

**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF APRIL 11, 2023
AGENDA ITEM NO. 5.A-D**



AGENDA SECTION: FINANCIAL REPORTS

SUBJECT: Budget to Actuals through February 28, 2023, Pooled Cash through February 28, 2023, Monthly Check Report for February and March 2023 and Vendor Purchasing Report July 1, 2022 to present (March 31st).

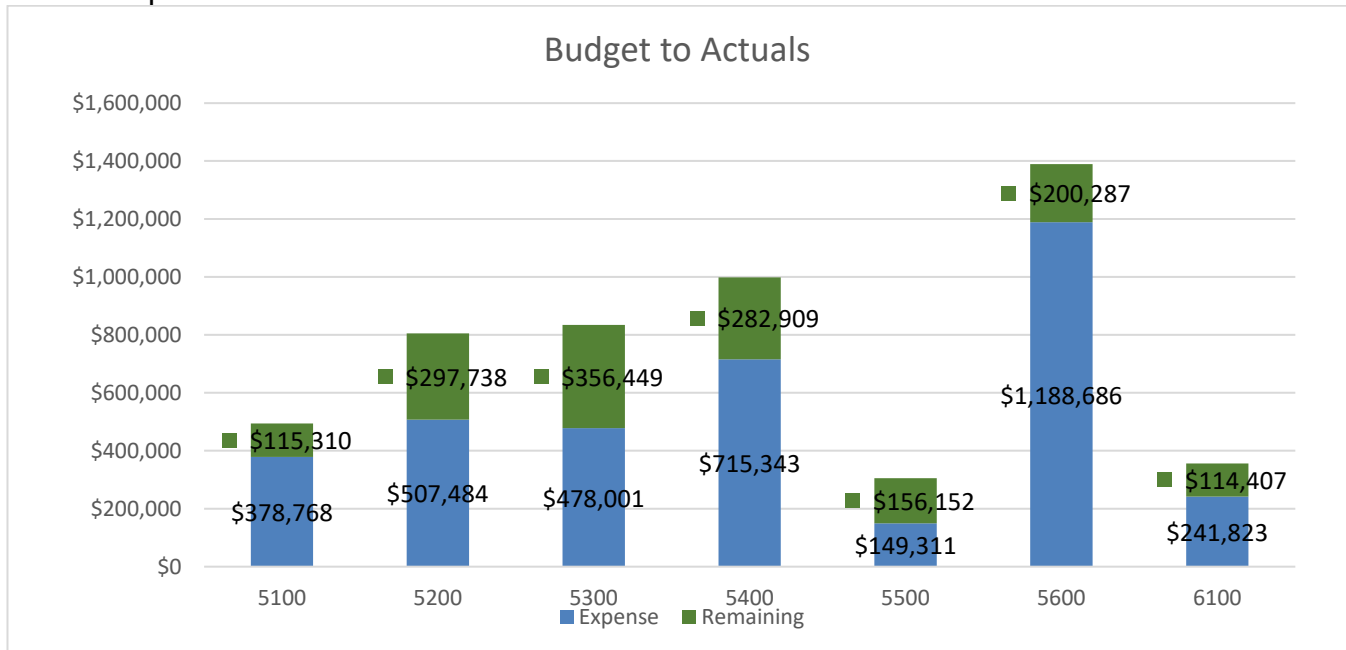
PREPARED BY: Jessica Buckle, Office Finance Manager

BACKGROUND

The monthly financial reports are a good indicator of how healthy the district is financially and are a key to successfully budgeting for the remainder of the year.

DISCUSSION

The financial reports included below are for Fiscal Year 2022-2023 ending February 28, 2023. The usual graphical representations of the remaining budget for each fund are shown below. I will be running the financial reports through the prior month instead of July 1st to present. All additional financial reports are available on our website.



List of Departments:

- 5100 Source of Supply
- 5200 Transmission & Distribution of Raw Water
- 5300 Water Treatment
- 5400 Transmission & Distribution of Treated Water
- 5500 Customer Service
- 5600 Administration
- 6100 Auburn Lakes Trail Wastewater



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - Water Fund							
Department: 0000 - Non-departmental							
100-0000-40102	Water Sales - Cst	3,200,000.00	3,200,000.00	393,361.11	2,052,299.63	-1,147,700.37	35.87 %
100-0000-40103	Water Sales - Irr	560,000.00	560,000.00	0.00	90,508.59	-469,491.41	83.84 %
100-0000-40104	Surcharge	648,923.00	648,923.00	0.00	0.00	-648,923.00	100.00 %
100-0000-40105	Property Tax Revenue	1,900,850.00	1,900,850.00	0.00	0.00	-1,900,850.00	100.00 %
100-0000-40107	Lease Revenue	88,200.00	88,200.00	6,935.48	53,341.47	-34,858.53	39.52 %
100-0000-41100	Interest Income	2,500.00	2,500.00	130.02	46,968.36	44,468.36	1,878.73 %
100-0000-41200	Penalties	45,400.00	45,400.00	12,176.01	46,554.81	1,154.81	102.54 %
100-0000-41300	Materials & Labor Charge	0.00	0.00	3,855.50	12,713.38	12,713.38	0.00 %
100-0000-41302	Installation Fee	0.00	0.00	20.00	22,513.02	22,513.02	0.00 %
100-0000-42100	Miscellaneous Revenue	0.00	0.00	0.00	7,053.86	7,053.86	0.00 %
100-0000-42102	Grant Proceeds	169,514.00	169,514.00	0.00	0.00	-169,514.00	100.00 %
100-0000-42200	Sale of Assets	0.00	0.00	17,055.00	18,191.11	18,191.11	0.00 %
100-0000-50403	Def Comp Retirement	0.00	0.00	0.00	1,788.48	-1,788.48	0.00 %
Department: 0000 - Non-departmental Surplus (Deficit):		6,615,387.00	6,615,387.00	433,533.12	2,348,355.75	-4,267,031.25	64.50 %
Department: 5100 - Source of Supply							
100-5100-50100	Salaries	157,169.00	157,169.00	8,585.83	97,032.97	60,136.03	38.26 %
100-5100-50102	Overtime	13,642.00	13,642.00	230.27	13,514.73	127.27	0.93 %
100-5100-50103	Standby Pay	11,867.00	11,867.00	1,200.00	10,760.00	1,107.00	9.33 %
100-5100-50200	Payroll Taxes	14,302.00	14,302.00	784.09	9,319.68	4,982.32	34.84 %
100-5100-50300	Health Insurance	51,860.00	51,860.00	3,014.32	33,350.23	18,509.77	35.69 %
100-5100-50302	Insurance - Workers Compensation	6,857.00	6,857.00	0.00	4,319.95	2,537.05	37.00 %
100-5100-50400	PERS Retirement Expense	13,469.00	13,469.00	855.31	10,120.11	3,348.89	24.86 %
100-5100-50401	PERS UAL	10,683.00	10,683.00	0.00	10,350.96	332.04	3.11 %
100-5100-50403	Def Comp Retirement Expense	680.00	680.00	0.00	0.00	680.00	100.00 %
100-5100-51100	Materials & Supplies	11,410.00	11,410.00	1,356.50	47,463.06	-36,053.06	-315.98 %
100-5100-51101	Materials - Other	3,200.00	3,200.00	5,382.94	31,906.22	-28,706.22	-897.07 %
100-5100-51102	Office Supplies	302.00	302.00	110.38	361.81	-59.81	-19.80 %
100-5100-51200	Vehicle Maintenance	5,589.00	5,589.00	933.89	2,392.52	3,196.48	57.19 %
100-5100-51201	Vehicle Operating - Fuel	8,380.00	8,380.00	0.00	6,416.41	1,963.59	23.43 %
100-5100-51300	Professional Services	84,236.00	84,236.00	22,438.78	64,186.91	20,049.09	23.80 %
100-5100-52100	Staff Development	750.00	750.00	0.00	39.80	710.20	94.69 %
100-5100-52102	Utilities	19,267.00	19,267.00	0.00	9,637.63	9,629.37	49.98 %
100-5100-52105	Government Regulation Fees	80,000.00	80,000.00	0.00	27,594.59	52,405.41	65.51 %
100-5100-52108	Membership	415.00	415.00	0.00	0.00	415.00	100.00 %
Department: 5100 - Source of Supply Total:		494,078.00	494,078.00	44,892.31	378,767.58	115,310.42	23.34 %
Department: 5200 - Raw Water							
100-5200-50100	Salaries	308,538.00	308,538.00	20,596.92	149,087.43	159,450.57	51.68 %
100-5200-50101	Part-time Wages	976.00	976.00	0.00	9,708.80	-8,732.80	-894.75 %
100-5200-50102	Overtime	20,252.00	20,252.00	261.84	14,580.74	5,671.26	28.00 %
100-5200-50103	Standby Pay	13,260.00	13,260.00	1,200.00	12,950.00	310.00	2.34 %
100-5200-50200	Payroll Taxes	28,077.00	28,077.00	1,730.23	13,691.42	14,385.58	51.24 %
100-5200-50300	Health Insurance	115,737.00	115,737.00	5,679.22	47,272.23	68,464.77	59.16 %
100-5200-50302	Insurance - Workers Compensation	15,285.00	15,285.00	0.00	4,939.91	10,345.09	67.68 %
100-5200-50400	PERS Retirement Expense	29,450.00	29,450.00	1,885.29	14,869.15	14,580.85	49.51 %
100-5200-50401	PERS UAL	208,325.00	208,325.00	0.00	201,843.72	6,481.28	3.11 %
100-5200-50403	Def Comp Retirement Expense	1,330.00	1,330.00	0.00	0.00	1,330.00	100.00 %
100-5200-51100	Materials & Supplies	25,000.00	25,000.00	5,766.23	12,758.05	12,241.95	48.97 %
100-5200-51101	Materials - Other	2,000.00	2,000.00	115.94	724.57	1,275.43	63.77 %
100-5200-51102	Office Supplies	0.00	0.00	110.39	352.16	-352.16	0.00 %
100-5200-51200	Vehicle Maintenance	10,213.00	10,213.00	0.00	5,665.06	4,547.94	44.53 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 02/28/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-5200-51201	Vehicle Operating - Fuel	18,210.00	18,210.00	0.00	16,581.65	1,628.35	8.94 %
100-5200-51300	Professional Services	5,984.00	5,984.00	0.00	0.00	5,984.00	100.00 %
100-5200-52100	Staff Development	750.00	750.00	0.00	654.80	95.20	12.69 %
100-5200-52102	Utilities	1,420.00	1,420.00	0.00	1,804.28	-384.28	-27.06 %
100-5200-52105	Government Regulation Fees	57.00	57.00	0.00	0.00	57.00	100.00 %
100-5200-52108	Membership	358.00	358.00	0.00	0.00	358.00	100.00 %
Department: 5200 - Raw Water Total:		805,222.00	805,222.00	37,346.06	507,483.97	297,738.03	36.98 %
Department: 5300 - Water Treatment							
100-5300-50100	Salaries	244,058.00	244,058.00	14,563.60	123,149.08	120,908.92	49.54 %
100-5300-50102	Overtime	25,097.00	25,097.00	1,895.16	19,188.92	5,908.08	23.54 %
100-5300-50103	Standby Pay	9,688.00	9,688.00	1,200.00	10,290.00	-602.00	-6.21 %
100-5300-50200	Payroll Taxes	22,209.00	22,209.00	1,384.10	11,716.77	10,492.23	47.24 %
100-5300-50300	Health Insurance	64,914.00	64,914.00	4,758.62	40,015.37	24,898.63	38.36 %
100-5300-50302	Insurance - Workers Compensation	9,426.00	9,426.00	0.00	2,760.57	6,665.43	70.71 %
100-5300-50400	PERS Retirement Expense	31,790.00	31,790.00	1,508.75	12,715.71	19,074.29	60.00 %
100-5300-50401	PERS UAL	20,466.00	20,466.00	0.00	51,754.80	-31,288.80	-152.88 %
100-5300-50403	Def Comp Retirement Expense	1,050.00	1,050.00	0.00	0.00	1,050.00	100.00 %
100-5300-51100	Materials & Supplies	85,426.00	85,426.00	1,721.74	31,393.70	54,032.30	63.25 %
100-5300-51101	Materials - Other	13,300.00	13,300.00	0.00	512.67	12,787.33	96.15 %
100-5300-51102	Office Supplies	0.00	0.00	133.97	1,308.88	-1,308.88	0.00 %
100-5300-51200	Vehicle Maintenance	17,134.00	17,134.00	0.00	2,361.43	14,772.57	86.22 %
100-5300-51201	Vehicle Operating - Fuel	8,993.00	8,993.00	0.00	4,166.75	4,826.25	53.67 %
100-5300-51202	Building Maintenance	289.00	289.00	1,128.00	-9,148.33	9,437.33	3,265.51 %
100-5300-51300	Professional Services	24,135.00	24,135.00	1,507.76	10,172.21	13,962.79	57.85 %
100-5300-52100	Staff Development	2,587.00	2,587.00	100.00	139.80	2,447.20	94.60 %
100-5300-52102	Utilities	227,186.00	227,186.00	14,257.39	162,235.24	64,950.76	28.59 %
100-5300-52105	Government Regulation Fees	26,311.00	26,311.00	774.00	2,656.18	23,654.82	89.90 %
100-5300-52108	Membership	391.00	391.00	611.00	611.00	-220.00	-56.27 %
Department: 5300 - Water Treatment Total:		834,450.00	834,450.00	45,544.09	478,000.75	356,449.25	42.72 %
Department: 5400 - Treated Water							
100-5400-50100	Salaries	417,609.00	417,609.00	36,380.42	280,810.77	136,798.23	32.76 %
100-5400-50102	Overtime	40,329.00	40,329.00	1,990.56	27,987.00	12,342.00	30.60 %
100-5400-50103	Standby Pay	20,030.00	20,030.00	1,200.00	10,290.00	9,740.00	48.63 %
100-5400-50200	Payroll Taxes	38,002.00	38,002.00	3,096.66	24,808.07	13,193.93	34.72 %
100-5400-50300	Health Insurance	101,964.00	101,964.00	10,167.59	89,157.08	12,806.92	12.56 %
100-5400-50302	Insurance - Workers Compensation	6,405.00	6,405.00	0.00	4,734.19	1,670.81	26.09 %
100-5400-50400	PERS Retirement Expense	48,008.00	48,008.00	3,378.57	26,923.51	21,084.49	43.92 %
100-5400-50401	PERS UAL	90,000.00	90,000.00	0.00	36,640.53	53,359.47	59.29 %
100-5400-50403	Def Comp Retirement Expense	1,790.00	1,790.00	0.00	0.00	1,790.00	100.00 %
100-5400-51100	Materials & Supplies	135,000.00	135,000.00	28,527.95	101,100.20	33,899.80	25.11 %
100-5400-51101	Materials - Other	2,171.00	2,171.00	66.68	8,057.01	-5,886.01	-271.12 %
100-5400-51102	Office Supplies	33.00	33.00	110.39	521.69	-488.69	-1,480.88 %
100-5400-51200	Vehicle Maintenance	23,500.00	23,500.00	633.05	35,234.92	-11,734.92	-49.94 %
100-5400-51201	Vehicle Operating - Fuel	28,517.00	28,517.00	0.00	19,771.54	8,745.46	30.67 %
100-5400-51300	Professional Services	7,529.00	7,529.00	938.14	938.14	6,590.86	87.54 %
100-5400-52100	Staff Development	750.00	750.00	0.00	2,401.80	-1,651.80	-220.24 %
100-5400-52102	Utilities	19,495.00	19,495.00	20.66	10,302.46	9,192.54	47.15 %
100-5400-52105	Government Regulation Fees	17,120.00	17,120.00	1,105.00	35,663.60	-18,543.60	-108.32 %
Department: 5400 - Treated Water Total:		998,252.00	998,252.00	87,615.67	715,342.51	282,909.49	28.34 %
Department: 5500 - Customer Service							
100-5500-50100	Salaries	153,231.00	153,231.00	8,449.38	64,907.53	88,323.47	57.64 %
100-5500-50101	Part-time Wages	19,948.00	19,948.00	0.00	0.00	19,948.00	100.00 %
100-5500-50200	Payroll Taxes	13,944.00	13,944.00	665.46	5,013.46	8,930.54	64.05 %
100-5500-50300	Health Insurance	42,356.00	42,356.00	2,145.67	22,102.62	20,253.38	47.82 %
100-5500-50302	Insurance - Workers Compensation	1,711.00	1,711.00	0.00	830.64	880.36	51.45 %
100-5500-50400	PERS Retirement Expense	12,154.00	12,154.00	723.43	5,497.50	6,656.50	54.77 %
100-5500-50401	PERS UAL	9,588.00	9,588.00	0.00	10,350.96	-762.96	-7.96 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 02/28/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-5500-50403	Def Comp Retirement Expense	660.00	660.00	0.00	0.00	660.00	100.00 %
100-5500-51100	Materials & Supplies	31,927.00	31,927.00	0.00	2,258.87	29,668.13	92.92 %
100-5500-51102	Office Supplies	0.00	0.00	279.90	16,140.61	-16,140.61	0.00 %
100-5500-51200	Vehicle Maintenance	21.00	21.00	0.00	0.00	21.00	100.00 %
100-5500-51300	Professional Services	5,000.00	5,000.00	-31.00	16,339.45	-11,339.45	-226.79 %
100-5500-52102	Utilities	14,923.00	14,923.00	664.46	5,658.20	9,264.80	62.08 %
100-5500-52104	Payroll Processing Fee	0.00	0.00	0.00	97.15	-97.15	0.00 %
100-5500-52107	Other Miscellaneous Expense	0.00	0.00	0.00	113.62	-113.62	0.00 %
Department: 5500 - Customer Service Total:		305,463.00	305,463.00	12,897.30	149,310.61	156,152.39	51.12 %
Department: 5600 - Admin							
100-5600-50100	Salaries	394,543.00	394,543.00	41,237.42	343,022.66	51,520.34	13.06 %
100-5600-50101	Part-time Wages	0.00	0.00	8,266.21	60,041.01	-60,041.01	0.00 %
100-5600-50102	Overtime	2,734.00	2,734.00	0.00	0.00	2,734.00	100.00 %
100-5600-50103	Automobile Allowance	0.00	0.00	500.00	2,750.00	-2,750.00	0.00 %
100-5600-50104	Retiree Benefit	9,973.00	9,973.00	925.74	10,513.66	-540.66	-5.42 %
100-5600-50105	Director Stipend	24,360.00	24,360.00	2,000.00	16,000.00	8,360.00	34.32 %
100-5600-50200	Payroll Taxes	35,903.00	35,903.00	3,379.49	27,706.77	8,196.23	22.83 %
100-5600-50300	Health Insurance	69,772.00	69,772.00	6,590.46	74,107.94	-4,335.94	-6.21 %
100-5600-50302	Insurance - Workers Compensation	4,672.00	4,672.00	0.00	1,083.02	3,588.98	76.82 %
100-5600-50400	PERS Retirement Expense	35,102.00	35,102.00	3,689.66	30,050.39	5,051.61	14.39 %
100-5600-50401	PERS UAL	197,641.00	197,641.00	0.00	191,492.76	6,148.24	3.11 %
100-5600-50403	Def Comp Retirement Expense	1,690.00	1,690.00	0.00	0.00	1,690.00	100.00 %
100-5600-51100	Materials & Supplies	9,540.00	9,540.00	697.73	8,303.52	1,236.48	12.96 %
100-5600-51101	Materials - Other	15,485.00	15,485.00	152.28	1,805.16	13,679.84	88.34 %
100-5600-51102	Office Supplies	32,000.00	32,000.00	2,419.88	16,630.41	15,369.59	48.03 %
100-5600-51200	Vehicle Maintenance	0.00	0.00	0.00	767.71	-767.71	0.00 %
100-5600-51202	Building Maintenance	0.00	0.00	-3,100.00	250.00	-250.00	0.00 %
100-5600-51300	Professional Services	222,000.00	222,000.00	64,108.85	174,177.52	47,822.48	21.54 %
100-5600-51301	Insurance - General Liability	84,546.00	84,546.00	0.00	93,830.17	-9,284.17	-10.98 %
100-5600-51302	Legal	96,476.00	96,476.00	2,383.58	24,096.02	72,379.98	75.02 %
100-5600-51303	Audit	21,968.00	21,968.00	0.00	0.00	21,968.00	100.00 %
100-5600-52100	Staff Development	2,100.00	2,100.00	2,178.55	7,592.55	-5,492.55	-261.55 %
100-5600-52101	Travel	4,103.00	4,103.00	121.62	7,249.07	-3,146.07	-76.68 %
100-5600-52102	Utilities	30,731.00	30,731.00	2,680.13	28,661.61	2,069.39	6.73 %
100-5600-52103	Bank Charges	425.00	425.00	14.99	309.92	115.08	27.08 %
100-5600-52104	Payroll Processing Fee	25,869.00	25,869.00	2,314.74	18,538.52	7,330.48	28.34 %
100-5600-52105	Government Regulation Fees	0.00	0.00	0.00	5,501.68	-5,501.68	0.00 %
100-5600-52106	Elections	9,399.00	9,399.00	0.00	0.00	9,399.00	100.00 %
100-5600-52107	Other Miscellaneous Expense	0.00	0.00	3.44	5,307.58	-5,307.58	0.00 %
100-5600-52108	Membership	57,941.00	57,941.00	1,184.85	38,896.00	19,045.00	32.87 %
Department: 5600 - Admin Total:		1,388,973.00	1,388,973.00	141,749.62	1,188,685.65	200,287.35	14.42 %
Department: 5601 - 5601							
100-5601-50100	Salaries	80,789.00	80,789.00	0.00	0.00	80,789.00	100.00 %
Department: 5601 - 5601 Total:		80,789.00	80,789.00	0.00	0.00	80,789.00	100.00 %
Department: 7100 - Capital Outlay							
100-7100-71100	Capital Expenses	0.00	0.00	0.00	9.64	-9.64	0.00 %
Department: 7100 - Capital Outlay Total:		0.00	0.00	0.00	9.64	-9.64	0.00 %
Department: 8000 - Capital Improvement Projects							
100-8000-80000	Pump Station Retrofit/ Generator	0.00	0.00	0.00	39,399.96	-39,399.96	0.00 %
100-8000-80200	Office Corp Yard Building Repair	0.00	0.00	0.00	2,018.09	-2,018.09	0.00 %
100-8000-80300	Repair Safety Walkways	0.00	0.00	0.00	7,016.42	-7,016.42	0.00 %
100-8000-80400	Treated Water Line Replacement	0.00	0.00	1,253.50	23,418.56	-23,418.56	0.00 %
100-8000-80500	Preasure Regulating Valves	0.00	0.00	0.00	86,424.48	-86,424.48	0.00 %
100-8000-80800	Paving ALT	0.00	0.00	0.00	59,093.10	-59,093.10	0.00 %
100-8000-80900	Water System Condition Assessment	0.00	0.00	15,865.50	94,620.85	-94,620.85	0.00 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 02/28/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-8000-90100	Asset Management Plan	0.00	0.00	1,522.50	23,017.50	-23,017.50	0.00 %
Department: 8000 - Capital Improvement Projects Total:		0.00	0.00	18,641.50	335,008.96	-335,008.96	0.00 %
Fund: 100 - Water Fund Surplus (Deficit):		1,708,160.00	1,708,160.00	44,846.57	-1,404,253.92	-3,112,413.92	182.21 %
Fund: 101 - Retiree Health Fund							
Department: 0000 - Non-departmental							
101-0000-40107	Reimbursements from Retirees	0.00	0.00	973.84	6,755.56	6,755.56	0.00 %
101-0000-41100	Interest Income	0.00	0.00	0.00	1,043.25	1,043.25	0.00 %
Department: 0000 - Non-departmental Total:		0.00	0.00	973.84	7,798.81	7,798.81	0.00 %
Department: 5600 - Admin							
101-5600-50104	Retiree Benefit	0.00	0.00	4,711.91	45,223.57	-45,223.57	0.00 %
Department: 5600 - Admin Total:		0.00	0.00	4,711.91	45,223.57	-45,223.57	0.00 %
Fund: 101 - Retiree Health Fund Surplus (Deficit):		0.00	0.00	-3,738.07	-37,424.76	-37,424.76	0.00 %
Fund: 102 - SMUD Fund							
Department: 0000 - Non-departmental							
102-0000-41100	Interest Income	0.00	0.00	0.00	1,418.52	1,418.52	0.00 %
Department: 0000 - Non-departmental Total:		0.00	0.00	0.00	1,418.52	1,418.52	0.00 %
Fund: 102 - SMUD Fund Total:		0.00	0.00	0.00	1,418.52	1,418.52	0.00 %
Fund: 103 - Hydroelectric Fund							
Department: 0000 - Non-departmental							
103-0000-40107	Lease Revenue	0.00	0.00	1,437.53	21,654.91	21,654.91	0.00 %
103-0000-41100	Interest Income	0.00	0.00	0.00	2,236.84	2,236.84	0.00 %
Department: 0000 - Non-departmental Total:		0.00	0.00	1,437.53	23,891.75	23,891.75	0.00 %
Fund: 103 - Hydroelectric Fund Total:		0.00	0.00	1,437.53	23,891.75	23,891.75	0.00 %
Fund: 111 - Capital Reserve Fund							
Department: 0000 - Non-departmental							
111-0000-41100	Interest Income	0.00	0.00	0.00	3,387.24	3,387.24	0.00 %
111-0000-42102	Grant Proceeds	0.00	0.00	0.00	500,000.00	500,000.00	0.00 %
Department: 0000 - Non-departmental Total:		0.00	0.00	0.00	503,387.24	503,387.24	0.00 %
Department: 7100 - Capital Outlay							
111-7100-51300	Professional Services	0.00	0.00	0.00	-633,014.64	633,014.64	0.00 %
111-7100-71100	Capital Expenses	0.00	0.00	0.00	4,601.88	-4,601.88	0.00 %
Department: 7100 - Capital Outlay Total:		0.00	0.00	0.00	-628,412.76	628,412.76	0.00 %
Fund: 111 - Capital Reserve Fund Surplus (Deficit):		0.00	0.00	0.00	1,131,800.00	1,131,800.00	0.00 %
Fund: 112 - Sweetwater Treatment Plant Fund							
Department: 0000 - Non-departmental							
112-0000-40104	Surcharge	0.00	0.00	110,391.23	433,423.12	433,423.12	0.00 %
112-0000-41100	Interest Income	0.00	0.00	0.00	2,265.20	2,265.20	0.00 %
Department: 0000 - Non-departmental Total:		0.00	0.00	110,391.23	435,688.32	435,688.32	0.00 %
Department: 7100 - Capital Outlay							
112-7100-71200	Principal Expense	0.00	0.00	0.00	225,774.27	-225,774.27	0.00 %
112-7100-71201	Interest Expense	0.00	0.00	0.00	67,904.12	-67,904.12	0.00 %
Department: 7100 - Capital Outlay Total:		0.00	0.00	0.00	293,678.39	-293,678.39	0.00 %
Fund: 112 - Sweetwater Treatment Plant Fund Surplus (Deficit):		0.00	0.00	110,391.23	142,009.93	142,009.93	0.00 %
Fund: 120 - State Revolving Fund							
Department: 7100 - Capital Outlay							
120-7100-71201	Interest Expense	0.00	0.00	0.00	-1,023.52	1,023.52	0.00 %
Department: 7100 - Capital Outlay Total:		0.00	0.00	0.00	-1,023.52	1,023.52	0.00 %
Fund: 120 - State Revolving Fund Total:		0.00	0.00	0.00	-1,023.52	1,023.52	0.00 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 02/28/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 121 - SMER Fund							
Department: 0000 - Non-departmental							
121-0000-41100	Interest Income	0.00	0.00	0.00	2,774.96	2,774.96	0.00 %
	Department: 0000 - Non-departmental Total:	0.00	0.00	0.00	2,774.96	2,774.96	0.00 %
	Fund: 121 - SMER Fund Total:	0.00	0.00	0.00	2,774.96	2,774.96	0.00 %
Fund: 200 - Zone Fund							
Department: 0000 - Non-departmental							
200-0000-40200	Zone Charges	-188,400.00	-188,400.00	34,731.23	137,567.99	325,967.99	73.02 %
200-0000-40201	Zone Excrow Fee	-30,000.00	-30,000.00	1,820.00	8,714.43	38,714.43	29.05 %
200-0000-41100	Interest Income	-520.00	-520.00	0.00	2,201.24	2,721.24	423.32 %
200-0000-41301	Septic Design Fee	-1,500.00	-1,500.00	2,460.00	2,460.00	3,960.00	164.00 %
	Department: 0000 - Non-departmental Total:	-220,420.00	-220,420.00	39,011.23	150,943.66	371,363.66	168.48 %
Department: 6100 - ALT Zone Wastewater							
200-6100-50100	Salaries	80,789.00	80,789.00	11,302.47	89,629.12	-8,840.12	-10.94 %
200-6100-50102	Overtime	1,047.00	1,047.00	0.00	867.02	179.98	17.19 %
200-6100-50200	Payroll Taxes	6,326.00	6,326.00	884.99	7,000.82	-674.82	-10.67 %
200-6100-50300	Health Insurance	20,981.00	20,981.00	2,983.40	23,518.95	-2,537.95	-12.10 %
200-6100-50302	Insurance - Workers Compensation	1,088.00	1,088.00	0.00	808.25	279.75	25.71 %
200-6100-50400	PERS Retirement Expense	7,944.00	7,944.00	965.25	7,613.67	330.33	4.16 %
200-6100-50401	PERS UAL	14,634.00	14,634.00	0.00	15,526.44	-892.44	-6.10 %
200-6100-51100	Materials & Supplies	5,497.00	5,497.00	567.12	2,842.78	2,654.22	48.28 %
200-6100-51101	Materials - Other	3,107.00	3,107.00	0.00	408.76	2,698.24	86.84 %
200-6100-51102	Office Supplies	2,213.00	2,213.00	0.00	619.21	1,593.79	72.02 %
200-6100-51200	Vehicle Maintenance	4,788.00	4,788.00	0.00	865.72	3,922.28	81.92 %
200-6100-51201	Vehicle Operating - Fuel	6,770.00	6,770.00	0.00	2,636.57	4,133.43	61.06 %
200-6100-51300	Professional Services	150,000.00	150,000.00	4,027.00	31,014.08	118,985.92	79.32 %
200-6100-51301	Insurance - General Liability	0.00	0.00	0.00	4,825.92	-4,825.92	0.00 %
200-6100-52100	Staff Development	333.00	333.00	1,223.00	1,947.80	-1,614.80	-484.92 %
200-6100-52101	Travel	0.00	0.00	105.50	105.50	-105.50	0.00 %
200-6100-52102	Utilities	16,492.00	16,492.00	446.92	11,623.49	4,868.51	29.52 %
200-6100-52105	Government Regulation Fees	34,221.00	34,221.00	263.00	39,968.84	-5,747.84	-16.80 %
	Department: 6100 - ALT Zone Wastewater Total:	356,230.00	356,230.00	22,768.65	241,822.94	114,407.06	32.12 %
	Fund: 200 - Zone Fund Surplus (Deficit):	-576,650.00	-576,650.00	16,242.58	-90,879.28	485,770.72	84.24 %
Fund: 210 - CDS Capital Reserve Fund							
Department: 0000 - Non-departmental							
210-0000-41100	Interest Income	0.00	0.00	0.00	422.92	422.92	0.00 %
	Department: 0000 - Non-departmental Total:	0.00	0.00	0.00	422.92	422.92	0.00 %
Department: 6100 - ALT Zone Wastewater							
210-6100-51100	Materials & Supplies	0.00	0.00	5,131.25	5,131.25	-5,131.25	0.00 %
	Department: 6100 - ALT Zone Wastewater Total:	0.00	0.00	5,131.25	5,131.25	-5,131.25	0.00 %
	Fund: 210 - CDS Capital Reserve Fund Surplus (Deficit):	0.00	0.00	-5,131.25	-4,708.33	-4,708.33	0.00 %
Fund: 211 - CDS M & O Fund							
Department: 0000 - Non-departmental							
211-0000-41100	Interest Income	0.00	0.00	0.00	107.05	107.05	0.00 %
	Department: 0000 - Non-departmental Total:	0.00	0.00	0.00	107.05	107.05	0.00 %
	Fund: 211 - CDS M & O Fund Total:	0.00	0.00	0.00	107.05	107.05	0.00 %
Fund: 400 - Capital Facility Charge Fund							
Department: 0000 - Non-departmental							
400-0000-40300	Capital Facility Charge	0.00	0.00	0.00	17,526.00	17,526.00	0.00 %
400-0000-41100	Interest Income	0.00	0.00	0.00	1,134.46	1,134.46	0.00 %
	Department: 0000 - Non-departmental Total:	0.00	0.00	0.00	18,660.46	18,660.46	0.00 %
	Fund: 400 - Capital Facility Charge Fund Total:	0.00	0.00	0.00	18,660.46	18,660.46	0.00 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 02/28/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 401 - Water Development Fund						
Department: 0000 - Non-departmental						
401-0000-41100 Interest Income	0.00	0.00	0.00	1,065.98	1,065.98	0.00 %
Department: 0000 - Non-departmental Total:	0.00	0.00	0.00	1,065.98	1,065.98	0.00 %
Fund: 401 - Water Development Fund Total:	0.00	0.00	0.00	1,065.98	1,065.98	0.00 %
Fund: 500 - Stewart Mine Fund						
Department: 0000 - Non-departmental						
500-0000-41100 Interest Income	0.00	0.00	0.00	102.37	102.37	0.00 %
Department: 0000 - Non-departmental Total:	0.00	0.00	0.00	102.37	102.37	0.00 %
Department: 7100 - Capital Outlay						
500-7100-71201 Interest Expense	0.00	0.00	0.00	-2,372.31	2,372.31	0.00 %
Department: 7100 - Capital Outlay Total:	0.00	0.00	0.00	-2,372.31	2,372.31	0.00 %
Fund: 500 - Stewart Mine Fund Surplus (Deficit):	0.00	0.00	0.00	2,474.68	2,474.68	0.00 %
Fund: 501 - Garden Valley Fund						
Department: 0000 - Non-departmental						
501-0000-41100 Interest Income	0.00	0.00	0.00	194.98	194.98	0.00 %
Department: 0000 - Non-departmental Total:	0.00	0.00	0.00	194.98	194.98	0.00 %
Fund: 501 - Garden Valley Fund Total:	0.00	0.00	0.00	194.98	194.98	0.00 %
Fund: 502 - Kelsey North Fund						
Department: 0000 - Non-departmental						
502-0000-41100 Interest Income	0.00	0.00	0.00	273.62	273.62	0.00 %
502-0000-71201 Interest Expense	0.00	0.00	2,363.73	3,681.56	-3,681.56	0.00 %
Department: 0000 - Non-departmental Surplus (Deficit):	0.00	0.00	-2,363.73	-3,407.94	-3,407.94	0.00 %
Department: 7100 - Capital Outlay						
502-7100-71201 Interest Expense	0.00	0.00	0.00	1,557.23	-1,557.23	0.00 %
Department: 7100 - Capital Outlay Total:	0.00	0.00	0.00	1,557.23	-1,557.23	0.00 %
Fund: 502 - Kelsey North Fund Surplus (Deficit):	0.00	0.00	-2,363.73	-4,965.17	-4,965.17	0.00 %
Report Surplus (Deficit):	1,131,510.00	1,131,510.00	161,684.86	-216,809.63	-1,348,319.63	119.16 %

Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - Water Fund						
0000 - Non-departmental	6,615,387.00	6,615,387.00	433,533.12	2,348,355.75	-4,267,031.25	64.50 %
5100 - Source of Supply	494,078.00	494,078.00	44,892.31	378,767.58	115,310.42	23.34 %
5200 - Raw Water	805,222.00	805,222.00	37,346.06	507,483.97	297,738.03	36.98 %
5300 - Water Treatment	834,450.00	834,450.00	45,544.09	478,000.75	356,449.25	42.72 %
5400 - Treated Water	998,252.00	998,252.00	87,615.67	715,342.51	282,909.49	28.34 %
5500 - Customer Service	305,463.00	305,463.00	12,897.30	149,310.61	156,152.39	51.12 %
5600 - Admin	1,388,973.00	1,388,973.00	141,749.62	1,188,685.65	200,287.35	14.42 %
5601 - 5601	80,789.00	80,789.00	0.00	0.00	80,789.00	100.00 %
7100 - Capital Outlay	0.00	0.00	0.00	9.64	-9.64	0.00 %
8000 - Capital Improvement Projects	0.00	0.00	18,641.50	335,008.96	-335,008.96	0.00 %
Fund: 100 - Water Fund Surplus (Deficit):	1,708,160.00	1,708,160.00	44,846.57	-1,404,253.92	-3,112,413.92	182.21 %
Fund: 101 - Retiree Health Fund						
0000 - Non-departmental	0.00	0.00	973.84	7,798.81	7,798.81	0.00 %
5600 - Admin	0.00	0.00	4,711.91	45,223.57	-45,223.57	0.00 %
Fund: 101 - Retiree Health Fund Surplus (Deficit):	0.00	0.00	-3,738.07	-37,424.76	-37,424.76	0.00 %
Fund: 102 - SMUD Fund						
0000 - Non-departmental	0.00	0.00	0.00	1,418.52	1,418.52	0.00 %
Fund: 102 - SMUD Fund Total:	0.00	0.00	0.00	1,418.52	1,418.52	0.00 %
Fund: 103 - Hydroelectric Fund						
0000 - Non-departmental	0.00	0.00	1,437.53	23,891.75	23,891.75	0.00 %
Fund: 103 - Hydroelectric Fund Total:	0.00	0.00	1,437.53	23,891.75	23,891.75	0.00 %
Fund: 111 - Capital Reserve Fund						
0000 - Non-departmental	0.00	0.00	0.00	503,387.24	503,387.24	0.00 %
7100 - Capital Outlay	0.00	0.00	0.00	-628,412.76	628,412.76	0.00 %
Fund: 111 - Capital Reserve Fund Surplus (Deficit):	0.00	0.00	0.00	1,131,800.00	1,131,800.00	0.00 %
Fund: 112 - Sweetwater Treatment Plant Fund						
0000 - Non-departmental	0.00	0.00	110,391.23	435,688.32	435,688.32	0.00 %
7100 - Capital Outlay	0.00	0.00	0.00	293,678.39	-293,678.39	0.00 %
Fund: 112 - Sweetwater Treatment Plant Fund Surplus (Deficit):	0.00	0.00	110,391.23	142,009.93	142,009.93	0.00 %
Fund: 120 - State Revolving Fund						
7100 - Capital Outlay	0.00	0.00	0.00	-1,023.52	1,023.52	0.00 %
Fund: 120 - State Revolving Fund Total:	0.00	0.00	0.00	-1,023.52	1,023.52	0.00 %
Fund: 121 - SMER Fund						
0000 - Non-departmental	0.00	0.00	0.00	2,774.96	2,774.96	0.00 %
Fund: 121 - SMER Fund Total:	0.00	0.00	0.00	2,774.96	2,774.96	0.00 %
Fund: 200 - Zone Fund						
0000 - Non-departmental	-220,420.00	-220,420.00	39,011.23	150,943.66	371,363.66	168.48 %
6100 - ALT Zone Wastewater	356,230.00	356,230.00	22,768.65	241,822.94	114,407.06	32.12 %
Fund: 200 - Zone Fund Surplus (Deficit):	-576,650.00	-576,650.00	16,242.58	-90,879.28	485,770.72	84.24 %
Fund: 210 - CDS Capital Reserve Fund						
0000 - Non-departmental	0.00	0.00	0.00	422.92	422.92	0.00 %
6100 - ALT Zone Wastewater	0.00	0.00	5,131.25	5,131.25	-5,131.25	0.00 %
Fund: 210 - CDS Capital Reserve Fund Surplus (Deficit):	0.00	0.00	-5,131.25	-4,708.33	-4,708.33	0.00 %
Fund: 211 - CDS M & O Fund						
0000 - Non-departmental	0.00	0.00	0.00	107.05	107.05	0.00 %
Fund: 211 - CDS M & O Fund Total:	0.00	0.00	0.00	107.05	107.05	0.00 %
Fund: 400 - Capital Facility Charge Fund						
0000 - Non-departmental	0.00	0.00	0.00	18,660.46	18,660.46	0.00 %
Fund: 400 - Capital Facility Charge Fund Total:	0.00	0.00	0.00	18,660.46	18,660.46	0.00 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 02/28/2023

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 401 - Water Development Fund						
0000 - Non-departmental	0.00	0.00	0.00	1,065.98	1,065.98	0.00 %
Fund: 401 - Water Development Fund Total:	0.00	0.00	0.00	1,065.98	1,065.98	0.00 %
Fund: 500 - Stewart Mine Fund						
0000 - Non-departmental	0.00	0.00	0.00	102.37	102.37	0.00 %
7100 - Capital Outlay	0.00	0.00	0.00	-2,372.31	2,372.31	0.00 %
Fund: 500 - Stewart Mine Fund Surplus (Deficit):	0.00	0.00	0.00	2,474.68	2,474.68	0.00 %
Fund: 501 - Garden Valley Fund						
0000 - Non-departmental	0.00	0.00	0.00	194.98	194.98	0.00 %
Fund: 501 - Garden Valley Fund Total:	0.00	0.00	0.00	194.98	194.98	0.00 %
Fund: 502 - Kelsey North Fund						
0000 - Non-departmental	0.00	0.00	-2,363.73	-3,407.94	-3,407.94	0.00 %
7100 - Capital Outlay	0.00	0.00	0.00	1,557.23	-1,557.23	0.00 %
Fund: 502 - Kelsey North Fund Surplus (Deficit):	0.00	0.00	-2,363.73	-4,965.17	-4,965.17	0.00 %
Report Surplus (Deficit):	1,131,510.00	1,131,510.00	161,684.86	-216,809.63	-1,348,319.63	119.16 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - Water Fund	1,708,160.00	1,708,160.00	44,846.57	-1,404,253.92	-3,112,413.92
101 - Retiree Health Fund	0.00	0.00	-3,738.07	-37,424.76	-37,424.76
102 - SMUD Fund	0.00	0.00	0.00	1,418.52	1,418.52
103 - Hydroelectric Fund	0.00	0.00	1,437.53	23,891.75	23,891.75
111 - Capital Reserve Fund	0.00	0.00	0.00	1,131,800.00	1,131,800.00
112 - Sweetwater Treatment Plant F	0.00	0.00	110,391.23	142,009.93	142,009.93
120 - State Revolving Fund	0.00	0.00	0.00	1,023.52	1,023.52
121 - SMER Fund	0.00	0.00	0.00	2,774.96	2,774.96
200 - Zone Fund	-576,650.00	-576,650.00	16,242.58	-90,879.28	485,770.72
210 - CDS Capital Reserve Fund	0.00	0.00	-5,131.25	-4,708.33	-4,708.33
211 - CDS M & O Fund	0.00	0.00	0.00	107.05	107.05
400 - Capital Facility Charge Fund	0.00	0.00	0.00	18,660.46	18,660.46
401 - Water Development Fund	0.00	0.00	0.00	1,065.98	1,065.98
500 - Stewart Mine Fund	0.00	0.00	0.00	2,474.68	2,474.68
501 - Garden Valley Fund	0.00	0.00	0.00	194.98	194.98
502 - Kelsey North Fund	0.00	0.00	-2,363.73	-4,965.17	-4,965.17
Report Surplus (Deficit):	1,131,510.00	1,131,510.00	161,684.86	-216,809.63	-1,348,319.63



Pooled Cash Report

Georgetown Divide PUD
For the Period Ending 2/28/2023

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
CLAIM ON CASH					
100-0000-10999	Water Fund	1,428,744.67	(265,379.89)	1,163,364.78	
101-0000-10999	Retiree Health	397,000.01	(3,750.47)	393,249.54	
102-0000-10999	SMUD Fund	551,488.04	0.00	551,488.04	
103-0000-10999	Hydroelectric	878,008.53	299.58	878,308.11	
110-0000-10999	Capital Replacement	(31,171.29)	0.00	(31,171.29)	
111-0000-10999	Capital Reserve	2,392,453.49	0.00	2,392,453.49	
112-0000-10999	ALT Fund Suplementry Charge (Restricted)	836,061.37	21,086.92	857,148.29	
113-0000-10999	Caby Grant Fund (Restricted)	(39,066.57)	0.00	(39,066.57)	
114-0000-10999	EPA Grant Sweet water Plant (Restricted)	(90,530.11)	0.00	(90,530.11)	
120-0000-10999	State Revolving Fund (Restricted)	(132,191.36)	(2,296.95)	(134,488.31)	
121-0000-10999	Stumpy Meadows Emergency Reserve Fund	1,078,976.00	0.00	1,078,976.00	
200-0000-10999	Zone Fund	772,783.51	(17,688.72)	755,094.79	
210-0000-10999	CDS Reserve Fund (Restricted)	164,546.26	(5,131.25)	159,415.01	
211-0000-10999	CDS M & O Fund (Restricted)	41,350.25	0.00	41,350.25	
400-0000-10999	Capital Facility Charge Fund (Restricted)	455,486.96	0.00	455,486.96	
401-0000-10999	Water Development Fund (Restricted)	414,663.98	0.00	414,663.98	
500-0000-10999	Stewart Mine Fund (Restricted)	38,685.92	0.00	38,685.92	
501-0000-10999	Garden Valley Fund (Restricted)	75,857.92	0.00	75,857.92	
502-0000-10999	Kelsey North Fund (Restricted)	106,249.14	(15,397.73)	90,851.41	
503-0000-10999	Bayne Rd Bend Fund (Restricted)	0.00	0.00	0.00	
504-0000-10999	Kelsey South Fund (Restricted)	0.00	0.00	0.00	
505-0000-10999	Pilot Hill North Fund (Restricted)	0.00	0.00	0.00	
506-0000-10999	Pilot Hill South Fund (Restricted)	0.00	0.00	0.00	
TOTAL CLAIM ON CASH		<u>9,339,396.72</u>	<u>(288,258.51)</u>	<u>9,051,138.21</u>	
CASH IN BANK					
Cash in Bank					
999-0000-10100	EDSB - Disbursements	6,713.56	(112.49)	6,601.07	
999-0000-10101	EDSB - Receipts	1,826,031.56	(288,145.82)	1,537,885.74	
999-0000-10110	LAIF	7,506,651.60	(0.20)	7,506,651.40	
TOTAL: Cash in Bank		<u>9,339,396.72</u>	<u>(288,258.51)</u>	<u>9,051,138.21</u>	
TOTAL CASH IN BANK		<u>9,339,396.72</u>	<u>(288,258.51)</u>	<u>9,051,138.21</u>	
DUE TO OTHER FUNDS					
999-0000-23100	Due To Fund	9,339,396.72	(288,258.51)	9,051,138.21	
TOTAL DUE TO OTHER FUNDS		<u>9,339,396.72</u>	<u>(288,258.51)</u>	<u>9,051,138.21</u>	
Claim on Cash	9,051,138.21	Claim on Cash	9,051,138.21	Cash in Bank	9,051,138.21
Cash in Bank	<u>9,051,138.21</u>	Due To Other Funds	<u>9,051,138.21</u>	Due To Other Funds	<u>9,051,138.21</u>
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
ACCOUNTS PAYABLE PENDING				
100-0000-20102	Accounts Payable Pending	1,811.47	(1,530.54)	280.93
101-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
102-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
103-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
110-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
111-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
112-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
113-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
114-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
120-0000-20102	Accounts Payable Pending	2,296.95	(2,296.95)	0.00
121-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
200-0000-20102	Accounts Payable Pending	1,899.45	(1,899.45)	0.00
210-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
211-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
400-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
401-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
500-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
501-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
502-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
503-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
504-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
505-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
506-0000-20102	Accounts Payable Pending	0.00	0.00	0.00
TOTAL ACCOUNTS PAYABLE PENDING		<u>6,007.87</u>	<u>(5,726.94)</u>	<u>280.93</u>
DUE FROM OTHER FUNDS				
121-0000-13121	Due From Fund 121	0.00	0.00	0.00
999-0000-13100	Due From Fund 100	(1,811.47)	1,530.54	(280.93)
999-0000-13101	Due From Fund 101	0.00	0.00	0.00
999-0000-13102	Due From Fund 102	0.00	0.00	0.00
999-0000-13103	Due From Fund 103	0.00	0.00	0.00
999-0000-13104	Due From Fund 104	0.00	0.00	0.00
999-0000-13110	Due From Fund 110	0.00	0.00	0.00
999-0000-13111	Due From Fund 111	0.00	0.00	0.00
999-0000-13112	Due From Fund 112	0.00	0.00	0.00
999-0000-13113	Due From Fund 113	0.00	0.00	0.00
999-0000-13114	Due From Fund 114	0.00	0.00	0.00
999-0000-13120	Due From Fund 120	(2,296.95)	2,296.95	0.00
999-0000-13121	Due From Fund 121	0.00	0.00	0.00
999-0000-13200	Due From Fund 200	(1,899.45)	1,899.45	0.00
999-0000-13201	Due From Fund 201	0.00	0.00	0.00
999-0000-13210	Due From Fund 210	0.00	0.00	0.00
999-0000-13300	Due From Fund 300	0.00	0.00	0.00
999-0000-13400	Due From Fund 400	0.00	0.00	0.00
999-0000-13500	Due From Fund 500	0.00	0.00	0.00
999-0000-13501	Due From Fund 501	0.00	0.00	0.00
999-0000-13502	Due From Fund 502	0.00	0.00	0.00
999-0000-13503	Due From Fund 503	0.00	0.00	0.00
999-0000-13504	Due From Fund 504	0.00	0.00	0.00
999-0000-13505	Due From Fund 505	0.00	0.00	0.00
999-0000-13506	Due From Fund 506	0.00	0.00	0.00
TOTAL DUE FROM OTHER FUNDS		<u>(6,007.87)</u>	<u>5,726.94</u>	<u>(280.93)</u>
ACCOUNTS PAYABLE				
999-0000-20102	Accounts Payable	6,007.87	(5,726.94)	280.93
TOTAL ACCOUNTS PAYABLE		<u>6,007.87</u>	<u>(5,726.94)</u>	<u>280.93</u>

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
AP Pending	280.93	AP Pending	280.93	Due From Other Funds 280.93
Due From Other Funds	<u>280.93</u>	Accounts Payable	<u>280.93</u>	Accounts Payable <u>280.93</u>
Difference	<u><u>0.00</u></u>	Difference	<u><u>0.00</u></u>	Difference <u><u>0.00</u></u>



Georgetown Divide PUD

Check Report

By Check Number

Date Range: 02/01/2023 - 03/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: EDSB-EI Dorado Savings Bank						
ACW05	ACWA/JPIA HEALTH	02/03/2023	Regular	0.00	42,113.81	34374
ADT01	ADT SECURITY SERVICES	02/03/2023	Regular	0.00	237.70	34375
ALL01	ALLEN KRAUSE	02/03/2023	Regular	0.00	757.47	34376
ARA01	ARAMARK	02/03/2023	Regular	0.00	94.26	34377
BEC01	STEPHANIE BECK	02/03/2023	Regular	0.00	41.56	34378
BEN04	BENNETT ENGINEERING SERVI	02/03/2023	Regular	0.00	18,814.26	34379
CAN02	BRIAN CANN	02/03/2023	Regular	0.00	300.00	34380
CAR08	CSI	02/03/2023	Regular	0.00	59.00	34381
CLS01	CLS LABS	02/03/2023	Regular	0.00	45.00	34382
FOL01	Folsom Lake Ford, Inc.	02/03/2023	Regular	0.00	922.10	34383
GEO02	GEORGETOWN GAZETTE	02/03/2023	Regular	0.00	661.00	34384
NTU01	NTU TECHNOLOGIES, INC.	02/03/2023	Regular	0.00	607.91	34385
PAC02	PACIFIC GAS & ELECTRIC	02/03/2023	Regular	0.00	84.62	34386
PAC02	PACIFIC GAS & ELECTRIC	02/03/2023	Regular	0.00	172.00	34387
PAC02	PACIFIC GAS & ELECTRIC	02/03/2023	Regular	0.00	1,899.45	34388
SPS01	SearchPros LLC	02/03/2023	Regular	0.00	2,013.72	34389
STR01	STREAMLINE	02/03/2023	Regular	0.00	300.00	34390
WAL02	WALKER'S OFFICE SUPPLY	02/03/2023	Regular	0.00	130.97	34391
WEL02	WELLS FARGO BANK	02/03/2023	Regular	0.00	2,296.95	34392
WIL01	Wilkinson Portables Inc.	02/03/2023	Regular	0.00	314.65	34393
ADT01	ADT SECURITY SERVICES	02/10/2023	Regular	0.00	409.66	34395
AFL01	AMERICAN FAMILY LIFE INS	02/10/2023	Regular	0.00	1,334.00	34396
ALL01	ALLEN KRAUSE	02/10/2023	Regular	0.00	23.57	34397
ARA01	ARAMARK	02/10/2023	Regular	0.00	94.26	34398
CLS01	CLS LABS	02/10/2023	Regular	0.00	30.00	34399
EDC04	EDC ENVIRONMENTAL MGMT	02/10/2023	Regular	0.00	682.00	34400
ELD16	EL DORADO DISPOSAL SERVICE	02/10/2023	Regular	0.00	429.00	34401
FER01	FERRELLGAS	02/10/2023	Regular	0.00	3,080.56	34402
GAR02	GARDEN VALLEY FEED & HDW.	02/10/2023	Regular	0.00	129.43	34403
GEO04	DIVIDE SUPPLY ACE HARDWAR	02/10/2023	Regular	0.00	778.19	34404
GOL03	GOLD COUNTRY MEDIA	02/10/2023	Regular	0.00	3.44	34405
GRA01	GRAINGER, INC.	02/10/2023	Regular	0.00	102.38	34406
HAR03	HARRIS INDUSTRIAL GASES	02/10/2023	Regular	0.00	200.00	34407
HAR08	KEITH HARSTON, DC	02/10/2023	Regular	0.00	100.00	34408
HOM01	HOME DEPOT CREDIT SERVICE	02/10/2023	Regular	0.00	3,633.63	34409
ICM03	ICMA	02/10/2023	Regular	0.00	866.50	34410
INF01	Infinity Technologies	02/10/2023	Regular	0.00	1,522.50	34411
IUO01	IUOE, LOCAL 39	02/10/2023	Regular	0.00	365.15	34412
IUO02	AFSCME	02/10/2023	Regular	0.00	296.82	34413
LSL01	LANCE, SOLL & LUNGHARD, L	02/10/2023	Regular	0.00	23,360.00	34414
PAC02	PACIFIC GAS & ELECTRIC	02/10/2023	Regular	0.00	7,780.40	34415
PAC02	PACIFIC GAS & ELECTRIC	02/10/2023	Regular	0.00	20.66	34416
PAC06	PACE SUPPLY 23714-00	02/10/2023	Regular	0.00	7,580.24	34417
SPS01	SearchPros LLC	02/10/2023	Regular	0.00	1,925.28	34418
UNI06	UNITEDHEALTHCARE INSURANCE	02/10/2023	Regular	0.00	648.74	34419
WAL02	WALKER'S OFFICE SUPPLY	02/10/2023	Regular	0.00	427.49	34420
WES08	WESTERN HYDROLOGICS, LLP	02/10/2023	Regular	0.00	10,327.90	34421
ALL01	ALLEN KRAUSE	02/16/2023	Regular	0.00	339.47	34422
ARA01	ARAMARK	02/16/2023	Regular	0.00	94.26	34423
ATT02	AT&T	02/16/2023	Regular	0.00	138.22	34424
ATT04	AT&T	02/16/2023	Regular	0.00	94.54	34425
BEC01	STEPHANIE BECK	02/16/2023	Regular	0.00	80.06	34426
CAL17	Cal Fire	02/16/2023	Regular	0.00	907.76	34427
CLS01	CLS LABS	02/16/2023	Regular	0.00	212.00	34428

