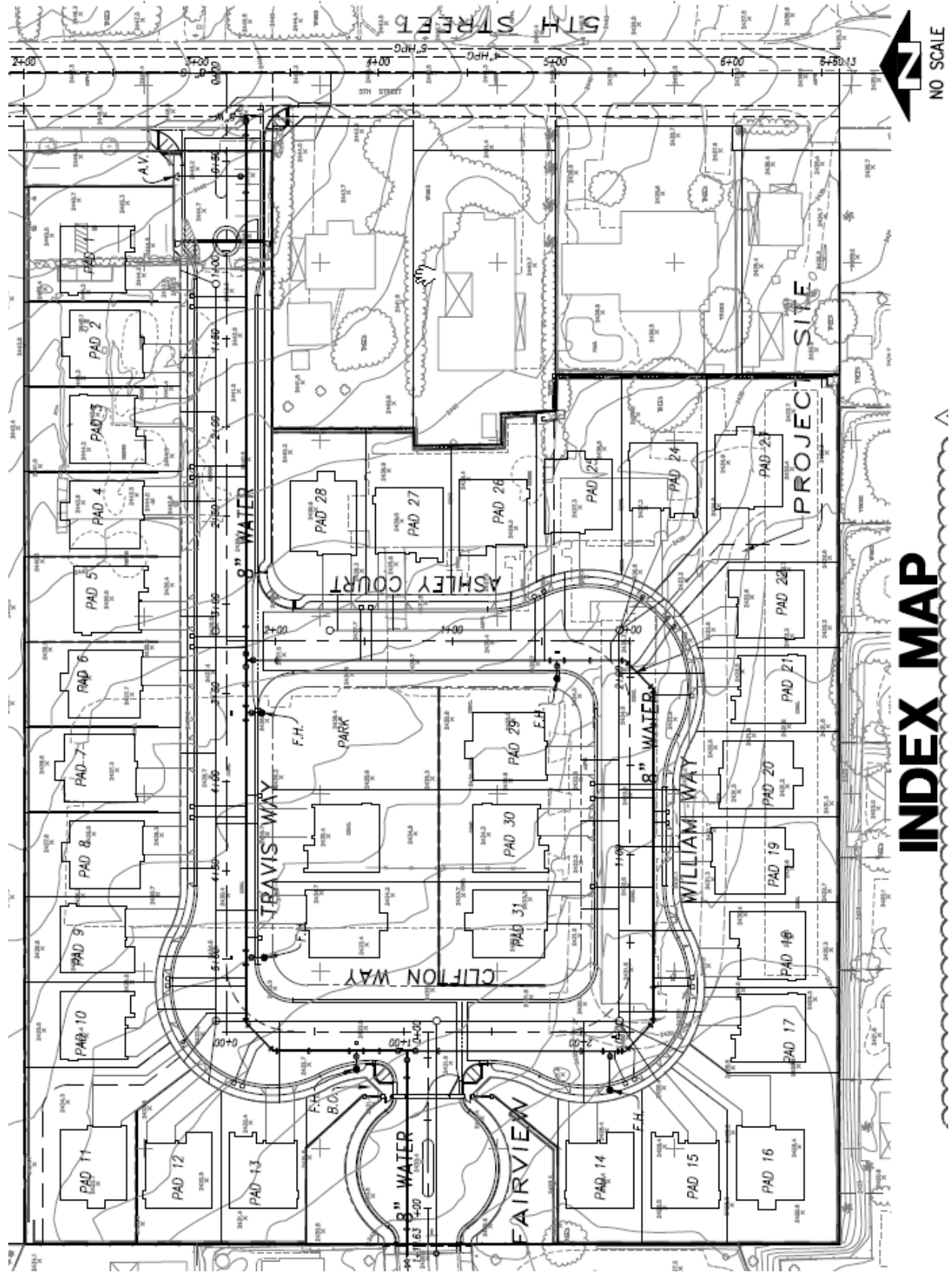
Recommendation: That the Board authorize the Board President to execute Development Agreement No. 2021-06.

The District staff is in the process of finalizing a development agreement for water, sewer, and recycled water service to Tract No. 17031. This is a 33-lot subdivision located on 5th Street, south of Avenue E, in the City of Yucaipa.

Drinking water and sewer infrastructure for this tract was previously installed as a private development in 2007. Since the development has changed hands the current owner does not want to maintain a private system and would prefer the streets within the tract to be public as well as the water and sewer infrastructure. District staff inspected the infrastructure in 2019 and created a punch list. Staff will re-inspect the project before any connections to our system take place.

Yucaipa Valley Water District will provide water, sewer, and recycled water service to this project.





**AGREEMENT TO PROVIDE DRINKING WATER, RECYCLED WATER
 AND SEWER SERVICE TO TRACT NUMBER 17031 (33 LOTS) IN THE
 CITY OF YUCAIPA, COUNTY OF SAN BERNARDINO**

This Agreement is made and effective this 16th day of March 2021, by and between the Yucaipa Valley Water District, a public agency ("District"), and Yucaipa 33, LLC ("Developer"). Each is sometimes referred to herein as a "Party" and jointly as the "Parties".

Project File (s)	Task No. (s)
P-92	89422

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

District	Developer
Yucaipa Valley Water District 12770 Second Street Post Office Box 730 Yucaipa, California 92399 Attention: Joseph Zoba, General Manager Telephone: (909) 797-5119 x2 Email: jzoba@yvwd.us	Yucaipa 33, LLC 12223 Highland Avenue, Suite 106-553 Rancho Cucamonga, California 91739 Attention: Robert Gonzalez Telephone: (626) 705-1193 Email: robert@rgsdevelopmentgroup.com

The Developer has represented to the District that they are the owner of the following parcel(s) which is/are the subject of this Agreement and described herein as the "Property":

Assessor Parcel Numbers	City / County
318-174-22	Yucaipa / San Bernardino

RECITALS

WHEREAS, the Developer desires to develop its Property situated within the service area of the District consisting of a development with a total of 33 lots; and

WHEREAS, the Developer has provided plans, drawings, and/or concepts to the District to construct the proposed "Project" as shown on Exhibit A attached hereto; and

WHEREAS, the Developer desires to obtain drinking water, recycled water, and sewer service from the District for the Project in accordance with the current Rules, Regulations, and Policies of the District; and General Construction Conditions as provided in Exhibit B attached hereto; and

WHEREAS, it is the purpose of this Agreement to set forth the terms and conditions by which the District will provide service to the Project.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Developer and the District agree as follows:

- A. Project Overview.** The proposed development of the Tract Map Number 17031 consists of 33 single family residences on approximately 5.75 acres. The project will not consist of dual plumed homes but will be served recycled water for some irrigation purposes. The project (APN 318-174-22) is located on the west side of 5th Street, between Wildwood Canyon Road and Avenue E in the City of Yucaipa, San Bernardino County, and (the Property”). The proposed development of the Property will not include phased construction. The project will receive drinking water, recycled water, and sewer service from the Yucaipa Valley Water District.

The Yucaipa Valley Water District has been involved in the review process for this project and has established the following development related project files: P-92, Task Number 89422.

- B. Special Conditions.** In addition to the General Construction Conditions attached hereto as Exhibit B, the following conditions, being contained herein, are hereby required by the District for the Developer to receive service for the Project.

1. Project Specific Drinking Water Conditions: The Project will be served drinking water from Yucaipa Valley Water District. The Developer shall provide approved drinking water plans, specifications, and construction drawings to Yucaipa Valley Water District for review and identification of potential utility conflicts prior to activation of water service for the Project
2. Project Specific Recycled Water Conditions: The Project will receive recycled water from Yucaipa Valley Water District. A single recycled water irrigation service will need to be installed at 5th Street for any landscape purposes at the entrance of the project.
3. Project Specific Sewer Conditions: The Project will receive sewer service from the Yucaipa Valley Water District. The Developer shall design and construct, at its sole cost and expense, on-site and/or off-site sewer infrastructure (“Facilities”) pursuant to District approved plans and requirements.
 - a. The Yucaipa Valley Water District will not provide sewer service to the Project until all sewer infrastructure is completed, pressure tested, and accepted by the District.
 - b. Developer shall pay all applicable rates, fees, and charges as required herein and in effect at the time sewer service is activated to any portion of the Project.
4. Project Specific Stormwater Conditions. The City of Yucaipa and/or the County of San Bernardino will retain responsibility and authority for stormwater related to the Project. The Developer shall provide, at its sole cost and expense, approved plans, specifications, and construction drawings to the District for review and

identification of onsite stormwater collection facilities and retention basins and the District will review such plans, specifications and drawings to ensure that the Facilities will not interfere with existing District infrastructure and/or the stormwater facilities.

5. Project Specific Conditions. The Developer, at its sole cost and expense, shall design and construct all Facilities and related appurtenances pursuant to the District approved plans and construction drawings to serve the Project.
 - a. The District will not provide drinking water, recycled water or sewer service to the Project until the necessary infrastructure is completed and accepted by the District to provide service to each lot.
 - b. Project phases will be coordinated and approved in writing by the District staff.
 - c. The Developer shall provide electronic design drawings of parcels and infrastructure in native AutoCAD file formats consistent with existing District enterprise systems prior to receiving occupancy.
 - d. Facilities located in easements shall be protected pursuant to District requirements.
6. Rates, Fees and Charges.
 - a. The most current rates, fees and charges will be payable pursuant to the Resolution/Ordinance in effect at the time building permits are issued or renewed for each lot.
7. Project Related Invoices. Pursuant to Exhibit B - Design and Construction Requirements, Section O, Developer acknowledges and hereby agrees that the District is authorized, from time-to-time, to reimburse itself from the funds on deposit for Project costs incurred and that the District will not release any structure for occupancy unless there is a minimum balance of \$5,000 in the Project Cash Account.
8. Ownership; Operation and Maintenance. Once constructed and accepted by the District, title to the Facilities (excluding private, on-site Facilities) will be conveyed by the Developer to the District, and the District will operate and maintain the Facilities and provide service to the Developer's Property in accordance with the District's Rules, Regulations and Policies and the provisions of this Agreement.
9. Easements, Dedications, and Recorded Documentation: All easements, dedications, and recorded documentation required by the District shall be provided by the Developer to the District prior to the release of occupancy of any structure within the Project.
10. Annexation. This Project is located within the service area of the District, so an annexation is not required.

Yucaipa Valley Water District
Development Agreement No. 2021-06
Page 4 of 15


11. Annual Review of Construction Drawings. The District requires an annual review of approved construction drawings related to this Project. The District will not charge the Developer for the annual construction drawing review. However, the Developer will be required to update and resubmit construction drawings based on comments provided by the District at the sole cost and expense of the Developer prior to the start of construction.
12. Amendment. This Agreement may be amended, from time-to-time, by mutual agreement, in writing signed by both Parties. The District and the Developer further agree that to the extent this Agreement does not address all aspects of the Developer's Property and/or Project, the Parties will meet and confer and negotiate in good faith and execute a written amendment or supplement to this Agreement.
13. Assignment. This Agreement will not be assigned, whether in whole or in part by either Party.
14. Term and Termination of Agreement. Unless extended by mutual agreement of the parties in writing, this Agreement shall terminate at 5:00 p.m., on the day before the sixth (6th) anniversary date of this Agreement; provided, however, that this Agreement shall automatically terminate, without further liability to either party, as follows:
 - a. Immediately, upon abandonment by the Developer of the Developer's Property and/or the work hereunder. "Abandonment" is defined as the act of bankruptcy or Developer's failure to improve the Property in a manner consistent with the proposed development plan within twelve months of the effective date of this Agreement; and/or
 - b. Within 45 days of the date of the issuance of a Notice of Default by the District to the Developer in the event, the Developer fails or refuses to perform, keep or observe any of the terms, conditions or covenants set forth in this Agreement.

IN WITNESS WHEREOF, the parties have executed is Agreement to be effective on the day and year first above written.

YUCAIPA VALLEY WATER DISTRICT

Dated: _____ By: _____
Chris Mann, President

DEVELOPER

Dated: 3/9/2021 By: 

Print Name: ROBERT GONZALEZ

Print Title: PROJECT MANAGER

Attachments	Status
Exhibit A - Proposed Development Concept	Included
Exhibit B - General Construction Conditions	Included

Exhibit A - Proposed Development Concept

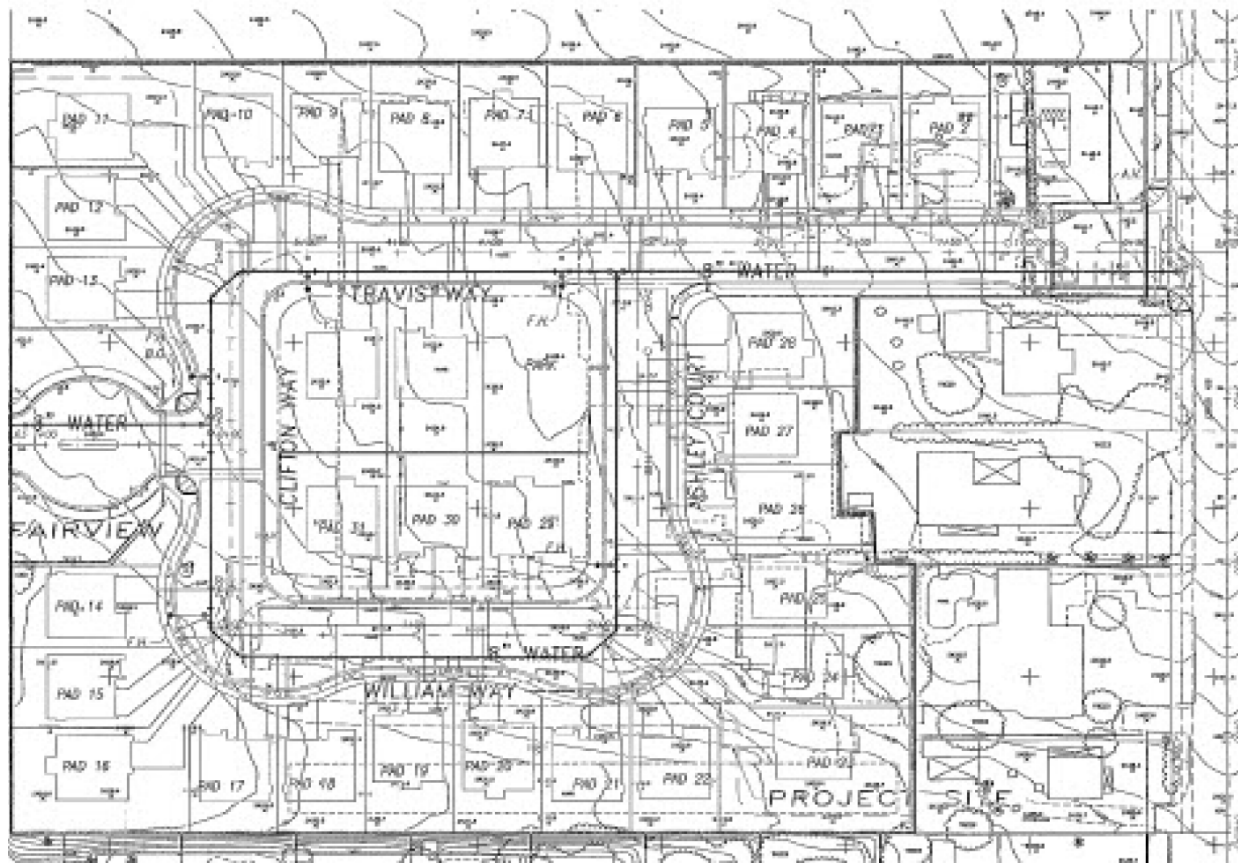
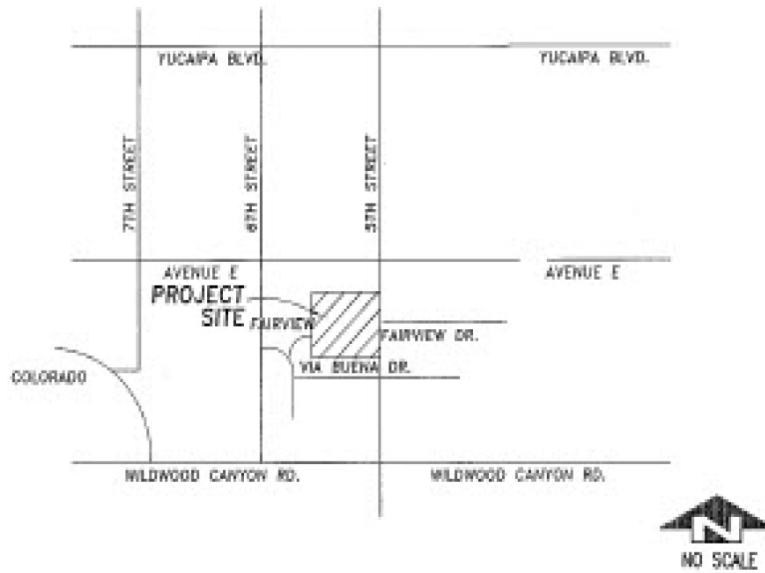


Exhibit B - General Construction Conditions

DESIGN AND CONSTRUCTION

- A. Licensed Professionals. All work, labor and services performed and provided in connection with, for example, the preparation of surveys and descriptions of real property and rights-of-way, the preparation of construction specifications, plans and drawings, and the construction of all Facilities shall be performed by or under the direction of professionals appropriately licensed by the State of California and in good standing.
- B. Plan Acceptance; Facility Acceptance. Upon its final review and approval of the plans and specifications ("Plans"), the District shall sign the construction drawings ("Approved Plans") indicating such approval ("Plan Acceptance"). Plans are subject to an annual review by the District and modifications will be required by the District to conform to revised construction standards and policies as part of the Plan Acceptance. The Developer shall update and resubmit the Plans for final approval by the District.
1. The Developer shall not permit, or suffer to permit, the construction of any Facility without having first obtained Plan Acceptance or completed modifications required by annual updates. In the event the Developer fails or refuses to obtain the District's Plan Acceptance, the District may refuse, in its sole discretion and without liability to the Developer, to issue its Facility Acceptance (as that term is defined below) as to such Facility when completed.
 2. The Developer shall not deviate from any Approved Plans and/or specifications without the District's prior written approval.
- C. Facility Inspection. All construction work shall be inspected on a timely basis by District personnel and/or by District's consultants at the sole cost of the Developer. The Developer acknowledges that the inspector(s) shall have the authority to require that any and all unacceptable materials, workmanship, construction and/or installation not in conformance with either (i) the Approved Plans, or (ii) standard practices, qualities and standards in the industry, as reasonably determined by the District, shall be replaced, repaired or corrected at Developer's sole cost and expense.
1. In the event the Developer's contractor proposes to work overtime and beyond normal business hours, the Developer shall obtain the District's approval at least 24 hours in advance so that inspection services may be appropriately scheduled. The Developer shall be solely responsible for paying all costs and expenses associated with such inspection services.
 2. The District shall promptly upon request of Developer cause the final inspection of a Facility which Developer indicates is completed. If the District finds such Facilities to have been completed in conformance with the Approved Plans for which a Plan Acceptance has been issued, then the District shall issue to Developer its letter ("Facility Acceptance") indicating satisfactory completion of the Facility and District's acceptance thereof. Neither inspection nor issuance of the Facility Acceptance shall constitute a waiver by District of any claims it might have

against Developer for any defects in the work performed, the materials provided, or the Facility constructed arising during the one-year warranty period.

- D. Project Coordination and Designation of Developer's Representative. The Developer shall be solely responsible for coordinating the provision of all work, labor, material and services associated with the planning, design and construction of the Facilities required for the Project.
1. The Developer shall be solely responsible for compliance with all applicable federal, state and local safety rules and regulations, and shall conduct periodic safety conferences as required by law and common sense.
 2. Prior to proceeding with any Facility construction, the Developer shall schedule and conduct a preconstruction conference with the District. In the event the Developer fails or refuses to conduct any such conference, the District may refuse, in its sole discretion, to accept the Facilities constructed by the Developer.
 3. The District and the Developer hereby designate the individual identified on page 1 of this Agreement as the person who shall have the authority to represent the District and Developer in matters concerning this Agreement. In order to ensure maximum continuity and coordination, the District and Developer agree not to arbitrarily remove or replace the authorized representative, but in the event of a substitution, the substituting Party shall promptly advise the other Party of such substitution, in writing.
- E. District's Right to Complete Facilities. The District is hereby granted the unqualified right to complete, construct or repair all or any portion of the water and/or sewer Facilities, at Developer's sole cost and expense in the event there is a threat to the public's health, safety or welfare.
- F. Construction of Connections to District Facilities. Unless otherwise agreed to in writing by the District, the District shall furnish all labor, materials and equipment necessary to construct and install connections between the Developer's Facilities and the District's water, recycled water, and sewer systems. All costs and expenses associated therewith shall be paid by the Developer.
- G. Compliance with Law and District Regulations. The Developer hereby agrees that all Facilities shall be planned, designed and constructed in accordance with all applicable laws, and the District's Rules, Regulations and Policies in effect at the time of construction. The Developer shall keep fully informed of and obey all laws, rules and regulations, and shall indemnify the District against any liability arising from Developer's violation of any such law, rule or regulation.
- H. Developer's Warranties. The Developer shall unconditionally guaranty, for a period of one year following the District's Facility Acceptance thereof, any and all materials and workmanship, at the Developer's sole cost and expense. The provision of temporary water service through any of the Developer's Facilities, prior to District's acceptance of same, shall not nullify nor diminish the Developer's warranty obligation, nor shall the Developer's warranty obligation be voided if the District determines, in its sole discretion, to make any emergency repairs necessary to protect the public's health, safety or welfare or to ensure

continuity of water or sewer service. The District shall notify Developer of such emergency repairs.

- I. Testing and Disinfection. Upon approval by the District, the Developer, at its sole cost and expense, shall undertake and satisfactorily complete a testing program, including without limitation, compaction, cleaning, video and air testing, and pressurized and disinfection testing (drinking water Facilities), for all Facilities prior to acceptance by the District.
- J. Bond Requirements. The Developer shall provide to the District, in a form satisfactory to the District, the following bonds:
 1. Performance and Warranty Bond. A performance bond issued by a corporate surety or sureties licensed and permitted to do business by and within the State of California in an amount representing not less than one hundred percent (100%) of any and all construction work to be conducted or performed under this Agreement. A warranty bond issued by a corporate surety or sureties licensed and permitted to do business by and within the State of California in an amount representing not less than fifty percent (50%) of the total cost of any and all construction performed hereunder, insuring against any and all defects in the Facilities constructed hereunder, for a period of not less than one full year after the date of acceptance thereof by the District.
 2. Labor and Materials Payment Bond. A labor and materials payment bond issued by a corporate surety or sureties licensed and permitted to do business by and within the State of California in an amount representing not less than one hundred percent (100%) of the total cost of any and all construction performed hereunder per California Civil Code Sections 9550 and following.
 3. Miscellaneous Bond Requirements. All bonds required by this section are subject to the approval as to form and content by the General Manager and District's Legal Counsel. All bonds required by this section shall be provided by a surety that is an "admitted" surety insurer authorized to transact surety insurance in California, with assets exceeding its liabilities in the amount equal to or in excess of the amount of the bonds, and each bond shall not be in excess of ten percent (10%) of the surety insurer's assets. The bond shall be duly executed and shall meet all of the requirements of Section 995.660 of the Code of Civil Procedure.
- K. Title to Facilities and Right-of-Way. Provided that the Developer's Facilities are designed and constructed as required hereunder and the District proposes to issue its Facility Acceptance, the Developer shall, concurrently with the District's Facility Acceptance, convey ownership title to all Facilities (and right-of-way, if applicable) to the District, free and clear of any and all liens and encumbrances except those that are expressly agreed to by the District. The District may require fee title or an easement, depending upon the location of the Facility through action by the Board of Directors. Upon conveyance of title, the District shall assume the responsibility of operating and maintaining the Facilities, subject to the Developer's warranty as provided herein. The Developer acknowledges and agrees that the District shall not be obligated to operate and maintain the Facilities and to provide service to and through them until all applicable conditions imposed by this

Agreement hereunder are satisfied and title to the Facilities has been conveyed and delivered to the District in recordable form.

- L. Risk of Loss. Until such time as acceptance thereof by the District, and until good and marketable title to the easements, rights-of-way and Facilities are conveyed and delivered to the District in recordable form, the Developer shall be solely and completely responsible for any and all losses and/or damage of every kind or nature to the easements, rights-of-way and Facilities. In the event Developer believes the loss and/or damages arose from or are related to acts performed by the District, this provision does not preclude Developer's insurance carrier from seeking indemnity and/or reimbursement from the District.
- M. Conditions Precedent to the Provision of Water and Sewer Service. Unless the District otherwise agrees in writing, the District shall not be obligated to provide any water and/or sewer service to the Developer's Property or any part thereof, including model homes, until Facility Acceptance by the District and Developer conveys to the District the right-of-way and Facilities associated with the requested service. Upon acceptance of the right-of-way and appurtenant Facilities, the District shall provide the service requested and assume the responsibility for operating and maintaining the affected Facilities. Service provided by the District shall be in accordance with its Rules, Regulations and Policies and shall be comparable in quality of service to that provided all similarly situated customers.

FEES AND CREDITS

- N. Developer Fees, Charges, Costs and Expenses. The Developer shall be solely responsible for the payment to the District of all fees, charges, costs and expenses related to this Project.
- O. Developer Cash Account Deposit. The Developer acknowledges and hereby agrees that the District is authorized, from time-to-time, to reimburse itself from the funds on deposit for Project costs incurred.
1. The Developer shall provide the initial deposit to the District, and maintain the minimum balance in the Cash Account for the Project as provided below:
 - a. An initial deposit of \$2,500 and a minimum balance of \$1,000 for a Project that involves the construction of 1 to 2 proposed structures;
 - b. An initial deposit of \$5,000 and a minimum balance of \$2,000 for a Project that involves the construction of 3 to 5 proposed structures;
 - c. An initial deposit of \$10,000 and a minimum balance of \$3,000 for a Project that involves the construction of 6 to 20 proposed structures;
 - d. An initial deposit of \$25,000 and a minimum balance of \$5,000 for all other Projects.

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2. If not previously paid, the initial deposit shall be received by the District within 10 business days following the District's approval of this Agreement.
 3. The District shall provide a monthly accounting of how funds were disbursed.
 4. The Developer agrees to deposit funds with the District within 30 calendar days upon the date an invoice is issued by the District or a Notice of Default will be issued by the District.
 5. The District will not release any structure for occupancy unless the minimum balance is available to the District in the Project Cash Account.
 6. Should any unexpended funds remain in the Cash Account upon completion of the Project or termination of this Agreement, then such funds shall be reimbursed to the Developer within 60 days.
- P. Current Fees and Charges. In the event of a change in the District's schedule of fees and charges, such change shall automatically be incorporated into this Agreement as though set forth in full. Unless otherwise agreed to in writing by the District, the Developer shall pay, when due, the then-current amount of the applicable fee or charge.
- Q. Sustainability Water. The Developer shall pay for the purchase of a quantity of imported water pursuant to the Sustainability Policy adopted by the Board of Directors as a Resolution No. 11-2008 on August 20, 2008, or the latest version with a revised quantity or fee structure. The imported water rate shall be the rate in effect at the time water is secured from the San Bernardino Valley Municipal Water District. Imported water for compliance with the Yucaipa Valley Water District's Sustainability Policy may be pre-paid to lock in the Development Sustainability fee or purchased prior to the issuance of building permits and pay the fee in effect at that time.
- R. San Gorgonio Pass Water Agency Facility Capacity Charges. If the Project is within the service area of the San Gorgonio Pass Water Agency, the Developer will be required to pay the latest San Gorgonio Pass Water Agency Facility Capacity Charge as set forth by District resolution.
- S. District Financial Participation; Credits. The District may agree to participate in certain Facilities for this Project. Any participation or financial contribution to construct the water and/or sewer infrastructure associated with this Project is identified in the Special Conditions at the beginning of the Agreement.

PERMITS AND DOCUMENTATION

- T. Permits, Licenses and CEQA Documentation. The Developer shall be solely responsible for securing and paying for all permits and licenses necessary to develop its project. The Developer shall be solely responsible for complying with the California Environmental Quality Act under the auspices of the City and/or County within which the Property is situated. However, upon request, the Developer shall furnish to the District all relevant environmental documentation and information.

1. The Developer, at its sole cost and expense, shall be solely responsible for defending against any and all legal challenges, including but not limited to permits, licenses and CEQA documentation.
- U. Documents Furnished by the Developer. The Developer shall furnish to the District documentation as required by the District specified below, within the time periods specified. Each and every document submittal shall consist of a fully executed original or certified copy (in recordable form, if applicable) and two copies.

Document(s)	Due Date
Certification of Streets to Rough Grade	Prior to Construction
City/County Encroachment Permits and Conditions	Prior to Construction
Field Engineering Surveys ("Cut Sheets")	Prior to Construction
Grant of Easements and Rights-of-Way	Prior to Construction
Labor and Materials Bond	Prior to Construction
Liability Insurance Certificate(s)	Prior to Construction
Performance Bond	Prior to Construction
Soil Compaction Tests	Prior to Acceptance
Warranty Bond	Prior to Acceptance
List of Approved Street Addresses and Assessor Parcel Numbers	Prior to Setting Meter
Notice of High/Low Water Pressure	Prior to Setting Meter
Notice of Water Pumping Facility	Prior to Construction
Mechanic's Lien Releases	Upon Request of District

NOTE: The DEVELOPER hereby acknowledges and agrees that the foregoing list is not intended to be exclusive; therefore, the DISTRICT reserves the right to request, from time-to-time, additional documents or documentation.

INSURANCE AND INDEMNIFICATION

- V. Indemnification and Hold Harmless. The Developer and the District agree that the District should, to the extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, defense costs, court costs or any other costs arising out of or in any way related to the performance by Developer of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the fullest protection possible under the law to the District, except for liability attributable to the District's intentional and/or negligent acts. Developer acknowledges that the District would not enter into this Agreement in the absence of this commitment from the Developer to indemnify and protect the District as set forth here.

Therefore, the Developer shall defend, indemnify and hold harmless the District, its employees, agents and officials, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorneys' fees incurred by the District, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of or arising out of or in any way attributable actually, allegedly or impliedly, in whole or in part in the performance by Developer of this

Agreement. All obligations under this provision are to be paid by the Developer as incurred by the District. Notwithstanding the foregoing, the Developer shall have no obligation to defend, indemnify or hold harmless the District, its employees, agents or officials from any liability arising, in whole or in part, from the District's intentional and/or negligent acts.

- W. Insurance. The Developer agrees to provide insurance in accordance with the requirements set forth here throughout the term of this Agreement. If the Developer uses existing coverage to comply with these requirements and that coverage does not meet the requirements set forth herein, the Developer agrees to amend, supplement or endorse the existing coverage to do so. The following coverages will be provided by the Developer and maintained on behalf of the District and in accordance with the requirements set forth herein.
1. Commercial General Liability Insurance (Primary) shall be provided on ISO-CGL Form No. CG 00 01 10 93. Policy limits shall be no less than \$1,000,000 per occurrence for all coverages and \$2,000,000 general aggregate. The District and its officials, employees and agents shall be added as additional insureds using ISO Form CG 20 10 10 93. Coverage shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance, primary or excess, available to the District or any employee or agent of the District. Coverage shall not be limited to the vicarious liability or supervisory role of any additional insured. Coverage shall contain no contractors' limitation endorsement. There shall be no endorsement or modification limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.
 2. Umbrella Liability Insurance (over Primary) shall apply to bodily injury/property damage, personal injury/advertising injury, at a minimum, and shall include a "drop down" provision providing primary coverage above a maximum \$25,000 self-insured retention for liability not covered by primary policies but covered by the umbrella policy. Coverage shall be following form to any underlying coverage. Coverage shall be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. There shall be no cross-liability exclusion and no contractor's limitation endorsement. Policy limits shall be not less than \$1,000,000 per occurrence and \$1,000,000 in the aggregate, above any limits required in the underlying policies. The policy shall have starting and ending dates concurrent with the underlying coverages.
 3. Workers' Compensation/Employer's Liability shall provide workers' compensation statutory benefits as required by law. Employer's liability limits shall be no less than \$1,000,000 per accident or disease. Employer's liability coverage shall be scheduled under any umbrella policy described above. Unless otherwise agreed, this policy shall be endorsed to waive any right of subrogation as respects the District, its employees or agents.
 4. The Developer and the District further agree as follows:
 - a. All insurance coverage provided pursuant to this Agreement shall not prohibit the Developer, and the Developer's employees or agents, from waiving the right of subrogation prior to a loss. The Developer waives its right of subrogation against the District.

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- b. Unless otherwise approved by the District in writing, the Developer's insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best's" Insurance Guide rating of "A:VII". Self-insurance will not be considered to comply with these insurance specifications.
- c. The Developer agrees to provide evidence of the insurance required herein, satisfactory to the District, consisting of certificate(s) of insurance evidencing all of the coverages required and an additional insured endorsement to the Developer's general liability and umbrella liability policies. Certificate(s) are to reflect that the insurer will provide 30 days' notice of any cancellation of coverage. The Developer agrees to require its insurer to modify such certificate(s) to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions. The Developer agrees to provide complete certified copies of policies to the District within 10 days of the District's request for such copies.
- d. In the event of any loss that is not insured due to the failure of the Developer to comply with these requirements, the Developer agrees to be responsible for any all losses, claims, suits, damages, defense obligations and liability of any kind attributed to the District, or the District's officials, employees and agents as a result of such failure.
- e. The Developer agrees not to attempt to avoid its defense and indemnity obligations to the District and its employees, agents and officials by using as defense the Developer's statutory immunity under workers' compensation and similar statutes.

MISCELLANEOUS PROVISIONS

- X. Status of the Parties. This Agreement is not intended to create, and nothing herein contained shall be construed to create, an association, a trust, a joint venture, a partnership or other entity of any kind, or to constitute either party as the agent, employee or partner of the other.
- Y. Force Majeure. If either the District or the Developer is delayed, hindered or prevented from performing any term of this Agreement by any cause beyond either party's control including, without limitation, any strike, walkout, prohibitions imposed by law, rules or regulations, riot, war, act of God or the default of the other party, then such performance may be excused or the time of performance tolled during the period of delay.
- Z. Incorporation of Prior Agreements. This Agreement contains all of the agreements of the parties with respect to any matter covered or mentioned in this Agreement, and no prior agreement or understanding pertaining to any such matter shall be effective for any purpose.

- AA. Waiver. No waiver by either Party of any provisions of this Agreement shall be deemed to be a waiver of any other provision hereof or of any subsequent breach by either Party of the same or any other provisions.
- BB. Severance. If any provision of this Agreement is determined to be void by any court of competent jurisdiction then such determination shall not affect any other provision of this Agreement provided that the purpose of this Agreement is not frustrated.
- CC. Disclaimer. Utilizing fees and Facilities provided to the District by the Developer, the District will supply sewer collection and treatment services to the Developer's Property and Project, however, the District shall not be obligated to utilize public funds to subsidize the Project.
- DD. Water Supply Availability. The District does not guarantee water supply availability and shall not be required to authorize the issuance of grading, building, or occupancy permits during the period of time that the State of California and/or the Board of Directors have declared a water supply reduction of 20% or greater for a specific portion or all of the District's service area.
- EE. Preparation of This Agreement. This Agreement shall not be construed against the Party preparing it but shall be construed as if both Parties prepared it.
- FF. Alternative Dispute Resolution. Any dispute as to the construction, interpretation or implementation of this Agreement, or any rights or obligations hereunder, shall be submitted to mediation. Unless the Parties enter into a written stipulation to the contrary, prior to the filing of any complaint to initiate legal action, all disputes shall first be submitted to non-binding mediation, conducted by the Judicial Arbitration and Mediation Services, Inc./Endispute, or its successor, or any other neutral, impartial mediation service that the Parties mutually agree upon in accordance with its rules for such mediation. Mediation fees shall be shared equally by the DEVELOPER and the DISTRICT.

END OF SECTION



Date: March 16, 2021

Prepared By: Allison M. Edmisten, Chief Financial Officer

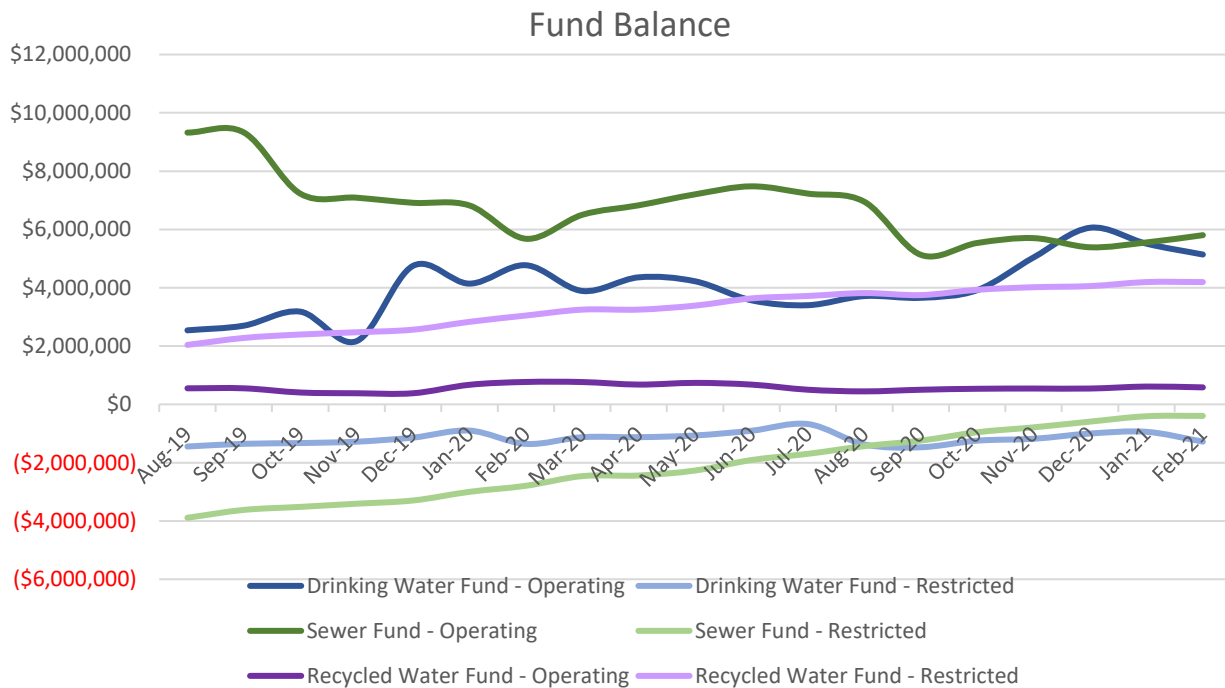
Subject: Presentation of the Unaudited Financial Report for the Period Ending on February 28, 2021

Recommendation: That the Board receive and file the unaudited financial report.

The following unaudited financial report has been prepared by the Administrative Department for your review. Please remember that the following financial information has not been audited.

Cash Fund Balance and Cash Flow Reports

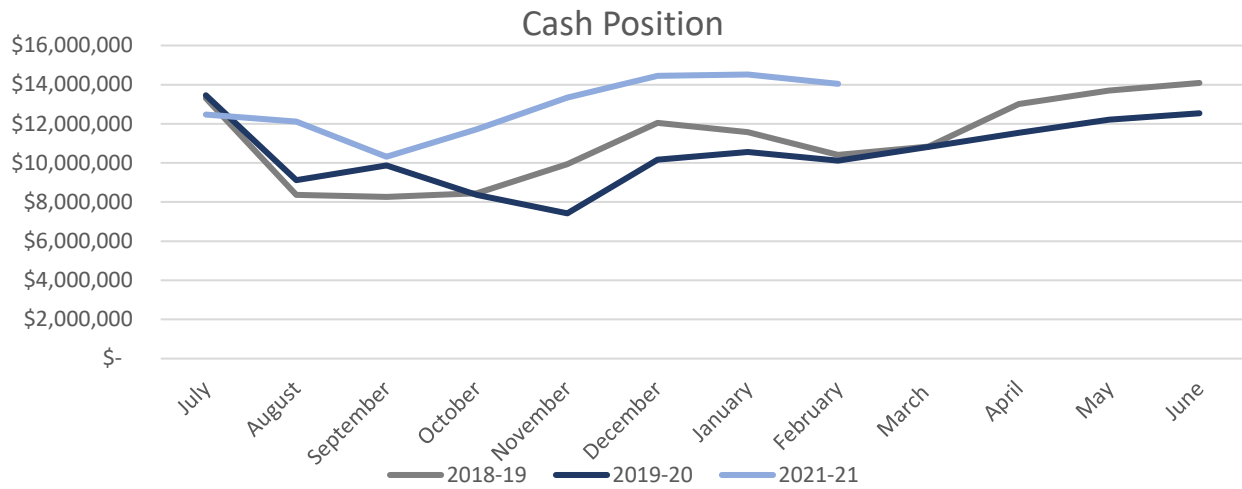
The Cash Fund Balance Report provides a summary of how the total amount of funds maintained by financial institutions is distributed throughout the enterprise and non-enterprise funds of the District. A summary of the report is as follows:



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

Cash Fund Balance Report - February 2021

Water Division		GL#	Balance
Restricted	ID 1 Construction Funds	02-000-10216	\$ 293,145.85
	ID 2 Construction Funds	02-000-10217	\$ -
	FCC - Debt Service YVRWFF Phase I	02-000-10401	\$ (6,807,972.01)
	FCC - Future YVRWFF Phase II & III	02-000-10403	\$ 684,064.10
	FCC - Recycled System	02-000-10410	\$ (455,676.50)
	FCC - Booster Pumping Plants	02-000-10411	\$ 1,040,165.04
	FCC - Pipeline Facilities	02-000-10412	\$ 1,227,070.62
	FCC - Water Storage Reservoirs	02-000-10413	\$ 2,739,891.69
Subtotal Restricted Funds			<u>\$ (1,279,311.21)</u>
Operating	Infrastructure Reserves	02-000-10311	\$ 1,033,737.01
	Sustainability Fund	02-000-10313	\$ 135,708.86
	Rate Stabilization Fund	02-000-10314	\$ 500,209.14
	Supplemental Water Fund - San Bernardino	02-000-10315	\$ 895,626.90
	Supplemental Water Fund - Riverside	02-000-10316	\$ 828,727.44
	Operating Funds:		<u>\$ 1,744,941.51</u>
Subtotal Operating Funds			<u>\$ 5,138,950.86</u>
Total Water Division			\$ 3,859,639.65
Sewer Division		GL#	Balance
Restricted	SRF Reserve Fund - Brineline	03-000-10218	\$ 637,449.00
	SRF Reserve Fund - WISE	03-000-10219	\$ 184,928.00
	SRF Reserve Fund - R 10.3	03-000-10220	\$ 51,531.00
	SRF Reserve Fund - Crow St	03-000-10221	\$ 19,255.00
	FCC - Debt Service WWTP Expansion & Upgrade	03-000-10405	\$ 4,045,903.44
	FCC - Future WWTP Expansion	03-000-10407	\$ 2,951,798.39
	FCC - Sewer Interceptors	03-000-10415	\$ (521,832.15)
	FCC - Lift Stations	03-000-10416	\$ 478,486.87
	FCC - Effluent Disposal Facilities	03-000-10417	\$ (1,106,771.54)
FCC - Salt Mitigation Facilities	03-000-10418	<u>\$ (7,136,380.23)</u>	
Subtotal Restricted Funds			<u>\$ (395,632.22)</u>
Operating	Project Fund - Encumbered	03-000-10215	\$ 646,500.00
	Infrastructure Reserves	03-000-10311	\$ 6,671,298.16
	Rate Stabilization Fund	03-000-10314	\$ 1,464,394.90
	Operating Funds:		<u>\$ (2,978,575.14)</u>
Subtotal Operating Funds			<u>\$ 5,803,617.92</u>
Total Wastewater Division			\$ 5,407,985.70
Recycled Water Division		GL#	Balance
Restricted	FCC - Recycled System	04-000-10410	\$ 395,320.20
	FCC - Booster Pumping Plants	04-000-10411	\$ 259,060.25
	FCC - Pipeline Facilities	04-000-10412	\$ 1,920,557.46
	FCC - Water Storage Reservoirs	04-000-10413	\$ 1,618,981.71
Subtotal Restricted Funds			<u>\$ 4,193,919.62</u>
Oper	Infrastructure Reserves	04-000-10311	\$ 315,645.83
	Operating Funds:		<u>\$ 590,723.41</u>
Subtotal Operating Funds			<u>\$ 581,531.97</u>
Total Recycled Water Division			\$ 4,775,451.59
DISTRICT TOTAL			<u>\$ 14,043,076.94</u>

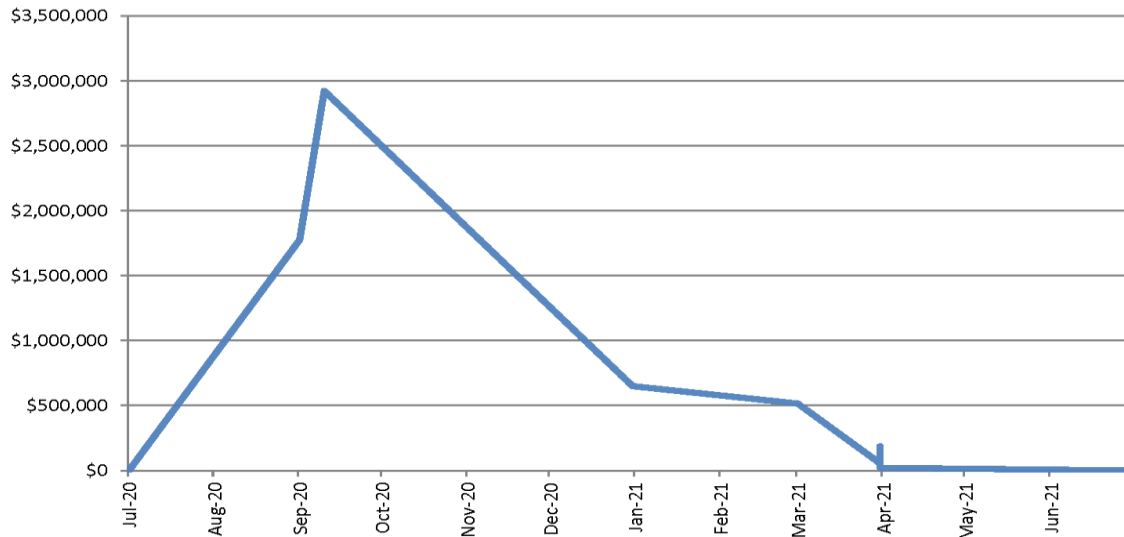


The Cash Flow Report provides a list of the debt service payment due dates and amounts as well as the cash flow requirements for debt service for each month of the fiscal year.

Cash Flow Report for Fiscal Year 2020-21

Financial Obligations for Fiscal Year 2020-21				
Due Date	Fund	Description	Term of Obligation	Amount
9/1/2020	Water	2015A Bond Payment - YVRWFF	2015-2034	\$ 1,776,681.25
9/10/2020	Sewer	SRF Payment - WRWRF	2009-2028	\$ 2,923,668.75
12/31/2020	Sewer	SRF Payment - Yucaipa Regional Brineline	2013-2032	\$ 649,273.50
3/1/2021	Water	2015A Bond Payment - YVRWFF	2015-2034	\$ 515,931.25
3/31/2021	Sewer	SRF Payment - Recycled Reservoir R-10.3	2014-2033	\$ 54,277.31
3/31/2021	Sewer	SRF Payment - Desalinization at WRWRF	2014-2033	\$ 185,251.30
3/31/2021	Sewer	SRF Payment - Crow Street/Recycled Booster B-12.1	2016-2035	\$ 21,223.27
Total				\$ 6,126,306.63

Payment Schedule and Cash Flow Requirements for Fiscal Year 2020-21



Cash Disbursement Report

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

Check Register - February 2021

Date	Check #	Payee or Description	Amount
2/1/2021	38468	Meyers Nave	\$ 45,288.80
2/1/2021	38469	Ameripride Uniform Services	\$ 820.09
2/1/2021	38470	Atlas Copco Compressors, LLC	\$ 12,091.50
2/1/2021	38471	Brenntag Pacific, Inc	\$ 19,712.21
2/1/2021	38472	Crown Ace Hardware - Yucaipa	\$ 23.69
2/1/2021	38473	Decked, LLC	\$ 13,521.50
2/1/2021	38474	Hach Company	\$ 1,801.91
2/1/2021	38475	Harrington Ind. Plastic, LLC	\$ 573.50
2/1/2021	38476	Humboldt Mfg. Co.	\$ 930.00
2/1/2021	38477	Inland Water Works Supply Co.	\$ 9,904.38
2/1/2021	38478	JW D'Angelo Co.	\$ 1,075.39
2/1/2021	38479	Krieger & Stewart	\$ 72,185.66
2/1/2021	38480	Les Schwab Tire Center	\$ 414.77
2/1/2021	38481	Lowe's Companies, Inc.	\$ 391.00
2/1/2021	38482	Merit Oil Company	\$ 817.12
2/1/2021	38483	Nexa	\$ 715.00
2/1/2021	38484	Q Versa, LLC	\$ 1,510.00
2/1/2021	38485	SCCI, Inc.	\$ 350.00
2/1/2021	38486	SOUTHERN CALIFORNIA NEWS GROUP	\$ 1,215.20
2/1/2021	38487	Southwest Membrane Operator Association	\$ 150.00
2/1/2021	38488	Superior Automotive Warehouse, Inc	\$ 1,659.59
2/1/2021	38489	The Gas Company	\$ 4,402.46
2/1/2021	38490	TPX Communications	\$ 2,218.06
2/1/2021	38491	Underground Service Alert Of So. CA	\$ 264.10
2/1/2021	38492	Wells Fargo Bank-Corporate Trust Service	\$ 515,756.67
2/1/2021	38493	Yucaipa Disposal, Inc.	\$ 1,998.86
2/8/2021	38494	ADS, LLC	\$ 6,210.00
2/8/2021	38495	Alpine Springs	\$ 84.95
2/8/2021	38496	Ameripride Uniform Services	\$ 832.83
2/8/2021	38497	Aqua-Metric Sales Company	\$ 684.87
2/8/2021	38498	Brenntag Pacific, Inc	\$ 4,934.95
2/8/2021	38499	Burgeson's Heating & Air Cond. Inc	\$ 288.00
2/8/2021	38500	Caselle, Inc.	\$ 2,870.00
2/8/2021	38501	CDW LLC	\$ 212.68
2/8/2021	38502	Clinical Laboratory of San Bernardino	\$ 15,991.00
2/8/2021	38503	Complete Paperless Solutions	\$ 15,080.00

Check Register - February 2021

Date	Check #	Payee or Description	Amount
2/8/2021	38504	Contron Scada Systems	\$ 3,270.81
2/8/2021	38505	Corelogic, Inc.	\$ 330.00
2/8/2021	38506	Coverall North America, Inc.	\$ 1,331.00
2/8/2021	38507	Discount Bee Removal	\$ 125.00
2/8/2021	38508	Donegan Tree Service	\$ 4,200.00
2/8/2021	38509	Ernest Sorg JR	\$ 117.15
2/8/2021	38510	Evoqua Water Technologies LLC	\$ 2,181.15
2/8/2021	38511	First American Data Tree, LLC	\$ 50.00
2/8/2021	38512	Frontier Communications	\$ 172.76
2/8/2021	38513	G&G Environmental Compliance, Inc	\$ 5,110.36
2/8/2021	38514	GLS US	\$ 42.79
2/8/2021	38515	GooseChase Adventures	\$ 250.00
2/8/2021	38516	Hasa, Inc.	\$ 4,403.72
2/8/2021	38517	Inland Water Works Supply Co.	\$ 11,313.12
2/8/2021	38518	JW D'Angelo Co.	\$ 27,666.84
2/8/2021	38519	Konica Minolta Business Solutions	\$ 577.94
2/8/2021	38520	MASTERCRAFT HOMES	\$ 24,637.41
2/8/2021	38521	Merit Oil Company	\$ 1,585.72
2/8/2021	38522	National Business Furniture LLC	\$ 2,614.87
2/8/2021	38523	NetComp Technologies, Inc.	\$ 1,100.00
2/8/2021	38524	Pacific Coast Landscape & Design, Inc.	\$ 5,700.00
2/8/2021	38525	Polydyne Inc.	\$ 6,925.72
2/8/2021	38526	Pro-Pipe & Supply, Inc.	\$ 46.27
2/8/2021	38527	Q Versa, LLC	\$ 2,598.64
2/8/2021	38528	Redline	\$ 2,809.35
2/8/2021	38529	Sally Trost	\$ 2,500.00
2/8/2021	38530	San Bernardino County Dept of Public Wor	\$ 2,192.00
2/8/2021	38531	Schaner's WasteWater Prod., Inc	\$ 3,987.64
2/8/2021	38532	Superior Automotive Warehouse, Inc	\$ 416.40
2/8/2021	38533	Terracon Consultants, Inc.	\$ 437.50
2/8/2021	38534	Time Warner Cable	\$ 1,727.54
2/8/2021	38535	USA BlueBook	\$ 253.13
2/8/2021	38536	Yucaipa Valley Water District	\$ 57,345.23
2/16/2021	38537	David L. Wysocki	\$ 3,375.00
2/16/2021	38538	Delta Partners, LLC	\$ 7,500.00
2/16/2021	38539	One Stop Landscape Supply Inc	\$ 25,264.50
2/16/2021	38540	Pascal & Ludwig Constructors Inc.	\$ 146,092.56
2/16/2021	38541	Q Versa, LLC	\$ 28,880.00
2/16/2021	38542	Separation Processes, Inc.	\$ 20,808.11
2/12/2021	38543	California State Disbursement Unit	\$ 628.14
2/12/2021	38544	IBEW Local #1436	\$ 690.00
2/12/2021	38545	WageWorks Inc	\$ 1,668.47
2/12/2021	38546	Berkshire Hathaway Homestate Companies	\$ 20,661.42
2/16/2021	38547	Dudek & Associates, Inc	\$ 4,868.13
2/16/2021	38548	Alicia Pietronico	\$ 42.48

Check Register - February 2021

Date	Check #	Payee or Description	Amount
2/16/2021	38549	Ameripride Uniform Services	\$ 826.10
2/16/2021	38550	Aqua-Metric Sales Company	\$ 277,418.28
2/16/2021	38551	AT&T Mobility	\$ 1,864.03
2/16/2021	38552	AutoZone Stores LLC	\$ 41.71
2/16/2021	38553	Best Home Center	\$ 124.83
2/16/2021	38554	BlueTarp Financial, Inc.	\$ 1,209.07
2/16/2021	38555	Brenntag Pacific, Inc	\$ 2,234.66
2/16/2021	38556	BSK Associates	\$ 22.00
2/16/2021	38557	C & B Crushing, Inc.	\$ 100.00
2/16/2021	38558	Calmat Company	\$ 2,680.31
2/16/2021	38559	CDW LLC	\$ 1,715.33
2/16/2021	38560	Charles P. Crowley Company, Inc.	\$ 11,753.45
2/16/2021	38561	Christer Joreteg	\$ 153.45
2/16/2021	38562	Crown Ace Hardware - Yucaipa	\$ 167.38
2/16/2021	38563	CSR AIR CONDITIONING & HEATING INC.	\$ 120.00
2/16/2021	38564	Davis Farr LLP	\$ 5,400.00
2/16/2021	38565	Fastenal Company	\$ 1,537.27
2/16/2021	38566	Fedex	\$ 54.13
2/16/2021	38567	Freedom Mailing Services	\$ 8,009.21
2/16/2021	38568	Grainger	\$ 532.42
2/16/2021	38569	Harrington Ind. Plastic, LLC	\$ 199.04
2/16/2021	38570	Harry C Petty	\$ 37.42
2/16/2021	38571	Heather Gruner	\$ 62.46
2/16/2021	38572	Inland Water Works Supply Co.	\$ 652.28
2/16/2021	38573	J.L. Wingert Co.	\$ 3,001.69
2/16/2021	38574	Jennifer Abbasi	\$ 73.42
2/16/2021	38575	JW D'Angelo Co.	\$ 3,779.29
2/16/2021	38576	Kristina Dyer	\$ 59.83
2/16/2021	38577	Les Schwab Tire Center	\$ 1,484.63
2/16/2021	38578	Merit Oil Company	\$ 1,844.10
2/16/2021	38579	Pro-Pipe & Supply, Inc.	\$ 216.41
2/16/2021	38580	Redline	\$ 1,429.99
2/16/2021	38581	Ron Van Voorthuysen	\$ 123.07
2/16/2021	38582	San Bdn. Valley Muni. Water Dist.	\$ 31,609.97
2/16/2021	38583	Sang Ngov	\$ 29.89
2/16/2021	38584	SB CNTY-Solid Waste Mgmt Div	\$ 109.82
2/16/2021	38585	Separation Processes, Inc.	\$ 4,060.00
2/16/2021	38586	Spectrum Business	\$ 1,834.00
2/16/2021	38587	The Counseling Team International	\$ 525.00
2/16/2021	38588	Uline, Inc.	\$ 2,870.98
2/16/2021	38589	UPS Store#1504/ Mail Boxes Etc.	\$ 20.93
2/16/2021	38590	USA BlueBook	\$ 3,478.85
2/16/2021	38591	VHoldings LLC	\$ 65.57
2/16/2021	38592	Vin Nguyen	\$ 21.85
2/16/2021	38593	Wells Fargo Bank-Corporate Trust Service	\$ 5,000.00

Check Register - February 2021

Date	Check #	Payee or Description	Amount
2/16/2021	38594	Wilbur's	\$ 76.00
2/16/2021	38595	Yucaipa/Calimesa News Mirror	\$ 292.00
2/22/2021	38596	Meyers Nave, A Professional Corporation	\$ 37,983.34
2/22/2021	38597	Pascal & Ludwig Constructors Inc.	\$ 68,789.44
2/22/2021	38598	Ameripride Uniform Services	\$ 829.26
2/22/2021	38599	Beaumont Basin Watermaster	\$ 21,578.60
2/22/2021	38600	BofA Credit Card	\$ 1,808.78
2/22/2021	38601	California Water Efficiency Partnership	\$ 1,788.25
2/22/2021	38602	CSR AIR CONDITIONING & HEATING INC.	\$ 146.54
2/22/2021	38603	Dig Safe Board	\$ 1,827.15
2/22/2021	38604	Fastenal Company	\$ 317.00
2/22/2021	38605	Frontier Communications	\$ 46.25
2/22/2021	38606	GLS US	\$ 38.42
2/22/2021	38607	NetComp Technologies, Inc.	\$ 2,250.00
2/22/2021	38608	Office Solutions Bsns Products, L	\$ 15.00
2/22/2021	38609	Pro-Pipe & Supply, Inc.	\$ 62.99
2/22/2021	38610	SCE Rosemead	\$ 193,548.33
2/22/2021	38611	Sinclair Rock and Sand Inc.	\$ 6,275.00
2/22/2021	38612	Spectrum Business	\$ 4,483.00
2/22/2021	38613	Track Technologies	\$ 2,750.00
2/22/2021	38614	Waterwisepro Training LLC	\$ 8,350.00
2/22/2021	38615	Assoc. SB Cty Special Districts	\$ 375.00
2/26/2021	38616	Doug Earnest	\$ 685.14
2/26/2021	38617	Joe DeSalliers	\$ 603.35
2/26/2021	38618	Peggy Little	\$ 685.14
2/26/2021	38619	Robert Wall	\$ 799.13
2/26/2021	38620	Aflac	\$ 2,861.60
2/26/2021	38621	Blue Shield of California	\$ 4,036.88
2/26/2021	38622	California State Disbursement Unit	\$ 628.14
2/26/2021	38623	Nippon Life Insurance Co	\$ 2,370.91
2/26/2021	38624	Standard Dental Insurance Co	\$ 1,369.00
2/26/2021	38625	Standard Insurance Vision Plan	\$ 302.08
2/26/2021	38626	WageWorks Inc	\$ 1,668.47
2/26/2021	38627	Western Dental Services Inc	\$ 241.04
			<u>\$ 1,943,914.96</u>

Check Register - February 2021

Date	Check #	Payee or Description	Amount
2/12/2021	electronic pmt	DIRECT DEPOSIT TOTAL	\$ 154,888.10
2/12/2021	electronic pmt	CalPERS 457 & Loan	\$ 30,450.49
2/12/2021	electronic pmt	CalPERS Retirement	\$ 34,256.22
2/12/2021	electronic pmt	EDD - State of California	\$ 10,386.00
2/12/2021	electronic pmt	IRS	\$ 64,253.66
2/12/2021	electronic pmt	VOYA 457 Retirement Plan	\$ 4,498.17
2/26/2021	electronic pmt	DIRECT DEPOSIT TOTAL	\$ 150,899.87
2/26/2021	electronic pmt	CalPERS 457 & Loan	\$ 27,438.49
2/26/2021	electronic pmt	CalPERS Retirement	\$ 33,852.30
2/26/2021	electronic pmt	EDD - State of California	\$ 10,528.44
2/26/2021	electronic pmt	IRS	\$ 61,243.51
2/26/2021	electronic pmt	VOYA 457 Retirement Plan	\$ 4,498.17
2/26/2021	electronic pmt	CalPERS Health Insurance	\$ 100,189.86
			<u>\$ 687,383.28</u>

Fiscal Year 2020-21 Reserve Transfers									
Reserve Account - 10311									
Transfer Date	DM #	DM Date	Project	Description	Water	Sewer	Recycled	Transfer #	Resolution
7/31/2020	20-118	7/21/2020	1	Reservoir 16.6	\$ 183,592				
7/31/2020	20-083	5/26/2020	2	Solar at Water Plant	\$ 144,853				
8/11/2020	20-123	8/11/2020	3	Windows 2019 Fileserver (Providence)	\$ 21,783	\$ 21,783	\$ 4,841	1-3	2020-36
8/11/2020	18-232	10/9/2018	4	AMI Project	\$ 129,046				
8/11/2020	20-118	7/21/2020	1	Reservoir 16.6	\$ 27,033				
8/11/2020	20-033	3/24/2020	5	Reservoir 18.4 Electrical	\$ 14,750				
8/25/2020	20-127	8/25/2020	6	Closed Circuit Reverse Osmosis System	\$ 190,000			4	2020-37
8/30/2020	20-118	7/21/2020	1	Reservoir 16.6	\$ 9,563				
9/15/2020	20-132	9/8/2020	7	Wastewater Forsta Auto Strainers (6)	\$ 487,000			7	2020-39
9/30/2020	18-232	10/9/2018	4	AMI Project	\$ 78,454				
9/30/2020	20-140	9/22/2020	9	Skid Steer & Trailer	\$ 4,092	\$ 4,092		8-9	2020-41
10/20/2020	20-054	4/14/2020	10	Vehicles (approved 4/2020)	\$ 79,848	\$ 79,848		3-4	2020-22
12/10/2020	20-146	10/6/2020	11	Property Purchase 12806 Second Street	\$ 107,500	\$ 107,500		10-11	2020-48
12/10/2020	18-232	10/9/2018	4	AMI Project	\$ 14,277				
12/10/2020	20-179	12/8/2020	12	YVRWFF Air Conditioning	\$ 29,650			12	2020-59
12/31/2020	20-181	12/15/2020	13	16" Wildwood Canyon Pipeline	\$ 397,068			13	2020-61
12/31/2020	20-183	12/22/2020	14	2nd Street Demolition	\$ 92,375			14	2020-63
2/9/2021	21-021	2/2/2021	15	Low Pressure Air Compressor		\$ 55,479		15	2021-10