Check Report

Date Range: 02/01/2023 - 03/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
DIV05	PLACERVILLE AUTO PARTS, I	02/16/2023	Regular	0.00	11.79	34429
EMC01	MESA ENERGY SYSTEMS, INC	02/16/2023	Regular	0.00	1,728.00	34430
KAS01	KASL CONSULTING ENGINEERS	02/16/2023	Regular	0.00	15,865.50	34431
PAC02	PACIFIC GAS & ELECTRIC	02/16/2023	Regular	0.00	3,912.08	34432
PAC06	PACE SUPPLY 23714-00	02/16/2023	Regular	0.00	19,139.67	34433
PAP03	PAPE MACHINERY, INC	02/16/2023	Regular	0.00	5,148.00	34434
RMR01	W. Rosenau Motor Rewinding Inc	02/16/2023	Regular	0.00	5,131.25	34435
SIE10	SIERRA SAFETY	02/16/2023	Regular	0.00	216.37	34436
SPS01	SearchPros LLC	02/16/2023	Regular	0.00	2,470.96	34437
TEI01	A. TEICHERT & SON, INC	02/16/2023	Regular	0.00	1,067.80	34438
TIR01	TIREHUB, LLC	02/16/2023	Regular	0.00	633.05	34439
USB05	U.S. BANK CORPORATE PAYMENT SYSTEMS	02/16/2023	Regular	0.00	9,609.05	34440
	Void	02/16/2023	Regular	0.00	0.00	34441
USB06	U.S. BANK EQUIPMENT FINANCE	02/16/2023	Regular	0.00	518.50	34442
VER01	VERIZON WIRELESS	02/16/2023	Regular	0.00	50.02	34443
ZAN01	Zanjero, Inc.	02/16/2023	Regular	0.00	13,187.50	34444
ALL01	ALLEN KRAUSE	02/24/2023	Regular	0.00	58.97	34445
ARA01	ARAMARK	02/24/2023	Regular	0.00	94.26	34446
ATT02	AT&T	02/24/2023	Regular	0.00	1,836.40	34447
BEN04	BENNETT ENGINEERING SERVI	02/24/2023	Regular	0.00	19,904.50	34448
BLU01	ANTHEM BLUE CROSS	02/24/2023	Regular	0.00	1,445.16	34449
BLU06	BLUE SHIELD OF CALIFORNIA	02/24/2023	Regular	0.00	277.00	34450
CLS01	CLS LABS	02/24/2023	Regular	0.00	1,173.00	34451
CSD00	CALIFORNIA SPECIAL DISTRI	02/24/2023	Regular	0.00	100.00	34452
DWR01	DEPT. OF WATER RESOURCES	02/24/2023	Regular	0.00	15,397.73	34453
ECO01	ECORP CONSULTING, INC.	02/24/2023	Regular	0.00	562.50	34454
ELL02	ALEXIS ELLIOTT	02/24/2023	Regular	0.00	105.50	34455
GEO01	GEORGETOWN ACE HARDWARE	02/24/2023	Regular	0.00	-280.93	34456
GEO01	GEORGETOWN ACE HARDWARE	02/24/2023	Regular	0.00	280.93	34456
GRA01	GRAINGER, INC.	02/24/2023	Regular	0.00	343.57	34457
ICM03	ICMA	02/24/2023	Regular	0.00	891.50	34458
IFS01	Infosend, Inc.	02/24/2023	Regular	0.00	2,511.80	34459
IUO01	IUOE, LOCAL 39	02/24/2023	Regular	0.00	365.15	34460
IUO02	AFSCME	02/24/2023	Regular	0.00	303.63	34461
MCB01	Jeffrey McBride	02/24/2023	Regular	0.00	168.28	34462
PAC02	PACIFIC GAS & ELECTRIC	02/24/2023	Regular	0.00	9.17	34463
PIC02	PICOVALE SERVICES, INC.	02/24/2023	Regular	0.00	938.14	34464
POW01	POWERNET GLOBAL COMM.	02/24/2023	Regular	0.00	128.31	34465
PRE01	PREMIER ACCESS INS CO	02/24/2023	Regular	0.00	3,206.60	34466
PRO04	PAUL FUNK	02/24/2023	Regular	0.00	400.00	34467
SPS01	SearchPros LLC	02/24/2023	Regular	0.00	1,856.25	34468
USA03	USA BLUE BOOK	02/24/2023	Regular	0.00	1,026.79	34469
WHI01	White Brenner LLP	02/24/2023	Regular	0.00	2,383.58	34470
ALL01	ALLEN KRAUSE	03/03/2023	Regular	0.00	134.55	34472
ATT03	AT&T LONG DISTANCE	03/03/2023	Regular	0.00	6.56	34473
CAR08	CSI	03/03/2023	Regular	0.00	59.00	34474
CLS01	CLS LABS	03/03/2023	Regular	0.00	45.00	34475
CWS01	CORBIN WILLITS SYS. INC.	03/03/2023	Regular	0.00	608.28	34476
FER01	FERRELLGAS	03/03/2023	Regular	0.00	2,808.11	34477
GEO02	GEORGETOWN GAZETTE	03/03/2023	Regular	0.00	111.85	34478
KAI01	Kaiser Permanente	03/03/2023	Regular	0.00	110.10	34479
NAT04	NATIONAL PRINT & PROMO	03/03/2023	Regular	0.00	4,033.52	34480
PAC02	PACIFIC GAS & ELECTRIC	03/03/2023	Regular	0.00	23.82	34481
PAC02	PACIFIC GAS & ELECTRIC	03/03/2023	Regular	0.00	27.03	34482
PAC02	PACIFIC GAS & ELECTRIC	03/03/2023	Regular	0.00	38.70	34483
PAC02	PACIFIC GAS & ELECTRIC	03/03/2023	Regular	0.00	22.33	34484
PAC02	PACIFIC GAS & ELECTRIC	03/03/2023	Regular	0.00	181.16	34485
PAC02	PACIFIC GAS & ELECTRIC	03/03/2023	Regular	0.00	111.49	34486
PAC02	PACIFIC GAS & ELECTRIC	03/03/2023	Regular	0.00	72.63	34487
PAC02	PACIFIC GAS & ELECTRIC	03/03/2023	Regular	0.00	745.43	34488
PAC02	PACIFIC GAS & ELECTRIC	03/03/2023	Regular	0.00	867.61	34489

Check Report

Date Range: 02/01/2023 - 03/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
PAC06	PACE SUPPLY 23714-00	03/03/2023	Regular	0.00	1,375.16	34490
SPS01	SearchPros LLC	03/03/2023	Regular	0.00	1,798.79	34491
STR01	STREAMLINE	03/03/2023	Regular	0.00	300.00	34492
VER02	Verizon Connect Fleet USA LLC	03/03/2023	Regular	0.00	530.60	34493
WEL02	WELLS FARGO BANK	03/03/2023	Regular	0.00	2,296.95	34494
WEX01	Wex Bank	03/03/2023	Regular	0.00	5,718.71	34495
WIL01	Wilkinson Portables Inc.	03/03/2023	Regular	0.00	314.65	34496
ACW05	ACWA/JPIA HEALTH	03/10/2023	Regular	0.00	42,137.97	34498
AFL01	AMERICAN FAMILY LIFE INS	03/10/2023	Regular	0.00	1,334.00	34499
ARA01	ARAMARK	03/10/2023	Regular	0.00	94.26	34500
CLS01	CLS LABS	03/10/2023	Regular	0.00	45.00	34501
DIV05	PLACERVILLE AUTO PARTS, I	03/10/2023	Regular	0.00	46.08	34502
ELD16	EL DORADO DISPOSAL SERVICE	03/10/2023	Regular	0.00	429.00	34503
EMP02	EMPLOYEE RELATIONS, INC	03/10/2023	Regular	0.00	64.75	34504
FSL01	Fidelity Security Life Insurance Company	03/10/2023	Regular	0.00	344.77	34505
GAR02	GARDEN VALLEY FEED & HDW.	03/10/2023	Regular	0.00	141.13	34506
GEO02	GEORGETOWN GAZETTE	03/10/2023	Regular	0.00	164.70	34507
GEO04	DIVIDE SUPPLY ACE HARDWAR	03/10/2023	Regular	0.00	427.42	34508
ICM03	ICMA	03/10/2023	Regular	0.00	891.50	34509
IUO01	IUOE, LOCAL 39	03/10/2023	Regular	0.00	365.15	34510
IUO02	AFSCME	03/10/2023	Regular	0.00	303.63	34511
LSL01	LANCE, SOLL & LUNGHARD, L	03/10/2023	Regular	0.00	6,748.05	34512
PAC02	PACIFIC GAS & ELECTRIC	03/10/2023	Regular	0.00	7,432.45	34513
SPS01	SearchPros LLC	03/10/2023	Regular	0.00	1,697.12	34514
SSY01	Sloan Sakai Yeung & Wong LLP	03/10/2023	Regular	0.00	1,255.00	34515
UNI06	UNITEDHEALTHCARE INSURANCE	03/10/2023	Regular	0.00	648.74	34516
VER01	VERIZON WIRELESS	03/10/2023	Regular	0.00	1,165.21	34517
WES08	WESTERN HYDROLOGICS, LLP	03/10/2023	Regular	0.00	4,714.80	34518
WES09	NATHAN THOMAS	03/10/2023	Regular	0.00	2,560.00	34519
ZAN01	Zanjero, Inc.	03/10/2023	Regular	0.00	16,502.50	34520
ADV01	ADVENT TECHNOLOGIES	03/17/2023	Regular	0.00	180.00	34521
ALL01	ALLEN KRAUSE	03/17/2023	Regular	0.00	35.00	34522
ARA01	ARAMARK	03/17/2023	Regular	0.00	94.26	34523
ATT02	AT&T	03/17/2023	Regular	0.00	789.73	34524
ATT04	AT&T	03/17/2023	Regular	0.00	82.41	34525
BEA01	BUTTE EQUIPMENT RENTALS	03/17/2023	Regular	0.00	780.00	34526
BUC02	Jessica Buckle	03/17/2023	Regular	0.00	44.38	34527
CHM01	Citrus Heights Mower LLC	03/17/2023	Regular	0.00	7,111.48	34528
CLS01	CLS LABS	03/17/2023	Regular	0.00	170.00	34529
DIT01	DITCH WITCH EQUIPMENT COM	03/17/2023	Regular	0.00	712.59	34530
ELD01	EDC REGISTRAR OF VOTERS	03/17/2023	Regular	0.00	7,388.38	34531
FER02	FERGUSON ENTERPRISES INC	03/17/2023	Regular	0.00	1,625.00	34532
HAR03	HARRIS INDUSTRIAL GASES	03/17/2023	Regular	0.00	16.90	34533
INF01	Infinity Technologies	03/17/2023	Regular	0.00	315.00	34534
KAI01	Kaiser Permanente	03/17/2023	Regular	0.00	110.10	34535
KAS01	KASL CONSULTING ENGINEERS	03/17/2023	Regular	0.00	6,091.25	34536
MOU02	MOUNTAIN DEMOCRAT	03/17/2023	Regular	0.00	235.95	34537
NTU01	NTU TECHNOLOGIES, INC.	03/17/2023	Regular	0.00	8,583.56	34538
OPE01	OpenGov, Inc.	03/17/2023	Regular	0.00	666.67	34539
PAC02	PACIFIC GAS & ELECTRIC	03/17/2023	Regular	0.00	3,793.48	34540
PAC06	PACE SUPPLY 23714-00	03/17/2023	Regular	0.00	23,709.39	34541
PAC06	PACE SUPPLY 23714-00	03/17/2023	Regular	0.00	-23,709.39	34541
	Void	03/17/2023	Regular	0.00	0.00	34542
PAP03	PAPE MACHINERY, INC	03/17/2023	Regular	0.00	5,148.00	34543
PSO01	PSOMAS	03/17/2023	Regular	0.00	462.00	34544
RIE01	RIEBES AUTO PARTS,LLC	03/17/2023	Regular	0.00	1,434.92	34545
ROY01	KENNETH ROYAL	03/17/2023	Regular	0.00	805.00	34546
SIE10	SIERRA SAFETY	03/17/2023	Regular	0.00	589.88	34547
SPS01	SearchPros LLC	03/17/2023	Regular	0.00	1,471.12	34548
SSY01	Sloan Sakai Yeung & Wong LLP	03/17/2023	Regular	0.00	945.00	34549
TEI01	A. TEICHERT & SON, INC	03/17/2023	Regular	0.00	356.61	34550

Check Report

Date Range: 02/01/2023 - 03/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
USB05	U.S. BANK CORPORATE PAYMENT SYSTEMS	03/17/2023	Regular	0.00	2,956.29	34551
	Void	03/17/2023	Regular	0.00	0.00	34552
USB06	U.S. BANK EQUIPMENT FINANCE	03/17/2023	Regular	0.00	723.47	34553
VER01	VERIZON WIRELESS	03/17/2023	Regular	0.00	50.02	34554
WHI01	White Brenner LLP	03/17/2023	Regular	0.00	5,509.80	34555
WIE01	WIENHOFF & ASSOCIATES INC	03/17/2023	Regular	0.00	75.00	34556
ALL01	ALLEN KRAUSE	03/24/2023	Regular	0.00	559.22	34559
ATT02	AT&T	03/24/2023	Regular	0.00	138.22	34560
BLU01	ANTHEM BLUE CROSS	03/24/2023	Regular	0.00	1,445.16	34561
BLU06	BLUE SHIELD OF CALIFORNIA	03/24/2023	Regular	0.00	304.00	34562
CLS01	CLS LABS	03/24/2023	Regular	0.00	75.00	34563
CWS01	CORBIN WILLITS SYS. INC.	03/24/2023	Regular	0.00	608.28	34564
DIV05	PLACERVILLE AUTO PARTS, I	03/24/2023	Regular	0.00	80.30	34565
EDC01	EL DORADO COUNTY TRANSPORTATION DEPARTM	03/24/2023	Regular	0.00	156.58	34566
ELD01	EDC REGISTRAR OF VOTERS	03/24/2023	Regular	0.00	30.00	34567
ENV01	ENVIRO TECH SERVICES COMPANY, INC.	03/24/2023	Regular	0.00	115.28	34568
FER01	FERRELLGAS	03/24/2023	Regular	0.00	2,189.04	34569
GEO01	GEORGETOWN ACE HARDWARE	03/24/2023	Regular	0.00	322.72	34570
HOL03	HOLT OF CALIFORNIA	03/24/2023	Regular	0.00	7,242.71	34571
ICM03	ICMA	03/24/2023	Regular	0.00	895.08	34572
IFS01	Infosend, Inc.	03/24/2023	Regular	0.00	509.80	34573
IUO01	IUOE, LOCAL 39	03/24/2023	Regular	0.00	365.15	34574
IUO02	AFSCME	03/24/2023	Regular	0.00	339.68	34575
MCN01	MC NICHOLS CO.	03/24/2023	Regular	0.00	456.60	34576
NBS01	NBS	03/24/2023	Regular	0.00	1,199.75	34577
PAC06	PACE SUPPLY 23714-00	03/24/2023	Regular	0.00	24,251.10	34578
	Void	03/24/2023	Regular	0.00	0.00	34579
	Void	03/24/2023	Regular	0.00	0.00	34580
POW01	POWERNET GLOBAL COMM.	03/24/2023	Regular	0.00	173.90	34581
PRE01	PREMIER ACCESS INS CO	03/24/2023	Regular	0.00	3,206.60	34582
SPS01	SearchPros LLC	03/24/2023	Regular	0.00	556.64	34583
SUN01	Sunbelt Rentals, Inc.	03/24/2023	Regular	0.00	1,388.77	34584
ALL01	ALLEN KRAUSE	03/31/2023	Regular	0.00	505.62	34585
ARA01	ARAMARK	03/31/2023	Regular	0.00	188.52	34586
ATT02	AT&T	03/31/2023	Regular	0.00	2,296.11	34587
BEN04	BENNETT ENGINEERING SERVI	03/31/2023	Regular	0.00	3,745.25	34588
CLS01	CLS LABS	03/31/2023	Regular	0.00	4,292.00	34589
DMV	DEPARTMENT OF MOTOR VEHICLES	03/31/2023	Regular	0.00	54.00	34590
DWR01	DEPT. OF WATER RESOURCES	03/31/2023	Regular	0.00	71,262.00	34591
ENV01	ENVIRO TECH SERVICES COMPANY, INC.	03/31/2023	Regular	0.00	247.79	34592
FER02	FERGUSON ENTERPRISES INC	03/31/2023	Regular	0.00	244,074.48	34593
FSLO1	Fidelity Security Life Insurance Company	03/31/2023	Regular	0.00	344.77	34594
GEO02	GEORGETOWN GAZETTE	03/31/2023	Regular	0.00	188.48	34595
PAC02	PACIFIC GAS & ELECTRIC	03/31/2023	Regular	0.00	9.31	34596
PAC02	PACIFIC GAS & ELECTRIC	03/31/2023	Regular	0.00	783.57	34597
PAC02	PACIFIC GAS & ELECTRIC	03/31/2023	Regular	0.00	26.95	34598
PAC02	PACIFIC GAS & ELECTRIC	03/31/2023	Regular	0.00	168.46	34599
PAC02	PACIFIC GAS & ELECTRIC	03/31/2023	Regular	0.00	1,518.12	34600
PAC02	PACIFIC GAS & ELECTRIC	03/31/2023	Regular	0.00	183.21	34601
PAC02	PACIFIC GAS & ELECTRIC	03/31/2023	Regular	0.00	81.72	34602
PAC06	PACE SUPPLY 23714-00	03/31/2023	Regular	0.00	375.38	34603
SAF01	Safety-Kleen Systems Inc.	03/31/2023	Regular	0.00	31.75	34604
SIE10	SIERRA SAFETY	03/31/2023	Regular	0.00	407.34	34605
SPS01	SearchPros LLC	03/31/2023	Regular	0.00	318.08	34606
TEI01	A. TEICHERT & SON, INC	03/31/2023	Regular	0.00	359.51	34607
VER01	VERIZON WIRELESS	03/31/2023	Regular	0.00	1,312.04	34608
WAL02	WALKER'S OFFICE SUPPLY	03/31/2023	Regular	0.00	-102.68	34609
WAL02	WALKER'S OFFICE SUPPLY	03/31/2023	Regular	0.00	102.68	34609
WEX01	Wex Bank	03/31/2023	Regular	0.00	7,977.23	34610

Check Report

Date Range: 02/01/2023 - 03/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
WIL01	Wilkinson Portables Inc.	03/31/2023	Regular	0.00	314.65	34611

Bank Code EDSB Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	359	228	0.00	857,039.30
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	-24,093.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	359	236	0.00	832,946.30

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	359	228	0.00	857,039.30
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	-24,093.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	359	236	0.00	832,946.30

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Fund	2/2023	274,061.87
999	Pooled Cash Fund	3/2023	558,884.43
			832,946.30



Georgetown Divide PUD

Vendor Purchasing Report

For Date Range 07/01/2022 - 03/31/2023

Vendor Set: Vendor Set 01

Vendor	Name	Volume
ACW01	ACWA/JPIA	242,221.22
ACW02	ACWA	16,910.00
ACW05	ACWA/JPIA HEALTH	243,380.79
ADT01	ADT SECURITY SERVICES	5,328.78
ADV01	ADVENT TECHNOLOGIES	1,305.00
AFL01	AMERICAN FAMILY LIFE INS	11,867.88
ALL01	ALLEN KRAUSE	8,431.62
AMP01	AMPRA'S Staffing Services, Inc	9,708.80
AMS01	A-APPLIED MAILING SERVICE	10,040.55
AND01	ANDERSON'S SIERRA PIPE CO	814.95
AQU01	AQUA SIERRA CONTROLS INC.	1,462.03
ARA01	ARAMARK	5,486.00
ATT02	AT&T	26,540.45
ATT03	AT&T LONG DISTANCE	463.04
ATT04	AT&T	778.79
AUB04	AUBURN CHRYSLER DODGE JEE	8,019.17
AWW01	AMERICAN WATER WORKS ASSN	579.00
BAR07	BARBOUR, CHRIS	426.19
BEA01	BUTTE EQUIPMENT RENTALS	4,700.00
BEC01	STEPHANIE BECK	121.62
BEN04	BENNETT ENGINEERING SERVI	64,616.20
BJP01	BJ PEST CONTROL	900.00
BLU01	ANTHEM BLUE CROSS	12,951.56
BLU06	BLUE SHIELD OF CALIFORNIA	2,520.00
BOE02	CA. DEPT. OF TAX & FEE AD	14,645.96
BST01	BST Services Inc	7,241.47
BUC01	Buckmaster Office Solutions	40.00
BUC02	Jessica Buckle	44.38
CAL17	Cal Fire	907.76
CAN02	BRIAN CANN	300.00
CAR01	Cartegraph Systems LLC	16,807.50
CAR08	CSI	472.00
CEI01	CEIRANTE, MARTIN	235.56
CHA03	MICHAEL CHAIDEZ	294.88
CHE01	CHEMTRAC	70.00
CHM01	Citrus Heights Mower LLC	6,599.98
CLS01	CLS LABS	21,062.00
COS01	COSTCO	120.00
CSD00	CALIFORNIA SPECIAL DISTRI	8,286.00
CWS01	CORBIN WILLITS SYS. INC.	5,474.52
DAV01	Dave's Tree Work & Forest Management, Inc	16,415.63
DEL01	DEL PASO PIPE & STEELE	14,450.00
DIT01	DITCH WITCH EQUIPMENT COM	13,143.17
DIV05	PLACERVILLE AUTO PARTS, I	1,802.28
DMV	DEPARTMENT OF MOTOR VEHICLES	54.00
DWR01	DEPT. OF WATER RESOURCES	102,057.46
ECO01	ECORP CONSULTING, INC.	1,350.00
EDC01	EL DORADO COUNTY TRANSPORTATION DEPARTMENT	232.33
EDC04	EDC ENVIRONMENTAL MGMT	682.00
ELD01	EDC REGISTRAR OF VOTERS	7,418.38
ELD05	EDC AUDITOR-CONTROLLER	4,981.68
ELD11	EL DORADO COUNTY AIR QUALITY MGMT	1,992.02

Vendor Purchasing Report

For Date Range 07/01/2022 - 03/31/2023

Vendor Set: Vendor Set 01

Vendor	Name	Volume
ELD16	EL DORADO DISPOSAL SERVICE	3,432.00
ELLO2	ALEXIS ELLIOTT	566.63
EMC01	MESA ENERGY SYSTEMS, INC	1,728.00
EMP02	EMPLOYEE RELATIONS, INC	161.90
ENV01	ENVIRO TECH SERVICES COMPANY, INC.	722.31
ESC02	E Source Companies LLC	2,500.00
ESR01	ENVIRONMENTAL SYSTEMS RESE	1,800.00
FED01	FED EX	285.97
FER01	FERRELLGAS	16,634.81
FER02	FERGUSON ENTERPRISES INC	1,789,423.26
FOL01	Folsom Lake Ford, Inc.	7,849.65
FSL01	Fidelity Security Life Insurance Company	3,011.12
GAR02	GARDEN VALLEY FEED & HDW.	1,181.61
GEN01	Genuine Parts Company	566.50
GEO01	GEORGETOWN ACE HARDWARE	1,781.06
GEO02	GEORGETOWN GAZETTE	3,099.00
GEO04	DIVIDE SUPPLY ACE HARDWAR	4,968.50
GEO14	GEORGETOWN DIVIDE ROTARY	45.00
GLE02	GLENN LUGLIANI DBA:	232.39
GOL03	GOLD COUNTRY MEDIA	1,834.42
GRA01	GRAINGER, INC.	1,757.83
GRA05	GRANICUS, LLC	8,658.60
HAR03	HARRIS INDUSTRIAL GASES	18,383.87
HAR08	KEITH HARSTON, DC	100.00
HOL03	HOLT OF CALIFORNIA	20,347.00
HOM01	HOME DEPOT CREDIT SERVICE	3,935.00
HRD01	H.R. DIRECT	332.84
HUN01	HUNT & SONS, INC.	3,418.74
ICM02	ICMA-R.T.-457 (ee)	13,633.42
ICM03	ICMA	3,544.58
IFS01	Infosend, Inc.	5,296.60
INF01	Infinity Technologies	14,122.50
IUO01	IUOE, LOCAL 39	6,882.36
IUO02	AFSCME	5,403.84
KAI01	Kaiser Permanente	1,053.90
KAS01	KASL CONSULTING ENGINEERS	100,712.10
KLA02	CHRISTIAN KLAHN	480.00
KLA03	Trent Klasna	600.00
LEU01	Jeri Leu	252.00
LSL01	LANCE, SOLL & LUNGHARD, L	92,428.60
MAC02	Mitch MacDonald	752.23
MAD01	KYLE MADISON	171.40
MAN01	William Manzer	252.00
MCB01	Jeffrey McBride	468.28
MCN01	MC NICHOLS CO.	258.25
MJT01	MJT ENTERPRISES, INC.	36,681.10
MOU02	MOUNTAIN DEMOCRAT	1,250.95
MOU03	MOUNTAIN COUNTIES WRA	5,094.00
MUR04	MURCHIE'S SMOG & REPAIR	61.75
NAT04	NATIONAL PRINT & PROMO	12,389.00
NBS01	NBS	4,749.43
NEE01	BLAKE CHARLES NEEP	645.35
NEE02	Neep Equipment Repair Inc.	525.00
NTU01	NTU TECHNOLOGIES, INC.	25,518.79
OCC01	OCCU-MED, LTD	717.00
OPE01	OpenGov, Inc.	666.67
PAC02	PACIFIC GAS & ELECTRIC	164,321.00
PAC06	PACE SUPPLY 23714-00	170,259.33

Vendor Purchasing Report

For Date Range 07/01/2022 - 03/31/2023

Vendor Set: Vendor Set 01

Vendor	Name	Volume
PAP03	PAPE MACHINERY, INC	34,190.00
PIC02	PICOVALE SERVICES, INC.	15,876.90
PLA11	GROVE TOYS INC	6.98
POW01	POWERNET GLOBAL COMM.	1,432.79
PRE01	PREMIER ACCESS INS CO	27,442.07
PRI01	Richard Prince	252.00
PRO04	PAUL FUNK	3,200.00
PSO01	PSOMAS	462.00
PUL01	PULFER, JEFF	277.11
RAL02	RALPH ANDERSON & ASSOCIAT	1,026.48
REE01	Reed & Graham Inc	5,532.00
RIE01	RIEBES AUTO PARTS,LLC	2,080.26
RMR01	W. Rosenau Motor Rewinding Inc	5,000.00
ROB01	DON ROBINSON	4,189.84
ROY01	KENNETH ROYAL	1,610.00
RUL01	RULE, BRIAN	300.00
RWA01	Regional Water Authority	2,109.00
SAF01	Safety-Kleen Systems Inc.	1,956.88
SAU02	MICHAEL SAUNDERS	2,004.81
SAW01	Sierra Saw Power Equipment Center	336.00
SCH02	Don Schwagel	306.00
SCH03	Nicholas Schneider	1,763.86
SCO01	Scotty's Transmissions	1,433.89
SIE02	Sierra Asphalt, Inc	59,093.10
SIE10	SIERRA SAFETY	16,862.29
SIG01	SIGNAL SERVICE INC	1,113.25
SMI01	JASON D. SMITH	257.35
SPS01	SearchPros LLC	29,201.66
SSY01	Sloan Sakai Yeung & Wong LLP	2,200.00
STR01	STREAMLINE	2,700.00
SUN01	Sunbelt Rentals, Inc.	2,481.71
SWR04	STATE WATER RESOURCES CON	349,947.35
TEI01	A. TEICHERT & SON, INC	7,227.90
THA01	THATCHER COMPANY OF CALIF	32,429.72
TIR01	TIREHUB, LLC	3,038.96
TYL01	ERIC TYLER	1,885.00
TYL02	TYLER TECHNOLOGIES, INC	20,628.00
UNI06	UNITEDHEALTHCARE INSURANCE	5,772.36
USA01	UNDERGROUND SERVICE ALERT	5,131.89
USA03	USA BLUE BOOK	3,208.48
USB05	U.S. BANK CORPORATE PAYMENT SYSTEMS	53,385.97
USB06	U.S. BANK EQUIPMENT FINANCE	6,615.60
VER01	VERIZON WIRELESS	11,671.61
VER02	Verizon Connect Fleet USA LLC	2,387.70
VIL01	Troy Anthony Villalovos	250.00
WAL02	WALKER'S OFFICE SUPPLY	2,728.55
WAL03	JACOB WALSH	256.62
WEL02	WELLS FARGO BANK	20,672.55
WES08	WESTERN HYDROLOGICS, LLP	40,375.20
WES09	NATHAN THOMAS	7,680.00
WEX01	Wex Bank	63,268.86
WHI01	White Brenner LLP	29,769.52
WIE01	WIENHOFF & ASSOCIATES INC	595.00
WIL01	Wilkinson Portables Inc.	3,546.50
WIL02	Marlin Wilson	252.00
ZAN01	Zanjero, Inc.	48,018.04
Vendor Set Vendor Set 01 Total:		4,442,145.65



Meetings/Events attended

El Dorado LAFCO

Role: Alternate Special District Commissioner

LAFCO Board Meeting (Placerville) - 3/22

LAFCO Budget approved. Expect 8% increase in the agency contribution this year due to COLA inflation.

Association of California Water Agencies

Roles: Region 3 Board Member, Committees, Workgroup member

ACWA Water Use Efficiency Workgroup - 3/20

ACWA Legislative Symposium (Sacramento) - 3/23

ACWA Legislative Committee (Sacramento) - 3/24

Region 3 Board meeting - 3/30

ACWA Board Meeting (Sacramento) - 3/31

A lot of work around input on the upcoming guidelines for the water efficiency standards to be presented to the Legislature for outdoor and variances. Input and talking points were shared and a letter was drafted to go to the SWRCB from ACWA along with a public comment. The Legislative Symposium offered the opportunity to meet with some legislators. The main items dealt with Water Rights and the upcoming proposal for a Statewide water bond and infrastructure projects. During regional meetings and Infrastructure workgroups, the point is made to make sure language is placed in any bond measure that will specifically target the regional, mountain water agencies to be able to receive money.

Regional Water Authority

Roles: Executive Committee Member, Board Member

RWA Executive Committee Meeting (Citrus Heights) - 3/28

Mountain Counties Water Resources Association

SWRCB workgroup meeting - 4/5

The group previously met with Board members from the SWRCB. The group will be meeting with SWRCB staff, the individuals that will be writing the proposed guidelines. We will be submitting talking points and bullet points to share which concern the District. The guidelines will then go back to the SWRCB for final approval.