Total Transfers from Reserves \$ (1,333,884) \$ (945,702) \$ (4,841)
Beginning Balance @ 7/1/20 \$ **2,525,595** \$ **3,005,984** \$ **320,486**
 Contribution to Reserves 2020-21 \$ 204,000 \$ -
Ending Balance @ 6/30/21 \$ **1,395,711** \$ **2,060,282** \$ **315,646**

Water Reserve Account			
Transfer Date	DM #	DM Date	Project
12/31/2020	20-181	12/15/2020	13
			16" Wildwood Canyon Pipeline
			\$ 80,409
			10217-Water Fund Impr. District 2
			\$ 80,409

Total Transfers from Reserves \$ (80,409) \$ - \$ -
Beginning Balance @ 7/1/20 \$ **80,409**
 Contribution to Reserves 2020-21
Ending Balance @ 6/30/21 \$ - \$ - \$ -

Fiscal Year 2020-21 Reserve Transfers						
Transfer Date	DM #	DM Date	Project	Description	Water Reserve Account	
					10411-FCC Booster Pumping	10413-FCC Water Reservoir
9/15/2020	20-131	9/8/2020	8	R 16.2 Reservoir Design	\$ 87,836	\$ 33,890
					\$ 63,974	\$ 2020-38

Total Transfers from Reserves \$ (87,836) \$ (63,974) \$ (33,890)
Beginning Balance @ 7/1/20 \$ 1,020,535 \$ 1,004,149 \$ 2,548,478
 Contribution to Reserves 2020-21 \$ 39,993 \$ 138,512 \$ 111,639
Ending Balance @ 6/30/21 \$ 972,693 \$ 1,078,687 \$ 2,626,228

Transfer Date	DM #	DM Date	Project	Description	Recycled Reserve Account	
					10411-FCC Booster Pumping	10413-FCC Recycled Water Reservoir
9/15/2020	20-131	9/8/2020	8	R 16.2 Reservoir Design	\$ 97,816	\$ 37,741
					\$ 71,243	\$ 2020-38

Total Transfers from Reserves \$ (97,816) \$ (71,243) \$ (37,741)
Beginning Balance @ 7/1/20 \$ 286,758 \$ 1,642,634 \$ 1,375,298
 Contribution to Reserves 2020-21 \$ 16,647 \$ 82,896 \$ 66,813
Ending Balance @ 6/30/21 \$ 205,589 \$ 1,654,287 \$ 1,404,370

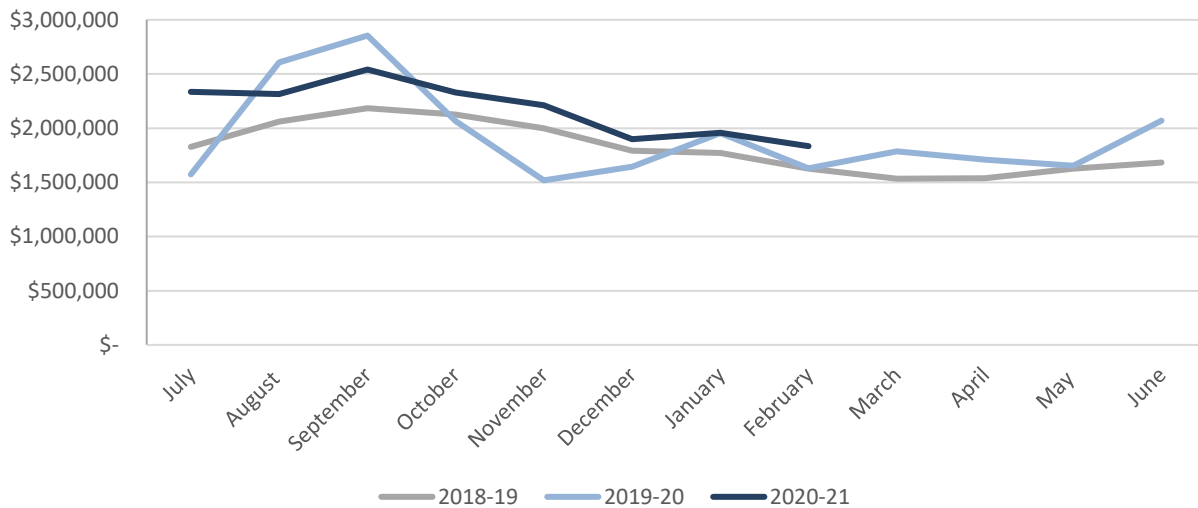
Fiscal Year 2020-21 Reserve Transfers		
Summary of Projects		
Project	Description	Total Reserves Transfer
1	Reservoir 16.6	\$ 220,188
2	Solar at Water Plant	\$ 144,853
3	Windows 2019 Filesaver (Providence)	\$ 48,406
4	AMI Project	\$ 221,777
5	Reservoir 18.4 Electrical	\$ 14,750
6	Closed Circuit Reverse Osmosis System	\$ 190,000
7	Wastewater Forsta Auto Strainers (6)	\$ 487,000
8	R 16.2 Reservoir Design	\$ 392,500
9*	Skid Steer & Traller	\$ 130,384
10	Vehicles (approved 4/2020)	\$ 159,696
11	Property Purchase 12806 Second Street	\$ 215,000
12	YVRWFF Air Conditioning	\$ 29,650
13	16" Wildwood Canyon Pipeline	\$ 477,477
14	2nd Street Demolition	\$ 92,375
15	Low Pressure Air Compressor	\$ 55,479

* Transfer completed in prior year = \$ 122,200

Financial Account Information

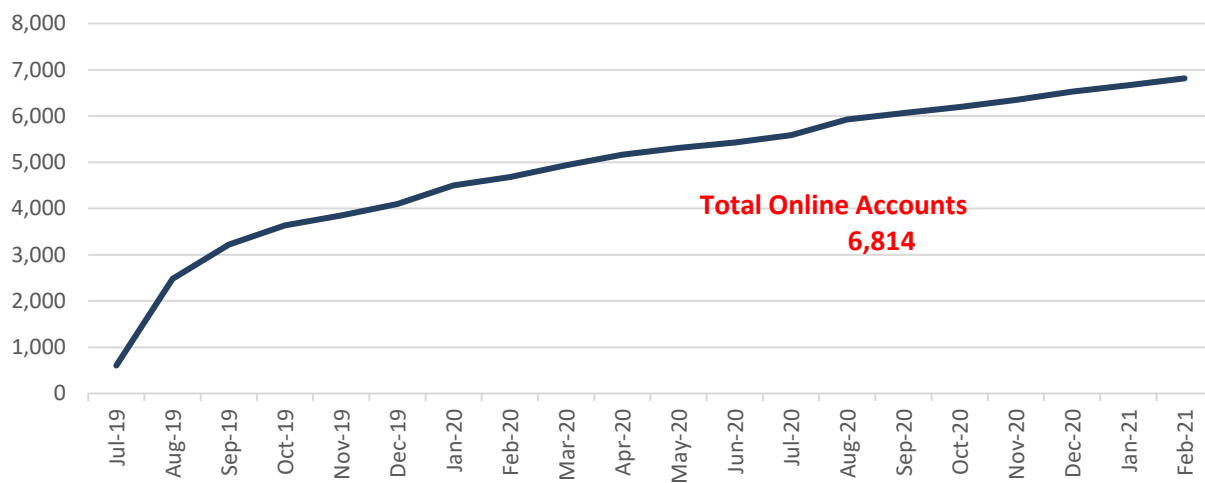
The District currently deposits all revenue received via mail or in person into the Deposit Checking account. All revenue received through Xpress Bill Pay is kept in a separate account and transferred weekly to the Deposit Checking account. The General Checking account is used as a sole processing account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

Monthly Utility Revenue

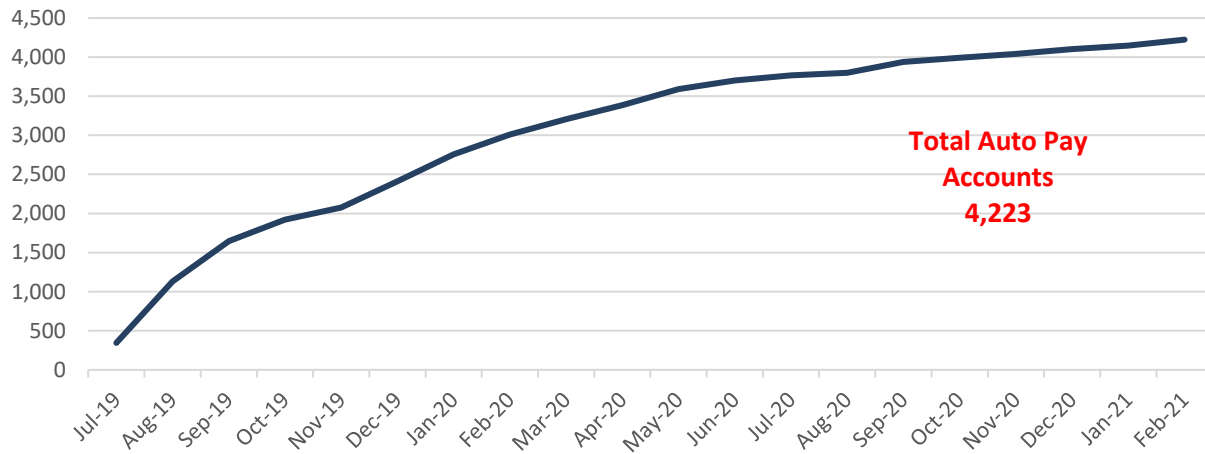


Xpress Bill Pay: Xpress Bill Pay is a third-party vendor the District utilizes to process credit card payments, echecks, online payments from customers, Lockbox payments processed offsite, as well as phone payments processed without a live customer service representative.

Xpress Bill Pay Online Account Enrollment

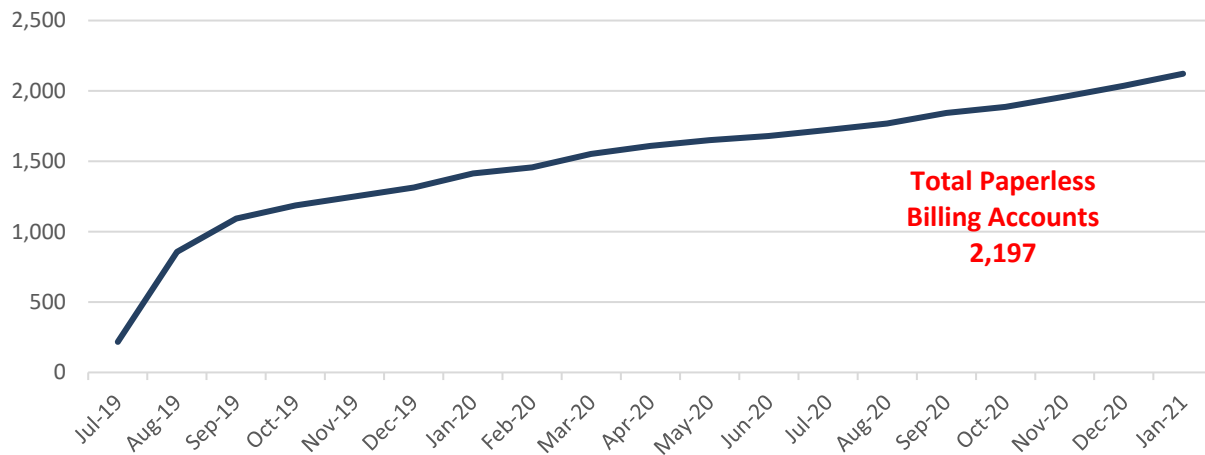


Auto Pay Account Enrollment



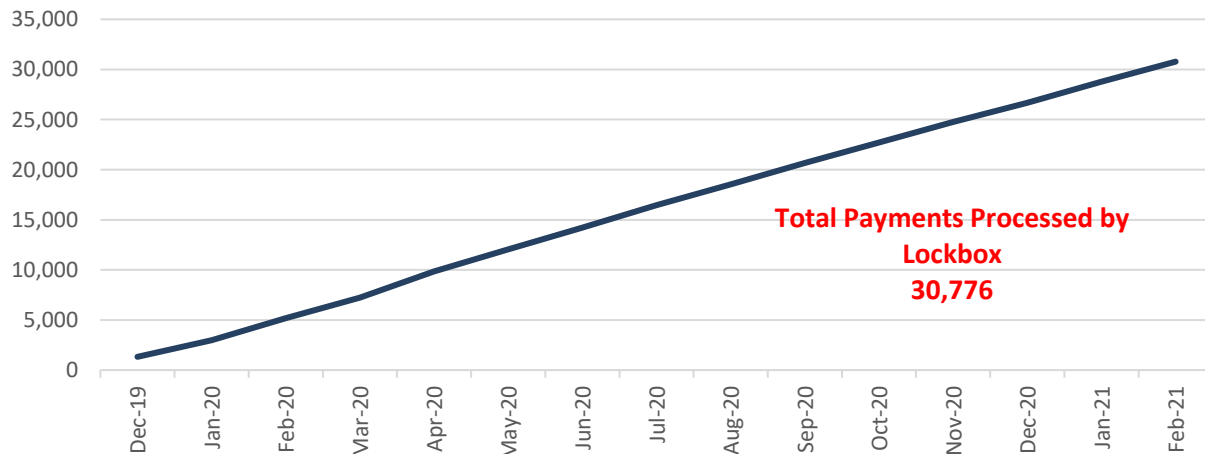
**Total Auto Pay
Accounts
4,223**

Paperless Billing Account Enrollment



**Total Paperless
Billing Accounts
2,197**

Xpress Bill Pay - Payments Processed by Lockbox

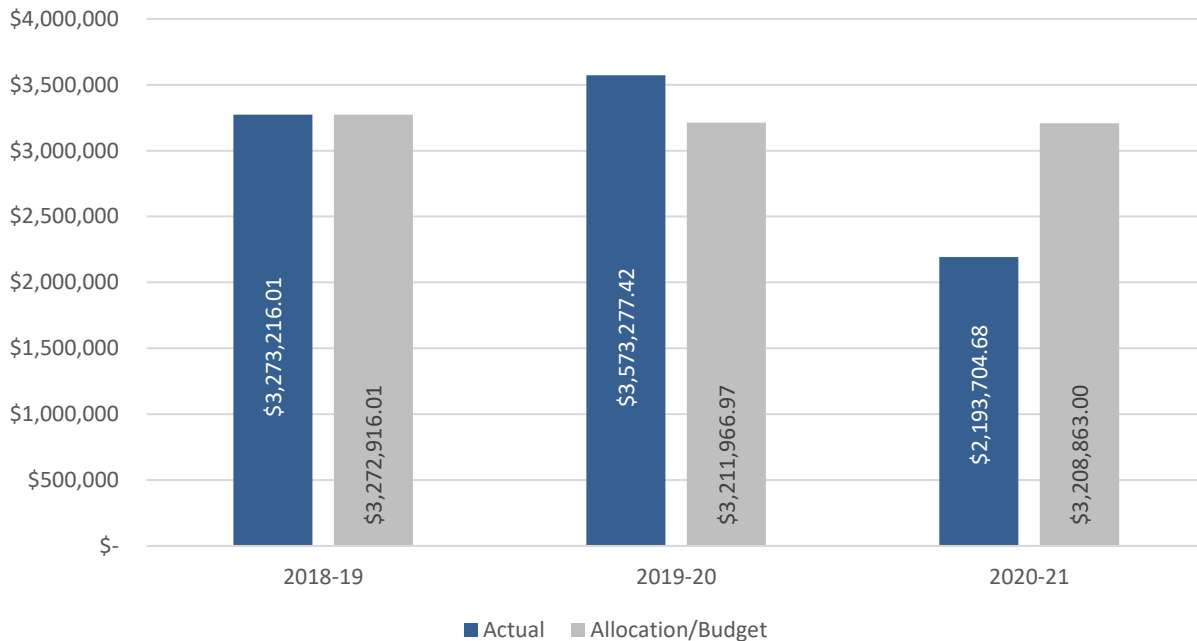


**Total Payments Processed by
Lockbox
30,776**

Summary of Property Tax Revenue:

Current Month	Year-to-Date	Budget Amount	Percentage
Property Taxes	\$ 2,193,705	\$ 3,208,863	68.36%

Property Taxes - Actual vs. Budget



Investment Summary

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

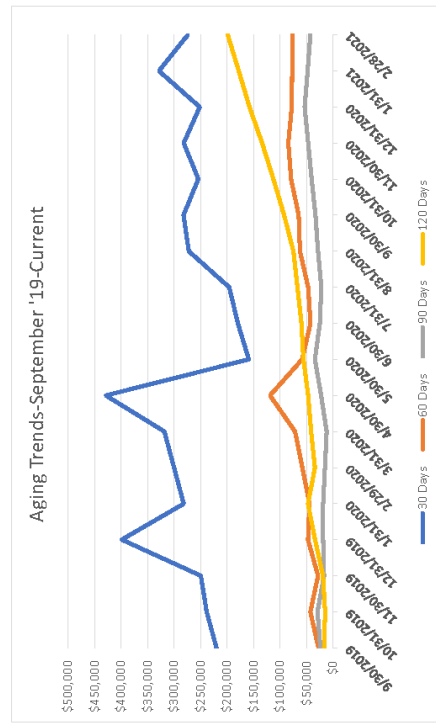
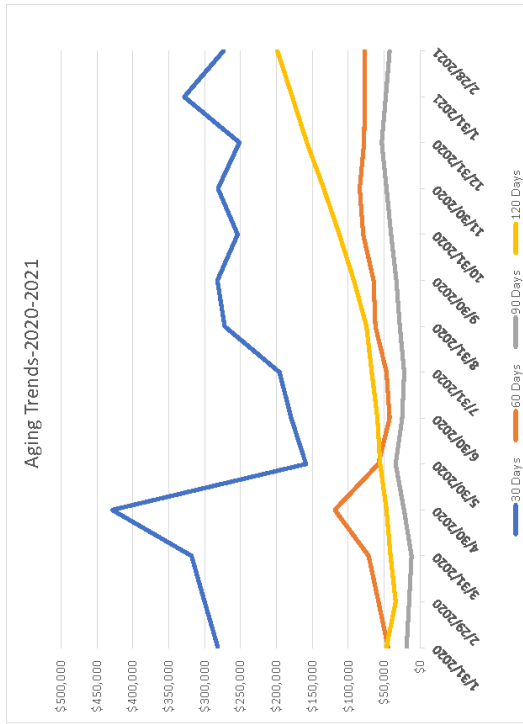
Separate pooled money investment reports prepared by the State of California are maintained by the District and available for review. The LAIF investment account is a pooled money account administered by the State of California. Additional information on the LAIF account is provided below in the investment summary report.

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

Management Discussion

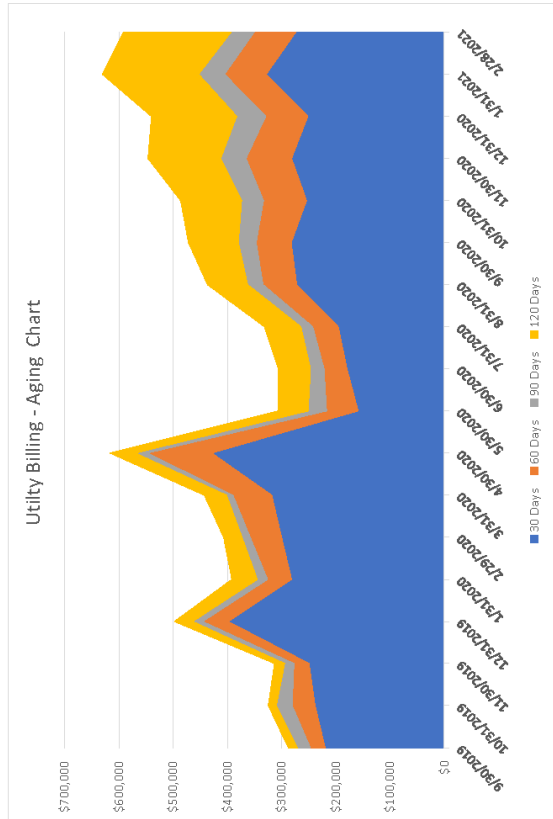
This section is new beginning in September 2020 and will be included in the monthly unaudited report in the future. This will be used to discuss items of importance that may have a financial impact on the District.

- The District continues to track the aging trends for Utility Receivables as a result of COVID-19 (see below).
- A rate increase was effective in January 2021 as scheduled in the approved rate study. Customers saw this change on the bill they received in early February.
- District staff is preparing the draft budget.
- District staff will release an RFP in the next month that will potentially refinance debt.



Average Pre-Covid	30 Days	60 Days	90 Days	120 Days
9/30/2019	\$281,219	\$41,173	\$20,379	\$27,505
10/31/2019	\$219,674	\$27,324	\$23,818	\$16,783
11/30/2019	\$238,200	\$42,466	\$29,185	\$14,740
12/31/2019	\$249,231	\$28,074	\$16,957	\$18,748
1/31/2020	\$398,693	\$46,971	\$18,425	\$33,732
2/29/2020	\$281,607	\$44,353	\$18,670	\$47,076
3/31/2020	\$299,907	\$57,848	\$15,218	\$33,963
4/30/2020	\$318,206	\$71,532	\$11,854	\$41,128
5/30/2020	\$428,692	\$118,768	\$22,338	\$46,778
6/30/2020	\$158,815	\$58,042	\$34,032	\$55,547
7/31/2020	\$179,470	\$42,375	\$24,764	\$59,317
8/31/2020	\$195,647	\$46,783	\$22,104	\$87,157
9/30/2020	\$272,158	\$62,221	\$28,092	\$74,515
10/31/2020	\$282,140	\$64,710	\$32,923	\$82,047
11/30/2020	\$254,095	\$79,254	\$40,271	\$112,550
12/31/2020	\$281,588	\$84,120	\$46,659	\$133,952
1/31/2021	\$251,518	\$77,823	\$53,354	\$157,520
2/28/2021	\$328,326	\$76,941	\$47,697	\$177,985
	\$273,713	\$76,804	\$42,454	\$198,653

Average Post Covid	\$268,697	\$71,613	\$33,882	\$101,421
% increase	-4.45%	73.93%	66.26%	268.73%



Investment Summary - February 2021

LOCAL AGENCY INVESTMENT FUND

PERIOD	TOTAL WITHDRAWAL AMOUNT	TOTAL DEPOSIT AMOUNT	ACCRUED INTEREST (QUARTERLY)	ENDING BALANCE
July 31, 2020	\$ -	\$ -	\$ 32,317.59	\$ 9,597,255.22
August 31, 2020	\$ (2,700,000.00)	\$ -	\$ -	\$ 6,897,255.22
September 30, 2020	\$ -	\$ -	\$ -	\$ 6,897,255.22
October 31, 2020	\$ -	\$ 2,000,000.00	\$ 17,200.35	\$ 8,914,455.57
November 30, 2020	\$ -	\$ -	\$ -	\$ 8,914,455.57
December 31, 2020	\$ -	\$ 1,700,000.00	\$ -	\$ 10,614,455.57
January 31, 2021	\$ -	\$ 800,000.00	\$ 13,839.14	\$ 11,428,294.71
February 28, 2021	\$ -	\$ -	\$ -	\$ 11,428,294.71
March 31, 2021	\$ -	\$ -	\$ -	\$ 11,428,294.71
April 30, 2021	\$ -	\$ -	\$ -	\$ 11,428,294.71
May 31, 2021	\$ -	\$ -	\$ -	\$ 11,428,294.71
June 30, 2021	\$ -	\$ -	\$ -	\$ 11,428,294.71

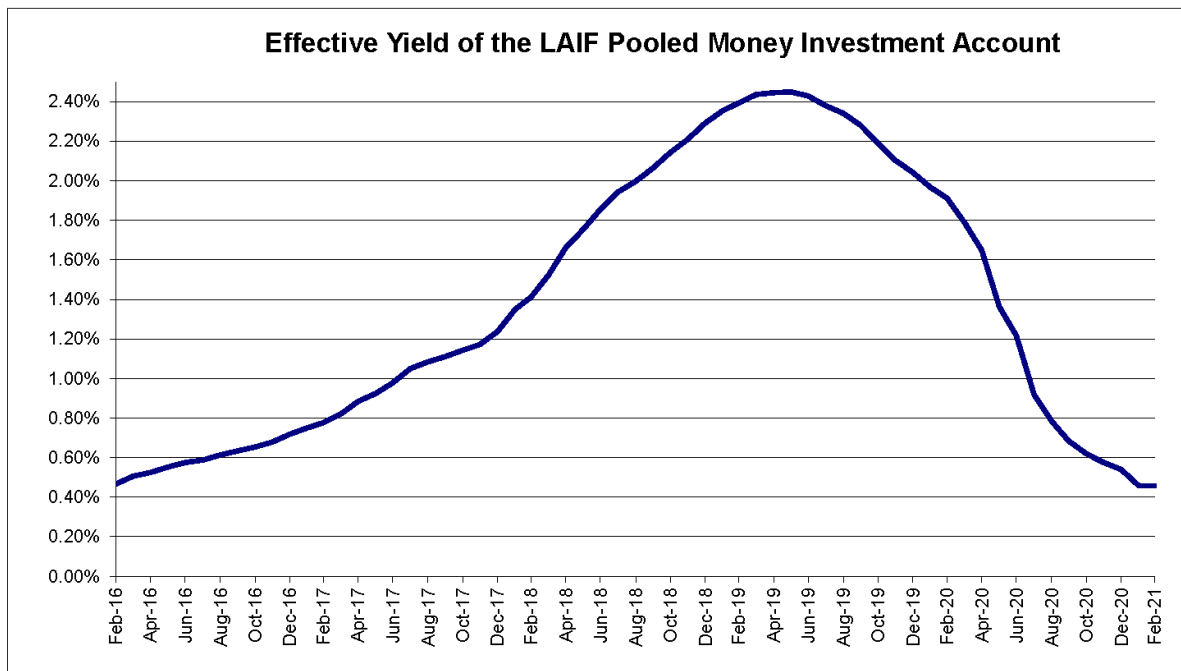
L.A.I.F. INCOME SUMMARY

CURRENT QUARTER **FY YEAR-TO-DATE**

INCOME RECEIVED

\$ 13,839.14

\$ 63,357.08



Investment Summary - February 2021

U.S. TREASURIES

Quantity	Description	Cusip	Maturity Date	Yield	Cost of Purchase	Market Value
500,000	US Treasury Bill	912796SV2	June 18, 2020	2.150%	\$ 491,590.83	\$ 528,185.00
500,000	Total Values				\$ 491,590.83	\$ 528,185.00

Money Market Account Activity-Beginning Balance	\$ 28,185.00
7/31/17 - Bond Interest	\$ -
7/31/18 - Dividend/Interest	\$ -
Cusip 912796QM4 Accrued Interest Paid	
Business Account Fee	\$ -
Income	\$ -
Intra-Bank Transfers to/from Investment Checking	\$ -
Fund Transfers	\$ -
Cusip Maturity	\$ (519,775.83)
Redemptions	\$ (519,775.83)
Cusip Purchase	
Purchases	\$ -
Ending Balance - Money Market	\$ (491,590.83)
US Treasury Securities Investment Principal	\$ 491,590.83
Total Assets This account was closed per Merrill Lynch - Deposited to Bank of America Deposit Checking	\$ -

Fiscal Year 2020-21 Detail Budget Status

The revenue and expense budget status for the 2020-21 Fiscal Year is provided for your review.

Questions or Comments

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

Summary of Revenue Budget				
As of February 28, 2021 (67% of Budget Cycle)				
Division	Current Month	Year-to-Date	Budget Amount	Percentage
Water	\$ 772,402	\$ 10,648,589	\$ 14,715,063	72.37%
Sewer	\$ 1,041,408	\$ 8,467,116	\$ 12,869,897	65.79%
Recycled Water	\$ 90,155	\$ 1,094,909	\$ 1,270,360	86.19%
District Revenue	\$ 1,903,966	\$ 20,210,613	\$ 28,855,320	70.04%

Summary of Water Budget vs. Expenses				
As of February 28, 2021 (67% of Budget Cycle)				
Department	Current Month	Year-to-Date	Budget Amount	Percentage
Water Resources	\$ 247,030	\$ 2,535,218	\$ 4,950,543	51.21%
Public Works	\$ 190,058	\$ 1,508,556	\$ 3,304,607	45.65%
Administration	\$ 190,643	\$ 1,608,469	\$ 2,942,747	54.66%
Long Term Debt	\$ 515,757	\$ 2,292,438	\$ 2,292,613	99.99%
Asset Acquisition	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 1,143,487	\$ 7,944,682	\$ 13,490,510	58.89%

Summary of Sewer Budget vs. Expenses				
As of February 28, 2021 (67% of Budget Cycle)				
Department	Current Month	Year-to-Date	Budget Amount	Percentage
Treatment	\$ 176,165	\$ 2,228,712	\$ 4,473,712	49.82%
Administration	\$ 232,126	\$ 1,904,045	\$ 2,733,912	69.65%
Environmental Control	\$ 84,083	\$ 786,295	\$ 1,318,555	59.63%
Long Term Debt	\$ -	\$ 3,572,942	\$ 3,833,718	93.20%
Asset Acquisition	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 492,373	\$ 8,491,994	\$ 12,359,897	68.71%

Summary of Recycled Water Budget vs. Expenses				
As of February 28, 2021 (67% of Budget Cycle)				
Department	Current Month	Year-to-Date	Budget Amount	Percentage
Administration	\$ 91,863	\$ 844,397	\$ 1,270,360	66.47%
TOTAL	\$ 91,863	\$ 844,397	\$ 1,270,360	66.47%
District Expenses	\$ 1,727,724	\$ 17,281,072	\$ 27,120,767	63.72%

FY 2020-21 Water Revenue					
GL ACCOUNT#	DESCRIPTION	BUDGET	Feb '21	Year to Date	%
02-400-40010	Sales-Water & Non Potable	\$ 5,862,780	\$ 286,613	\$ 4,549,592	77.60%
02-400-40011	Sales-Construction Water	\$ 30,000	\$ 1,028	\$ 32,270	107.57%
02-400-40012	Sales-Imported Water-SGPWA	\$ 257,500	\$ 13,013	\$ 187,009	72.62%
02-400-40013	Sales-Imported Water-MUNI	\$ 875,500	\$ 37,179	\$ 578,463	66.07%
02-400-40014	Sales-Disc (Multi Unit) Commdy	\$ (110,000)	\$ (7,730)	\$ (82,457)	74.96%
02-400-40015	Sales-Wholesale Water	\$ 115,000	\$ 12,714	\$ 120,251	104.57%
02-400-40016	Sales-Establish Service Fee	\$ 6,120	\$ -	\$ 5,175	84.56%
02-400-41000	Sales-Service Demand Charges	\$ 3,859,820	\$ 322,951	\$ 2,448,155	63.43%
02-400-41001	Sales-Fire Srv Standby Fees	\$ 40,800	\$ 5,155	\$ 39,405	96.58%
02-400-41003	Sales-Const Water Minimum Chg	\$ 5,100	\$ 332	\$ 2,364	46.34%
02-400-41005	Sales-Disc (Multi Units)-SC	\$ (128,250)	\$ (12,029)	\$ (95,921)	74.79%
02-400-41010	Unauthorized Use of Water Chrg	\$ 2,040	\$ -	\$ -	0.00%
02-400-41110	Meter/Lateral Installation	\$ 200,000	\$ -	\$ 192,790	96.40%
02-400-41112	Fire Flow Test Fees	\$ 4,590	\$ 450	\$ 5,700	124.18%
02-400-41113	Disconnect & Reconnect Fees	\$ 70,000	\$ -	\$ -	0.00%
02-400-41121	Delinquent Payment Charges	\$ 139,050	\$ -	\$ -	0.00%
02-400-41124	Bad Debt Write-Off & Recovery	\$ (20,400)	\$ -	\$ 2,173	-10.65%
02-421-42122	Revenue - Other, Operating	\$ -	\$ (100)	\$ 264	N/A
02-421-42123	Admin, Management & Acctg Fees	\$ 206,550	\$ 17,213	\$ 137,700	66.67%
02-430-43010	Interest Earned	\$ 70,000	\$ 3,856	\$ 18,931	27.04%
02-431-43110	Property Tax - Unsecured	\$ -	\$ 103	\$ 112,162	N/A
02-431-43120	Property Tax - Secured	\$ 2,988,863	\$ 76,984	\$ 1,373,784	45.96%
02-431-43130	Tax Collection - Prior	\$ 40,000	\$ 781	\$ 28,958	72.40%
02-431-43140	Taxes - Other	\$ 180,000	\$ 1,147	\$ 177,662	98.70%
02-491-49110	Rental Income	\$ -	\$ -	\$ -	N/A
02-491-49150	Revenue - Misc Non-Operating	\$ 20,000	\$ 12,744	\$ 814,157	4070.79%
	WATER OPERATING REVENUE	\$ 14,715,063	\$ 772,402	\$ 10,648,589	72.37%
	Transfer - Reserve Fund	\$ -	\$ -	\$ -	
02-480-48002	Grants	\$ 300,000	\$ -	\$ 103,750	34.58%
02-480-48901	Contrib Cap-Capacity Fees	\$ -	\$ -	\$ 1,198,983	N/A
02-480-48902	Contrib Cap-Sustainability	\$ -	\$ -	\$ 165,214	N/A
	TOTAL WATER REVENUE	\$ 15,015,063	\$ 772,402	\$ 12,116,536	80.70%

NOTE: Plan check & inspection fees to 02-42122

FY 2020-21 Sewer Revenue					
G/L ACCOUNT#	DESCRIPTION	BUDGET	Feb '21	Year to Date	%
03-400-40016	Sales-Establish Service Fee	\$ 510	\$ 50	\$ 75	14.71%
03-400-41000	Sales-Sewer Charges	\$ 12,424,514	\$ 1,025,941	\$ 8,124,882	65.39%
03-400-41005	Sales-Disc (Multi Units)-SC	\$ (200,000)	\$ (17,367)	\$ (145,053)	72.53%
03-400-41110	Meter/Lateral Installation	\$ 15,038	\$ 5,000	\$ 10,000	66.50%
03-400-41121	Penalty - Late Charges	\$ 126,250	\$ -	\$ (21)	-0.02%
03-400-41124	Bad Debt Write-Off & Recovery	\$ (15,075)	\$ -	\$ -	0.00%
03-400-41131	Front Footage Fees	\$ 55,550	\$ 23,875	\$ 56,375	101.49%
03-421-42122	Revenue - Other, Operating	\$ 2,020	\$ 180	\$ 1,260	62.38%
03-430-43010	Interest Eamed	\$ 102,000	\$ 3,730	\$ 18,793	18.42%
03-431-43110	Property Tax - Unsecured	\$ -	\$ -	\$ -	-
03-431-43120	Property Tax - Secured	\$ 356,540	\$ -	\$ 356,540	-
03-431-43130	Tax Collection - Prior	\$ -	\$ -	\$ -	-
03-431-43140	Taxes - Other	\$ -	\$ -	\$ -	-
03-491-49150	Revenue - Misc Non-Operating	\$ 2,550	\$ -	\$ 44,265	1735.88%
	SEWER OPERATING REVENUE	\$ 12,869,897	\$ 1,041,408	\$ 8,467,116	65.79%
03-480-48002	Grants	\$ -	\$ -	\$ -	-
03-480-48901	Contrib Cap-Capacity Fees	\$ -	\$ 12,200	\$ 1,513,596	-
03-480-48905	Contrib Cap-Infrastructure	\$ -	\$ -	\$ 292,500	-
	TOTAL SEWER REVENUE	\$ 12,869,897	\$ 1,053,608	\$ 10,273,212	79.82%

FY 2020-21 Recycled Revenue					
G/L ACCOUNT#	DESCRIPTION	BUDGET	Feb '21	Year to Date	%
04-400-40010	Sales-Water & Non Potable	\$ 1,001,460	\$ 64,740	\$ 805,541	80.44%
04-400-40011	Sales-Construction Water	\$ 9,981	\$ -	\$ -	0.00%
04-400-40017	Sales-Excess Drinking Water	\$ 8,574	\$ 2,368	\$ 21,375	249.30%
04-400-40018	Sales-Infrastructure	\$ 72,642	\$ 5,250	\$ 74,445	102.48%
04-400-41000	Sales-Service Demand Charges	\$ 153,641	\$ 16,662	\$ 120,123	78.18%
04-400-41003	Sales-Const Water Minimum Chg	\$ 821	\$ 161	\$ 1,072	130.53%
04-400-41110	Meter/Lateral Installation	\$ 1,020	\$ -	\$ 67,290	6597.06%
04-400-41121	Penalty - Late Charges	\$ 2,000	\$ -	\$ -	0.00%
04-400-41122	Revenue - Other, Operating	\$ 505	\$ 145	\$ 873	172.80%
04-430-43010	Interest Earned	\$ 19,716	\$ 829	\$ 4,176	21.18%
04-431-43110	Property Tax - Unsecured	\$ -	\$ -	\$ -	N/A
04-431-43120	Property Tax - Secured	\$ -	\$ -	\$ -	N/A
04-431-43130	Tax Collection - Prior	\$ -	\$ -	\$ -	N/A
04-431-43140	Taxes - Other	\$ -	\$ -	\$ -	N/A
04-491-49150	Revenue-Misc Non-Operating	\$ -	\$ -	\$ 14	N/A
	RECYCLED OPERATING REVENUE	\$ 1,270,360	\$ 90,155	\$ 1,094,909	86.19%
04-480-48002	Grants	\$ -	\$ -	\$ -	N/A
04-480-48901	Contrib Cap-Capacity Fees	\$ -	\$ -	\$ 765,916	N/A
	TOTAL RECYCLED REVENUE	\$ 1,270,360	\$ 90,155	\$ 1,860,825	146.48%

FY 2020-21 Water Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Feb '21	Year to Date	%
02-501-50009	Labor - Overtime	\$ 35,447	\$ 4,066	\$ 36,292	102.38%
02-501-50010	Labor	\$ 1,000,914	\$ 81,128	\$ 624,090	62.35%
02-501-50011	Labor - Credit	\$ -	\$ -	\$ -	N/A
02-501-50013	Benefits-FICA	\$ 79,279	\$ 6,980	\$ 53,194	67.10%
02-501-50014	Benefits-Life Insurance	\$ 4,899	\$ 136	\$ 1,099	22.43%
02-501-50016	Benefits-Health & Def Comp	\$ 201,304	\$ 21,071	\$ 160,390	79.68%
02-501-50017	Benefits-Disability Insurance	\$ 9,326	\$ 1,156	\$ 9,116	97.75%
02-501-50019	Benefits-Workers Compensation	\$ 60,398	\$ 3,815	\$ 10,055	16.65%
02-501-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	N/A
02-501-50022	Benefits-PERS Employer	\$ 75,364	\$ 5,679	\$ 43,547	57.78%
02-501-50023	Benefits-Uniforms	\$ 5,050	\$ 121	\$ 2,350	46.54%
02-501-50024	Benefits-Vacation & Sick Pay	\$ -	\$ -	\$ -	N/A
02-501-50025	Benefits-Boots	\$ 3,330	\$ -	\$ -	0.00%
02-501-51003	R&M - Structures	\$ 325,776	\$ 4,957	\$ 178,534	54.80%
02-501-51011	R&M - Valves	\$ 20,400	\$ 2,977	\$ 7,065	34.63%
02-501-51115	Laboratory Supplies	\$ 2,550	\$ -	\$ -	N/A
02-501-51140	General Supplies & Expenses	\$ 5,000	\$ 204	\$ 9,802	196.04%
02-501-51210	Utilities - Power Purchases	\$ 1,352,000	\$ 94,472	\$ 1,026,802	75.95%
02-501-51211	Utilities - Electricity	\$ 5,100	\$ 306	\$ 2,128	41.72%
02-501-51316	Imported Water Purchases	\$ 1,085,750	\$ -	\$ 129,941	11.97%
02-501-54012	Education & Training	\$ 7,303	\$ -	\$ -	0.00%
02-501-54019	Licenses & Permits	\$ 66,300	\$ 950	\$ 6,932	10.46%
02-501-54025	Telephone & Internet	\$ 3,000	\$ 304	\$ 1,520	50.67%
02-501-54110	Laboratory Services	\$ 76,500	\$ -	\$ -	0.00%
02-501-57040	YVRWFF-Crystal Creek Exp	\$ 561,000	\$ 22,773	\$ 268,654	47.89%
	WATER RESOURCE TOTALS	\$ 4,950,543	\$ 247,030	\$ 2,535,218	51.21%
02-503-50009	Labor - Overtime	\$ 59,434	\$ 724	\$ 28,086	47.26%
02-503-50010	Labor	\$ 1,584,210	\$ 115,309	\$ 852,479	53.81%
02-503-50011	Labor - Credit	\$ -	\$ -	\$ -	N/A
02-503-50013	Benefits-FICA	\$ 125,741	\$ 9,292	\$ 69,296	55.11%
02-503-50014	Benefits-Life Insurance	\$ 9,991	\$ 261	\$ 2,086	20.88%
02-503-50016	Benefits-Health & Def Comp	\$ 391,002	\$ 38,585	\$ 289,300	73.99%
02-503-50017	Benefits-Disability Insurance	\$ 14,795	\$ 1,606	\$ 12,622	85.31%
02-503-50019	Benefits-Workers Compensation	\$ 13,744	\$ 3,815	\$ 10,054	73.16%
02-503-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	N/A
02-503-50022	Benefits-PERS Employer	\$ 120,829	\$ 8,520	\$ 62,298	51.56%
02-503-50023	Benefits-Uniforms	\$ 10,850	\$ 515	\$ 4,954	45.66%
02-503-50024	Benefits-Vacation & Sick Pay	\$ -	\$ -	\$ -	N/A
02-503-50025	Benefits-Boots	\$ 6,735	\$ -	\$ -	0.00%
02-503-51001	R&M - Vehicles & Equipment	\$ 224,000	\$ 8,798	\$ 73,638	32.87%
02-503-51011	R&M - Valves	\$ 5,100	\$ -	\$ 161	3.16%
02-503-51020	R&M - Pipelines	\$ 204,000	\$ 34	\$ 84,941	41.64%