State Water Resources Control Board

SWRCB Board meeting - 3/22

Public comments given for the upcoming guidelines on agency water budget for the outdoor standard and variances

Divide Chamber of Commerce

Divide Chamber of Commerce Mixer - 4/4

Legislative Report

Legislative Meetings

Senator Marie Alvarado-Gil's District Manager (Cool) - 3/21

Senator Marie Alvarado-Gil, Chief of Staff, District Manager (Sacramento) - 3/24

Staff member for Senator Aisha Wahab (Sacramento)- 3/24

District Representative for Congressman Kevin Kiley (Cool) - 4/4

Actionable Items for Legislation				
AB 557	Hart	Would eliminate the sunset of AB 361 - State of Emergency Teleconferencing CSDA sponsored Bill	CSDA	Request - Support
District Position				
SB 23	Caballero	Streamline the regulatory permitting process for water supply and flood risk reduction projects	Support	Coalition: ACWA
SB 638		Climate Resiliency and Flood Protection Bond Act of 2024	Support	Coalition: ACWA
SB 867	Allen	\$7.85 billion bond investment in water infrastructure that focuses on a number of critical water issues including, recycled water, groundwater recharge and storage, flood protection, dam safety, conveyance, storage, safe drinking water, regional watershed resilience, State Water Project improvements, and water conservation.	Support	Coalition: ACWA
AB 62	Mathis	Expansion of Statewide Water Storage Capacity (4mill acre feet - above and below ground)	Support	Coalition: RWA
AB 297	Fong	Extends the local assistance grant program for fire prevention and home hardening education activities in California from 2024 to 2034.	Support	
AB 1567	Garcia	Safe Drinking Water, Wildfire Prevention, Drought Preparation, Flood Protection, Extreme Heat Mitigation, and Workforce Development Bond Act of 2023. \$4B	Support	
Initiative #1935	California Business Roundtable	Limits Ability of Voters and State and Local Governments to Raise Revenues for Government Services. Ballot Measure will lead to California Constitutional Amendments.	Oppose	Coalition: CSDA
SB 389	Allen	This bill would authorize the State Water Resources Control Board to investigate the diversion and use of water from a stream system to determine whether the diversion and use are based upon appropriation, riparian right, or other basis of right, as specified.	Oppose	
AB 338	Aguiar-Curry	Expand the definition of "public works" to include fuel reduction work done under contract and paid for in whole or in part out of public funds performed as part of a fire mitigation project. The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state.	Oppose	
AB 1337		AB 1337 is just part of a wave of water rights legislation that has been introduced this year. Observers of this legislative session have probably noticed a coordinated effort among a certain group of stakeholders to fundamentally change the way California's water system is implemented and enforced. AB 1337 is arguably the most concerning of the bills that have been introduced this year, as it does not just provide the State Water Board the tools to enforce the water rights system—it gives the State Water Board the authority to significantly re-write the water rights system https://legiscan.com/CA/bill/AB1337/2023	Oppose	

Legislative Report

Actionable Items for Legislation				
SB 23	Caballero	Streamline the regulatory permitting process for water supply and flood risk reduction projects	ACWA	Support
SB 638		Climate Resiliency and Flood Protection Bond Act of 2024	ACWA	Support
AB 62	Mathis	Expansion of Statewide Water Storage Capacity (4mill acre feet - above and below ground)	RWA	Support
AB 297	Fong	Extends the local assistance grant program for fire prevention and home hardening education activities in California from 2024 to 2034.		Support
AB 338	Aguiar-Curry	Expand the definition of “public works” to include fuel reduction work done under contract and paid for in whole or in part out of public funds performed as part of a fire mitigation project. The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state.	MCWRA	Support
AB 557	Hart	Would eliminate the sunset of AB 361 - State of Emergency Teleconferencing CSDA sponsored Bill	CSDA	Support
AB 867	Allen	\$7.85 billion bond investment in water infrastructure that focuses on a number of critical water issues including, recycled water, groundwater recharge and storage, flood protection, dam safety, conveyance, storage, safe drinking water, regional watershed resilience, State Water Project improvements, and water conservation.		Support if amended
AB 1567	Garcia	Safe Drinking Water, Wildfire Prevention, Drought Preparation, Flood Protection, Extreme Heat Mitigation, and Workforce Development Bond Act of 2023. \$4B		Support
Bills to Oppose				
AB 1337	Wicks	This bill would authorize the State Water ResourcesControl Board to adopt regulations for various water conservation purposes, including, but not limited to, to prevent the waste, unreasonable use, unreasonable method of use, or unreasonable method of diversion of water, and to implement these regulations through orders curtailing the diversion or use of water under any claim of right		Oppose
SB 389	Allen	This bill would authorize the State Water Resources Control Board to investigate the diversion and use of water from a stream system to determine whether the diversion and use are based upon appropriation, riparian right, or other basis of right, as specified.		Oppose
Initiative #1935	California Business Roundtable	Limits Ability of Voters and State and Local Governments to Raise Revenues for Government Services. Ballot Measure will lead to California Constitutional Amendments.	CSDA	Oppose

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Operations Report for March 2023

Presented to the GDPUD Board of Directors
by Operations Manager: Adam Brown

Informational Item
April 11, 2023

Stumpy Meadows Historical Capacity Chart



Note: Full Pool – 21,206 acre feet | April 1, 2023 – 21,206 acre feet

Treatment Operations

Walton Lake Treatment Plant

19.816 / 639,225 average gpd

- ✓ No operational shutdowns

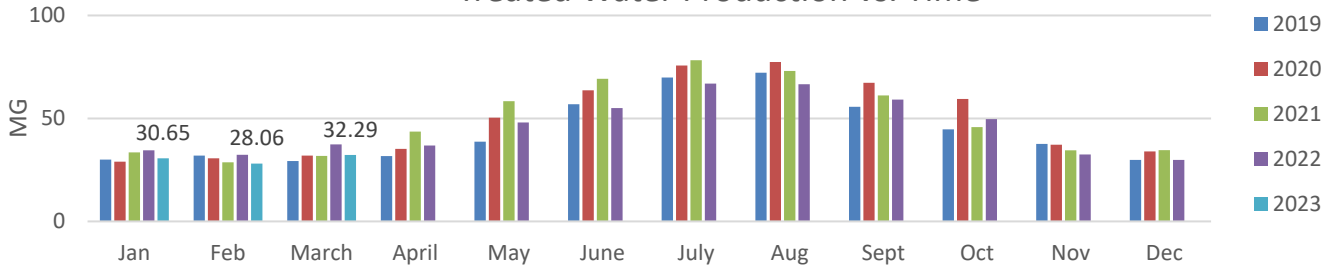
Sweetwater Treatment Plant

12.482 / 402,645 average gpd

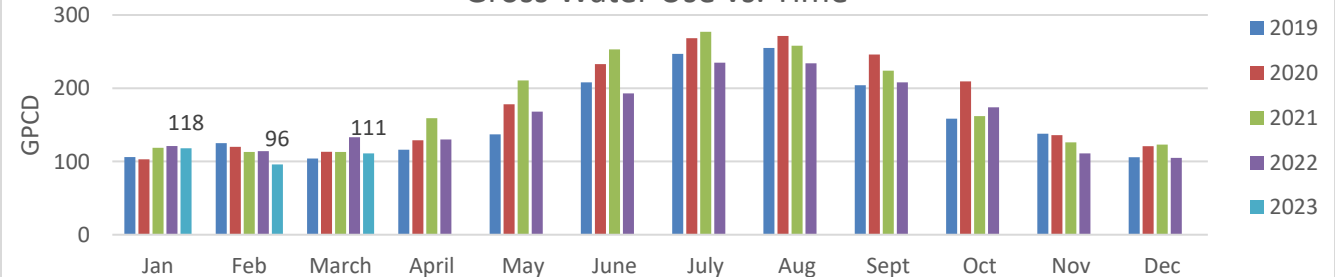
Water Quality Monitoring:

- ✓ All finished water was in compliance with drinking water standards.
- ✓ Collected routine bacteria distribution and quarterly disinfection by products samples.
- ✓ Distribution monitoring samples were absent of bacteriological contamination indicating adequate disinfection.

Treated Water Production vs. Time



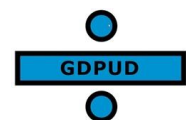
Gross Water Use vs. Time



Notes:

GPCD – Gallons per Capita per Day

MG – millions gallons per day



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Operations Report for February 2023

Presented to the GDPUD Board of Directors
by Operations Manager: Adam Brown

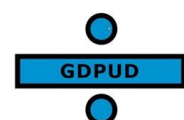
Informational Item
April 11, 2023

Summary of Field Work Activities

Activity	Department	Events	Labor Hours	Total Cost
Water Main/Lateral Break Repair	5400	7	85.5	\$5,724
Underground Service Alert Response	5400	146	144.5	\$7,134
Add to System	5400	22	18	\$1,060
Lock Off/Unlock	5400	15	16.4	\$1,017
AMR Download	5400	6	15.6	\$902
Clean	All	15	150.5	\$8,906
Door Hanger	5200	20	20.3	\$1,154
Escrow Read	5400	3	10.6	\$590
Valve Exercise	5400	1	-	-
Hydrant Exercise	5400	17	19	1,080
Flush	5400	1	-	-
Improvement	All	13	92.5	\$3,854
Inspect	All	10	18.5	\$1,026
Install	5400/5200	2	14	\$596
Investigate	All	46	104	\$5,809
Main Ditch Checks	5200	10	66	\$2,471
Maintenance	All	37	141	\$6,783
Meter Read	5400	9	28	\$1,614
No Water	5400	7	13.5	\$797
Pump Station Operation	5400	7	14.3	\$804
Replace	5400	1	2	\$113
Run Ditch Checks	5100	4	78	\$4,217
Walk Ditch	5100/5200	7	78	\$3,092
Up Country Checks	5100	14	75	\$3,096
Vegetation Clearing	All	13	110.5	\$4,628
Requests	All	101	-	\$5,252

Notes:

- 5100 – Source and Supply
- 5200 – Raw Water Conveyance
- 5300 – Treatment
- 5400 – Treated Water Distribution
- 5600 – Corporation Yard



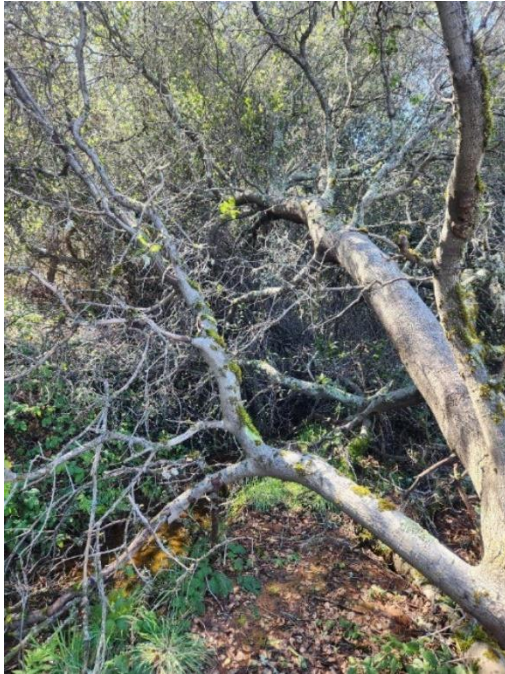
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Operations Report for February 2023

Presented to the GDPUD Board of Directors
by Operations Manager: Adam Brown

Informational Item
April 11, 2023

March Activities Photo Documentation



Storm Damage (Main Break | Canal Inundation)



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Operations Report for February 2023

Presented to the GDPUD Board of Directors
by Operations Manager: Adam Brown

Informational Item
April 11, 2023



Office Snow Impact



Safety Walkway Upgrade

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Operations Report for February 2023

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Informational Item
April 11, 2023

Capital Improvement Program

Auburn Lake Trail Paving Project

- Scheduled week of May 8, 2023.

Asset Management/Work Order Software (Cartegraph)

- Treatment Plant Assets Entered.
- Develop project closeout. March 21, 2023.

Water Main Replacement

- Chimney Flat Line replacement, scheduled to begin week of April 10th.

Conditions Assessment/Water Reliability Study

- Water main assessment

Automated Meter Project

- Project Closeout, March 31, 2023
- Final Project Cost - \$2,070,097
- Amount applied to SRF Loan - \$1,570,097
- Amount Applied to WaterSMART Grant - \$500,000

Annual Canal Lining

- Scheduled week of April 24th

AMI Meter Infrastructure

- Equipment Ordered

Safety Walkways

- In Progress at accessible locations

Pump Station Retrofit/Generator

- Emergency Response
- Contractor procurement – Backup Power Wiring

Pressure Regulating Valves at STP

- Estimated delivery week of April 17th.

General Activities

Storm Response

Request for Public Assistance – Emergency Declaration

Litigation Activities

Natural Resources Conservation Service – Flume Covering Reimbursement Processing

USBR WaterSMART Grant

CIP - Project Planning

Cartegraph Process Setup

General Customer Service

General Operations (Budget, LAM, USFS Coordination)

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

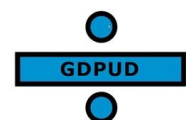
Operations Report for February 2023

Presented to the GDPUD Board of Directors
by Operations Manager: Adam Brown

Informational Item
April 11, 2023

Monthly Water Demand Assessment

Month	2021		2022		2023	
	Gross Water Use	Residential	Gross Water Use	Residential	Gross Water Use	Residential
January	119	107	121	72	118	49
February	113	98	114	80	96	54
March	112	119	133	109	111	49
April	159	123	130	113		
May	211	186	168	133		
June	253	192	193	161		
July	276	233	235	193		
August	257	215	234	192		
September	222	155	207	172		
October	161	150	174	141		
November	126	83	111	86		
December	122	60	105	83		



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Auburn Lake Trails Wastewater Management Zone Report for March 2023

6E Presented to the GDPUD Board of Directors by: Alexis Elliott

April 11, 2023

Zone activities are completed in accordance with California Regional Water Quality Control Board Central Valley Region, *Waste Discharge Requirements for Georgetown Divide Public Utility District Auburn Lake Trails On-Site Wastewater Disposal Zone Order No. R5-2002-0031*.

- **Community Disposal System (CDS) Lots - 137**
- **Individual Wastewater Disposal System Lots - 900**

Field Activities

✓ Routine Inspections:	121
✓ Property Transfer Processing:	7 Initial 11e Follow Up 10a Follow Up
✓ New Inspection	0
○ Plan Review	0
✓ Weekly CDS Operational	11
○ New Wastewater System	0
○ New CDS Tank	0
○ New Pump Tank	0

Reporting

The monthly *Sanitary Sewer Overflow (SSO) – No Spill Certification* was submitted electronically to California Regional Water Quality Control Board on California Integrated Water Quality System (CIWQS) on April 4, 2023.

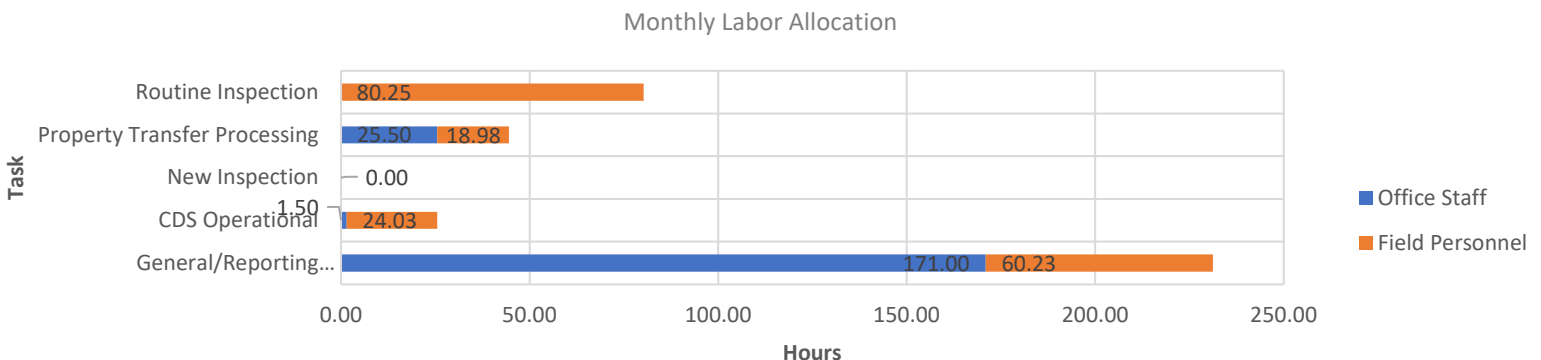
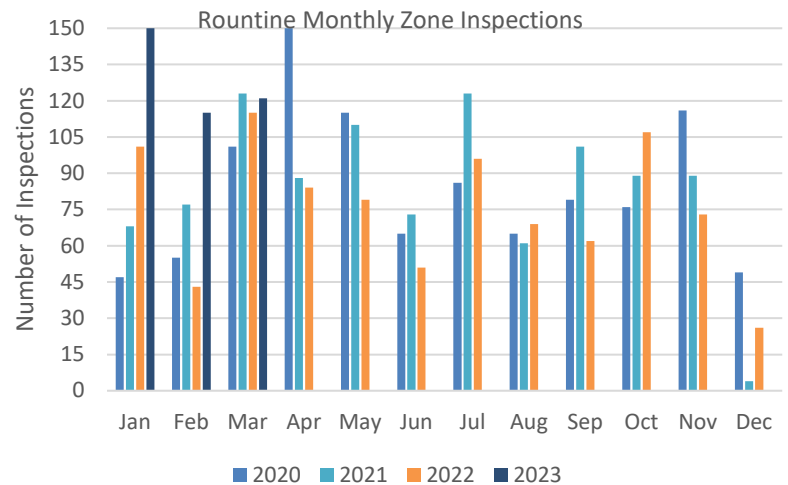
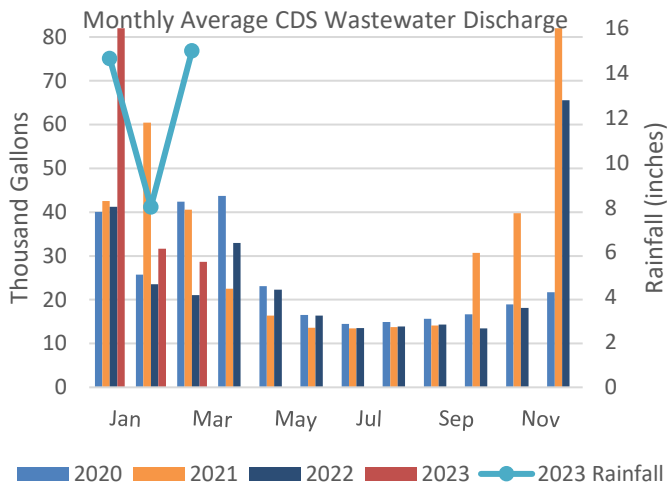
Notes: Station 16 evaluation meeting. 1st quarter GM-Well samples and station 16 influent samples. County air quality inspection on station 16 generator See back of Monthly Tracking Sheet. NPDES Report.

CDS – Wastewater Discharge

888,660 gallons / 28,666 gallon/day average

Rainfall

15.00 Inches



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Auburn Lake Trails Wastewater Management Zone Report for March 2023

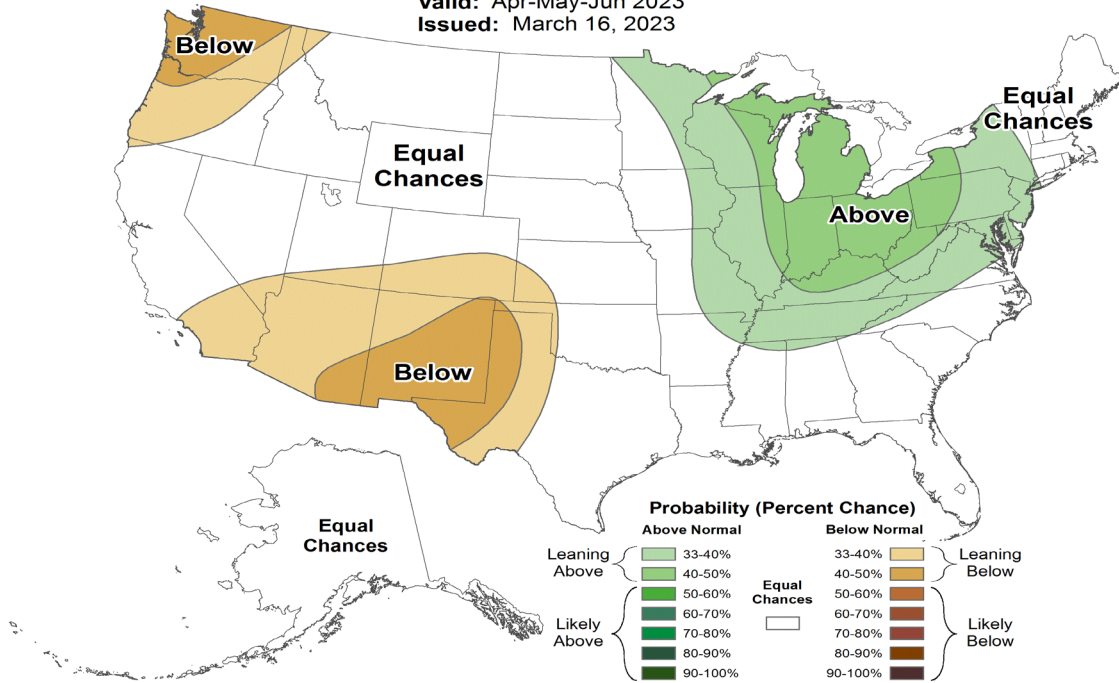
On March 9th, 2023 NOAA declared La Nina over. With La Nina (cooling) over we are heading into the transition phase of La Nino or warming, but it is forecasted to be a slow transition. The current snowpack is expected to keep temperatures around average or lower than average for spring, and the precipitation is projected to be neutral.



Seasonal Precipitation Outlook



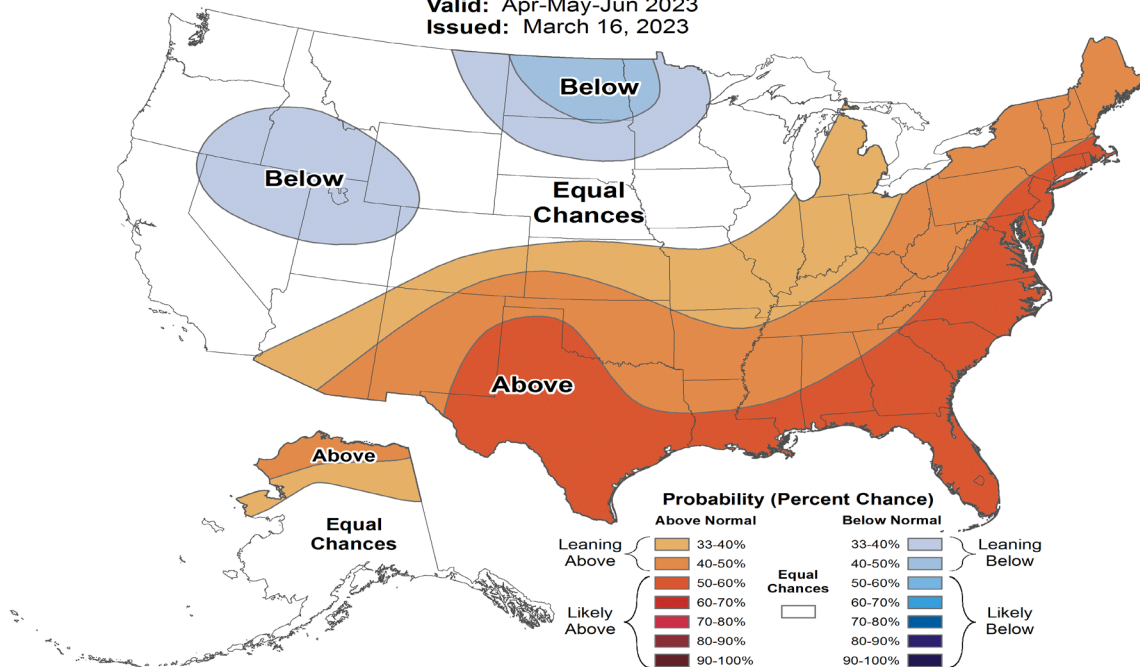
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Issued: March 16, 2023



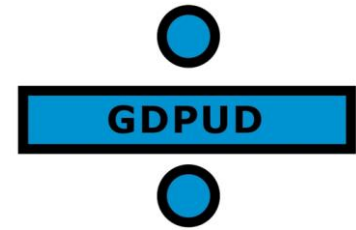
Seasonal Temperature Outlook



Valid: Apr-May-Jun 2023
Issued: March 16, 2023



**REPORT TO THE BOARD OF DIRECTORS
BOARD MEETING OF APRIL 11, 2023.
AGENDA ITEM NO. 6.E.**



AGENDA SECTION: INFORMATIONAL ITEMS

SUBJECT: GENERAL MANAGERS REPORT

PREPARED BY: Nicholas Schneider, General Manager

BACKGROUND

General Manager's Report

SUMMARY OF ACTIVITIES

Week of March 12-18

- Held Board Meeting on March 14, 2023.
- Continued working on the FY 23-24 budget with District Managers.
- Met with attorneys regarding Mosquito Fire litigation.
- Met with Bob Shull from California CLASS on March 13th (In-Person)
- Met with Ken Payne from EDWA to discuss Water Saving Projects and our grant funded canal lining project. (virtual)
- Attended the ACWA Headwaters Workgroup meeting. (virtual)
- Attended a Townhall meeting at ALT to discuss the District. (in-person)
- Attended the CSDA Take Action: Legislative Relations 101, Take Action: Grassroots Advocacy 101, and Take Action: Media Relations 101 on February 14th. (virtually)

Week of March 19-25

- Attended the Board of Supervisors meeting to discuss our grant application for the HMGP FEMA grant on March 21. (In-person)
- Attended the ACWA Legislative Symposium on March 23rd. (in-person)
- Met with State Senator Alvarado-Gil to discuss potential funding and building a relationship with the District. (in-person)
- Attended the ACWA State Legislative Committee meeting on March 24th. (in-person)

Week of March 26 to April 1

- Held a budget meeting with staff March 27th.
- Attended the El Dorado County School Districts Award Dinner on March 27th. (in-person)

- Met with our Water Transfer Consultant to discuss Policy and VA involvement. (in-person)
- Met with DWR officials to discuss our Landscape Area Measurements (LAM) to discuss the amount of landscape area the District has. (virtual)

Week of April 2-8

- Held the AD-HOC Grants Committee Meeting on April 5th.
- Held the AD-HOC Policy Committee Meeting on April 6th.
- Attended the ACWA Headwaters Workgroup on April 7th. (virtually)

GOOD NEWS UPDATES

- The District received news that they have tentatively made the short list for their congressional appropriation of \$1.5 million.
- The District was awarded the Distinguished Community Organization Award given by the El Dorado School Board Association.
- The District submitted a grant application to CalFIRE for their Fire Safe on the Divide program.

UPCOMING ACTIVITIES

- Will attend the Spring 2023 Countywide Plenary for Water on April 13th.
- Will attend the ACWA State Legislative Committee Meeting on April 14th.
- Will host a Voluntary Agreement meeting on April 25th.
- Upper American River Watershed Program on April 28th.
- Will attend CSDA Overview of Special District Laws on May 3rd and 4th.
- Will attend the ACWA State Legislative Committee Meeting on May 5th.
- Will attend the ACWA conference in Monterrey from May 8-11.

Attachments

- Attachment 1-Personnel Guidelines and Policies Draft
- Attachment 2-Preliminary Department Budget

DRAFT

GEORGETOWN DIVIDE
PUBLIC UTILITY DISTRICT

PERSONNEL GUIDELINES
AND POLICIES

Revised: **[DATE]**

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Chapter 1: Introduction

1.1 Disclaimer

The Georgetown Divide Public Utility District ("District") expects every District employee, volunteer, and intern to be thoroughly familiar with, and to comply with the Personnel Guidelines and Policies ("Guidelines")

The Guidelines do not represent a contract, nor should they be relied upon as binding promises made by the District. The District reserves the right to change, add to, or rescind any of the guidelines or policies at any time after meeting and conferring with any collective bargaining groups pursuant to California Government Code section 3500 et seq., if applicable. The District also reserves the right to determine any of the guidelines or policies meanings, purposes, and effects.

The terms and conditions of these Guidelines do not alter the employment status of any at-will District employees and are not a guarantee of employment or continued employment with the District. These Guidelines supersede any previous Personnel Policies and/or Guidelines, subject to Section 1.4 of these Guidelines.

1.2 Purpose and Scope of Guidelines

These Guidelines are intended to inform employees, volunteers, and interns of the District's position on basic employment-related subjects. They are not all-inclusive but address those general topics most likely to be of interest to employees in the course of ordinary, day-to-day operations of the District. The Guidelines are to be used as a reference by employees and supervisors. An employee who fails to comply with one or more Guidelines may be subject to disciplinary procedures as specified herein, up to and including termination.

1.3 Equal Employment Opportunity Policy

The District's employment decisions are based on merit, qualifications, and the legitimate business-related needs of the District. The District does not discriminate against its employees (including its volunteers and interns) or applicants because of race, color, religion, sex, pregnancy, national origin or citizenship, ancestry, age, marital status, registered domestic partner status, mental or physical disability, political affiliation, medical condition, sexual orientation, gender identity or gender expression, veteran status, genetic information, or any other basis protected by law. Equal employment opportunity is extended by the District to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, discipline, layoff, and termination.

1.4 Conflict with Other Policies

If a provision of these Guidelines conflicts with any provision of an applicable memorandum of understanding ("MOU") between the District and a recognized employee

organization or the terms of an employment agreement between an individual employee and the District, to the extent of such conflict, the provision of the MOU or employment agreement shall prevail. If any provision of these Guidelines conflicts with federal, state, or local law or ordinance, the law shall prevail.

1.5 Severability

If any section, subsection, sentence, clause, or phrase of these Guidelines is for any reason held illegal, invalid, or unconstitutional by decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

1.6 Amendment of Policies

The General Manager or his or her designee may, at any time, make recommendations for the amendment and revision of these Guidelines to the District Board of Directors ("Board"). However, amendments and revisions shall not be made until after any required good faith consultation with representatives of employee organizations recognized by the District has been conducted. Where the District is required to meet and confer under the law due to the nature of the issue, the District shall meet and confer with recognized employee organizations representing employees of the District prior to any material changes to wages, hours or working conditions of the employees.

1.7 Employment Constitutes Acceptance of Rules

In accepting employment with the District, each employee agrees to be governed by and to comply with the Guidelines and rules established by the General Manager pursuant thereto, and rules, regulations, and directives of the department in which each employee is employed. Each employee will receive a copy of these Guidelines and is expected to read and be familiar with its contents and provisions and shall sign the "Acknowledgement of Receipt" form acknowledging acceptance.

All employees holding a position with the District on the effective date of these Guidelines shall thereafter be subject in all respects to the provisions herein except where excluded from coverage.

Chapter 2: Employment Practices

2.1 Classification of Employees

2.1.1 Probationary Employees — All District employees are considered probationary employees from their date of hire until they complete twelve (12) months of continuous service with the District. Temporary or seasonal employees who are later hired as regular part-time or regular full-time District employees shall begin their probationary period starting from their first day of work in a position classified as regular part-time or regular full-time. The General Manager, in conjunction with the employee's supervisor, using their sole discretion, may elect to extend the probationary period for any employee up to an additional three (3) months.