FY 2020-21 Water Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Feb '21	Year to Date	%
02-503-51021	R&M - Service Lines	\$ 97,920	\$ -	\$ 21,049	21.50%
02-503-51022	R&M - Fire Hydrants	\$ 51,000	\$ 204	\$ 1,521	2.98%
02-503-51029	Repair & Maintenance-Backflow	\$ 66,300	\$ 134	\$ 13,746	20.73%
02-503-51030	R&M - Meters	\$ 330,600	\$ -	\$ 4,215	1.27%
02-503-51031	R&M - Fire Flow Testing	\$ 25,500	\$ -	\$ -	0.00%
02-503-51092	Equipment Credits	\$ -	\$ -	\$ -	N/A
02-503-51140	General Supplies & Expenses	\$ 3,060	\$ 725	\$ 2,132	69.67%
02-503-54012	Education & Training	\$ 15,230	\$ 1,895	\$ 2,245	14.74%
02-503-54025	Telephone & Internet	\$ 4,000	\$ 364	\$ 1,820	45.50%
	PUBLIC WORKS TOTALS	\$ 3,304,607	\$ 190,058	\$ 1,508,556	45.65%
02-506-50009	Labor - Overtime	\$ 12,436	\$ 311	\$ 1,600	12.87%
02-506-50010	Labor	\$ 655,148	\$ 43,239	\$ 355,030	54.19%
02-506-50011	Labor - Credit	\$ -	\$ -	\$ -	N/A
02-506-50012	Director Fees	\$ 27,300	\$ 2,440	\$ 12,039	44.10%
02-506-50013	Benefits-FICA	\$ 53,161	\$ 4,032	\$ 27,918	52.52%
02-506-50014	Benefits-Life Insurance	\$ 3,964	\$ 78	\$ 686	17.30%
02-506-50016	Benefits-Health & Def Comp	\$ 161,439	\$ 15,630	\$ 123,441	76.46%
02-506-50017	Benefits-Disability Insurance	\$ 6,007	\$ 571	\$ 4,235	70.50%
02-506-50019	Benefits-Workers Compensation	\$ 4,454	\$ 1,800	\$ 5,296	118.91%
02-506-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	N/A
02-506-50022	Benefits-PERS Employer	\$ 53,984	\$ 3,527	\$ 325,598	603.14%
02-506-50023	Benefits-Uniforms	\$ 175	\$ 104	\$ 2,498	1427.34%
02-506-50024	Benefits-Vacation & Sick Pay	\$ -	\$ -	\$ -	N/A
02-506-50025	Benefits-Boots	\$ 2,055	\$ -	\$ -	0.00%
02-506-51003	R&M - Structures	\$ 40,700	\$ 251	\$ 18,990	46.66%
02-506-51091	Expense Credits (overhead)	\$ -	\$ -	\$ -	N/A
02-506-51120	Safety Equipment & Supplies	\$ 25,500	\$ 3,193	\$ 11,426	44.81%
02-506-51125	Petroleum Products	\$ 153,000	\$ 5,967	\$ 47,575	31.09%
02-506-51130	Office Supplies & Expenses	\$ 35,700	\$ 226	\$ 7,522	21.07%
02-506-51140	General Supplies & Expenses	\$ 40,800	\$ 3,802	\$ 10,645	26.09%
02-506-51199	Disaster Repairs & Incidences	\$ -	\$ -	\$ 2,383	N/A
02-506-51211	Utilities - Electricity	\$ 32,640	\$ 2,376	\$ 23,984	73.48%
02-506-51213	Utilities - Natural Gas	\$ 2,740	\$ -	\$ 128	4.68%
02-506-54002	Dues & Subscriptions	\$ 30,600	\$ -	\$ 9,446	30.87%
02-506-54005	Computer Expenses	\$ 147,900	\$ 2,864	\$ 81,100	54.83%
02-506-54010	Postage	\$ 10,200	\$ 93	\$ 2,465	24.17%
02-506-54011	Printing & Publications	\$ -	\$ -	\$ -	N/A
02-506-54012	Education & Training	\$ 20,400	\$ 4,175	\$ 7,894	38.70%
02-506-54013	Utility Billing Expenses	\$ 197,700	\$ 18,392	\$ 150,062	75.90%
02-506-54014	Public Relations	\$ 32,130	\$ -	\$ 6,477	20.16%
02-506-54016	Travel Related Expenses	\$ 7,650	\$ -	\$ 16	0.22%
02-506-54017	Certifications & Renewals	\$ 12,240	\$ 550	\$ 4,089	33.40%
02-506-54020	Meeting Related Expenses	\$ 8,160	\$ -	\$ 597	7.32%
02-506-54022	Utilities - YVWD Services	\$ 147,900	\$ 9,305	\$ 34,443	23.29%

FY 2020-21 Water Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Feb '21	Year to Date	%
02-506-54024	Waste Disposal	\$ 5,100	\$ -	\$ 6,437	126.21%
02-506-54025	Telephone & Internet	\$ 53,000	\$ 3,619	\$ 17,707	33.41%
02-506-54099	Conservation & Rebates	\$ 30,600	\$ -	\$ 526	1.72%
02-506-54104	Contractual Services	\$ 200,700	\$ 11,824	\$ 108,278	53.95%
02-506-54107	Legal	\$ 120,000	\$ -	\$ -	0.00%
02-506-54108	Audit & Accounting	\$ 15,300	\$ 1,800	\$ 7,592	49.62%
02-506-54109	Professional Fees	\$ 168,300	\$ 5,000	\$ 24,495	14.55%
02-506-55500	Depreciation	\$ 204,000	\$ -	\$ 17,000	8.33%
02-506-56001	Insurance	\$ 122,000	\$ 9,354	\$ 79,080	64.82%
02-506-57030	Regulatory Compliance	\$ 35,700	\$ 849	\$ 16,607	46.52%
02-506-57090	Election Related Expenses	\$ -	\$ -	\$ -	N/A
02-506-57095	Yucaipa SGMA	\$ 10,200	\$ -	\$ 327	3.20%
02-506-57096	Beaumont Basin Watermaster	\$ 40,800	\$ 21,579	\$ 40,434	99.10%
02-506-57097	San Timoteo SGMA	\$ 8,100	\$ -	\$ -	0.00%
02-506-57098	Bunker Hill GSC	\$ 15,300	\$ 14,004	\$ 14,004	91.53%
02-506-57199	Suspense	\$ -	\$ -	\$ -	
	ADMINISTRATION TOTALS	\$ 2,942,747	\$ 190,643	\$ 1,608,469	54.66%
02-540-57201	Series 2015A Principal	\$ 1,230,000	\$ -	\$ 1,230,000	100.00%
02-540-57402	Interest - Bond Repayment	\$ 1,062,613	\$ 515,757	\$ 1,062,438	99.98%
	40 - Debt	\$ 2,292,613	\$ 515,757	\$ 2,292,438	99.99%
02-540-57001	Asset Acq. - Water Dept	\$ -	\$ -	\$ -	--
02-540-57003	Asset Acq. - US Dept	\$ -	\$ -	\$ -	--
02-540-57006	Asset Acq. - Admin Dept	\$ -	\$ -	\$ -	--
	40 - Capital Outlay	\$ -	\$ -	\$ -	--
	TOTAL WATER EXPENSES	\$ 13,490,510	\$ 1,143,487	\$ 7,944,682	58.89%

FY 2020-21 Sewer Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Feb '21	Year to Date	%
03-502-50009	Labor - Overtime	\$ 33,252	\$ 2,040	\$ 29,581	88.96%
03-502-50010	Labor	\$ 1,033,509	\$ 81,816	\$ 679,133	65.71%
03-502-50013	Benefits-FICA	\$ 81,604	\$ 6,871	\$ 56,590	69.35%
03-502-50014	Benefits-Life Insurance	\$ 5,136	\$ 142	\$ 1,143	22.25%
03-502-50016	Benefits-Health & Def Comp	\$ 210,851	\$ 21,078	\$ 162,924	77.27%
03-502-50017	Benefits-Disability Insurance	\$ 9,600	\$ 1,163	\$ 9,553	99.51%
03-502-50019	Benefits-Workers Compensatn	\$ 71,774	\$ 3,815	\$ 13,870	19.32%
03-502-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	N/A
03-502-50022	Benefits-PERS Employer	\$ 75,557	\$ 5,734	\$ 46,838	61.99%
03-502-50023	Benefits-Uniforms	\$ 5,350	\$ 248	\$ 3,368	62.96%
03-502-50024	Benefits-Vacation & Sick Pay	\$ -	\$ -	\$ -	N/A
03-502-50025	Benefits-Boots	\$ 3,450	\$ -	\$ -	0.00%
03-502-51003	R&M - Structures	\$ 357,000	\$ 17,549	\$ 173,681	48.65%
03-502-51010	R&M - Automation Control	\$ 75,000	\$ -	\$ 11,638	15.52%
03-502-51106	Chemicals	\$ 700,000	\$ 24,911	\$ 347,024	49.57%
03-502-51111	Propane	\$ 510	\$ -	\$ -	0.00%
03-502-51115	Laboratory Supplies	\$ 41,000	\$ 1,056	\$ 5,589	13.63%
03-502-51140	General Supplies & Expenses	\$ 6,400	\$ -	\$ 11,752	183.63%
03-502-51210	Utilities - Power Purchases	\$ 994,553	\$ 80,502	\$ 687,899	69.17%
03-502-54012	Education & Training	\$ 7,566	\$ -	\$ -	0.00%
03-502-54025	Telephone & Internet	\$ 5,000	\$ 368	\$ 2,208	44.16%
03-502-54110	Laboratory Services	\$ 114,000	\$ -	\$ 4,204	3.69%
03-502-57031	Sewage Waste Disposal-Solids	\$ 234,600	\$ -	\$ 24,623	10.50%
03-502-57034	Brineline Operating Expenses	\$ 408,000	\$ (71,129)	\$ (42,905)	-10.52%
	TREATMENT TOTALS	\$ 4,473,712	\$ 176,165	\$ 2,228,712	49.82%
03-506-50009	Labor - Overtime	\$ 12,436	\$ 311	\$ 1,687	13.56%
03-506-50010	Labor	\$ 655,148	\$ 43,239	\$ 381,574	58.24%
03-506-50011	Labor - Credit	\$ -	\$ -	\$ -	N/A
03-506-50012	Director Fees	\$ 27,300	\$ 2,440	\$ 13,991	51.25%
03-506-50013	Benefits-FICA	\$ 53,161	\$ 4,032	\$ 29,366	55.24%
03-506-50014	Benefits-Life Insurance	\$ 3,964	\$ 78	\$ 685	17.29%
03-506-50016	Benefits-Health & Def Comp	\$ 161,439	\$ 15,963	\$ 129,788	80.39%
03-506-50017	Benefits Disability Insurane	\$ 6,007	\$ 570	\$ 4,385	73.00%
03-506-50019	Benefits-Workers Compensation	\$ 4,454	\$ 1,800	\$ 7,096	159.33%
03-506-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	N/A
03-506-50022	Benefits-PERS Employer	\$ 53,984	\$ 3,527	\$ 327,555	606.76%
03-506-50023	Benefits-Uniforms	\$ 175	\$ -	\$ 357	203.79%
03-506-50024	Benefits-Vacation & Sick Pay	\$ -	\$ -	\$ -	N/A
03-506-50025	Benefits-Boots	\$ 2,115	\$ -	\$ -	0.00%
03-506-50055	Pension Expense-GASB 68	\$ -	\$ -	\$ -	N/A
03-506-51120	Safety Equipment & Supplies	\$ 9,690	\$ 1,710	\$ 2,199	22.69%
03-506-51125	Petroleum Products	\$ 29,000	\$ 2,417	\$ 19,333	66.67%
03-506-51130	Office Supplies & Expenses	\$ 9,200	\$ 226	\$ 3,674	39.94%
03-506-51140	General Supplies & Expenses	\$ 30,600	\$ 8	\$ 1,688	5.52%
03-506-51199	Disaster Repairs & Incidences	\$ -	\$ -	\$ 2,274	N/A

FY 2020-21 Sewer Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Feb '21	Year to Date	%
03-506-54002	Dues & Subscriptions	\$ 41,000	\$ -	\$ 24,674	60.18%
03-506-54003	Management & Admin Services	\$ 206,550	\$ 17,213	\$ 137,700	66.67%
03-506-54005	Computer Expenses	\$ 122,400	\$ 2,814	\$ 83,133	67.92%
03-506-54011	Printing & Publications	\$ -	\$ -	\$ -	N/A
03-506-54012	Education & Training	\$ 20,400	\$ 4,175	\$ 5,606	27.48%
03-506-54014	Public Relations	\$ 25,500	\$ 146	\$ 1,682	6.59%
03-506-54016	Travel Related Expenses	\$ 10,200	\$ -	\$ 16	0.16%
03-506-54017	Certifications & Renewals	\$ 10,200	\$ -	\$ 1,320	12.94%
03-506-54019	Licenses & Permits	\$ 71,400	\$ 1,236	\$ 78,560	110.03%
03-506-54020	Meeting Related Expenses	\$ 7,500	\$ -	\$ 528	7.04%
03-506-54022	Utilities - YVWD Services	\$ 355,000	\$ 99,556	\$ 287,469	80.98%
03-506-54024	Waste Disposal	\$ 33,000	\$ 1,333	\$ 9,780	29.64%
03-506-54025	Telephone & Internet	\$ 60,000	\$ 4,331	\$ 32,087	53.48%
03-506-54030	Drinking Water	\$ -	\$ -	\$ -	N/A
03-506-54104	Contractual Services	\$ 165,000	\$ 9,350	\$ 128,051	77.61%
03-506-54107	Legal	\$ 30,600	\$ -	\$ 975	3.19%
03-506-54108	Audit & Accounting	\$ 15,300	\$ 1,800	\$ 7,592	49.62%
03-506-54109	Professional Fees	\$ 297,189	\$ -	\$ 62,275	20.95%
03-506-55500	Depreciation	\$ -	\$ -	\$ -	N/A
03-506-56001	Insurance	\$ 132,600	\$ 12,921	\$ 99,534	75.06%
03-506-57030	Regulatory Compliance	\$ 71,400	\$ 930	\$ 17,410	24.38%
	ADMINISTRATION TOTALS	\$ 2,733,912	\$ 232,126	\$ 1,904,045	69.65%
03-507-50009	Labor - Overtime	\$ 23,890	\$ 207	\$ 16,788	70.27%
03-507-50010	Labor	\$ 616,937	\$ 46,370	\$ 374,034	60.63%
03-507-50011	Labor - Credit	\$ -	\$ -	\$ -	0.00%
03-507-50013	Benefits-FICA	\$ 49,025	\$ 3,707	\$ 30,806	62.84%
03-507-50014	Benefits-Life Insurance	\$ 3,768	\$ 101	\$ 808	21.43%
03-507-50016	Benefits-Health & Def Comp	\$ 152,863	\$ 14,541	\$ 112,002	73.27%
03-507-50017	Benefits-Disability Insurance	\$ 5,768	\$ 637	\$ 5,391	93.47%
03-507-50019	Benefits-Workers Compensatio	\$ 5,391	\$ 3,815	\$ 13,870	257.28%
03-507-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	N/A
03-507-50022	Benefit-PERS Employer	\$ 49,754	\$ 3,585	\$ 28,759	57.80%
03-507-50023	Benefits-Uniforms	\$ 4,050	\$ 131	\$ 2,457	60.68%
03-507-50024	Benefits-Vacation & Sick Pay	\$ -	\$ -	\$ -	N/A
03-507-50025	Benefits-Boots	\$ 2,475	\$ -	\$ -	0.00%
03-507-51003	Sewer Pipeline & Facilities	\$ 250,001	\$ 2,499	\$ 95,566	38.23%
03-507-51140	General Supplies & Expenses	\$ 1,000	\$ 21	\$ 203	20.33%
03-507-51241	Lift Station #1	\$ 52,001	\$ 4,734	\$ 59,509	114.44%
03-507-51242	Lift Station #2	\$ 18,001	\$ 1,617	\$ 14,330	79.60%
03-507-51243	Lift Station #3	\$ 6,200	\$ 131	\$ 1,443	23.27%
03-507-51244	Lift Station #4	\$ 9,501	\$ 1,008	\$ 7,638	80.39%
03-507-51246	Lift Station #6	\$ 5,001	\$ 758	\$ 4,397	87.93%

FY 2020-21 Sewer Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Feb '21	Year to Date	%
03-507-51248	Lift Station #8	\$ 2,501	\$ 77	\$ 589	23.57%
03-507-54012	Education & Training	\$ 5,428	\$ -	\$ -	0.00%
03-507-54025	Telephone & Internet	\$ -	\$ 144	\$ 864	N/A
03-507-54111	Pretreatment	\$ 55,000	\$ -	\$ 16,840	30.62%
	ENVIRONMENTAL CONTROL TOTAL	\$ 1,318,555	\$ 84,083	\$ 786,295	59.63%
03-540-57202	SRF Principal - WWTP	\$ 2,361,721	\$ -	\$ 2,361,721	100.00%
03-540-57203	SRF Principal - Brineline	\$ 459,211	\$ -	\$ 459,211	100.00%
03-540-57204	SRF Principal - Wise	\$ 139,605	\$ -	\$ -	0.00%
03-540-57205	SRF Principal - R 10.3	\$ 40,903	\$ -	\$ -	0.00%
03-540-57206	SRF Principal - Crow St	\$ 16,012	\$ -	\$ -	0.00%
03-540-57403	Interest - Long Term Debt	\$ 816,267	\$ -	\$ 752,011	92.13%
	40 - Debt	\$ 3,833,718	\$ -	\$ 3,572,942	93.20%
03-540-57002	Asset Acq. - Treatment Dept	\$ -	\$ -	\$ -	
03-540-57006	Asset Acq. - Admin Dept	\$ -	\$ -	\$ -	
03-540-57007	Asset Acq. - EC Dept	\$ -	\$ -	\$ -	
	40 - Capital Outlay	\$ -	\$ -	\$ -	
	TOTAL SEWER EXPENSES	\$ 12,359,897	\$ 492,373	\$ 8,491,994	68.71%

FY 2020-21 Recycled Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Feb '21	Year to Date	%
04-506-50009	Labor - Overtime	\$ 18,771	\$ 103	\$ 5,844	31.13%
04-506-50010	Labor	\$ 718,807	\$ 49,694	\$ 429,500	59.75%
04-506-50011	Labor - Credit	\$ -	\$ -	\$ -	N/A
04-506-50012	Director Fees	\$ 5,000	\$ -	\$ -	0.00%
04-506-50013	Benefits-FICA	\$ 56,805	\$ 4,031	\$ 33,323	58.66%
04-506-50014	Benefits-Life Insurance	\$ 3,735	\$ 95	\$ 784	21.00%
04-506-50016	Benefits-Health & Def Comp	\$ 156,856	\$ 15,215	\$ 121,175	77.25%
04-506-50017	Benefits-Disability Insurance	\$ 6,640	\$ 687	\$ 5,722	86.17%
04-506-50019	Benefits-Workers Compensation	\$ 9,080	\$ 1,800	\$ 7,096	78.15%
04-506-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	N/A
04-506-50022	Benefits-PERS Employer	\$ 56,064	\$ 4,028	\$ 100,157	178.65%
04-506-50023	Benfits-Uniforms	\$ 3,000	\$ 28	\$ 1,660	55.35%
04-506-50024	Benefits-Vacation & Sick Pay	\$ -	\$ -	\$ -	N/A
04-506-50025	Benefits-Boots	\$ 2,340	\$ -	\$ -	0.00%
04-506-51003	R&M - Structures	\$ 15,300	\$ -	\$ -	0.00%
04-506-51011	R&M - Valves	\$ 510	\$ -	\$ -	0.00%
04-506-51020	R&M - Pipelines	\$ 510	\$ -	\$ -	0.00%
04-506-51021	R&M - Service Lines	\$ 2,040	\$ -	\$ -	0.00%
04-506-51022	R&M - Fire Hydrants	\$ 2,040	\$ -	\$ 75	3.69%
04-506-51030	R&M - Meters	\$ 1,530	\$ -	\$ -	0.00%
04-506-51140	General Supplies & Expenses	\$ 3,060	\$ -	\$ 2,152	70.33%
04-506-51210	Utilities - Power Purchases	\$ 87,880	\$ 8,114	\$ 65,152	74.14%
04-506-54002	Dues & Subscriptions	\$ 3,060	\$ -	\$ 3,377	110.34%
04-506-54005	Computer Expenses	\$ 5,100	\$ -	\$ 6,277	123.08%
04-506-54011	Printing & Publications	\$ -	\$ -	\$ -	N/A
04-506-54012	Education & Training	\$ 5,132	\$ 880	\$ 1,060	20.64%
04-506-54014	Public Relations	\$ 4,284	\$ -	\$ 1,426	33.28%
04-506-54016	Travel Related Expenses	\$ 1,020	\$ -	\$ 18	1.77%
04-506-54017	Certifications & Renewals	\$ 510	\$ -	\$ -	0.00%
04-506-54019	Licenses & Permits	\$ 7,650	\$ -	\$ 10,509	137.37%
04-506-54020	Meeting Related Expenses	\$ 1,428	\$ -	\$ 375	26.26%
04-506-54022	Utilities - YVWD Services	\$ 12,750	\$ 1,189	\$ 3,883	30.46%
04-506-54025	Telephone & Internet	\$ 1,428	\$ 116	\$ 732	51.26%
04-506-54104	Contractual Services	\$ 10,200	\$ 1,820	\$ 20,682	202.76%
04-506-54107	Legal	\$ 510	\$ -	\$ -	0.00%
04-506-54108	Audit & Accounting	\$ 4,080	\$ 1,800	\$ 6,717	164.62%
04-506-54109	Professional Fees	\$ 30,600	\$ -	\$ -	0.00%
04-506-54110	Laboratory Services	\$ -	\$ -	\$ -	N/A
04-506-55500	Depreciation	\$ -	\$ -	\$ -	N/A
04-5-06-56001	Insurance	\$ 25,500	\$ 2,079	\$ 16,519	64.78%
04-5-06-57030	Regulatory Compliance	\$ 6,630	\$ 183	\$ 183	2.76%
04-5-06-57040	Environmental Compliance	\$ 510	\$ -	\$ -	0.00%
	TOTAL RECYCLED EXPENSES	\$ 1,270,360	\$ 91,863	\$ 844,397	66.47%



Date: March 16, 2021

From: Madeline Blua, Water Resource Specialist

Subject: Consideration of Developing a 2021 Water Wise Landscape Contest

Recommendation: That the Board authorize District staff to implement the 2021 Water Wise Landscape Contest for Yucaipa Valley Water District water customers.