2.1.2 Non-Regular Employee — "Non-regular employees" consist of probationary employees, seasonal employees, temporary employees and part-time employees who are not hired to work on a regular (continuous) basis and generally work less than 1000 hours annually. All non-regular employees serve at will and may be dismissed without cause. Non-regular employees are not eligible for District benefits except as required by law.

2.1.3 Regular Part-time Employees — Employees who have satisfactorily completed the required probationary period, are not classified as temporary or seasonal employees, are hired to work on a continuous basis and are regularly scheduled to work twenty or more hours per week. Regular Part-time employees are not eligible for benefits except as required by law.

2.1.4 Regular Full-time Employees — Employees who have satisfactorily completed the required probationary period, are not classified as temporary or seasonal employees and are regularly scheduled to work forty (40) hours per week, unless otherwise designated by an MOU or employment agreement.

2.1.5 Temporary Employees — Employees serving in a position in which the requirements of their services are temporary. This classification includes, but is not limited to, personnel employed for the following: limited-term and special projects, seasonal workloads, and emergency extra workloads. Temporary employees may work on a part-time or full-time schedule but are not employed on a continuous basis. Temporary employees are not eligible for any employee benefits, except as required by law. A temporary employee may take time off without pay with the approval of the supervisor and shall be permitted to take time off for District-recognized holidays without pay. Temporary employees serve the District as at-will employees.

2.1.6 Seasonal Employees — Employees assigned to work on less than a year-round basis to cover seasonal peak workloads, emergency workloads of limited duration, necessary vacation and sick leave relief, and other situations involving a fluctuating staff or fluctuating workload are seasonal employees. Seasonal

employees may work on a part-time or full-time schedule but are not employed on a continuous basis. Seasonal employees are not eligible for benefits, except as may be required by law. A seasonal employee may take time off without pay with the approval of the supervisor and shall be permitted to take time off for District-recognized holidays without pay. Seasonal employees serve the District as at-will employees.

2.1.7 Independent Contractor — A non-employee who provides independent contractual services to the District, including consultants, is an independent contractor. The contractor, not the District, is responsible for: (1) tax and social security withholding, and (2) health, unemployment, and workers' compensation insurance. An individual under this status does not receive District benefits.

2.1.8 Exempt Employee — An employee who is exempt from the minimum wage and overtime requirements of the Federal Fair Labor Standard Act ("FLSA") is an exempt employee. To be considered "exempt," an employee must work in a bona fide executive, administrative, or professional capacity and be paid on a salary basis, as required by the FLSA. Exempt positions shall be designated in the classification plan.

2.1.9 Non-Exempt Employee — An employee who is not a bona fide executive, administrative, or professional employee as defined by the FLSA is a non-exempt employee. Non-exempt employees earn overtime pay in accordance with the overtime requirements of the FLSA.

2.2 Recruitment

2.2.1 Announcement

All recruitments for classification vacancies within the District shall be publicized by such methods as the General Manager deems appropriate, consistent with District standards. Special recruiting shall be conducted, if necessary, to ensure that all segments of the community are aware of the forthcoming examination(s). Announcements shall specify the title and compensation of the classification; the nature of the work to be performed delineating the essential and marginal functions of the job; the minimum qualifications for the classification; the manner of making application; the examination components; and other pertinent information.

2.2.2 Applications

Every applicant for examination shall file a formal, signed District employment application. Other methods of acceptable application due to an applicant's disability will be considered. Application forms shall require information covering training, experience, and other pertinent information as required by the General Manager. The General Manager may also require applicants to submit additional job-related information.

2.2.3 Examinations

Examinations means a test or group of tests that determine the bona fide occupational qualifications of the candidate seeking employment or promotion. Examinations shall be competitive and shall test and determine the qualifications, fitness, and ability of applicants to perform the essential functions of the classifications for which they seek appointment.

The examination may include tests of intelligence, capacity, technical knowledge, manual skill, or job-related physical fitness that the General Manager deems appropriate.

Examinations may be promotional, open, or continuous as directed by the General Manager. The General Manager shall designate the procedure, time, place, and type of examination, the conditions under which it may be conducted, and the individual or competent agency who will conduct the examination. If an applicant requires reasonable accommodation to compete in the examination process, they should contact Human Resources or the General Manager.

2.2.3.1 Open/Promotional Examinations

Any person who meets the minimum requirements set forth in the open/promotional examination announcement may compete in open/promotional examinations.

2.2.3.2 Promotional Examinations

Regular part-time or full-time employees who meet the requirements set forth in the promotional examination announcement may compete in a promotional examination announcement.

2.2.3.3 Continuous Examinations

Continuous examinations may be administered periodically for a single classification. Names shall be placed on eligibility lists and shall remain on such lists as prescribed in Section 2.2.4.

2.2.4 Eligibility Lists

2.2.4.1 Establishment

As soon as possible after the completion of an examination, the General Manager shall prepare and maintain an eligibility list consisting of the names of the applicants or employees who qualified in the examination. The names on the list shall be in order based on each applicant's competitive score for the examination process, with the highest score being first on the list. Each applicant or employee shall be given notice of the results of his or her examination and ranking on the eligibility list.

Applicants on the eligibility list for a particular classification may be certified by the General Manager for consideration to hire for a classification in an equal or lower salary range, in the event that an eligibility list for that classification does not exist, provided that the applicant is qualified. This may be done only with the approval of the General Manager. Applicants will not be removed from the eligibility list pursuant to Section 2.2.4.3 if they refuse to accept employment in the lower classification.

2.2.4.2 Duration of Lists

As a general policy, eligibility lists shall remain in effect for not more than one (1) year. Eligibility lists may remain in effect for more than one (1) year at the General Manager's discretion. The General Manager may abolish eligibility lists with three (3) names or less even if the eligibility list has been in effect for less than one (1) year or for due cause.

2.2.4.3 Removal of Names from Eligibility Lists

The name of any eligible candidate appearing on an eligibility list may be removed by the General Manager if:

1. The eligible candidate requests that his or her name be removed;
2. The eligible candidate fails to provide notification of a change in address;
3. The eligible candidate fails to attend a scheduled interview;
4. The eligible candidate declined an interview on two (2) occasions;
5. The eligible candidate declined an offer of employment;
6. The eligible candidate was on an eligibility list as a result of a promotional examination and has subsequently left District employment; or
7. The eligible candidate was on a list for a specialized classification within one department of the District and was determined to be unsuitable by the Department head.

2.2.4.4 Disqualification

At any point in the recruitment and selection process, the General Manager may refuse to declare an applicant an eligible candidate, or may withhold or withdraw from certification, prior to appointment by the General Manager, anyone who:

1. Has failed to provide proof for any of the requirements established in the announcement for the classification for which he or she applied;
2. Has a history of termination from any position in public or private service for any cause, which would be a cause for termination from District employment;
3. Has practiced or attempted to practice any deception or fraud in his or her application, examination, or in securing eligibility; or
4. Is otherwise not qualified for employment with the District.

2.3 Hiring

Decisions regarding employment are based upon an individual's qualifications for the applicable position as described below. The General Manager shall have the hiring authority for all employees.

2.3.1 Vacancies — Employees of the District are encouraged to apply for any vacant positions for which they are qualified. The District awards vacant positions to the applicants who are best suited to meet the needs of the District.

If a vacancy is awarded to a current regular employee, that employee shall serve a probationary period in that position. Within thirty (30) days of the move to the vacant position, the employee may return to their previous position with written notice to and approval by the General Manager, so long as the position has not been filled.

2.3.2 Selection of Employees — All persons considered for employment with the District shall be qualified to perform the duties of the position for which they are employed. Offers of employment may be conditioned on a background check and/or a pre-employment fitness for duty examination, which may include drug and alcohol testing, in accord with federal and state laws.

2.3.2.1 Citizenship Verification — All employees must provide necessary documentation to prove identity and their right to work in the United States in accordance with federal and state Immigration and Naturalization laws. Failure to provide such documentation will result in disqualification from selection and/or immediate termination.

2.3.3 Probationary Period — The purpose of the probationary period is to give the District and the new employee the opportunity to determine whether the employment relationship suits both parties. During the probationary period, the District evaluates the employee's job performance, and it is expected that the employee will use this time period to determine whether District employment is satisfactory to him or her. Generally, near the completion of the twelve-month probationary period, the employee's supervisor conducts a written performance evaluation to ascertain the advisability of continued employment on a regular basis. However, written evaluations may be done at any time during the probationary period if determined to be necessary by the supervisor or the General Manager.

Regardless of whether the supervisor completes a written performance evaluation, non-regular employees, including probationary employees, are at-will and the District retains the right to terminate a non-regular employee's employment, with or without cause, during the probationary period.

The General Manager, in conjunction with the employee's supervisor, may extend the probationary period one or more times if it is determined that such an extension is appropriate. The status of regular employment following the probationary period shall only occur after a successful evaluation has taken place, and only if confirmed in writing by the District.

2.4 Promotion

All regular employees of the District are eligible to apply and be considered for promotions for which they are qualified. An employee who is promoted shall serve a six-month probationary period in his or her new position.

2.5 Nepotism

2.5.1 Definitions

2.5.1.1 "Relative" means spouse, registered domestic partner, child, step-child, step-sibling, parent, step-parent, grandparent, grandchild, brother,

sister, half-brother, half-sister, aunt, uncle, cousin, niece, nephew, or in-laws of those enumerated by marriage or domestic partnership.

2.5.1.2 “Spouses” means two persons who have a valid marriage or two people who are registered domestic partners.

2.5.1.3 “Supervisory relationship” means one in which one employee exercises the right to control, direct, reward, or punish another employee by virtue of the duties and responsibilities assigned to his or her District appointment.

2.5.2 Nepotism Policy

The General Manager shall hire, transfer, and promote all applicants and employees based on merit and fitness in accordance with civil service statutes, rules and regulations. To avoid a potential conflict of interest or favoritism, the General Manager has discretion not to appoint, promote or transfer a person to a position within the same department in which the person’s relative already holds a position, when such employment would result in any of the following:

- Creation of a direct or indirect supervisory relationship;
- The two employees having job duties which require performance of shared duties on the same or related work assignment;
- Both employees having the same immediate supervisor; or
- A potential for creating an adverse impact on supervision, safety, security, morale, or efficiency that is greater for relatives than for unrelated persons.

Violations of the nepotism policy may result in an involuntary transfer of one or both employees.

2.5.3 Family/Romantic Relationships

A familial or intimate relationship among employees can create an actual or at least potential or perceived conflict of interest in the employment setting, especially where one relative, spouse, partner, or member of such a relationship supervises another relative, spouse, partner, or member. To avoid this problem, the District may refuse to hire or place a relative or other intimately associated individual in a position where the potential for favoritism or a conflict exists.

If two employees marry, become related or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. In other cases where a conflict or the danger of a conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of Bell Wine Cellars.

For the purposes of this policy, a "relative" is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage (e.g., domestic partnership or civil union status).

2.6 Employee Evaluations

In order to provide employees with information concerning their employment progress and to identify areas to improve job performance, the employee's supervisor will conduct formal written employee evaluations at least once per year at or around the employee's anniversary date.

2.6.1 Ratings

Performance evaluations shall be in writing on forms prescribed by the General Manager or his or her designee. The evaluation shall provide recognition for effective performance and also identify areas that need improvement. All evaluations will have an overall evaluation of Unsatisfactory, Improvement Needed, Satisfactory, Above Satisfactory, or Outstanding.

- Unsatisfactory: Employee fails to meet the requisite standard and is performing below the standard expected of a competent worker in that job position, a majority of the time. These ratings must be substantiated in a written statement by the evaluator.
- Improvement Needed: Employee's performance must improve in order to meet the standard level of performance required to pass probation. This rating should be given when the employee's performance is frequently below the standard expected of a competent worker in that job position, but appears to be improvable with additional training, experience, or effort.
- Satisfactory: Performance consistently meets the standard expected of a competent worker in that job position.
- Above Satisfactory: Performance generally exceeds the standard expected of a competent worker in that job position, a majority of the time.
- Outstanding: Performance is consistently and distinctly well above the standard expected of a competent worker in that job position; performance is superior. Outstanding ratings must be substantiated in a written statement by the evaluator.

2.6.2 Evaluation Procedure

The performance evaluation must be signed by the evaluator and discussed with the employee. No performance evaluation shall be placed in a departmental file,

nor shall it be transmitted to an employee's personnel file until the employee has reviewed the evaluation with the rating supervisor, and if requested by the employee, such employee has reviewed the evaluation personally with the General Manager or his or her designee. Signing a performance evaluation is not an admission by the employee of the truth of such entries, but rather an acknowledgement of notification. Within two (2) weeks of receiving a performance evaluation, the employee may submit a written response, which will be included with his or her performance evaluation.

Performance evaluations may occur more or less frequently than once per year at the discretion of the General Manager or his or her designee.

2.7 Training, Certification and Education

It is the employee's responsibility to maintain all appropriate or required licenses and certificates. If an employee loses a required license or certificate, he or she may be subject to discipline that may include demotion or termination.

The District supports education and training programs that improve the skills, qualifications, performance, and proficiency of District employees. In addition, some of the positions within the District require employees to possess certifications. It is each employee's responsibility to maintain state-mandated certificates or credentials necessary to the employee's job assignment. The District will cover class costs as required by an MOU or the District. If an employee fails a test required for certification then the employee will be responsible for all costs to re-take the tests. If the failure to pass a test results in the loss of a certification, the employee may be subject to disciplinary action up to and including termination, or non-disciplinary separation from District service.

Where the District requires the employee to take training or where the employee is required by his or her position to maintain certification, employees shall submit a training or certification written request to the General Manager or his or her direct supervisor.

2.8 Outside Employment

Any regular employee desiring to engage in outside employment shall first obtain a non-District conflict job approval from his or her supervisor or General Manager. Prior to commencing outside employment, the employee shall submit a written statement to his or her supervisor or General Manager naming the prospective employer, their address and telephone number, and outlining the proposed duties and hours of work. Approval may be denied if, in the opinion of the supervisor or General Manager, such outside employment is incompatible with the proper discharge of the employee's official duties or incompatible with the business conducted by the District. All such approvals shall be subject to renewal by the General Manager and shall be re-submitted by the Employee to the General Manager or his or her supervisor prior to January 10th each year to maintain a valid, continuous authorization.

Any violations of this section shall constitute sufficient grounds for disciplinary action, up to and including termination.

Chapter 3: Working Conditions

3.1 Regular Work Week

The regular workweek is forty (40) hours for all non-exempt full-time employees, ordinarily to be worked in five (5) eight-hour shifts, unless otherwise directed by General Manager or his or her designee. The workweek is defined as 7:30 A.M. Monday through the following Monday at 7:30 A.M., except for those personnel working an alternative work week schedule.

Safety personnel may be assigned alternate work schedules and an alternative workweek.

3.2 Overtime Policy

Due to the nature of the services the District provides to the public, non-exempt personnel may be required to work overtime, which may include weekend duty along with days which are longer than eight hours in length.

All overtime hours worked shall be authorized in advance by the appropriate Department head, General Manager, or his or her designee specifically vested with this authority. Employees working overtime without prior approval by the appropriate individual may be subject to discipline.

3.2.1 Overtime Computation

All non-exempt employees who work in excess of forty (40) hours in a workweek, shall be entitled to overtime compensation in accordance with the requirements of the Fair Labor Standards Act ("FLSA") at the rate of time and one-half of their regular rate of pay, unless otherwise provided for in these Guidelines or in the applicable MOU or employment agreement.

3.3 Hours of Work

Normal office hours of the District, and the normal work schedule for administrative office staff, are 7:30 A.M. until 4:30 P.M., Monday through Friday.

Operations employees and office staff may be assigned other work hours from time to time as determined by the General Manager or his or her designee to best cover the operational needs of the District and its customers. Employees shall report "ready" to work at the start of their shift, and work until the shift ends.

3.4 On-Call

The District has the obligation of providing a safe and reliable water supply and an obligation to meet its contracts. District employees may be required to be on-call when it is necessary to meet District obligations.

On-call personnel are those employees who are required to be continuously available outside of regular business hours to respond to calls for assistance. Personnel who are assigned to be on-call are expected to immediately respond to any calls for service during their assigned shifts. Specific on-call procedures are explained in further detail in the relevant MOU's.

3.4.1 Cell Phone

Cell phones or other communication devices provided by the District to on-call employees must be kept with the employees and in the mode to receive calls at all times.

In the event a call is received, a return call is to be made within fifteen (15) minutes and physical response (if required) within thirty (30) minutes. Calls received from a facility (e.g., treatment plant or hydroelectric plant) should receive a physical response within 30 minutes. Employees with weekend responsibility shall maintain the ability to respond within the above-mentioned time, unless the employee's supervisor has authorized alternative coverage. On-call personnel shall have a pager at all times to be ready to respond to calls. However, on-call personnel are not required to maintain any particular schedule and are free to come and go as they please and may engage in their normal social functions with the stipulation that they shall not consume alcohol or otherwise indulge in any activities that will inhibit their ability to respond to calls.

Failure of an employee to respond to a call when assigned on-call duty without properly notifying his or her supervisor of inability to respond due to sickness or injury may result in disciplinary action.

Due to the critical nature of the District's ability to respond to emergency situations, employees who are unable to provide an on-call response due to sickness or injury may be required to provide a physician's statement.

A request for vacation that coincides with an employee's on-call period will be denied, unless the employee has made arrangements for coverage of his or her on-call period.

3.5 Meal/Break Time

All employees working between four (4) hours and six (6) hours shall receive one fifteen (15) minute paid break. All employees working more than six (6) hours in a day shall receive two (2) paid fifteen (15) minute breaks ("Rest Periods") in each day. The first shall occur approximately midway between their starting time and their mealtime. The second shall occur approximately midway between their mealtime and the end of their workday.

All employees working more than six (6) hours in a day shall receive an unpaid, off-duty meal period of thirty (30) minutes. This meal must be taken no later than the end of the fifth (5th) hour of work. Employees working more than ten (10) hours receive a second meal period of thirty (30) minutes. The second meal must be taken no later than the end of the tenth (10th) hour of work.

Absent a change from a supervisor, the lunch period shall be from 12:00 P.M. to 12:30 P.M., unless otherwise authorized by a collective bargaining agreement. Employees shall attend to any personal hygiene needs during their lunch period.

3.6 Attendance

Regular attendance by all employees is important to the successful operation of the District. Employees are expected to maintain a good attendance record and to report promptly for work in accordance with assigned work schedules.

3.6.1 Notice of Absence

An employee who works in the District offices shall notify his or her supervisor before 7:45 A.M. on the day he or she is sick or otherwise unable to report to work. If an employee is working in the field, he or she shall notify his or her supervisor before 8:15 A.M. on the day he or she is sick or unable to report to work. . An employee is required to notify his or her supervisor of illness on a daily basis, unless a medical practitioner has advised the employee in writing that a multiple day absence is necessary. Employees who wish to use their sick leave time for planned medical services must coordinate the sick leave with their supervisor to meet the District workload.

Upon return to work, employees shall be required to submit a sick leave request form or record of sick leave use to his or her supervisor for approval. The General Manager may request information in order to aid in the determination of whether the sick leave use is legitimate. After being absent for three or more days, the General Manager may require a physician's statement or acceptable substitute from an employee who applies for sick leave or make whatever reasonable investigation into the circumstances that appear warranted before taking action on a sick leave request.

Prior to the resumption of work duties, after taking any occurrence of sick leave or industrial disability leave due to injury or illness, an employee may be required to undergo a physical examination by the District physician or submit a certificate of employability from the employee's treating physician.

Employees absent for illness or injury for ten (10) consecutive working days or longer shall not be permitted to return to duty without a physician's certificate releasing the employee for normal duty and attesting to the employee's ability to perform the normal duties of the position. If a return to work requires reasonable accommodation, the District will engage in the interactive process as required by law.

3.6.2 Tardiness/Absence

Employees are expected to report for their work shifts on time. Excessive or repeated tardiness may result in discipline up to and including termination.

If an employee is absent more than three (3) consecutive working days for any reason without notifying the employer, the employee may be considered to have voluntarily resigned.

3.6.3 Sick Leave—Excessive Usage

The sick leave program is designed to provide employees with two benefits: (i) available paid leave for a reasonable amount of short-term illness, and (ii) provide a savings bank of time to ensure available paid leave for long-term illnesses. In order to ensure that the sick leave program is being utilized for both purposes, all District employees are monitored to ensure that their usage of the sick leave benefits is not excessive. "Excess usage" is defined as follows:

- A. Where an employee utilizes more than four days for sick leave in any calendar year in connection with the day before or after a holiday, or first or last day of a workweek;
- B. Where an employee is absent from work on at least eight (8) separate occasions for a total of at least sixty-four (64) hours in a calendar year for two years in a row.

Excessive Use Program — once an employee has been identified as having excessive sick leave usage as defined in this subsection, he or she will enter into the following program:

- A. The first year an employee is identified as having excessive usage, the employee shall be counseled by their supervisor and shall receive a sick leave reminder letter, which will be placed in the employee's personnel file.
- B. If an employee is identified as having excessive sick leave usage two (2) consecutive years or two (2) out of three (3) years, the employee will be counseled by their supervisor and shall receive a written reprimand, which will be placed in the employee's personnel file. All sick leave usage will require a doctor's excuse for a period of one year following the written reprimand.
- C. If an employee is identified as having excessive sick leave usage three (3) consecutive years or three (3) out of four (4) years, the employee will receive a three-day suspension without pay. Sick leave usage will continue to require a doctor's excuse for a period of one (1) year.
- D. If an employee is identified as having excessive sick leave usage in excess of four (4) consecutive years or four (4) out of five (5) years, serious disciplinary action, which may include termination from service, will occur.

This section is not applicable to employees who are on approved leave, are protected by the California Paid Sick Leave Act, California Family Rights Act, the Americans with Disabilities Act, or any other federal or state leave protection law., or on leave as part of a reasonable accommodation due to disability.

3.6.4 Fitness for Duty Evaluations

The District is committed to maintaining a safe work environment for all employees and members of the public. In order for the District to maintain a safe working environment, every employee must be able to perform his or her job duties in a safe, secure, and effective manner in order to maintain the health and safety of the employee and others. If the District believes an employee is unable to safely perform their duties, the District may refer that employee for an evaluation pursuant to California Government Code section 12940(f)(2).

3.6.4.1 Purpose of Fitness for Duty Evaluation

The purpose of a fitness for duty evaluation is to address whether an employee has a medical or psychological condition that may pose a threat to the employee or others in the workplace. All fitness for duty examinations shall be job related and consistent with business necessity.

An employee may be required to undergo a fitness for duty evaluation (either medical or psychological) when an employer has objective evidence that an employee:

- is unable to perform the essential functions of his or her job due to a medical or psychological condition;
- poses a direct threat to himself/herself or others;
- is returning to work from an extended leave due to the employee's illness or injury;
- exhibits work performance that is adversely affected by his/her state of health;
- has presented medical excuses or medical clearances which the District has reason to believe are exaggerated or false; or
- raises medical issues in relation to performance.

The grounds for seeking a fitness for duty evaluation may come from a supervisor's observations and/or receipt of a reliable report of the employee's possible lack of fitness for duty from a third party. Examples of the types of impairments that may warrant the District's request for a fitness for duty evaluation include:

1. Use, possession, or influence of alcohol or illegal drugs;
2. Use of legal drugs that adversely affect the employee's ability to perform his or her job functions safely;
3. Slurred or incoherent speech;
4. Observed problems with vision, awareness, coordination or dexterity;
5. Aggressive or threatening behavior;
6. Unpredictable mood or behavioral changes;

7. Drowsiness, sleepiness or other signs of fatigue; or
8. Any other physical or psychological condition or behavior that affects the employee's ability to practice his or her job functions successfully and safely.

3.6.4.2 Independent Medical Evaluator and Payment

Unless otherwise required by law, the fitness for duty evaluation, if required by the District, will be conducted by an independent, licensed health care practitioner ("Independent Medical Evaluator") chosen by the District. The Independent Medical Evaluator will not be a treating physician of the employee. The District is responsible for paying the cost of any fitness for duty evaluation(s) required by the District. If the employee wishes to get a second opinion, or an additional evaluation from another provider, the employee is responsible for paying the cost of any additional evaluations.

3.6.4.3 Results of Fitness for Duty Evaluation

The Independent Medical Evaluator will perform the evaluation of the employee, and any necessary testing, and will provide the District with his or her medical opinion as to the employee's fitness to perform his or her job functions. The District may use the fitness for duty evaluation results to make decisions regarding the employee's employment status, including, without limitation, and as applicable, whether employee maintains his or her job, termination or provision of reasonable accommodation.

3.6.4.4 Confidentiality

To the extent allowed by law, the District shall protect the confidentiality of the evaluation and the results. Employee medical information provided by the employee to the District is maintained on a confidential basis in accordance with applicable law.

- When conducting a mandated fitness for duty evaluation, the District may ask employee to sign consent forms that permit production of medical health information to the Independent Medical Evaluator. "The Independent Medical Evaluator shall only attest to the employee's fitness for duty and to any limitations the employee may have in performing the essential functions of the job."

3.7 Pay Period

The District's pay period is fourteen (14) calendar days from 7:30 A.M. Monday to 7:30 A.M. the second Monday thereafter and including the normal eighty (80) hour bi-weekly pay cycle.

3.8 Safety

It is the responsibility of all District personnel to conduct District business in the safest possible manner. Any condition considered unsafe must be reported immediately to the Safety Officer.

Employees are required to wear any and all protective clothing and to use any and all protective devices as directed by their supervisor or the Safety Officer.

All job-incurred accidents or injuries must be immediately reported to the employee's supervisor or Safety Officer and to the General Manager immediately. Failure to comply with safety regulations may be cause for discipline up to and including termination.

3.9 Accidents; Reporting

Any work-related accident, or other accident occurring on the worksite, involving employees or other persons shall be reported to the employee's immediate supervisor, who will then report the work-related accident to the Joint Powers Insurance Authority ("JPIA").

Such reports must be made immediately following the accident, and in no event more than twenty-four (24) hours following the accident on forms provided by the District. If the accident occurs during the weekend, the employee must notify his or her supervisor or the General Manager of the incident by text message, email, or phone call as soon as possible. The employee will then be required to fill out an accident form by 10 A.M. on the first business day following the accident. Employees are covered for employment-related injury or illness by the California Worker's Compensation Act. Under California law, failure to report or delays in reporting a work-related injury or illness may result in a loss of benefits.

3.10 Maintenance – Housekeeping

Each employee is responsible for the condition and maintenance of the equipment he or she uses on the job. The employee should report to his or her supervisor or the General Manager any equipment which is damaged, worn, or in need of maintenance. Employees should direct any safety concerns regarding the use of equipment to his or her supervisor.

Cleanliness and orderliness are important to the operation and safety of the District. Employees are responsible for keeping their work areas clean and orderly.

3.11 Dress Code

Employees are expected to dress in a manner fitting and proper for appearing before the public. It shall be the responsibility of the employee's supervisor or the General Manager to inform the employee when his or her attire is inappropriate, disruptive, or unsafe.

Employees shall not wear revealing, distracting or otherwise inappropriate clothing, accessories or footwear. Appropriate attire for employees working in the District office include but are not limited to, jeans (free of rips, tears, and fraying), khakis, capris, polo or

collared shirts, oxford shirts, District logo shirts, short-sleeved blouses, or dresses. T-shirts with writing on them are not allowed.

Employees working in the field shall wear his or her Safety Work Shirt, provided by the District, and work pants. Employees working in the field may wear District-approved headwear.

If an employee feels they need accommodation to comply with the provisions set forth in this section, the employee may contact Human Resources or the General Manager.

Chapter 4: Employee Leaves

Commented [DHV1]: Leave section updated to comply with state and federal law

The District's intention is to comply with all state, federal and local leave requirements. Policies contained in these Guidelines are subject to changes in those laws, as they may be amended from time to time.

4.1 Holidays

Full-time District employees, both regular and probationary, are paid for the following District holidays whether or not they are scheduled to actually work on that holiday. Full-time employees receive eight (8) hours of holiday pay at straight time on the observed holiday. Temporary and part-time employees are not eligible for holiday pay.

The District generally recognizes the following twelve (12) days as paid holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Friday Following Thanksgiving
Independence Day	Christmas Day

*On an annual basis, the District schedules a holiday in association with Christmas Eve and/or New Year's Eve.

If a District-paid holiday falls on a Saturday, eligible employees are generally given the preceding Friday off. If a District-paid holiday falls on a Sunday, employees are generally given the following Monday off.

If the day of holiday observance falls during an employee's vacation period and falls on a day the employee is regularly scheduled to work (but for his or her vacation), that day shall be considered as a paid holiday and not vacation time.

An employee who calls in sick either the workday prior to the holiday or the workday following the holiday shall not receive pay for the holiday. A pattern of calling in sick prior to or following a holiday may be grounds for discipline.

Employees required to work on holidays will receive the overtime rate of time and one-half for each hour worked.

4.2 Vacation

Regular full-time District employees are eligible for annual vacation leave. Employees are encouraged to use their accrued paid vacation time.

Generally, probationary employees are not eligible to use his or her vacation leave until the end of the probationary period, unless previously negotiated in an offer of employment.

4.2.1 Accrual

Accruals are based on length of continuous employment with the District. See applicable MOU's or employment agreements for accrual rates and caps on accrual.

4.2.2 Vacation Usage

The employee's immediate supervisor and the General Manager must approve all leave in advance. Sufficient written notice in order to ensure adequate coverage is required. Employees must request the vacation leave a minimum of ten (10) working days prior to the desired start of vacation leave. Employees shall apply for vacation leave through the District's electronic payroll system.

4.2.3 Unused Vacation upon Separation from Employment

Upon separation of employment for any reason, the District shall compensate the employee for his or her unused, accrued vacation time at the employee's then-current straight time rate of pay.

4.3 Sick Leave

In accordance with the Healthy Workplaces/Healthy Families Act of 2014 ("HWHF"), the District recognizes that employees will need days off from work from time to time to address their medical needs. This policy is intended to comply with the HWHF, as may be amended from time to time.

4.3.1 Applicability

This policy applies to non-regular (part-time, seasonal or temporary employees) and regular part-time employees (exempt and non-exempt) who, on or after June 28, 2015, have worked for the District for thirty (30) or more days within twelve (12) months from the beginning of employment and who are not eligible for any form of sick leave benefit provided by the District to other employee groups.

Employees not covered by this policy are those who are eligible for more generous sick leave benefits provided by the District pursuant to an "MOU" or an employee benefits resolution (non-represented employees) or an employment agreement.

4.3.2 Entitlement

An employee as defined in 4.3.1 working for the District, on or after July 1, 2015, for thirty (30) or more calendar days within a year is entitled to paid sick leave.

Employees covered by this policy are entitled to twenty-four (24) hours of sick leave, which may be used per fiscal year or after the ninetieth (90th) day after the first date of employment, whichever comes first. Unused sick leave does not carry over from year to year.

Public sector employees, who are a recipient of a retirement allowance and employed without reinstatement into his or her respective retirement system, are not entitled to paid sick leave under this policy.

Paid sick leave made available under this policy has no cash value, and the District does not pay employees for available sick leave at separation.

The amount of paid sick leave available to an employee will be reflected on his or her pay stub every pay period.

4.3.3 Usage

Employees may use available paid sick days beginning on the 90th day of employment. However, at its sole discretion, the District may allow the use of paid sick leave to an employee in advance of the 90th day of employment with proper documentation.

The District shall allow the use of paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventative care, which may include self-quarantine as a result of potential exposure to COVID-19 if quarantine is recommended by civil authorities, or other situations, such as where there has been exposure to COVID-19 or where an employee has traveled to a high risk area, or specified purposes for an Employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in Labor Code section 230(c) and Labor Code section 230.1(a).

"Family member" for purposes of this paid sick leave policy means:

- A child (biological, adopted, or foster child, stepchild, legal ward, or child to whom the employee stands in loco parentis, regardless of the age or dependency status);
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- A spouse;
- A registered domestic partner;
- A grandparent;
- A grandchild;
- A sibling;
- A "designated person." A designated person is any individual the employee identifies at the time the employee requests paid sick leave. Employees are limited to one designated person per 12-month period for purposes of paid sick leave.

Commented [NS2]: Per Government Code

Commented [DHV3R2]: This is per revisions to Healthy Workplace Health Families Act Labor Code section 245 (c) effective 1/1/23

Employees must provide reasonable advance notification, orally or in writing, of the need to use sick leave, if foreseeable. If the need to use sick leave is not foreseeable, the employee must provide notice to his or her supervisor before 8:15 a.m. The District will not condition the use of sick leave on the employee finding someone to cover his or her work.

Employees must use sick leave in at least one (1.0) hour increments.

Employees will only receive paid sick time for the number of hours they would have worked during their scheduled shift. For example, if the employee was scheduled for a four-hour shift, they will be compensated with four hours of paid sick time only.

Employees will be provided the total amount of sick leave that may be used per fiscal year (24 hours or 3 days) at the beginning of each fiscal year beginning in July, or the first date of employment, whichever comes first, therefore no accrual or carry-over is permitted.

The District will limit the use of paid sick days to twenty-four (24) hours or three (3) days in each fiscal year of employment, unless, in the discretion of the General Manager, it is determined that more paid sick time is reasonable, necessary and in the best interest of the District.

For returning part time, seasonal or temporary employees who have completed ninety (90) days of employment and have had a break in service of less than one year, paid sick time will be earned as outlined above. However, those returning non-regular employees are not required to wait for a subsequent ninetieth (90th) day of employment to use their paid sick leave. They will have access to their available sick leave for that year immediately upon re-employment with the District; provided their returning start date is within twelve (12) months of their previous departure date.

For returning part-time, seasonal, or temporary employees who have not completed their ninety (90) days of employment and have a break in service, paid sick time will also be earned as outlined above. However, these returning employees will need to wait for a subsequent ninetieth (90th) day of employment to use their paid sick leave.

4.3.4 Retaliation Prohibited

Paid Sick Leave laws protect employees who use sick leave, request to use sick leave, file a complaint with the Labor Commissioner's Office, allege a violation of these rights, cooperate in an investigation or prosecution, or oppose a policy or practice prohibited by the Paid Sick Leave law.

The District is prohibited from denying an employee the right to use paid sick leave, from discharging or threatening to discharge an employee for using or requesting to use paid sick leave, from demoting or suspending an employee for using or

requesting to use paid sick leave, or from in any manner discriminating against an employee because he or she uses paid sick leave or requests paid sick leave.

If an employee feels that he or she has been discriminated against for using paid sick leave or attempting to use paid sick leave, he or she is encouraged to report it to his or her supervisor or the General Manager or his or her designee.

4.4 Military Leave

Employees are provided military leave in accordance with state and federal laws. An employee requiring this type of leave shall provide the General Manager or his or her designee, whenever possible, with a copy of the military orders specifying the dates of leave, site, and purpose of activity or mission.

An employee who interrupts his or District service because of extended military leave shall be compensated for accrued vacation at the time the leave becomes effective.

Employees who regularly work more than 20 hours per week and have a spouse or registered domestic partner in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Commented [DHV4]: Military spousal leave is required for employers of 25 or more.

Employees must request this leave in writing to the General Manager or Human Resources within two (2) business days of receiving official notice that the employee's spouse will be on leave. Employees must attach written documentation certifying that their spouse will be on leave from deployment to the request.

4.5 Bereavement Leave

Employees may take up to a maximum of five (5) days of bereavement leave to on the account of the death of a family member. For purposes of this policy, "family member" means spouse; domestic partner; biological, foster, adopted or step-child, or child to whom the employee stands in loco parentis, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, cousin, niece, nephew, or in-laws (or analogous relationship of those enumerated above in connection with a domestic partnership) or a "designated person", which means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person must be identified by the employee at the time the employee requests the leave. An employee is limited to one designated person per 12-month period.

Days of bereavement leave do not need to be used consecutively but bereavement leave must be completed within three months of the death of the family member. Bereavement leave is unpaid, but employees may use accrued and available sick leave, vacation, or compensatory time off that is otherwise available. Under special circumstances the General Manager may grant additional time beyond five (5) days when approved in advance. Employees must supply documentation to support the leave, which may include a death certificate; a published obituary; or a verification of death, burial or memorial services from a

mortuary, funeral home, burial society, crematorium, religious institution or government agency.

The District will administer this policy in accordance with California Gov't Code section 12945.7, as may be amended from time to time. The law prohibits discrimination, interference, or retaliation relating to an individual's exercise of rights to bereavement leave.

4.6 Medical Leave

Employees who are temporarily unable to work because of a medical condition who are not eligible for FMLA/CFRA, or PDL may request a medical leave of absence. Employees granted a medical leave are required to exhaust any accrued paid sick leave during the absence. Employees may, but are not required, to exhaust any accrued unused vacation during an otherwise unpaid medical leave.

A request for medical leave must be accompanied by medical certification from the employee's health care provider that the employee is unable to work, and a statement of the anticipated duration of the need for medical leave. An employee who plans to take a medical leave must provide reasonable notice of the date the leave will commence, the estimated duration of the leave, and the date on which it is expected that the employee will be able to return to work. When an unplanned medical situation or emergency occurs that does not allow the employee to provide advance notification of the need for a medical leave, the employee must notify the General Manager of the situation within three (3) working days of an absence.

Employees who must be absent from the workplace for an extended period due to an injury or illness, must maintain regular communication with their supervisor. The purpose of this communication is to keep the District informed of the employee's return-to-work status.

4.7 Pregnancy Disability Leave and Accommodation

An employee is entitled to a leave of absence for the period of time that she is required to be absent from work due to pregnancy-related disability, including childbirth, for up to a maximum of four (4) months. The Employee is also entitled to reasonable accommodation for pregnancy related disability as set forth in this policy. The policy is intended to comply with the requirements of California Gov't Code section 12945, as may be amended from time to time.

4.7.1 Pregnancy Disability Leave (PDL)

Any employee who is disabled by pregnancy, childbirth or a related medical condition (including medical conditions relating to lactation) is eligible for up to four months of leave per pregnancy. Employees are "disabled by pregnancy" when, in the opinion of their health care provider, they cannot work at all or are unable to

perform any one or more of the essential functions of their job or to perform them without undue risk to themselves, the successful completion of their pregnancy or other persons as determined by a health care provider. The term "disabled" also applies to certain pregnancy-related conditions, such as severe morning sickness or the need to take time off for prenatal or postnatal care, bed rest, post-partum depression and the loss or end of pregnancy (among other pregnancy-related conditions that are considered to be disabling).

4.7.2 Pregnancy Disability Reasonable Accommodation

An employee is "affected by pregnancy" if the employee is pregnant or has a related medical condition which their health care provider has certified makes it medically advisable for the employee to temporarily transfer or to receive some other accommodation.

The District will provide a temporary transfer to a less-strenuous or -hazardous position or duties or other accommodation to an employee affected by pregnancy if: (1) the employee requests a transfer or other accommodation; (2) the request is based upon the health care provider's certification that the transfer or accommodation is "medically advisable"; and (3) the transfer or other requested accommodation can be reasonably accommodated pursuant to applicable law.

No additional position will be created, nor will the District terminate another employee, transfer another employee with more seniority, or promote or transfer any employee who is not qualified to perform the new job as a part of the accommodation process. Other reasonable accommodations may include: (1) modifying work schedules, duties, practices or policies; (2) providing time off; (3) modifying equipment and devices; and (4) providing additional break time for lactation or trips to the restroom.

4.7.3 Advance Notice and Medical Certification

To be approved for PDL, a temporary transfer or other reasonable accommodation, employees must provide the District with: (1) 30 days' advance notice before the leave, transfer or reasonable accommodation is to begin, if the need is foreseeable; (2) as much notice as is practicable before the leave, transfer or reasonable accommodation when 30 days' notice is not possible; and (3) medical certification from their health care provider within 15 calendar days that states that they are disabled due to pregnancy or that it is medically advisable for them to be temporarily transferred or to receive some other requested accommodation. Employees should contact the General Manager and Human Resources for the PDL request and certification forms.

The District may require employees to provide a new certification if they request an extension of time for their leave, transfer or other requested accommodation. Failure to provide the District with reasonable advance notice may result in the delay of leave, transfer or other requested accommodation.

4.7.4 Duration/ Reinstatement

Employees may take pregnancy disability leave for the period of time the employee's medical provider has certified that the employee is actually disabled due to pregnancy, childbirth or related medical conditions, not to exceed four months. The four months is defined as the number of days/hours the employee would normally work within four calendar months or 17.33 workweeks. Part-time employees are entitled to leave on a pro rata basis. The leave may be taken as necessary, on either an intermittent or continuous basis, as certified by the employee's health care provider.

The District may require an employee to temporarily transfer to an available alternative position to meet the medical need of the employee to take intermittent leave or work on a reduced schedule as certified by the employee's health care provider. The employee must be qualified for the alternative position, which will have an equivalent rate of pay and benefits, but not necessarily equivalent job duties.

Any temporary transfer or other reasonable accommodation provided to an employee affected by pregnancy will not reduce the amount of pregnancy disability leave time the employee has available to her unless the temporary transfer or other reasonable accommodation involves a reduced work schedule or intermittent absences from work. The length of the transfer will depend upon the employee's physical condition before and after childbirth.

Before employees will be allowed to return to work in their regular job following a leave of absence or transfer, they must provide the District with a certification from their health care provider that they can safely perform the essential duties of their job with or without reasonable accommodation.

When the employee's health care provider releases them to return to work from PDL, the employee will be reinstated to the position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a PDL has no greater right to reinstatement than if the employee had been continuously employed.

4.7.5 Benefits and Pay

Pregnancy disability leaves and accommodations that require an employee to work a reduced work schedule or to take time off from work intermittently are unpaid. Employees are required to use accrued sick time and may use their accrued vacation benefits during the otherwise unpaid leave of absence; however, use of vacation or sick leave will not extend the available leave of absence time.

Any State Disability Insurance for which employees are eligible may be integrated with accrued vacation or sick leave benefits so that they do not receive more than 100 percent of their regular pay.

Employees on authorized PDL will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months (as defined above) of PDL leave at the same level and under the same conditions that coverage would have been provided if the employee had continued to work. In some instances, the District can recover premiums paid to maintain your health coverage if you fail to return from PDL. PDL may impact other benefits or a seniority date. Please contact the General Manager and Human Resources for more information.

4.8 CFRA Leave

Under the California Family Rights Act (“CFRA”), employees who have at least twelve (12) months of service with the District and have worked at least 1,250 hours in the preceding 12-month period, may request an unpaid leave for family care or medical reasons.

4.8.1 Qualified Leave

This leave may be up to 12 work weeks in a 12-month period for: (1) the birth, adoption, or foster care placement of a child with the employee (baby bonding leave); (2) the employee’s own serious health condition (other than disability on account of pregnancy, childbirth, or related medical conditions) which makes the employee unable to perform the functions of the employees position; (3) providing care related to the serious health condition of the employee’s child, parent, step parent, parent in law, grandparent, grandchild, spouse or registered domestic partner, or designated person; or (4) in connection with the call to active duty in the United States Armed Forces of the employee’s spouse, domestic partner, child or parent. For purposes of this policy, “designated person” means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person must be identified by the employee at the time the employee requests the leave. An employee is limited to one designated person per 12-month period for family care and medical leave.

Leave because of a disability for pregnancy, childbirth or related medical condition is not counted as time used under CFRA leave. Employees who take time off for pregnancy disability will be placed on pregnancy disability leave (“PDL”). (See Pregnancy Disability Leave policy for more information.)

Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA, for purposes of baby bonding.

4.8.2 Duration/Reinstatement

For purposes of calculating the 12-month period during which 12 weeks of CFRA qualifying e leaves may be taken, the District uses a rolling year.

Employees may take CFRA leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health

condition of the employee or a qualifying family member and the intermittent or reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

Baby bonding leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for baby bonding granted in minimum amounts of two (2) weeks. However, the District will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The District may also grant additional requests for leave lasting less than two weeks at its discretion in accordance with business needs. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

An employee who takes an authorized CFRA leave will be reinstated to the position held at the time the leave began or, in certain instances, to a comparable position, if available, contingent on receipt of any required return to work certification. There are limited exceptions to this policy. An employee returning from a CFRA leave has no greater right to reinstatement than if the employee had been continuously employed.

If possible, employees must provide at least thirty (30) days' advanced notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for the employee or for a family member). For events which are unforeseeable, employees must notify their immediate supervisor, at least verbally, as soon as the employee learns 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 the employee complies with this notice policy.

4.8.3 Advance Notice and Medical Certification

Employees requesting CFRA leave must contact Human Resources and the General Manager as soon as the employee becomes aware of the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify the District at least thirty (30) days before leave is to begin. Employees must consult with your supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the District. Any such scheduling is subject to the approval of your health care provider or the health care provider of your family member.

If you cannot provide 30 days' notice, you must notify the District as soon as is practical.

If the CFRA request is made because of the employee's own serious health condition, in certain situations, the District may require, at its expense, a second opinion from a health care provider that the District chooses. The health care

provider designated to give a second opinion will not be one who is employed on a regular basis by the District.

If the second opinion differs from the first opinion, the District may require the employee, at the District's expense, to obtain the opinion of a third health care provider designated or approved jointly by you and the employer. The opinion of the third health care provider shall be considered final and binding.

The District requires certification of the need for leave. Employees will have 15 calendar days from the request for certification to provide it to the District Human Resources Department unless it is not practical to do so. The District may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. For example, if a certification indicates that the employee needs two weeks of family and medical leave, but the employee subsequently needs intermittent leave, a new medical certification will be requested and required. If the employee fails to provide medical certification in a timely manner to substantiate the need for family and medical leave, the District may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered protected CFRA leave.

If the leave is needed to care for a sick family member, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants your participation.

If the employee's own serious health condition is the reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- The employee's inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.

In addition, an employee who is on leave due to the employee's serious health condition, must provide a medical release to return to work form or certification from their health care provider indicating that the employee is able to safely perform the essential duties of their job with or without reasonable accommodation. Failure to provide a release to return to work from your health care provider may result in denial of reinstatement until the certificate is obtained.

A leave taken due to a related to military service must be supported by a certification of its necessity. Special certification requirements apply to leaves related to military service.

4.8.4 Benefits and Pay

CFRA leave is unpaid. Employees are required to use their accrued vacation and/or sick time benefits during the otherwise unpaid leave of absence; however, use of vacation or sick leave will not extend the available leave of absence time.

Any State Disability Insurance for which employees are eligible may be integrated with accrued vacation or sick leave benefits so that they do not receive more than 100 percent of their regular pay.

Employees on authorized CFRA will be allowed to continue to participate in group health insurance coverage for up to a maximum of twelve weeks of CFRA leave at the same level and under the same conditions that coverage would have been provided if the employee had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement. In some instances, the District can recover premiums paid to maintain your health coverage if you fail to return from CFRA.

Taking a CFRA leave may affect certain employee benefits or seniority date. Employees who want more information regarding eligibility for a leave or the impact of the leave on seniority and benefits should contact the General Manager.

4.9 Educational Training Time

In support of the District's overall belief in the continuing education and development of staff, employees may request educational leave for time spent attending classes, training, seminars, or other training specified or approved in advance by the General Manager.

4.9.1 Educational Expense Reimbursement

If the purpose of the training is to prepare the employee for advancement through upgrading the employee to a higher skill level, expenses for travel will not be eligible for reimbursement. Attendance at these types of trainings is voluntary and nonattendance will not adversely affect the employee's present working conditions or the continuance of employment. The employee's time for these trainings is not considered work time and appropriate leave must be scheduled with the employee's supervisor. Driving time to and from this type of training is not considered work time and is not compensable. The District will consider reimbursement for tuition expenses for this type of training upon successful completion of the training. Authorization for reimbursement must be in advance and in writing. Meals are not reimbursable unless they are included in the tuition.

4.9.2 Certificate Maintenance Expense Reimbursement

If the purpose of the training is to maintain a certificate that is required for the employee's current position, travel expenses are eligible for reimbursement with prior authorization. Training is to be scheduled by the employee and shall not conflict with the workload of the District. Training will be scheduled within one hundred (100) miles of the District. The employee may request to use a District vehicle, if available. When two or more employees are attending a training session, the employees will ride together in a District vehicle and only the driver will be paid driving time. The employees may decide who the driver is. Driving responsibility shall not be divided between more than two employees per round trip. Time spent at training to maintain a required certificate is considered work time and the employee is not required to schedule leave. The meal period while at training to maintain a required certificate is not considered work time. Meals are not reimbursable unless they are included in the tuition.

4.10 Jury Duty/Court Appearances

Any full-time employee required to serve on a jury or appear in court as a witness shall receive his or her regular pay for such time, provided he or she reimburses the District in the amount of any fee received for such jury duty. The full-time employee shall not use District transportation to or from jury duty. If called to jury duty, the District will provide the full-time employee with a letter from the District asking the Court to limit the jury assignment to three (3) days in the interest of the public good given the needs of the District due to its limited staffing and importance of providing quality water to the public.

4.11 Voting

Any employee whose work schedule effectively prevents him or her from voting in a federal, state, or municipal election before or after work hours, or during break time, shall be permitted paid leave for this purpose not to exceed two (2) hours.

4.12 Administrative Leave

The District shall have the right to place an employee on administrative leave at any time with full pay when in the District's discretionary opinion, the continuing presence at the job site during an administrative investigation into the employee's fitness for duty or misconduct would create or may tend to create a disruption to the working environment or may possibly impact the efficient operations of the department.

4.13 Leave of Absence Without Pay

Upon written request by the employee and the recommendation of the General Manager, a leave of absence without pay may be granted by the General Manager or his or her designee to an employee for a period of time not to exceed a total of three (3) months for personal reasons where other leave provisions are not available. If other leave provisions are available this leave will run concurrently with such other leave.

Request for leave of absence without pay shall state specifically the reason for the request, the date when the employee desires to begin leave, and the probable date of return.

Employees shall not accrue vacation leave, sick leave, increases in salary (except Cost of Living Adjustments) or all other paid leaves while on unpaid leave. The District is not required to maintain contributions toward group health, dental and vision insurance or other fringe benefits during an unpaid leave of absence, unless otherwise provided by law. Said employee shall be entitled to maintain such benefits in effect; provided, that the employee pays the monthly insurance premiums.

Employees returning to work following a leave of absence shall retain their accumulated leave, if otherwise not used. Upon the return from authorized leave of absence the employee shall be reinstated to his or her former position or to a comparable one if the former position is abolished during the period of leave.

Failure of the employee to return to his or her employment upon the termination of any authorized leave of absence shall, except under extraordinary circumstances, constitute a separation from service of that employee.

4.14 Unauthorized Leave of Absence

Unauthorized leaves of absence shall be considered to be without pay and reductions in the employee's pay shall be made accordingly. An employee is deemed to have resigned if the employee is absent for more than three (3) consecutive working days without sufficient cause or prior authorization. Exceptions may be made for emergency situations. Unauthorized leaves for any period of time may result in disciplinary action up to and including termination of employment.

Prior to instituting disciplinary action for an unauthorized leave, the District will attempt to contact the absent employee and/or his/her emergency contact to determine whether the unauthorized absence is covered under a protected leave. If the District determines that the employee's absence was due to an emergency situation, the employee may be disciplined for failure to notify the District of his or her absences after considering any extenuating circumstances that may have made such notification not possible. If the District is able to contact the absent employee and orders that employee back to work, disobedience of such an order will be deemed insubordination and will subject the employee to discipline up to and including termination of employment.

4.15 School Activities Leave

Any employee who is a parent, which includes step and foster parents, guardians, persons standing in loco parentis, and grandparents) of one or more children in kindergarten or grades 1 through 12 or attending a licensed day care facility shall be allowed up to forty (40) hours each school year, not to exceed eight (8) hours in any calendar month of the school year, to participate in activities of the school of their child. Such employee must provide reasonable advance notice of the planned absence. Employees must use available accrued vacation or compensatory time off to cover the absence, if available, otherwise the leave is unpaid. The District may require the employee to provide documentation from the school as verification that the employee participated in

school activities on a specific date and at a particular time. If both parents, guardians or grandparents having custody work for the District at the same work site, only the first parent requesting shall be entitled to leave under this provision for the same date, time or event. The General Manager shall have discretion to allow more than one parent, guardian or grandparent having custody of the child to take leave for such activities.

4.16 School Discipline Leave

Employees who are the parent or custodial guardian of a child in kindergarten or grades one through 12 may take time off to attend a school conference involving the possible suspension of their child. To be eligible for leave, and the employee must provide advance notice that his or her appearance at the school has been required.

The District may require employees to provide documentation, including a copy of the school's notice or some other certification stating that the employee's presence at the school is mandatory.

Employees wishing to take such leave may utilize their existing vacation time or other accrued paid time off.

4.17 Crime Victim's Leave and Accommodation

Employees who are the victim of certain crimes or abuse, are eligible for unpaid leave. The leave is generally unpaid, but employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

Employees are eligible for unpaid leave under this policy if the employee is:

- A victim of stalking, domestic violence, or sexual assault;
- A victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury;
- Any person against whom any crime has been committed (only for purposes of taking time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding); or
- A person whose immediate family member is deceased as a result of a crime.

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"Immediate family member" means:

- The employee's biological, adoptive, or foster child, stepchild, or legal ward, a child of a registered domestic partner, a child to whom the employee stands in loco parentis, or a person to whom the employee stood in loco parentis when the person was a minor;
- The employee's biological, adoptive, or foster parent, stepparent, or legal guardian or that of the employee's spouse or registered domestic partner, or a person who stood in loco parentis to employee or their spouse or registered domestic partner was a minor child;

- Employee's legal spouse or registered domestic partner;
- Employee's biological, foster, or adoptive sibling, a stepsibling, or half-sibling; or
- Any other individual whose close association with the employee is the equivalent of a family relationship described in any of the bullets above.

You may request leave if you are involved in a legal action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your or your child's health, safety, or welfare. Please provide reasonable advance notice of the need for leave, unless advance notice is not feasible. Contact Human Resources to request leave.

Employees may also request leave to:

- seek medical attention for injuries caused by crime or abuse;
- obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
- obtain psychological counseling or mental health services related to experiencing crime or abuse; or
- participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

Employees who need a reasonable accommodation for their safety at work, should contact the General Manager and Human Resources to discuss the need for an accommodation. If you are requesting a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work. The District will engage in an interactive process with you to identify possible accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result.

For reasonable accommodation requests, the District will also require certification demonstrating that you are the victim of crime and abuse. The District may request recertification every six months. You are required to notify the District an approved accommodation is no longer needed. The District will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

4.18 Organ and Bone Marrow Donor Leave

Employees who are donors for organ or bone marrow may take time off in accordance with the following:

- The employee must be employed for at least a 90-day period immediately before the beginning of leave.
- The employee may take up to 30 business days of paid leave, and up to an additional 30 business days of unpaid leave in any one-year period for the

purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins their leave.

- The employee may take up to 5 business days of paid leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.
- During the leave for organ/bone marrow donors, the District will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.

Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under the federal Family and Medical Leave Act or the state California Family Rights Act., nor is it considered a break in service for purposes of salary adjustments, sick leave, vacation, annual leave or seniority. Employees must use all available accrued sick or vacation time concurrently with this time off. If an employee does not have enough earned sick or vacation time to cover the leave period, the remaining days of leave will be paid by the District.

Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

In most circumstances, upon return from this leave, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she did not take a leave.

4.19. Emergency Responder Leave

The District will not terminate or discipline any employee who is a volunteer firefighter, reserve peace officer or emergency rescue personnel because the employee takes time off to perform emergency duty. In the event you need to take time off for this type of emergency duty, you must notify your supervisor or the General Manager before leaving the District's premises

4.20 Civil Air Patrol Leave

The District will allow employees with up to ten (10) days of leave per year for Civil Air Patrol leave. The employee must be a volunteer member of the California Wing of the civilian auxiliary of the U.S. Air Force (Civil Air Patrol), responding to an emergency operation mission.

The District will provide eligible employees with up to 10 days per year of leave, but no more than three days at a time, unless the emergency is extended by the entity in charge

of the operation and the District approves the extension. To be eligible for leave, employees must have been employed by the District for at least 90 days immediately preceding the start of the leave, and must be duly directed and authorized by a political entity that has the authority to authorize an emergency operational mission of the California Wing of the Civil Air Patrol.

Employees must request leave with as much notice as possible. The District may require certification from the proper Civil Air Patrol authority to verify an employee's eligibility for leave. The District may deny leave if the employee fails to provide the required certification.

Leave taken under this policy is unpaid except that exempt employees will be paid when required by applicable law. Employees will not be required to exhaust accrued vacation or sick leave or any other type of accrued leave prior to taking unpaid civil air patrol leave, but may choose to use such benefits during leave to receive pay.

Following leave, an employee must return to work as soon as practicable and must provide evidence of the satisfactory completion of Civil Air Patrol service. If the employee complies with these requirements, the employee will be restored to his or her prior position without loss of status, pay or other benefits.

4.21 Lactation Accommodation

The District recognizes lactating employees' rights to request a lactation accommodation and accommodates lactating employees by providing a reasonable amount of break time and a suitable lactation location to any employee who desires to express breast milk for their infant child, subject to any exemption allowed under applicable law. Lactation is considered a pregnancy-related condition under California law.

If possible, the break time should run concurrently with non-exempt employee's normally scheduled break time. Any break time to express breast milk that does not run concurrently with normally scheduled break time is unpaid.

The District will provide a private lactation location (shielded from view and free from intrusion from co-workers and the public) and will make a reasonable effort to provide a location close to the employee's work area. The location will be safe, clean and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (including, but not limited to extension cords or charging stations) needed to operate an electric or battery-powered breast pump. The District will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. If a refrigerator cannot be provided, the District will provide another cooling device suitable for storing milk, such as an employer-provided cooler. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact Human Resources to request accommodations. The District will engage in an interactive process with you to determine when and where lactation breaks will occur. If we cannot provide break time or a location that complies with this policy, we will provide a written response to your request.

The District will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk, or have been otherwise denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

4.22 Paid Family Leave Wage Replacement Benefits

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department (EDD). PFL provides partial pay for up to eight weeks when an employee takes leave from work to:

- To care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill;
- To bond with your newborn, foster child or newly adopted child; or
- For a qualifying exigency related to the covered active duty or call to covered active duty of your spouse, registered domestic partner, parent, or child in the Armed Forces of the United States.

The PFL benefits described in this policy are a state-provided partial wage replacement benefit, not a protected leave of absence. To obtain approval for a leave of absence for the reasons set forth above, employees must contact their supervisor or Human Resources and comply with applicable eligibility, notice, and certification requirements when required by state or federal law.

Chapter 5: General Conduct

5.1 Purpose

The District is a public entity whose mission involves the public trust. This policy requires that each and every employee, vendor, contractor or other party that works for or with the District is required to act honestly and truthfully with respect to District business at all times. The District will not tolerate any form of dishonesty or fraud.