District Staff would like to implement the Water Wise Landscape Contest for all YVWD water customers. In 2020, the District participated in the biennial Water Wise Inland Empire Landscape Contest. Although a few YVWD customers participated, none of our customers won an award. By creating our own Landscape Contest we will be able to reward our water-efficient customers, use the submitted images to promote water-efficient landscaping online, and foster more customer outreach.

Staff proposes that the District send out a notice of the Water Wise Landscape Contest on the April bill. The program application and rules will be available on our website. Winners will be awarded a \$250 gift card and will have their landscapes posted on the District website and social media pages. The total cost to the District will be \$750.00 and will be paid for by the Water Fund, Conservation and Rebates [G/L Account # 02-506-54099].



WATER WISE
**LANDSCAPE
CONTEST**



Yucaipa Valley Water District

12770 Second Street • Post Office Box 730 • Yucaipa, California 92399-0730
(909) 797-5117 • Fax: (909) 797-6381 • www.yvwd.us

Landscape Contest Program Guidelines and Tips

- Applicants must be a current YVWD water customer
- Application must be submitted by May 20, 2021
- Winners will receive a \$250 Visa Card
- 3 winners will be announced on May 31, 2021
- Photos of the winning landscapes will be posted on our website and social media. Any submitted photos may be used to promote water conservation
- A District employee may be required to go out and take additional photos of winning landscapes

Judging Criteria

Landscapes will be judged based on overall use of water efficient and drought tolerant plants. The appropriate use of mulch and drip irrigation to reduce water use will also be considered. Landscapes should be attractive to highlight how beautiful water efficient landscapes can be. Include a wide-angle view of the landscape from the curb.

Tips

- Make sure photographs are clear and aren't showing cars and trashcans in the frame.
- Take photos at different times of the day to find the best lighting.
- Take photos from several vantage points (from the curb, close-up photos etc.).

Email Application and Photos to: mblua@yvwd.us or call (909) 790-3311 with questions.

If you do not get confirmation that your application has been received within 3 business days, please call or email.

Chris Mann
Division 1

Dennis Miller
Division 2

Jay Bogh
Division 3

Lonni Granlund
Division 4

Joyce McIntire
Division 5



Yucaipa Valley Water District

12770 Second Street • Post Office Box 730 • Yucaipa, California 92399-0730
(909) 797-5117 • Fax: (909) 797-6381 • www.yvwd.us

Landscape Contest Program Application

Name:	
Address:	
Phone:	Email:
Account Number:	

Landscape Installation date: _____

Water-wise Plants Used:

Explain how you water and care for your landscape/tips you would give to people interested in a water-wise landscape:

I authorize publication of photographs I have submitted of my landscape and my name for the purpose of promoting water efficiency programs. (Your address will not be published).

Chris Mann
Division 1

Dennis Miller
Division 2

Jay Bogh
Division 3

Lonni Granlund
Division 4

Joyce McIntire
Division 5



Date: March 16, 2021

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 March 17, 2020 [Director Memorandum 20-031]. Revisions and updates were made to the Personnel Manual to update insurance benefit amounts and changing the minimum time coded when taking time off. Attached is the updated version of the District's Personnel Manual.

Some of the changes to the Personnel Manual include:

- Revised language regarding range shifts
- Clarifications for Comp Time cash outs
- Update language based on 4/10 schedule and hours
- Updated Health Benefit Contribution
- Various time off categories – updated language
- Updated language based on approved Supervisory MOU
- Added Christmas Eve as a permanent District Holiday
- Paid Family Leave – updated language

Financial Consideration:

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



12770 Second Street, Yucaipa, California 92399

Personnel Manual

March 16, 2021

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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 or manager.

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 expressly 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 books 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

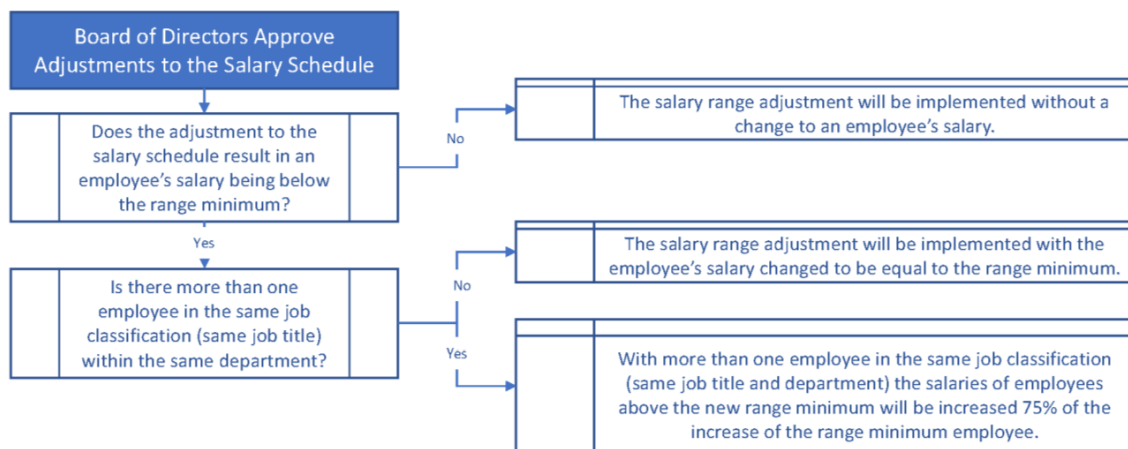
MONEY MATTERS

Pay Periods

Pay periods in the District are 2 weeks in duration and end each alternate Saturday 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.

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 (SDI), 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.

For the General Employee Group, any unused accrued compensatory time on October 31st shall be paid on or before November 30th at the employees' current rate of pay.

For the Supervisory Employee Group, at the request of the employee prior to October 31st, any unused accrued compensatory time on October 31st may be paid on or before November 30th at the employees' current rate of pay, or may be transferred to the employees' Deferred Compensation Plan 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. Holiday time off may be coded in 2 hour increments for time off.

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 four-day workweek (Monday-Thursday);
- 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 Thursday 8:00 a.m. – 5:00 p.m.

- Administration/Office Employees - Employees will be scheduled to work a 10-hour workday from 6:30 a.m. to 5:00 p.m. on a Monday-Thursday schedule with a 30-minute lunch, ensuring there is sufficient coverage Monday-Thursday at the discretion of the General Manager.
- Public Works Employees - Employees will be scheduled to work a 10-hour workday from 6:30 a.m. to 5:00 p.m. on a Monday-Thursday with a 30-minute lunch.
- Integrated Operations Employees - The District intends to maintain 8 Integrated Operators, 4 for water treatment and 4 for wastewater treatment, scheduled on the 8/6 schedule (Wednesday to Wednesday). 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. All operators will work from 6:30 a.m. to 5:00 p.m. for each day they are scheduled.

Schedule/Schedule Change

Any employee on the 8/6 schedule as of March 1, 2019, will be grandfathered onto this schedule and is not required to shift to a 4/10 during the annual bidding unless requested by the employee in writing. Any employee assigned to the 8/6 schedule after March 1, 2019 will be subject to the bidding procedures below.

- Schedule bidding will occur annually in March
 - The Operation Managers will determine the staff members to be assigned to water treatment and wastewater treatment for a 12-month period.
 - Once assigned to a division, the water and wastewater operators will be asked to have their preferred schedules ready.
 - A valid certification in water treatment, wastewater treatment, and water distribution count as 1 point for each grade level and added together to obtain a total certification score.
 - Employees with the highest certification score, then the seniority of employment with the District will have the first selection for choosing a schedule alternative.
 - Schedule changes will be implemented in April of each year.
 - Any changed condition may initiate a new schedule selection process during the year. A changed condition will typically involve, but not be limited to the following:
 - A new employee in the water or wastewater operation department;
 - The retirement or termination of an employee;
 - A change in water treatment or sewer treatment certification by an employee in either department;
 - A change in staffing requirement as determined by the General Manager for integrated water or integrated wastewater departmental needs.
 - The District management will attempt to reduce impacts that trigger a schedule change for District employees.

Example:

- *Jane and John both want the same 4/10 schedule for Tuesday-Friday with Monday off.*
 - *John's certifications are T2, WW3 and D2.*
 - *Total = 7 points*
 - *Hire date = 2/20/2010*
 - *Jane's certifications are T3, WW2 and D2*
 - *Total = 7 points*
 - *Hire date = 12/10/2008*

In this example, both employees have an equal certification score (total sum of points). When this occurs the employee's hire date with the District will be the deciding factor in who is awarded the desired schedule. Since Jane has more seniority, she would have first choice of the desired schedule.

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 2021 calendar year:

2021 Calendar Year Health Benefit Contribution – General Employees	
Single	\$ 743
Employee +1	\$ 1,486
Family	\$ 1,932

- 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 2021 calendar year:

2021 Calendar Year Health Benefit Contribution – Supervisory Employees	
Single	\$ 1,803
Employee +1	\$ 1,803
Family	\$ 1,803

- 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 2021 calendar year:

2021 Calendar Year Health Benefit Contribution – Exempt Employees	
Single	\$ 743
Employee +1	\$ 1,486
Family	\$ 1,932

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, 2021:

2021 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 \$7,500/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, dental and vision expenses for self 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 January 31st of the following 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].
 - a. Employees in the Supervisory Group with an excess of 300 hours of sick leave are also eligible to convert up to 10 hours of sick leave per pay period up to 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 300 hours [DM 20-148].

- 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. Conversion of Accrued Vacation Leave to Deferred Compensation – Supervisory employees with an excess of 160 hours of vacation leave are also eligible to convert up to 8 hours of vacation leave per pay period up to the maximum contribution amounts allowed by the 457(b) regulations. At no time can an employee contribute vacation leave hours to deferred compensation with a balance of vacation leave below 160 hours.
- F. 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 (26 payroll periods per year) 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 (26 payroll periods per year) up to the maximum amounts listed below.

Supervisory Employee Group	Employer Contribution	Match Required
Effective 10/6/2020	\$283 per pay period	Yes
Effective 7/1/2021	\$293 per pay period	Yes
Effective 7/1/2022	\$303 per pay period	Yes
Effective 7/1/2023	\$313 per pay period	Yes
Effective 7/1/2024	\$323 per pay period	Yes
Effective 7/1/2025	\$333 per pay period	Yes

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 expressly 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 timecard.
- D. At the end of the work period, the employee submits the daily timecard to his/her supervisor.

The supervisor submits the timecard 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 24 th	Christmas Eve
December 25 th	Christmas Day
Floating Holidays - Three	To be taken within the calendar year as a complete day

Any accrued holiday time may be coded as time off in 2-hour increments.

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. Floating holidays may be coded as time off in 2-hour increments.

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 with the exception of Supervisory employees who may accumulate a maximum of 200 hours. They shall receive no further vacation credits when this accumulated total of unused credits reaches 240 hours (or 200 hours for Supervisory employees) 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.

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 10-hour work period (or 8-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 8 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 (50 hours) 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. Bereavement leave does not need to be used in 5 consecutive days and should be a minimum of 2-hours.

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, with a 2-hour minimum. 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 workday, 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 timecard furnished from the County every day the employee serves jury duty. This timecard 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 Manger 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. Testing can be waived at the discretion of the General Manager.

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.

The electric car chargers installed by the District that are typically behind locked gates and generally unavailable to the public (Like at the YVRWFF or WRWRF) are to be used for District vehicles only – even if there is not a vehicle plugged in to the charger. Employees will not be able to use these facilities (power/equipment) for their personal vehicles. Any electrical charging stations installed at a District facility for public use (with public access like in a general parking lot) and not behind a gate or fence can be used by employees during non-business hours.

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 textbooks. 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 7/1/2020

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	Integrated Operator III
53	\$6,748	\$8,436	\$8,857			
52	\$6,625	\$8,281	\$8,695			
51	\$6,502	\$8,127	\$8,534			
50	\$6,378	\$7,973	\$8,372	Engineering Technician IV		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 Operator III
44	\$5,638	\$7,048	\$7,400		Utility Service Worker 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 Water Quality Technician
35	\$4,528	\$5,660	\$5,943	Administrative Clerk IV		
34	\$4,405	\$5,506	\$5,781			
33	\$4,282	\$5,352	\$5,619	Engineering Technician I		Plant Maintenance Technician I Integrated Operator In Training
32	\$4,158	\$5,198	\$5,458		Utility Service Worker I	
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	Integrated Operator III
53	\$6,917	\$8,646	\$9,079			
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	\$7,698	\$8,083	Administrative Assistant II		
46	\$6,032	\$7,540	\$7,917	Purchasing Agent		Water Quality Chemist Operator III
45	\$5,906	\$7,382	\$7,751		Utility Service Worker III	
44	\$5,779	\$7,224	\$7,585			
43	\$5,653	\$7,066	\$7,419	Engineering Technician III		Integrated Operator II
42	\$5,526	\$6,908	\$7,253			
41	\$5,400	\$6,750	\$7,087			
40	\$5,274	\$6,592	\$6,922			
39	\$5,147	\$6,434	\$6,756	Administrative Assistant I		Plant Maintenance Technician II
38	\$5,021	\$6,276	\$6,590			
37	\$4,894	\$6,118	\$6,424	Engineering Technician II		
36	\$4,768	\$5,960	\$6,258		Utility Service Worker II	Integrated Operator I Water Quality Technician
35	\$4,641	\$5,802	\$6,092	Administrative Clerk IV		
34	\$4,515	\$5,644	\$5,926			
33	\$4,389	\$5,486	\$5,760	Engineering Technician I		Plant Maintenance Technician I Integrated Operator In Training
32	\$4,262	\$5,328	\$5,594		Utility Service Worker I	
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	Integrated Operator III
53	\$7,090	\$8,863	\$9,306			
52	\$6,960	\$8,701	\$9,136			
51	\$6,831	\$8,539	\$8,966			
50	\$6,701	\$8,377	\$8,795	Engineering Technician IV		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 Operator III
44	\$5,924	\$7,405	\$7,775		Utility Service Worker 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 Water Quality Technician
35	\$4,757	\$5,947	\$6,244	Administrative Clerk IV		
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	\$6,064	\$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	Integrated Operator III
53	\$7,267	\$9,084	\$9,538			
52	\$7,134	\$8,918	\$9,364			
51	\$7,002	\$8,752	\$9,190			
50	\$6,869	\$8,586	\$9,015	Engineering Technician IV		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 Operator III
44	\$6,072	\$7,590	\$7,969		Utility Service Worker 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 Water Quality Technician
35	\$4,876	\$6,095	\$6,400	Administrative Clerk IV		
34	\$4,744	\$5,929	\$6,226			
33	\$4,611	\$5,763	\$6,052	Engineering Technician I		Plant Maintenance Technician I
32	\$4,478	\$5,597	\$5,877		Utility Service Worker I	Integrated Operator In Training
31	\$4,345	\$5,431	\$5,703	Administrative Clerk III		
30	\$4,212	\$5,265	\$5,529			
29	\$4,079	\$5,099	\$5,354			
28	\$3,947	\$4,933	\$5,180			
27	\$3,814	\$4,767	\$5,006	Administrative Clerk II / Stock Clerk II		
26	\$3,681	\$4,601	\$4,831			
25	\$3,548	\$4,435	\$4,657			
24	\$3,415	\$4,269	\$4,483			
23	\$3,282	\$4,103	\$4,308	Administrative Clerk I / Stock Clerk I		
22	\$3,150	\$3,937	\$4,134			
21	\$3,017	\$3,771	\$3,960	Intern		
20	\$2,884	\$3,605	\$3,785			

Yucaipa Valley Water District - Salary Ranges and Job Titles

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	\$11,496	\$12,070			
127	\$9,047	\$11,309	\$11,874			
126	\$8,900	\$11,125	\$11,682			
125	\$8,756	\$10,945	\$11,492			
124	\$8,614	\$10,767	\$11,306			Senior Integrated Operator (Grade V)
123	\$8,474	\$10,592	\$11,122			
122	\$8,336	\$10,420	\$10,941			
121	\$8,201	\$10,251	\$10,764			
120	\$8,068	\$10,085	\$10,589			
119	\$7,934	\$9,918	\$10,413			
118	\$7,800	\$9,750	\$10,238	Project Manager		
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			Senior Plant Operator
112	\$6,997	\$8,747	\$9,184	Water Resource Specialist		
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			Senior Integrated Operator (Grade V)
123	\$8,686	\$10,857	\$11,400			
122	\$8,545	\$10,681	\$11,215			
121	\$8,406	\$10,508	\$11,033			
120	\$8,270	\$10,337	\$10,854			
119	\$8,132	\$10,166	\$10,674			
118	\$7,995	\$9,994	\$10,494	Project Manager		
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			Senior Plant Operator
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	\$12,891			
128	\$9,662	\$12,078	\$12,681			
127	\$9,505	\$11,881	\$12,476			
126	\$9,351	\$11,689	\$12,273			
125	\$9,199	\$11,499	\$12,074			
124	\$9,050	\$11,312	\$11,878			Senior Integrated Operator (Grade V)
123	\$8,903	\$11,129	\$11,685			
122	\$8,758	\$10,948	\$11,495			
121	\$8,616	\$10,770	\$11,309			
120	\$8,476	\$10,595	\$11,125			
119	\$8,336	\$10,420	\$10,941			
118	\$8,195	\$10,244	\$10,756	Project Manager	Public Works Supervisor	
117	\$8,055	\$10,068	\$10,572			
116	\$7,914	\$9,892	\$10,387			
115	\$7,773	\$9,717	\$10,203			
114	\$7,633	\$9,541	\$10,018			Senior Plant Operator
113	\$7,492	\$9,365	\$9,834	Water Resource Specialist		
112	\$7,352	\$9,190	\$9,649			
111	\$7,211	\$9,014	\$9,464			
110	\$7,070	\$8,838	\$9,280	Senior Engineering Technician		
109	\$6,930	\$8,662	\$9,095			
108	\$6,789	\$8,487	\$8,911			
107	\$6,649	\$8,311	\$8,726			
106	\$6,508	\$8,135	\$8,542	Management Analyst		
105	\$6,367	\$7,959	\$8,357			
104	\$6,227	\$7,784	\$8,173			

Yucaipa Valley Water District - Salary Ranges and Job Titles

Effective 7/1/2023

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
130	\$10,233	\$12,791	\$13,431			
129	\$10,067	\$12,584	\$13,213			
128	\$9,904	\$12,379	\$12,998			
127	\$9,743	\$12,179	\$12,787			
126	\$9,585	\$11,981	\$12,580			
125	\$9,429	\$11,786	\$12,376			
124	\$9,276	\$11,595	\$12,175			Senior Integrated Operator (Grade V)
123	\$9,125	\$11,407	\$11,977			
122	\$8,977	\$11,222	\$11,783			
121	\$8,832	\$11,040	\$11,591			
120	\$8,688	\$10,860	\$11,403			
119	\$8,544	\$10,680	\$11,214			
118	\$8,400	\$10,500	\$11,025	Project Manager	Public Works Supervisor	
117	\$8,256	\$10,320	\$10,836			
116	\$8,112	\$10,140	\$10,647			
115	\$7,968	\$9,960	\$10,458			
114	\$7,824	\$9,780	\$10,269			Senior Plant Operator
113	\$7,680	\$9,599	\$10,079	Water Resource Specialist		
112	\$7,535	\$9,419	\$9,890			
111	\$7,391	\$9,239	\$9,701			
110	\$7,247	\$9,059	\$9,512	Senior Engineering Technician		
109	\$7,103	\$8,879	\$9,323			
108	\$6,959	\$8,699	\$9,134			
107	\$6,815	\$8,519	\$8,945			
106	\$6,671	\$8,338	\$8,755	Management Analyst		
105	\$6,527	\$8,158	\$8,566			
104	\$6,383	\$7,978	\$8,377			