5.2 Scope

The term dishonesty includes dishonest speech (for example, lying) and dishonest acts (for example, theft), as well as fraud, and misappropriation of funds or property. An omission of a material fact may also constitute dishonesty. Dishonesty also includes, but is not limited to:

- A. Any dishonest, fraudulent, or otherwise unlawful act;
- B. Misappropriation or misapplication of funds, property or other assets;
- C. Profiting on insider knowledge;
- D. Destroying, taking or utilizing without authorization any District records, property or other assets;
- E. Forgery or altering District documents or the documents of third parties submitted to the District;
- F. Falsely reporting transactions, events, work schedules or other District events;
- G. Receiving kickbacks, gifts valued over fifty dollars (\$50.00) from any single source per year, or other favors.

5.3 Employee Duty to Report Dishonesty

Any employee who believes that an act of dishonesty in violation of these Guidelines has occurred shall immediately contact either their supervisor or the General Manager. In the event that the employee is unable, for any reason, to report the conduct to their supervisor or to the General Manager, or in the event that the General Manager is the person accused, the employee shall report the conduct to the Board President. This report may be made in writing or orally.

5.4 Investigation

The General Manager or other person appointed by the Board shall investigate any report of dishonesty promptly and thoroughly. Furthermore, to the extent possible and compatible with an investigation, a report of dishonesty shall be kept confidential. Following the investigation, the General Manager or the Board, as necessary and appropriate, shall take appropriate corrective action, including discipline or termination. In all events, the investigation and corrective action shall be accomplished as soon as possible.

5.5 No Reprisals

The District prohibits retaliation of any kind against a reporting employee or any other employee who has assisted in any way in the investigation of a report of dishonesty.

5.6 Policy Prohibiting Harassment, Discrimination and Retaliation

Harassment and discrimination in employment (including against District employees, applicants, independent contractors, volunteers and interns) on the basis of their actual or perceived sex and gender (including pregnancy, childbirth, lactation and related medical conditions), race, color, creed, national origin, ancestry, citizenship, religion, age, physical or mental disability, medical condition, sexual orientation, sexual stereotype, gender identity or gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify) reproductive health decisions, veteran status, marital status, registered domestic partner status, genetic information, or any other protected basis is prohibited by federal and state law (collectively referred to as "protected classes") is prohibited.

Employees are encouraged to be cautious in their words and actions in the workplace and to be conscious of and sensitive to others' membership in one of the protected classes listed above when on the job.

5.6.1 Unlawful harassment is unwelcome conduct directed at someone because of the individual's membership in a protected class, which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, offensive work environment. Harassment in employment may take many different forms. Some examples include, but are not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, gossiping, hazing, or unwanted comments and jokes;
- Visual conduct such as derogatory photographs, posters, cartoons, drawings, or gestures;
- Physical conduct such as blocking normal movement, restraining, touching, or otherwise physically interfering with work of another individual;
- Threatening or demanding that an individual submit to certain conduct or to perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion; and
- Retaliation by any of the above means for having reported harassment or discrimination or having assisted another individual to report harassment or discrimination.

5.6.2 Sexual harassment under state and federal law includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, appraisal, assigned duties, or any other condition of employment or career development; or
- Such conduct is offered in order to receive special treatment or in exchange for or in consideration of any personal action.

Sexual harassment also includes any act of retaliation against an employee for reports of violation of this policy or participating in the investigation of a sexual harassment complaint.

Other examples of sexual harassment include, but are not limited to, unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; e-mails that may be inappropriate, offensive, harassing, or creating a hostile work environment; and the display in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations. Sexual harassment conduct does not need to be motivated by sexual desire.

The District does not tolerate unlawful discrimination or harassment in the workplace or in a work-related situation. Unlawful discrimination and harassment are violation of these guidelines and may result in disciplinary action up to and including termination.

5.6.3 Disability Accommodation

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

Any employee who requires an accommodation in order to perform the essential functions of his or her job, enjoy an equal employment opportunity, and/or obtain equal job benefits should contact the General Manager and Human Resources to request such an accommodation. The District will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate. This interactive process may also be triggered without a request from the employee, such as when the District receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform his or her essential job functions.

Employees who believe they need accommodation must specify, preferably in writing, what barriers or limitations prompted the request. The District will evaluate

information obtained from the employee, and possibly his or her health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations, and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on the District and/or a direct threat to the health and/or safety of the individual or others, the District will generally make the accommodation, however, the District retains discretion to select an alternative effective reasonable accommodation which better meets the District's business needs. Employees are required to cooperate with this process by providing all necessary documentation supporting the need for accommodation and being willing to consider alternative accommodations when applicable.

The District will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation where supported by medical documentation and/or as required by applicable federal, state or local law.

The District will not retaliate or otherwise discriminate against an employee or applicant who requests an accommodation in accordance with this policy.

5.7 Complaint Procedure

5.7.1 Internal Complaint Procedure

Any individual who believes that he or she is the object of harassment or discrimination on any prohibited basis, or who has observed such conduct, or who believes he or she has been subjected to retaliation, may file a formal or informal complaint.

- A. Informal Complaint: An informal complaint is made verbally by the employee to his or her immediate supervisor, the Human Resources Specialist or directly to General Manager.
- B. Formal Complaint: A formal complaint is made in writing using the "Employee Grievance Form," attached hereto as Appendix A. This form shall be submitted to the employee's immediate supervisor or the General Manager. If the complaint concerns the General Manager, the employee may submit the complaint form to the Board President.
- C. Supervisors and managers who receive complaints of discrimination, harassment or retaliation, or who observe or become aware of conduct prohibited under this policy must immediately report such complaints to the General Manager, unless the complaint involves the General Manager, in which case it shall be directed to Human Resources. .

Within 24 hours of the filing of a formal or informal complaint, or as soon as practicable, an investigation shall be commenced by the General Manager or his or her designee. During the investigation, the General Manager or his or her

designee shall maintain a written record of the investigation. The investigation shall be prompt, objective and thorough, provide all parties with appropriate due process and culminate in reasonable conclusions based on the evidence collected.

All employees are expected to cooperate. With any investigation conducted by the District into a complaint of proscribed harassment, discrimination or retaliation, or regarding the alleged violation of any other District policies.

At the conclusion of the investigation, the General Manager or his or her designee will take such action as is warranted under the circumstances, which may include discipline up to and including termination. The complainant will also be notified of the finding that was made.

If the complaint involves the General Manager, or the General Manager cannot be an independent or objective fact-finder, the District will appoint a neutral investigator to conduct the investigation.

The District will maintain confidentiality surrounding the investigation to the extent possible and to the extent permitted under applicable federal and state law.

Employees should not contact the Board or any individual Board members when they have a complaint or concern related to possible violations of this policy. The District Board has no authority to investigate an allegation under this policy and cannot take action on behalf of the District to correct, discipline or terminate an employee who may be in violation of this policy. The Board or individual Board members will not respond to communications from employees regarding complaints of this nature, but instead will refer the issue to the General Manager, or the Human Resources Specialist, as appropriate.

If a Board member contacts an employee with a request or inquiry, the employee should speak with his or her supervisor prior to providing the Board member with any documents or official information. Board members should make requests for information to the General Manager, not to an individual employee. There is no prohibition against an employee speaking to or with a Board member, but employees should confirm with management prior to providing an individual Board member with any City documents or property.

5.7.2 Agency Complaint Procedure

Both the state and federal governments have agencies whose purpose is to address unlawful discrimination, harassment and retaliation in the workplace. If an employee or other individual who provides services to the District believes he or she has been harmed by unlawful workplace discrimination, harassment, or retaliation, and is not satisfied with the District's response to the problem, he or she may file a written complaint with these agencies. For the State of California, the agency is called the California Civil Rights Department. For the federal government, the agency is called the Equal Employment Opportunity Commission

("EEOC"). The agencies can be reached at their websites: <https://calcivilrights.ca.gov> and <https://www.eeoc.gov>.

5.8 Retaliation

Retaliation against any individual for making a report or for participating in an investigation under this policy is strictly prohibited. Individuals are protected by law and by District policy from retaliation for opposing unlawful discriminatory practices, for filing an internal complaint under this policy or for filing a complaint with the California Civil Rights Department or EEOC, or for otherwise participating in any proceedings conducted by the District under this policy or by either of these agencies.

As used in this policy, retaliation is defined as any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting or assisting in reported suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.

An adverse employment action is conduct or action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy include but are not limited to: demotion, suspension, reduction in pay, denial of a merit salary increase, failure to hire or consider for hire, refusing to promote or consider for promotion because of reporting a violation of this policy, harassing another employee for filing a complaint, denying employment opportunities because of making a complaint or for cooperating in an investigation, changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace, treating people differently such as denying an accommodation, or not talking to an employee when otherwise required by job duties or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

5.9 Chain of Command

The Georgetown Divide Public Utility District endeavors to ensure that employee concerns or complaints are addressed in a timely and appropriate manner and advanced to those within the employee's chain of command when necessary. Employees shall be familiar with the Organizational Chart and understand where their position is within the organization. Employees and officials at all levels of the District shall follow the chain of command as set out in this policy. It is expected that all employees will communicate their concerns and requests in a manner consistent with the chain of command and those in the chain of command will act within the bounds of their authority.

This policy consists of rules intended to advance the District's goal of providing efficient and high-quality services to its customers and providing a safe and productive work

environment for all employees. Instructions flow downward along the chain of command and accountability flows upward. Adhering to the chain of command will result in a more effective decision-making process and greater efficiency in the District.

All supervisors and managers have an open-door policy. Employees shall use the chain of command when they have issues in or questions about day-to-day dealings of the District and take the matter to their direct supervisor per the Organizational Chart. Unless the issue or concern is with the direct supervisor, employees shall discuss their concerns with their direct supervisor before moving up the chain of command. Complaints of harassment, retaliation or discrimination should be reported as set forth in section 5.7. Otherwise, employees should follow the process below.

- a. Employees shall adhere to verbal and written orders communicated through their designated chain-of-command in the discharge of their duties.
- b. It is incumbent upon all District employees to understand, recognize and determine when official communications and transactions must be cleared through the chain-of-command. When in doubt regarding this requirement, the appropriate supervisory personnel should be consulted.
- c. Employees seeking redress of grievances or complaints should adhere to their chain of command, in addition to any other established regulations and procedures.
- d. Employees seeking to file a complaint or grievance against their immediate supervisor will submit their complaint or grievance to the next supervisor in their chain of command.
- e. If a supervisor or manager is absent from duty or is otherwise unable to carry out their duties and responsibilities, the manager, or a higher ranking official, shall appoint a designee. The acting designee shall not have singular authority for making decisions regarding personnel or major or permanent procedural changes.
- f. Contacting the Board or Individual Board Members. Employees should not contact the Board or any individual Board members when they have an issue or concern related to the workplace. The District Board has no authority over individual personnel matters. Issues, complaints or suggestions about the workplace should be taken through the chain of command in order to have the appropriate documentation and response to the issues or concerns raised.

Employees who are members of collective bargaining units are encouraged to contact their union representatives, union Board members or shop stewards for issues related to matters within their Memorandum of Understanding (MOU). While employees are in no way obligated to contact their union regarding problems or questions, the union can be a valuable resource for employees to get information and guidance. Contacting the Union Representative is not a violation of the Chain of Command policy.

Chapter 6: Employer-Employee Relations

6.1 Purpose

It is the purpose of this Chapter to implement the Myers-Milias-Brown Act (Government Code section 3500 et seq.) by promoting full communication between the District and its employees regarding wages, hours, and other terms and conditions of employment. It is also the purpose of this Chapter to promote the improvement of personnel management and employer-employee relations with the District to join, or to refrain from joining, organizations of their own choice and be represented, or not be represented, by such organizations in their employment relationships with the District.

Nothing in this Chapter shall be deemed to supersede the provisions of existing State law or District rules which establish, regulate, and provide for other methods of administering employer-employee relations. These provisions are intended, instead, to strengthen all other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communication between the employees of the District.

Nothing in these provisions shall interfere with the right of the Board to manage the affairs of the District in the most economical and efficient manner in its best interest and according to its governing laws, including but not limited to, the merits, necessity, or organization of any service of activity allowed by law.

6.2 Employee Rights

Except as otherwise provided by law or limited by a specific term of a labor agreement, employees shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters within the scope or representation. Employees also shall have the right to refuse to join and participate in the activities of the employee organization and shall have the right to represent themselves individually in their employment relations.

No employee shall be interfered with, intimidated, restrained, coerced or discriminated against by the District or by any employee organization because of the exercise of these rights.

Professional employees have the right to be represented separately from non-professional employees by a professional employee's organization consisting of such professional employees.

6.3 District Rights

6.3.1 Management Rights.

Except as otherwise limited by a specific term of a labor agreement, the District has, and retains the sole and exclusive rights and functions of management, including, but not limited to, the following:

- To determine the nature and extent of services to be performed, as well as the right to determine and implement its public function and responsibility;
 - To manage all facilities and operations of the District including the methods, means and personnel by which the District operations are to be conducted;
 - To schedule working hours and assign work;
 - To establish, modify, or change work schedules or standards;
 - To direct the workforce, including the right to hire, assign, promote, demote, or transfer an employee;
 - To determine the location of all work assignments and facilities;
 - To determine the layout and the machinery, equipment or materials to be used;
 - To determine processes, techniques, methods and means of all operations, including changes, allocations, or adjustments of any machinery or equipment;
 - To determine the size and composition of the work force;
 - To determine policy and procedures affecting the selection or training of employees;
 - To establish, assess and implement employee performance standards, including, but not limited to, quality and quantity standards, the assessment of employee performances, and the procedures for said assessment;
 - To control and determine the use and location of District employees, property, material, machinery, or equipment;
 - To schedule the operation of, and to determine the number and duration of shifts;
 - To determine and enforce safety, health, and property protection measures and require adherence thereto;
-
- To transfer work from one job site to another or from one location or unit to another;
 - To introduce new, improved, or different methods of operations, or to change existing methods;
 - To layoff employees from duty for lack of work, lack of funds, or any other reason. To reprimand, suspend, discharge, or otherwise discipline employees;
 - To release probationary employees without right of appeal.
 - To establish, modify, determine, or eliminate job classifications and allocate District positions to such classifications;
 - To promulgate, modify, and enforce work rules, safety rules, and regulations;
 - To take such other and further action as may be necessary to organize and operate the District in the most efficient and economical manner and in the best interest of the public it serves;
 - To take all necessary actions to prepare for and carry out its mission in emergencies;

- To contract or subcontract construction, services, maintenance, distribution, or any other work with outside public or private entities; and
- All other rights not specifically provided to employees in these Rules or in their applicable collective bargaining agreement.

6.3.2 Effect of Arbitration.

No arbitrator shall have the authority to diminish any of the District rights included in this section.

6.3.3 Effect of Meeting and Confering

Any agreement by the District to meet and confer or meet and consult over the effect of the exercising of a District right, shall not in any way impair the right of the District to implement any of its rights.

6.4 Rights of Exclusively Recognized Employee Organizations

An Exclusively Recognized Employee Organization shall have the following rights:

- To represent its members in their employment relations with the District and to meet and confer in good faith with the General Manager or his or her designee on matters within the scope of representation.
- The reasonable use of District facilities for meeting upon timely written or oral application stating the purpose for such use. Such use shall not interfere with normal District business or use of the facility. The District reserves the right to condition such use on payment of appropriate charges to offset the cost of such use of the facilities.
- To install a bulletin board for exclusive use by employee organizations. All material shall be posted upon the bulletin board and not upon walls, doors, file cabinets, or any other place. Posted materials shall not be obscene, defamatory, or of a partisan political nature, misleading, violative of any Federal, State, or local ordinance, law, statute or rule. Such material shall not pertain to public issues which do not involve the District and its relations with employees. All posted materials shall be neatly displayed and bear the identity of the sponsor and the date of posting. Unless special arrangements are made, the materials posted will be removed thirty-one (31) days after the date of posting. The District reserves the right to determine where bulletin boards may be used. Any employee organization that does not abide by these Rules may forfeit its right to have a bulletin board.
- To reasonable access to non-confidential and non-privileged information pertaining to employment relations as contained in the public records of the District, subject to limitations and conditions set forth in this Rule and the California Public Records Act, §§7920.000-7931.000 of the California Government Code. Such information will be made available during regular office hours and after payment of reasonable cost, where applicable. Nothing

herein shall be construed to require disclosures which constitute an unwarranted invasion of privacy or are gathered pursuant to promises to keep the source confidential. Nor shall anything herein be construed to require disclosure of records that are working papers or memoranda not retained in the ordinary course of business, records pertaining to the litigation to which the District is party, or to claims or appeals which have not been settled. The District shall not be required to do research or assemble data in a manner other than that usually done by the District.

- Except in cases of emergency as provided herein, to have reasonable written notice of any proposed ordinance, rule, resolution, or regulations directly relating to matters within the scope of its representation and the opportunity to meet and consult with the General Manager or his or her designee prior to the adoption of such proposal. In cases of emergency when the Board determines that a rule, resolution, or regulation must be adopted immediately without prior notice or meeting and conferring with an Exclusively Recognized Employee Organization, the General Manager or his or her designee shall provide such notice and opportunity to meet and confer at the earliest practical time following the adoption of such rules, resolution, or regulations.
- To have an employee representative who may contact members of his or her organization in District facilities provided he or she has first made arrangements with his or her department heads and has arranged for a time not during regular work time. This right does not extend to contacting District employees who are not members of the exclusively recognized employee organization. Soliciting membership or representation rights in an employee organization shall not be done in District facilities, while one or both employees are on work time.
- To have a reasonable number of employee representatives allowed reasonable time off without loss of compensation or other benefits when formally meeting and conferring with the General Manager about matters within the scope of representation.
- Any other rights granted recognized employee organizations by the Myers-Miliás- Brown Act, §§3500-3511 of the California Government Code.

6.5 Representation Proceedings

6.5.1 Filing of an Exclusive Recognition Petition by Employee Organization

The District will grant recognition to an employee organization only on an exclusive recognition basis. An employee organization that seeks to be formally acknowledged as the exclusively recognized employee organization representing employees in an appropriate unit, shall file a petition with the General Manager containing the following information and documentation:

- Name and address of the employee organization;
- Names and titles of its officers;

- Names of employee organization representatives;
- A statement that the employee organization has as one of its primary purposes the responsibility of representing employees in their employment relations with the District;
- A statement whether the employee organization is a chapter of, or affiliated directly or indirectly in any manner, with a local, regional, state, national, or international organization, and if so, the name and address of each such other organization;
- Certified copies of the employee organization's constitution and by-laws;
- A designation of those persons, not exceeding two (2) in number, and their address to whom notice should be sent by regular United States mail to be deemed sufficient notice on the employee organization for any purpose;
- A statement that the employee organization has no restriction on membership based on race, color, creed, sex, national origin, age, marital status, or physical disability;
- The job classifications or position titles of employees in the unit claimed to be appropriate and the approximate number of member employees in each classification or position title;
- A statement that the employee organization has in its possession proof of employees support to establish that thirty (30%) percent of the employees in the unit claimed to be appropriate have designated the employee organization to represent them in their employment relations with the District. Such written proof shall be submitted for confirmation to the General Manager.
- A request that the General Manager formally acknowledge the petitioner as the Exclusively Recognized Employee Organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith. The petition, including the proof of employees' support and all supporting documentation, shall be declared to be true, correct, and complete, under penalty of perjury, by the duly authorized officer(s) of the employee organization executing it.

All changes in the information filed with the District by an Exclusively Recognized Employee Organization under this Section shall be submitted in writing to the General Manager within fourteen (14) days of such change.

6.5.2 District Response to Recognition Petition

Upon receiving the petition, the General Manager shall determine whether:

- 1) There has been compliance with the requirements of a recognition petition, and
- 2) That the proposed representation unit is an appropriate unit in accordance with Section 2.9 of these Rules.

If an affirmative determination is made by the General Manager on the foregoing two (2) matters, he or she shall so inform the petitioning employee organization, shall give written notice of such request for recognition to the employees in the unit, and shall take no action on said request for thirty (30) days thereafter. In the event that proof of employees' support is in excess of seventy (70%) percent, the General Manager may waive the waiting period and respond affirmatively to the recognition petition and proceed with the election pursuant to Section 6.5.4 of this Chapter.

If either of the foregoing matters are not affirmatively determined, the General Manager shall offer to consult with such petitioning employee organization. If such determination thereafter remains unchanged, the General Manager shall inform the employee organization that it may appeal such determination in accordance with Section 6.11 of these Rules.

6.5.3 Open Period of Filing Challenging Petition

Within thirty (30) days of the date written notice was given to affected employees that a valid recognition petition for an appropriate unit has been filed, any other employee organization may file a competing request to be formally acknowledged as the Exclusively Recognized Employee Organization of the employees in the same unit, by filing a petition evidencing proof of employees support in the unit of at least thirty (30%) percent and otherwise in the same form and manner as set forth in Section 6.5.1 of these Rules.

6.5.4 Election Procedure

In all cases, when a valid petition for recognition has been filed, the General Manager shall arrange for a secret ballot election to be conducted by a third party agreed to by the General Manager and the concerned employee organization(s). This election shall be in accordance with the third party's rules and procedures except as may be modified by the provisions of these Rules and regulations. All employee organizations who have duly submitted petitions which have been determined to be in conformance with this Chapter shall be included on the ballot. The ballot shall also reserve to employees the choice of representing themselves individually in their employment relations with the District. Employees entitled to vote in such election shall be those persons who were employed as regular employees within the entire original, established Bargaining Unit; and who were so employed immediately prior to a date which is not less than fifteen (15) days before the date the election commences, including those so employed but who did not work because of illness, vacation, or other excused absences. An employee organization shall be formally acknowledged by the General Manager as the Exclusively Recognized Employee Organization for the designated appropriate unit following an election or run-off election if the employee organization receives a numerical majority of all valid votes cast in the election.

In an election involving three (3) or more choices, where none of the choices receive a majority of the valid votes cast, a run-off election shall be conducted

between the two (2) choices receiving the largest number of valid votes cast; the rules governing an initial election being applicable to a run-off election.

There shall be no more than one (1) valid election affecting the same unit in a twelve (12) month period.

In the event that the parties are unable to agree on a third party to conduct an election, the election shall be conducted by the State Conciliation Service. Costs of conducting an election shall be borne in equal shares by the District and by each employee organization appearing on the ballot.

6.6 Revocation of Recognition

The Board may revoke the recognition of an Exclusively Recognized Employee Organization that:

- Repeatedly violates any Federal, State or Local law or any rule adopted herein for orderly and responsible employer/employee relations;
- Intentionally furnishes any false information to the District in any report required herein;
- Ceases to represent employees of the District. Cessation of representation may be presumed by failure to respond to inquiries concerning representation after sixty (60) days;
- Unlawfully discriminates in practice or as contained in the organization's by-laws or constitution; or
- Fails to maintain as members at least one-half (1/2) of regular employees in the appropriate bargaining unit.

6.7 Procedure for Decertification of Exclusively Recognized Employee Organization or Its Replacement

A decertification petition alleging that the incumbent Exclusively Recognized Organization no longer represents the majority of the employees in an established appropriate unit may be filed with the General Manager. A decertification petition may be filed by two (2) or more employees of the unit or their representative or an employee organization seeking to replace the incumbent Exclusively Recognized Employee Organization and shall contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct, and complete:

- The name, address, and telephone number of the petitioner and a designated representative authorized to receive notices or request for further information;
- The name of the established appropriate unit and of the incumbent Exclusively Recognized Employee Organization sought to be decertified as the representative of that unit;

- An allegation that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in the appropriate unit, and any other relevant material or facts relating thereto; and
- Proof of employee support that at least thirty (30%) percent of the employees in the established appropriate unit no longer desire to be represented by the incumbent Exclusively Recognized Employee Organization. Such proof shall be submitted for confirmation to the General Manager.

An employee organization may, in lieu of the decertification petition, file a petition under this Section in the form of a recognition petition that evidences proof of employee support of at least thirty (30%) percent that includes the information, and otherwise conforms to the requirements of Section 6.5.1.

The General Manager shall initially determine whether the petition for decertification or recognition petition has been filed in compliance with the applicable provisions of this Chapter. If his or her determination is in the negative, the General Manager shall offer to consult thereon with the representative(s) of such petitioning employees or employee organization, and, if such determination thereafter remains unchanged, shall return such petition to the employees or employee organization with a statement of the reasons therefore in writing. The petitioning employees or employee organization may appeal such determination in accordance with Section 6.11 of these Rules.

If the determination of the General Manager is in the affirmative, the General Manager shall give written notice of such decertification or recognition petition to the incumbent Exclusively Recognized Employee Organization and to unit employees.

In the case where a recognition petition has been filed and the General Manager has determined that the unit is appropriate, the General Manager shall thereupon arrange for a secret ballot election to be held on or about fifteen (15) days after such notice to determine the wishes of the unit employees as to the question of representation. Such election shall be conducted in conformance with Section 6.5.4.

6.8 Policy Standard for Determination of Appropriate Units

The policy objectives in determining the appropriateness of units shall be the effect of the proposed unit on the efficient operations of the District, and its compatibility with the primary responsibility of the District and its employees to effectively and economically serve the public, and to provide the employees with effective representation based on recognized community of interest considerations. These policy objectives require that the appropriate unit shall be the broadest feasible grouping of positions that share an identifiable community of interest. Factors to be considered shall be:

- Similarity of the general kinds of work performed, types of qualifications required, and the general working conditions;
- History of representation in the District and similar employment; except, however, that no unit shall be deemed to be an appropriate unit solely on the basis of the extent to which employees in the proposed unit have organized;

- Consistency with the organizational patterns of the District;
- Number of employees and classifications, and the effect on the administration of the employer/employee relations created by the fragmentation of classifications and proliferation of units;
- Effect on the classification structure and impact on the stability of the employer/employee relationship of dividing a single or related classification among two (2) or more units.

Notwithstanding the foregoing provisions of this Section, managerial, supervisory, and confidential employee classifications are determining factors in establishing appropriate units hereunder, and therefore managerial, supervisory, and confidential employees may only be included in a unit consisting solely of managerial, supervisory, and confidential employees respectively. Managerial, supervisory, and confidential employees may not represent any employee organization which represents other employees. Exceptions to this rule may exist pursuant to a memorandum of understanding or appropriate unit determination.

6.9 Procedure for Modification of Established Appropriate Units

Requests by an employee organization for modifications of established appropriate units may be considered by the General Manager. Such request shall be submitted in writing and contain proof of employee support of at least thirty (30%) percent of the entire original, established Bargaining Unit proposed for modification. All current employees within the original, established bargaining unit shall vote under the procedure outlined in Section 6.5.4 of this Chapter, for unit modifications. The request shall also contain a complete statement of all relevant facts and citations in support of the proposed modified unit in terms of the policies and standards set forth in Section 6.9. The General Manager shall consider if the modification is appropriate by applying the standards in Section 2.9 of these Rules.

If an affirmative determination is made by the General Manager, he or she shall so inform the petitioning employee organization, shall give written notice of such request for modification to the employees in the unit, and shall take no action on said request for thirty (30) days thereafter. In the event that the petitioning employee organization provides proof of employee support in excess of seventy percent (70%), the General Manager may waive the waiting period and respond affirmatively to the modification request and proceed with the election pursuant to Section 6.5.4 of these Rules.

If an affirmative determination is not made by the General Manager, he or she shall offer to consult with such petitioning employee organization. If such determination thereafter remains unchanged, the General Manager shall inform the employee organization that it may appeal such determination in accordance with Section 6.11 of these Rules.

The General Manager may propose that an established unit be modified. The General Manager shall give written notice of the proposed modification(s) to any affected employee organization and shall consult concerning the proposed modification(s), at which time all

affected employee organizations shall be heard. Any requests for information from an affected employee organization shall be responded to within ten (10) days of the request. Thereafter, the General Manager shall determine the composition of the appropriate unit or units in accordance with the factors outlined in Section 6.8, and shall give written notice of such determination to the affected employee organizations. The General Manager's determination may be appealed as provided in Section 6.11. If a unit is modified pursuant to the motion of the General Manager hereunder, employee organizations may thereafter file recognition petitions seeking to become the Exclusively Recognized Employee Organization for such new appropriate unit or units pursuant to Section 6.5.1.

An appropriate unit may be modified to include a new position at the time the classification description is adopted by the Board. The General Manager and unit representative may agree to dispense with all of the requirements as set forth in this section in the event that the proposed modification not so complex as to warrant such formality.

6.10 Appeal Procedure

An employee organization aggrieved by an appropriate unit determination or modification of the General Manager, may within ten (10) days of notice of the General Manager's determination, appeal such determination to the Board for final decision.

An employee organization aggrieved by a determination of the General Manager that an exclusive recognition petition (Section 6.5.1); challenging petition (Section 6.5.3); decertification petition (Section 6.7); or modification petition (Section 6.9) had not been filed in compliance with the applicable provisions of this Chapter may, within ten (10) days of notice of such determination, appeal to the Board for final decision.

Appeals to the Board shall be filed in writing with the Board Clerk, and a copy served on the General Manager. The Board shall begin to consider the matter within thirty (30) days of the filing of the appeal. The decision of the Board determining the substance of the dispute shall be final and binding.

6.11 Memorandum of Understanding

If agreement is reached by the representatives of the District and an Exclusively Recognized Employee Organization, they shall jointly prepare a written memorandum of such understanding and present it to the Board for ratification. The Memorandum of Understanding will not become effective and binding until and unless the Board ratifies it.

6.12 Payroll Deductions

An Exclusively Recognized Employee Organization may request that payroll deductions be made for payment of organization membership dues. The providing of such service to the Exclusively Recognized Employee Organization by the District shall be contingent upon and in accordance with the provisions of the Memorandum of Understanding and must be approved in writing by each employee on a payroll deduction authorization card provided by the District.