Yucaipa Valley Water District - Salary Ranges and Job Titles

Effective 7/1/2024

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
130	\$10,489	\$13,111	\$13,767			
129	\$10,319	\$12,898	\$13,543			
128	\$10,151	\$12,689	\$13,323			
127	\$9,986	\$12,483	\$13,107			
126	\$9,824	\$12,280	\$12,894			
125	\$9,665	\$12,081	\$12,685			
124	\$9,508	\$11,885	\$12,479			Senior Integrated Operator (Grade V)
123	\$9,354	\$11,692	\$12,277			
122	\$9,202	\$11,502	\$12,077			
121	\$9,052	\$11,316	\$11,881			
120	\$8,905	\$11,132	\$11,688			
119	\$8,758	\$10,947	\$11,495			
118	\$8,610	\$10,763	\$11,301	Project Manager		
117	\$8,462	\$10,578	\$11,107		Public Works Supervisor	
116	\$8,315	\$10,393	\$10,913			
115	\$8,167	\$10,209	\$10,719			
114	\$8,019	\$10,024	\$10,525			Senior Plant Operator
113	\$7,872	\$9,839	\$10,331	Administrative Supervisor/Water Resource Specialist		
112	\$7,724	\$9,655	\$10,137			
111	\$7,576	\$9,470	\$9,944	Information Systems Specialist		
110	\$7,428	\$9,285	\$9,750	Senior Engineering Technician		
109	\$7,281	\$9,101	\$9,556			
108	\$7,133	\$8,916	\$9,362			
107	\$6,985	\$8,732	\$9,168			
106	\$6,838	\$8,547	\$8,974	Management Analyst		
105	\$6,690	\$8,362	\$8,780			
104	\$6,542	\$8,178	\$8,587			

Yucaipa Valley Water District - Salary Ranges and Job Titles

Effective 7/1/2025

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
130	\$10,489	\$13,111	\$13,767			
129	\$10,319	\$12,898	\$13,543			
128	\$10,151	\$12,689	\$13,323			
127	\$9,986	\$12,483	\$13,107			
126	\$9,824	\$12,280	\$12,894			
125	\$9,665	\$12,081	\$12,685			
124	\$9,508	\$11,885	\$12,479			Senior Integrated Operator (Grade V)
123	\$9,354	\$11,692	\$12,277			
122	\$9,202	\$11,502	\$12,077			
121	\$9,052	\$11,316	\$11,881			
120	\$8,905	\$11,132	\$11,688			
119	\$8,758	\$10,947	\$11,495			
118	\$8,610	\$10,763	\$11,301	Project Manager		
117	\$8,462	\$10,578	\$11,107		Public Works Supervisor	
116	\$8,315	\$10,393	\$10,913			
115	\$8,167	\$10,209	\$10,719			
114	\$8,019	\$10,024	\$10,525			Senior Plant Operator
113	\$7,872	\$9,839	\$10,331	Administrative Supervisor/Water Resource Specialist		
112	\$7,724	\$9,655	\$10,137			
111	\$7,576	\$9,470	\$9,944	Information Services Specialist		
110	\$7,428	\$9,285	\$9,750	Senior Engineering Technician		
109	\$7,281	\$9,101	\$9,556			
108	\$7,133	\$8,916	\$9,362			
107	\$6,985	\$8,732	\$9,168			
106	\$6,838	\$8,547	\$8,974	Management Analyst		
105	\$6,690	\$8,362	\$8,780			
104	\$6,542	\$8,178	\$8,587			

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			Intgrated 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			Intgrated 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			Operations Manager
230	\$9,145	\$11,431	\$12,003	Engineering Manager		
229	\$9,007	\$11,258	\$11,821			
228	\$8,868	\$11,086	\$11,640			
227	\$8,730	\$10,913	\$11,458			
226	\$8,592	\$10,740	\$11,277			
225	\$8,453	\$10,567	\$11,095			
224	\$8,315	\$10,394	\$10,914			
223	\$8,177	\$10,221	\$10,732			
222	\$8,038	\$10,048	\$10,550			
221	\$7,900	\$9,875	\$10,369			
220	\$7,762	\$9,702	\$10,187			

Yucaipa Valley Water District - Salary Ranges and Job Titles

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			Intgrated 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			Intgrated 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			
231	\$9,753	\$12,192	\$12,801			Operations Manager
230	\$9,608	\$12,010	\$12,611	Engineering Manager		
229	\$9,463	\$11,828	\$12,420			
228	\$9,317	\$11,647	\$12,229			
227	\$9,172	\$11,465	\$12,038			
226	\$9,027	\$11,283	\$11,848			
225	\$8,881	\$11,102	\$11,657			
224	\$8,736	\$10,920	\$11,466			
223	\$8,591	\$10,738	\$11,275			
222	\$8,445	\$10,557	\$11,084			
221	\$8,300	\$10,375	\$10,894			
220	\$8,155	\$10,193	\$10,703			

Yucaipa Valley Water District - Salary Ranges and Job Titles

Effective 7/1/2024

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
250	\$12,828	\$16,035	\$16,837			
249	\$12,679	\$15,849	\$16,641			
248	\$12,530	\$15,663	\$16,446	Chief Financial Officer		
247	\$12,331	\$15,476	\$16,250			
246	\$12,232	\$15,290	\$16,055			
245	\$12,033	\$15,104	\$15,859			
244	\$11,934	\$14,918	\$15,664			
243	\$11,735	\$14,731	\$15,468			
242	\$11,636	\$14,545	\$15,272			
241	\$11,437	\$14,359	\$15,077			
240	\$11,338	\$14,173	\$14,881			Intigrated Operations Manager
239	\$11,139	\$13,987	\$14,686			
238	\$11,040	\$13,800	\$14,490			
237	\$10,891	\$13,614	\$14,295			
236	\$10,742	\$13,428	\$14,099	Implementation Manager		
235	\$10,593	\$13,242	\$13,904			
234	\$10,444	\$13,055	\$13,708		Public Works Manager	
233	\$10,295	\$12,869	\$13,513	Water Resource Manager		
232	\$10,146	\$12,683	\$13,317			
231	\$9,997	\$12,497	\$13,121			Operations Manager
230	\$9,848	\$12,310	\$12,926			
229	\$9,699	\$12,124	\$12,730			
228	\$9,550	\$11,938	\$12,535			Regulatory Compliance Manager
227	\$9,401	\$11,752	\$12,339			
226	\$9,252	\$11,565	\$12,144			
225	\$9,103	\$11,379	\$11,948			
224	\$8,954	\$11,193	\$11,753			
223	\$8,805	\$11,007	\$11,557			
222	\$8,656	\$10,821	\$11,362			
221	\$8,507	\$10,634	\$11,166			
220	\$8,358	\$10,448	\$10,970			

Yucaipa Valley Water District - Salary Ranges and Job Titles

Effective 7/1/2025

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
250	\$13,149	\$16,436	\$17,258			
249	\$12,996	\$16,245	\$17,057			
248	\$12,843	\$16,054	\$16,857	Chief Financial Officer		
247	\$12,691	\$15,863	\$16,656			
246	\$12,538	\$15,672	\$16,456			
245	\$12,385	\$15,481	\$16,256			
244	\$12,232	\$15,291	\$16,055			
243	\$12,080	\$15,100	\$15,855			
242	\$11,927	\$14,909	\$15,654			
241	\$11,774	\$14,718	\$15,454			
240	\$11,622	\$14,527	\$15,253			Integrated Operations Manager
239	\$11,469	\$14,336	\$15,053			
238	\$11,316	\$14,145	\$14,853			
237	\$11,164	\$13,954	\$14,652			
236	\$11,011	\$13,763	\$14,452	Implementation Manager		
235	\$10,858	\$13,573	\$14,251			
234	\$10,705	\$13,382	\$14,051		Public Works Manager	
233	\$10,553	\$13,191	\$13,850	Water Resource Manager		
232	\$10,400	\$13,000	\$13,650			
231	\$10,247	\$12,809	\$13,450			Operations Manager
230	\$10,095	\$12,618	\$13,249	Engineering Manager		Regulatory Compliance Manager
229	\$9,942	\$12,427	\$13,049			
228	\$9,789	\$12,236	\$12,848			
227	\$9,636	\$12,045	\$12,648			
226	\$9,484	\$11,855	\$12,447			
225	\$9,331	\$11,664	\$12,247			
224	\$9,178	\$11,473	\$12,046			
223	\$9,026	\$11,282	\$11,846			
222	\$8,873	\$11,091	\$11,646			
221	\$8,720	\$10,900	\$11,445			
220	\$8,567	\$10,709	\$11,245			

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
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Date: March 16, 2021

Prepared By: Matthew Porras, Implementation Manager

Subject: Consideration of Agreement No. 2021-04 for Infrastructure Construction and Coordination for a Drinking Water Interconnection

Recommendation: That the Board authorize the General Manager to execute Agreement No. 2021-04.

The District staff has prepared the Agreement No. 2021-04 regarding an interconnection that will serve drinking water from Yucaipa Valley Water District (YVWD) to Western Heights Mutual Water Company (WHMWC). The purpose of this agreement is to coordinate the construction of the interconnection infrastructure, leaving the terms of water sales to a separate agreement.



The proposed interconnection is located within 13th Street, adjacent to Thunderbird Way in the City of Yucaipa. In addition to the interconnection between YVWD and WHMWC, the agreement includes the purchase of approximately 500 linear feet (LF) of existing 12" ductile iron pipe (DIP) that is currently owned by YVWD. This segment of pipe is not providing service to YVWD customers but would be useful for WHMWC as the area develops. If the agreement is executed, the 500 LF of DIP would become the responsibility of WHMWC following a payment of \$55,000 and WHMWC will be responsible for constructing the metering station for the interconnection.

The following figure depicts the 500 LF of DIP as Segment A and shows the approximate location of the future metering station.



The agreement for the infrastructure installation is attached for your review and consideration. A separate agreement will discuss the terms of any water deliveries served by YVWD to WHMWC utilizing this interconnection.

YVWD Agreement 2021-04

**13th STREET DRINKING WATER PIPELINE TRANSFER
AND INTERCONNECTION CONSTRUCTION AGREEMENT
BY AND BETWEEN WESTERN HEIGHTS WATER COMPANY AND
YUCAIPA VALLEY WATER DISTRICT**

The Western Heights Mutual Water Company, a mutual water company, hereinafter referred to as "WHMWC", and Yucaipa Valley Water District, a County Water District, hereinafter referred to as "YVWD", hereby mutually agree as follows:

- I. **Purpose of Agreement:** The purpose of this Agreement is to sell a portion of existing YVWD drinking water pipeline facilities in 13th Street south of Thunderbird Way to WHMWC and to coordinate the construction of the Interconnection Facilities, YVWD Metering Facilities and the YVWD Meter for the possible future sale and conveyance of drinking water from YVWD to WHMWC. The terms and price for the future sale and conveyance of drinking water to WHMWC shall be determined by a future water supply agreement between YVWD and WHMWC. Nothing in this Agreement shall be construed as a commitment to enter into such a future water supply agreement but both Parties will negotiate in good faith towards entering into such a water supply agreement in the future.

- II. **Scope of Agreement:**
 - A. WHMWC shall, at its sole cost and expense:
 1. Make a single payment of \$55,000 to YVWD for the purchase and ownership by WHMWC from YVWD of approximately 500 linear feet of YVWD's 12" Drinking Water Ductile Iron Pipe, one 6" Fire Hydrant, and the related existing fittings and valves (collectively the "Pipeline") as shown generally on Exhibit A attached to this Agreement. WHMWC shall be solely responsible for the ownership, maintenance and repair of the Pipeline. Payment of the \$55,000 shall be made by WHMWC to YVWD within 30 days after this Agreement has been signed by YVWD and WHMWC;
 2. Plan, design, construct, and install certain Pipeline-related Interconnection Facilities, which include an underground vault, backflow device, pressure reducing valve, WHMWC meter, pipe material, and appurtenances associated with those Facilities for WHMWC's operation of the Pipeline. Those Interconnection Facilities are described generally in the attached Exhibit B showing those Facilities as being downstream of the "YVWD Meter". Those Interconnection Facilities do not now exist and the construction, installation, ownership, maintenance, repair and operation of those Interconnection Facilities shall be the exclusive responsibility, obligation and liability of WHMWC;
 3. Plan, design, construct, and install all pipes, materials, appurtenances, and fittings that YVWD requires for a subsurface drinking water metering station vault (collectively the "YVWD Metering Facilities") at the location shown generally on Exhibit B as the "YVWD Meter". The exact installation location of the YVWD Meter and its YVWD Metering Facilities shall be determined

by YVWD. Pursuant to subsection B.1 below, YVWD will provide a drinking water meter ("YVWD Meter") which will be installed by WHMWC into and as part of the YVWD Metering Facilities, but YVWD shall retain all legal rights, title, and ownership of the YVWD Metering Facilities, including the YVWD Meter, and all drinking water facilities upstream of those YVWD Metering Facilities.

- 4. The Parties shall identify and mutually agree on the alignment, depth, and location of the Interconnection Facilities prior to construction and installation of those Facilities. YVWD shall determine in its sole discretion the alignment, depth and location of the YVWD Meter and its related YVWD Metering Facilities. Construction and installation of YVWD Meter and YVWD Metering Facilities shall be completed to the satisfaction of YVWD.

B. YVWD shall:

- 1. Provide WHMWC with a 6" drinking water meter ("YVWD Meter") to WHMWC prior to construction of the proposed improvements for installation in the YVWD Metering Facilities. YVWD will be responsible for the operation, maintenance, repair, and replacement of the YVWD Meter.
- 2. During the construction contemplated by this Agreement, YVWD shall operate all drinking water system valves in coordination with the construction activity by WHMWC on 13th Street south of Thunderbird Way.
- 3. YVWD will collect water distribution system samples and oversee the disinfection process and collect water distribution system samples prior to the activation of the Pipeline, the Interconnection Facilities, the YVWD Metering Facilities and the YVWD Meter after construction and installation of those Facilities have been successfully completed.

IN WITNESS WHEREOF, the Western Heights Mutual Water Company and the Yucaipa Valley Water District have executed this Agreement effective March 30, 2021 and each person signing below represents and warrants that they have the authority to act on behalf of their respective Parties and to bind those Parties to this Agreement.


Western Heights Mutual Water Company

Yucaipa Valley Water District



Mark Iverson, General Manager

Joseph Zoba, General Manager



Date

Date

Exhibit A 13th Street System Interconnection Overview



YVWD Agreement 2021-04

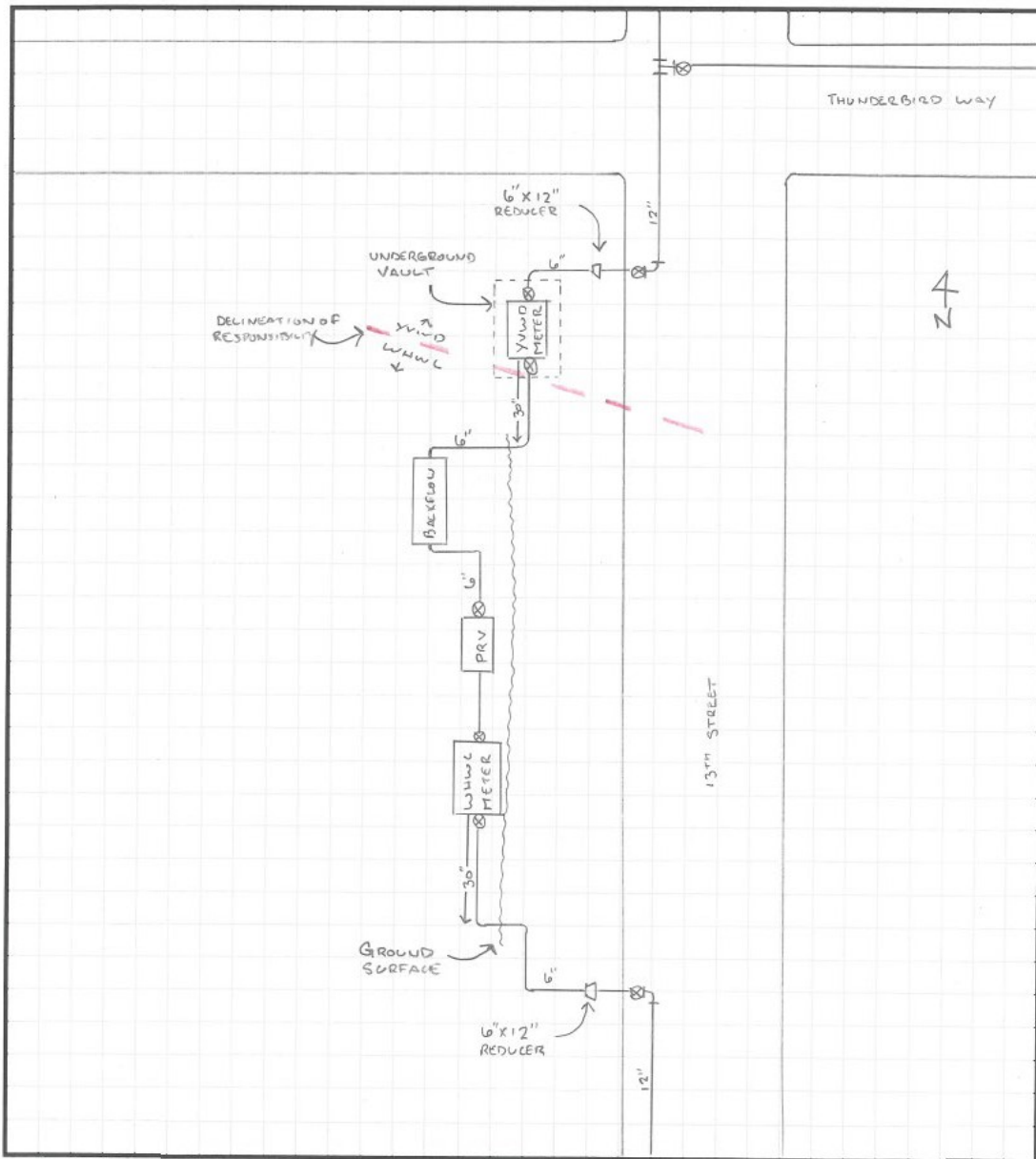
Exhibit B 13th Street Connection & Delineation Detail



Yucaipa Valley Water District

12770 Second Street
YUCAIPA, CA 92399
Phone (909) 797-5118
Fax (909) 797-6381

JOB/C.O.# 13TH STREET WWHWL INTERCONNECTION
SHEET NO. 1 OF 1
CALCULATED BY _____ DATE _____
CHECKED BY M. P. GROSS DATE 3.4.21
SCALE NTS



Board Reports and 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

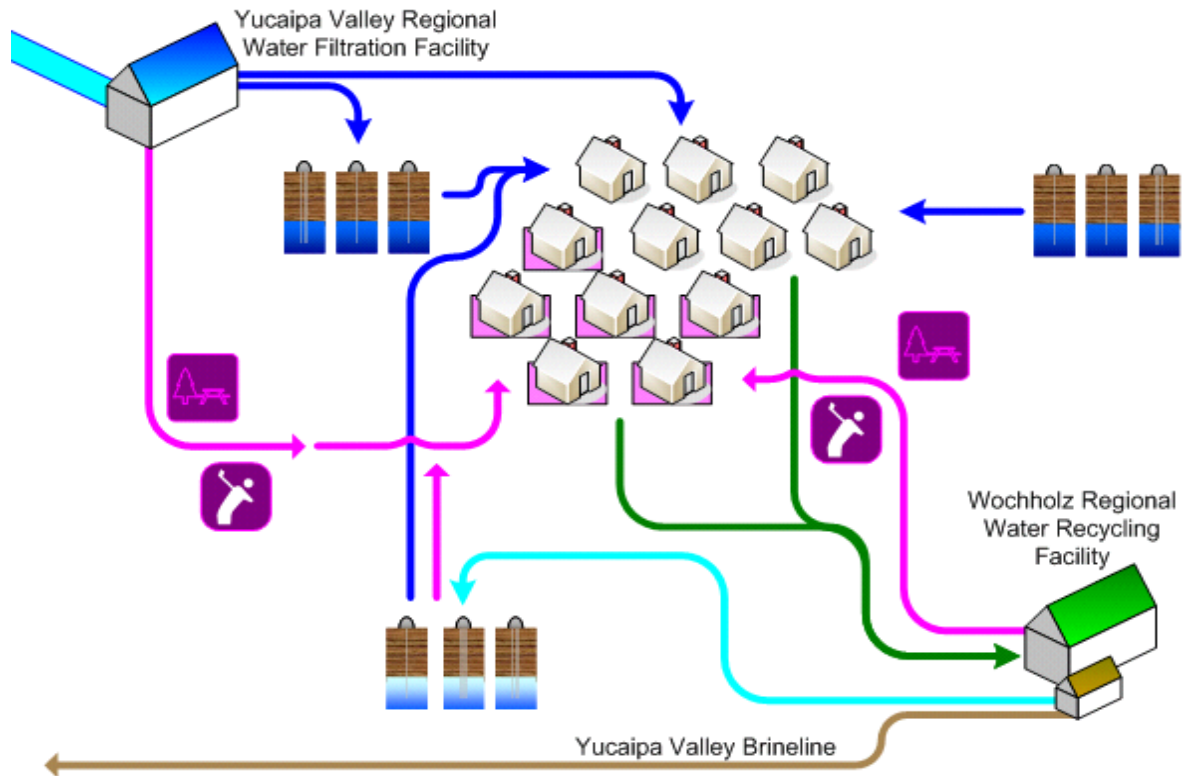
Water System: 223 miles of drinking water pipelines
2,033 fire hydrants
27 reservoirs - 34 million gallons of storage capacity
18 pressure zones
2.958 billion gallon annual drinking water demand
Two water filtration facilities:
- 1 mgd at Oak Glen Surface Water Filtration Facility
- 12 mgd at Yucaipa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