6.12.1 Construction

Nothing contained herein shall be construed to deny to any person or employee any rights guaranteed by law or nor shall the rights, powers, and authorities of the District be modified or restricted hereby.

6.13 Severability

If any provision contained herein, or the application of such to any person or circumstance, be held invalid, the remainder thereof or the application to persons or circumstances other than those as to which it was held invalid, shall not be affected thereby.

6.14 Individual Representation

Nothing contained herein shall deny an individual the right to negotiate his or her own agreement or to enforce such individual employment agreement.

6.15 Impasse Procedures

6.15.1 Applicability

The provisions of this section shall apply to disputes between the District and an employee organization pertaining to matters within the scope of representation under the Meyers-Miliias-Brown Act regarding matters contained in a proposed or current memorandum of understanding, which remains unresolved following good faith negotiations. This section also shall apply to any other disputes that are required by law to be submitted to mandatory, non-binding factfinding under the California Government Code section 3505.4 *et seq.*

6.15.2 Declaration of Impasse and Scheduling of Impasse Meeting

If the meet and confer process has reached an impasse, either party may declare impasse and invoke impasse procedures by submitting to the other party a written declaration of impasse, together with a statement in detail of its position on all disputed issues. An impasse meeting shall then be scheduled by the General Manager. The purpose of such impasse meeting shall be:

- 1) To identify and specify in writing the issues or issues that remain in dispute;
- 2) To review the position of the parties in a final effort to resolve such disputed issue or issues;
- 3) If the dispute is not resolved, to discuss arrangements for the utilization of the impasse procedures provided herein.

6.15.3 Option for Mediation

If the parties agree to submit the dispute to mediation, and agree on selection of a mediator, the dispute shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues. If the parties do not agree to utilize mediation, the dispute shall not be submitted to mediation; and the exclusive representative will have the option to request fact-finding in accordance with section 6.15.4 below.

6.15.4 Request for Factfinding

An exclusive representative may request that the parties' differences be submitted to a factfinding panel pursuant to California Government Code section 3505.4. Such a request may be filled with the California Public Employment Relations Board:

- 1) No sooner than thirty (30) days, but not more than forty-five (45) days, following the appointment or selection of a mediator pursuant to the parties' agreement; or
- 2) If the parties' dispute is not submitted to mediation, not later than thirty (30) days following the date that either party provides the other with a written notice of a declaration of impasse.

6.15.5 Selection of the Members of the Factfinding Panel

- 1) Unilaterally Selected Members. The District and the employee organization shall each unilaterally designate one panel member. In accordance with Government Code section 3505.4(a), these selections shall be made within five (5) days of the District receiving an employee organization's written request for factfinding.
- 2) Chairperson. In accordance with PERB Regulation 32804, PERB will, within five (5) days of determining that a request for factfinding is sufficient, provide the parties with a list of seven (7) neutral factfinders.
 - a. *Mutual Agreement on a Chairperson*. The parties may agree at any time, either before or after receiving the list, to reach mutual agreement on a chairperson by using the list to participate in a strike process, the results of which will be binding upon the parties. Should the parties agree to use a binding strike process, the individual selected as a result of this process shall be considered by both parties to be "mutually agreed upon" under Government Code section 3505.4(b) and PERB Regulation 32804.
 - b. *Agreement Through Other Means*. If the parties do not agree to use a binding strike process, the parties may other mutually agree to designate as chairperson any individual from the list provided by PERB; or any other individual.

- 3) Default Designation of a Chairperson by PERB: In the event the parties do not notify PERB within five (5) working days (days on which PERB is officially open for business) that they have mutually agreed upon a person to chair the panel (either by using a binding strike process or otherwise), PERB will designate one of the even persons on the list.
- 4) Mutual Agreement May Override PERB Designation. In accordance with Government Code section 3505.4(b), the parties may, within five (5) days of PERB's designation of a chairperson, notify PERB that the parties have mutually agreed upon a chairperson (either by using a binding strike process or otherwise) in lieu of the individual previously selected by PERB.

6.15.6 Confidential Hearings and Deliberations of Factfinding Panel

Unless otherwise mandated by state law, hearings before the factfinding panel and deliberations of the factfinding panel shall be confidential and closed to the public.

6.15.7 Considerations for Factfinding Panel

In addition to specific criteria that the factfinding panel must consider by law, the panel shall consider, weigh, and be guided by the following additional criteria:

- 1) The District's ability to meet the total cost of the contract from current and projected on-going District revenues;
- 2) The costs to the District of finding all District services, programs, and activities, including but not limited to costs related to personnel, contracts, liabilities, debt service, supplies and materials, maintenance of appropriate reserves as provided by District policy, and infrastructure maintenance and improvements as determined by the District;
- 3) The District's ability to recruit and retain employees;
- 4) The total compensation, and rate of increase or decrease in total compensation, for other District bargaining units and unrepresented employees, excluding any special adjustments specific to a classification or subset of a unit;
- 5) Overall District goals and policies related to employee compensation and benefits and other terms and conditions of employment; and
- 6) The economic climate and fiscal health of the State of California and the nation as a whole.

6.15.8 Factfinding Report and Recommended Terms of Settlement

The factfinding panel shall limit the findings and recommendations to matters within the scope of representation, unless the parties mutually agree in writing to submit additional issues to the panel that are non-mandatory subjects of

bargaining. The District shall make the Factfinding Panel's findings and recommendations publicly available within ten (10) days of receiving them.

6.15.9 Implementation of Last, Best, and Final Offer

Upon the exhaustion of the impasse procedures described herein, but no earlier than ten (10) days after the issuance of the Factfinding Panel's issuance of its written findings and recommended terms for settlement, and after the District has held a public hearing regarding the impasse, the District may implement its last, best, and final offer.

6.15.10 Waiver of Factfinding

Notwithstanding any other provision of this section, the employee organization may choose not to engage in factfinding or to discontinue factfinding at any time after a declaration of impasse by either party by either party by notifying the District in writing that it waives its right to engage in and/or complete the factfinding process. Written waivers shall be irrevocable. Upon receiving a waiver from the employee organization, the District may implement its last, best, and final offer after holding a public hearing regarding the impasse.

6.15.11 Labor Actions Prohibited Before Completion or Waiver of Factfinding

In addition to any other rule, policy, or legal constraint on strikes or concerted work actions, members of employee organizations shall not strike or engage in similar concerted action (including sympathy strikes) until the parties are at impasse and the factfinding panel has issued its findings and recommendations or the employee organizations has submitted written notice to the District waiving its right to factfinding.

6.15.12 Severability

If any subsection, sentence, clause, or phrase of this section is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this section. The District Board of Directors declares that it would have approved this section and each and every subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the section would be subsequently declared invalid or unconstitutional.

6.15.13 Operative Date; Expiration; Transition

This section shall be operative as of approval by the District Board of Directors and the District's collective bargaining units. It shall remain operative only so long as mandatory non-binding factfinding under Government Code section 3504.5 *et seq.* (or any subsequent applicable law or regulation) is required for the District under these rules. If at any time and for any reason the District is no longer subject to

mandatory factfinding, this section shall expire immediately and automatically and shall have no further force and effect.

Chapter 7: Drug and Alcohol-Free Workplace

The District strives to provide a safe environment for employees and others and to minimize the risk of accidents and injuries. Accordingly, each employee has a responsibility to co-workers and the public to deliver services in a safe and conscientious manner. Use of illegal drugs, abused prescription drugs or alcohol can impair reflexes and judgment, efficiency, safety, and health, and seriously impair District operations. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes District to the risks of property loss or damage, or injury to other persons. "Illegal drugs" means all drugs whose use or possession is regulated or prohibited by federal, state or local law. These include prescription medication that is used in a manner inconsistent with the prescription or for which the individual does not have a valid prescription. Marijuana remains illegal as a matter of federal law and therefore its use or possession violates this policy.

The following rules and standards of conduct apply to all employees while on The District property, at work or working on The District business. The following are strictly prohibited by The District policy:

- Being under the influence of, or impaired by, an illegal or controlled substance, alcohol or marijuana while on the job.
- Using or possessing illegal or controlled substances, alcohol or marijuana while on the job (including the illegal use of prescription drugs and possessing drug paraphernalia)
- Distributing, selling, or purchasing of an illegal or controlled substance, alcohol or marijuana while on the job.

Violation of these rules and standards of conduct will not be tolerated and will include disciplinary action up to and including termination. The District also may bring the matter to the attention of appropriate law enforcement authorities.

This policy does not prohibit the possession and proper use of lawfully prescribed or over-the-counter drugs. However, an employee taking medication should consult with a health care professional or review dosing directions for information about the medication's effect on the employee's ability to work safely, and promptly disclose any work restrictions to a supervisor or Human Resources. Employees are not required to reveal the name of the medication or the underlying medical condition.

The District reserves the right to transfer, reassign, place on leave of absence or take other appropriate action regarding any employee during the time the employee uses medication that may affect his or her ability to perform safely. The District will comply with all requirements pertaining to providing reasonable accommodation to the extent required by applicable law.

In order to enforce this policy, the District reserves the right to conduct searches of The District property or employees and/or their personal property, and to implement other measures, including testing, as necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off The District property will not be tolerated because such conduct, even though off duty,

reflects adversely on [The District Name]. In addition, the District must keep people who sell or possess controlled substances off The District premises in order to keep the controlled substances themselves off the premises.

The District will encourage and reasonably accommodate employees with alcohol, marijuana or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request treatment or rehabilitation leave. The District is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol or marijuana use. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be reemployed or be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the District's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

This policy will be administered in accord with procedures delineated in the MOU's between the District and recognized employee associations.

Chapter 8: Conflict of Interest

District employees shall not place their personal business interest above the best interest of the District's constituents. It is expected that every employee shall exercise good judgment in avoiding becoming involved with conflicting outside business interests. These include, but are not limited to, the following:

1. Engage in a substantial financial transaction for personal gain with another employee whom he or she supervises;
2. Take any official action directly and substantially affecting his or her economic benefit with any business, undertaking, or enterprise doing business with the District;
3. Disclose or use confidential information acquired in the course of his or her official duties without authorization from the District; or
4. Receive gifts valued over Fifty Dollars (\$50.00) from any single source per year.

Chapter 9: District Property

9.1 Use of District Property

District property is to be used only for official district business, in an appropriate manner, and in accordance with all applicable rules, operating procedures, or directives. No employee shall remove, misuse, damage, or destroy District property, or the property of other employees, from the District premises or work site.

Removal of District property may only be permitted with the prior approval of employees' supervisor or General Manager.

9.2 Use of District Vehicles

District vehicles are to be used for authorized District business only and are to be operated by authorized personnel possessing a valid California Driver's License. The District participates in the Department of Transportation Employee Pull Notice program. Management will review records for anyone operating District vehicles. Unauthorized persons (i.e. spouses, children, etc.) are not permitted in District vehicles.

Only those employees subject to twenty-four (24) hour maintenance call are authorized to drive District vehicles home. Under certain emergency conditions, such as a pandemic, employees may be allowed to take vehicles home, if it results in safer working conditions for District staff and does not disrupt District operations.

Alcoholic beverages, of any kind, are not permitted inside a District vehicle. Employees shall not smoke in District vehicles.

As the use of a District vehicle in and out of normal working hours is subject to public scrutiny, all employees should make every attempt to minimize speculation regarding a vehicle's use and drive with courtesy and safety at all times.

Employees seeking a variance from this policy must receive a variance in writing from the General Manager or the Board prior to using District vehicles in a manner other than specified in this policy.

9.3 Use of Personal Vehicles

The use of a personal vehicle for District business must be authorized by the General Manager. Reimbursement will be made for mileage when submitted on the approved mileage form. Under no circumstances shall an employee obtain gasoline or repairs for a personal vehicle at District expense.

9.4 Cellular Telephone Usage

Employees may be provided with a business cellular telephone or camera for conducting official business. All uses of cellular telephones or cameras shall be done in conformance

with District policies and federal and state law. The phone shall be the property of the District, and Employees shall have no reasonable expectation of privacy in the device or its contents. Employees are required to provide the District upon request with any passwords or passcodes they place or use on the phone. Failure or refusal to provide passwords or passcodes to the phone will subject Employees to discipline, up to and including termination. Phones are subject to random, unannounced searches with or without cause, and privileges to the phone are subject to revocation at any time by the General Manager. All communications on District-owned phones are potentially subject to California's Public Records Act, and none should be deleted or modified without approval of the General Manager.

Personal cellular telephones may be used by employees during work time hours only for essential personal calls, or for an occasional personal business call. Essential personal calls are defined as calls of minimal duration and frequency that are urgent in nature and cannot be made at another time. Examples of essential personal calls are calls to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble, etc.

To the extent possible, personal cellular telephone usage should be confined to rest and lunch breaks, and in locations such that the conversation is not disrupting to other employees or District business.

9.4.1 Cellular Phone Safety

For safety reasons personal and District-owned cellular telephone usage is not permitted while employees are engaged in a continuous operation, such as a member on a utility crew engaged in the construction or repair of District facilities.

Employees are expected to operate District vehicles and equipment in a safe and prudent manner. Accordingly, employees may not use cellular telephones while driving unless the phone is specifically designed and configured to allow hands-free listening and talking. Similarly, employees are not permitted to text while driving.

Chapter 10: Disciplinary Procedures

10.1 General Rules of Conduct

The District expects all employees to act in the best interests of the District and its customers and residents. It is the responsibility of all employees to observe all rules, guidelines, and operating procedures of the District. The District further expects that each of its employees will act in a polite and professional manner when dealing with members of the public and other employees. These general rules of conduct, along with the “Examples of Unacceptable Conduct” listed below, are not meant to be all-inclusive, but rather to provide illustrations.

Examples of Unacceptable Conduct.

The following list presents examples of some of the types of unacceptable conduct that may result in disciplinary action, up to and including immediate termination:

- A. Inadequate job performance;
- B. Any and all acts or threats of violence toward employees, officers of the District, or toward the general public;
- C. Conviction of a felony or misdemeanor involving a crime of fraud or perjury;
- D. Falsification of, or material omission from any employment application, payroll records, time reports, or other District documents;
- E. Violation of any of the District's Policies, Procedures, Administrative or Operational Directives, including any policies in these Personnel Guidelines, or inducing other employees to violate any such rules;
- F. Violation of safety rules or practices;
- G. Unauthorized or excessive absence without leave;
- H. Excessive tardiness;
- I. Insubordination or failure to follow directions;
- J. Possession of firearms or dangerous weapons on District property;
- K. Unauthorized disclosure of or other failure to properly protect trade secrets of the District;
- L. Violation of the District's policy prohibiting harassment or discrimination;
- M. Violation of the District's Drug and Alcohol-Free Workplace Policy;
- N. Sleeping during work hours is prohibited unless separate authorization has been given;
- O. Soliciting coworkers when either employee is on working time being paid for by the District is prohibited, including the use of e-mail;
- P. Distribution or posting of pamphlets, leaflets, or any other literature in the District offices is prohibited during working time of any employee involved;
- Q. Any and all acts or conduct tending to bring the reputation of the District into disrepute or, that in the opinion of the General Manager, are so severe as to warrant immediate disciplinary action.

10.2 Types of Disciplinary Action

- A. Oral Warning: Communication to an employee that his or her performance or behavior must be improved and failure to do so may result in more serious discipline. An employee's supervisor or the General Manager may note the date, time, and content of oral reprimand, but no record of oral reprimand shall be placed in the employee's personnel file unless subsequent action is necessary.
- B. Written Warning: A formal notice to an employee that further disciplinary action will be taken unless his or her performance or behavior improves. A copy of the written reprimand is given to the employee and the original is filed in the employee's personnel file.
- C. Disciplinary Probation: This form of disciplinary action lasts for a specified period of time, not to exceed six (6) months. Employees on disciplinary probation may be terminated for failure to meet performance or behavior standards as provided in the employee's job classification.
- D. Suspension: The temporary removal of an employee from his or her duties without pay for disciplinary purposes for up to thirty (30) working days. Employees suspended from his or her employment with the District forfeit all rights, privileges, and salary with the exception of group health and life insurance benefits.
- E. Reduction in Salary: A decrease in salary paid to an employee for a specified period of time for disciplinary purposes.
- F. Demotion: The voluntary removal of an employee from a position to another position carrying a lower maximum rate of pay, as a result of a disciplinary action.
- G. Termination: The permanent removal of an employee from District services, as provided for in these Guidelines.

10.3 Disciplinary Notice/Appeal Procedure

The District will provide regular employees subject to disciplinary action notice an appeal rights as required by law. Employees are subject to notice and appeal procedures set forth in any applicable MOU or employment agreement.

Chapter 11: Grievance Procedure

11.1 General

A grievance is defined as a complaint by an employee that the District has violated a written policy contained in these Guidelines or an applicable MOU between the District and a recognized employee organization. Employees covered by an MOU should refer to the grievance procedure in that MOU. Employees not covered by an MOU may follow the procedure in Section 5.9 of the Guidelines. Specifically excluded from the grievance procedures are claims or complaints of alleged discrimination or harassment, (which should be handled in accord with Section 5. 7 of these Guidelines) performance evaluations, and all disciplinary actions.

Chapter 12: Employee Records

12.1 Personnel Records and Information

The District retains personnel records concerning its employees. Such records ordinarily include applications, insurance forms, payroll deduction authorizations, performance appraisals, certain pay records, transfer and promotion forms, records of disciplinary action, training records, and any certificates or credentials required for an employee's job. Other information concerning employees may be kept as personnel records at the discretion of the District.

In order to keep personnel records current, the General Manager or his or her designee must be notified of any change in an employee's personal status and information, such as: changes of address, telephone number, marital status, or military status, any birth or death in an employee's immediate family, any change in the name or telephone number of the person to be notified in case of emergency, any change in insurance beneficiary, or any other information needed to maintain accurate records. These changes shall be provided to the General Manager or his or her designee within thirty (30) days of the change in an employee's personal status.

Each employee is also responsible for providing the District with records concerning any licenses or certificates required in the performance of his or her job, as well as any documents showing that education or training relevant to employment has been completed.

12.2 Release of Information

Personnel records are considered confidential. Employees may examine their own personnel records, except for letters of reference, by contacting the General Manager or his or her designee in writing and making an appointment for such examination. Only authorized members of management and Human Resources have access to an employee's personnel file. Employees may authorize the release of their own personnel records by executing a written request identifying the records to be released and the person or entity to which they may be released. The District will comply with a written personnel file request at reasonable intervals and reasonable times within 30 calendar days of the written request. The parties may agree to a date beyond 30 calendar days provided it is not longer than 35 calendar days from the employer's receipt of the written request.

Current and former employees also may inspect their payroll records upon written or oral request, and may request a copy of these records. The District will comply with written payroll records requests as soon as practicable, but no later than 21 calendar days following the request. Current and former employees who request a copy of their payroll records may be charged a reasonable fee related to the cost of copying the requested documents.

Ordinarily, no information on past or present employees shall be provided by the District, other than employment dates and job title, unless such requests for information are accompanied by a signed authorization by the employee to release the information requested, or release is required by law.

Chapter 13: Personnel Actions

13.1 Separation Procedures

Employees who separate from the District for any reason will be paid for any compensatory time or vacation time that is accrued but unused at the time of their termination. Employees do not receive any pay out for accrued but unused sick leave at termination, or at any other time.

Terminated employees or employees who voluntarily resign from the District may be eligible to continue coverage under the District's group health insurance at their own expense pursuant to COBRA (the U.S. Consolidated Omnibus Budget Reconciliation Act).

13.2 Disciplinary Termination

Employees who are terminated for disciplinary reasons or for "good cause" as defined in these Guidelines are not eligible for rehire.

13.3 Layoff Policy and Procedure

13.3.1 Statement of Intent: Whenever the Board determines necessary to abolish any District position, the employee holding such position or employment may be laid off or demoted without disciplinary action and without the right of appeal.

13.3.2 Notification: Employees to be laid off will be given, whenever possible, at least fourteen (14) calendar days' prior notice, if possible.

13.3.3 Order of Layoff: Order of layoff for bargaining unit employees shall be described as in the applicable MOU.

13.3.4 Transfer in Lieu of Layoff: An employee affected by layoff may be transferred to a vacant position within the same or comparable classification, or a vacant position in any former classification, first within the affected department and then District-wide, which the employee once held as a regular employee, provided that the employee meets the minimum qualifications of said positions and the compensation is at the same or lower rate of pay.

13.3.5 Re-employment Rights for Laid-Off Employees: Regular employees who have been laid off shall be automatically placed on a re-employment list for two (2) years from the date of layoff for the classification from which they were laid off.

13.4 Voluntary Resignations in Good Standing

An employee who resigns in good standing is eligible to seek re-employment with the District. Good standing shall mean providing at least a two (2) week notice and the completion of all necessary exit forms, including the Property Return Agreement.

13.5 Exit Interview

All employees separating from the District for any reason shall be given an opportunity for an exit interview prior to separation.

13.5.1 Property Return Agreement

Upon separation from employment with the District, each employee will complete a Property Return Agreement if they received any District property. Property includes, but is not limited to, laptops, cellular telephones, PDAs, equipment, keys, reports, proprietary information, and any other job-related materials. All District property must be returned prior to departure.

13.5.2 Employment Reference Checks

All inquiries regarding a current or former District employee must be referred to the General Manager. Should an employee receive a written request for a reference, he or she must refer the request to the General Manager for handling. Employees may not issue a reference letter to any current or former employee without the permission of the General Manager.

Under no circumstances should an employee release any information about a current or former employee over the telephone. All telephone inquiries regarding any current or former employees of the District must be referred to the General Manager.

In response to an outside request for information regarding a current or former District employee, the General Manager will only verify an employee's name, date of employment, and job title. No other data regarding any current or former District employee will be released unless the employee authorizes the District to release such information in writing or the District is required by law to furnish any information.

If, however, an employee is contacted to give a personal reference regarding a current or former District employee, he or she is permitted to do so and should emphasize to the inquirer that the reference is personal only and not on behalf of the District.

Failure to follow these directions may be cause for corrective action up to and including termination.

Chapter 14: Internet, E-mail and Electronic Communications

The District believes that employee access to and use of the internet, e-mail, and other electronic communications resources benefits the District and makes it a more successful local public agency. However, the misuses of these resources have the potential to harm the District's short- and long-term success. Employees should have no expectation of privacy in work-related e-mails or internet usage while using District computers.

The District has established this policy to ensure that District employees use the District-provided computer resources, such as the internet and e-mail, in an appropriate manner.

14.1 Rules Regarding Prohibited Use

Employees shall not use the District internet and e-mail in an inappropriate manner. Prohibited use of the internet and e-mail systems includes, but is not limited to:

1. Accessing internet sites that are generally regarded in the community as offensive (e.g., sites containing pornography or hate speech or that exploit children), or accessing sites for which there is no official business purpose (e.g., social media websites or online shopping websites).
2. Engaging in any profane, defamatory, harassing, illegal, discriminatory, or offensive conduct or in any conduct that is otherwise inconsistent in any way with the District policies.
3. Distributing copyrighted materials.
4. As computer viruses can become attached to executable files and program files, receiving or downloading executable files and programs via e-mail or the internet without express permission of the Systems Administrator is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include e-mail or documents received via e-mail and the internet.
5. Use of another person's name or account without express permission of the System Administrator, is strictly prohibited.
6. Employees must respect all copyright and licensed agreements regarding software or publication they access or download from the internet. The District does not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the employee's license or copyright infringement.

14.2 Additional Guidelines

Employees are expected to understand and comply with the following additional guidelines regarding use of the internet and District computer systems.

1. Internet access is to be used for the District business purposes only. Employees who have completed all job tasks should seek additional work assignments. Use of the internet should not interfere with the timely and efficient performance of job duties. Personal access to the internet and e-mail is not a benefit of employment with the District. Limited personal use of the District's systems to access internet, e-mail, and other electronic communications may be permitted only during the employee's authorized break time.
2. Employees do not have any right or expectation to privacy in any the District computer resources, including e-mail messages produced, sent, or received on the District computers or transmitted via the District's servers and network. The District may monitor the contents of all computer files and e-mail messages to promote the administration of the District operations and ensure compliance with its policies.
3. Employees' access to and use of the internet, e-mail, and other electronic communications on the District systems is monitored, and such files and electronic communications may be reviewed by the District at any time. Employees have no expectation of privacy.
4. Deleting an e-mail message does not necessarily mean the message cannot be retrieved from the District's computer system. Backup copies of all documents, including e-mail messages, that are produced, sent, and received on the District's computer system, can be made.
5. E-mail and any attachments are subject to the same ethical standards, and standards of good conduct, as are memos, letters, and other paper-based documents.
6. Currently all District e-mail sent is not encrypted. Unencrypted e-mail is not a secure way of exchanging information or files. Accordingly, employees are cautioned against transmitting information in e-mail messages that should not be written in a letter, memorandum, or document available to the public.
7. E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.
8. Virus scanning software shall be used where provided.
9. It is advisable for all employees of the District to remind customers, clients, and contractors of security issues when sending confidential e-mail or documents to the District via e-mail. If applicable, our customer, clients, or contractors should be reminded to implement a security policy and make sure their

employees understand the ramifications of sending confidential information via e-mail.

10. Employees must scan all downloadable materials before using or opening them on their computers to prevent the introduction of any computer virus.

14.3 Social Media Policy

Employees should use good judgment about what is posted on social media and remember that anything employees post can reflect on the District, even if posted on the employee's personal social media page. Always strive to be accurate in social media communications about the District and remember that your statements have the potential to result in liability for you or the District.

Employees have the right to use personal social media accounts in a manner as they see fit. However, if an employee identifies himself or herself as an employee of the District while using social media in an inappropriate, offensive or unlawful manner may be subject to disciplinary action, up to and including termination.

Employees should not post on social media in the capacity of an official representative of the District, unless specifically authorized by the General Manager to do so.

Chapter 15: Miscellaneous Policies

15.1 Political Activity

Every employee has the right as a citizen to participate fully in the political process. Employees are encouraged to participate by attending public meetings, running for elected office, voting, and otherwise participating in the community as a good citizen. No employee, however, shall campaign for himself or herself or any other candidate or cause during District business hours, during employee work time, or using the District resources. No employee shall publicly campaign for any candidate or cause while wearing a District uniform, insignia, or otherwise while representing the District.

15.2 Desks/Lockers/Storage/Personal Inspections

The District reserves the right to open and enter any office, desk, locker, file cabinet, or other storage location on the District premises or work sites. The District also reserves the right to search any District-owned vehicles, computers, cellular phones or pagers at any time.

Although an employee may be assigned an office, desk, vehicle, locker, file cabinet, or other storage area or device by the District, such assignment shall not create an expectation of privacy in the use of such items or areas. These items remain the property of the District and may be searched at any time.

15.3 District Visitors

Access to District facilities, except for public areas, is restricted for safety reasons. Employees shall not receive visitors at non-public areas of District facilities except with the express permission of the General Manager. All visitors must check in at the business office and wait until the District personnel are available to meet with them at the business office.

15.4 Media Contact Policy

The General Manager is the designated point of contact for the District for all media contact, as the General Manager is the official spokesperson for the District. Any contact by the media to an employee of the District regarding the District shall be immediately reported to the General Manager. Unless approved by the General Manager, no employee shall issue a statement or communicate with the media on behalf of the District.

15.5 Phone Policy

The personal use of District phones should be limited to break and lunch times unless it is an emergency. Long distance use of any District landline for personal use is prohibited unless specifically authorized by the employee's supervisor or General Manager.

15.6 Urgency Provisions

The District reserves the right to enact emergency or urgency provisions in case of local, State or national emergencies whether caused by humans or acts of God, pandemics, epidemics, outbreaks of disease, governmental actions or regulations or any other acts beyond the control of the District or its Board. If the provisions would typically require meet and confer with associated employees and their labor representatives, the District will meet and confer with those employees and representatives about the provisions at the earliest possible opportunity after the emergency or urgency provisions are enacted.

Source of Supply
5100

		FY 21/22	FY 21/22	FY22/23	Actual YTD as of	FY22/23	FY 23/24	% Change	% Change
	EXPENSES:	Budget	Actual	Budget	12/31/2022	Projected	Budget	Budget	Projected
100-5100-50100	Salaries	\$ 163,354.00	\$ 109,579.97	\$ 157,169.00	\$ 83,914.12	\$ 167,828.24	\$ 189,097.28	20%	13%
100-5100-50101	Part-time Wages/Temp employees					\$ -	\$ -		
100-5100-50102	Overtime	\$ 13,642.00	\$ 10,358.51	\$ 13,642.00	\$ 11,755.92	\$ 23,511.84	\$ 25,863.02	90%	10%
100-5100-50103	Standby Pay	\$ 11,867.00	\$ 7,530.00	\$ 11,867.00	\$ 8,240.00	\$ 16,480.00	\$ 15,690.00	32%	-5%
100-5100-50200	Payroll Taxes	\$ 14,865.00	\$ 9,629.04	\$ 14,302.00	\$ 7,454.49	\$ 14,908.98	\$ 16,399.88	15%	10%
100-5100-50300	Health Insurance	\$ 51,860.00	\$ 25,538.20	\$ 51,860.00	\$ 27,675.41	\$ 55,350.82	\$ 60,885.90	17%	10%
100-5100-50302	Insurance - Workers Compensation	\$ 6,857.00	\$ 7,043.84	\$ 6,857.00	\$ 2,081.86	\$ 4,163.72	\$ 4,580.09	-33%	10%
100-5100-50400	PERS Retirement Expense	\$ 14,223.00	\$ 11,472.52	\$ 13,469.00	\$ 8,290.70	\$ 16,581.40	\$ 16,808.42	25%	1%
100-5100-50401	PERS UAL	\$ 11,926.00	\$ 9,756.48	\$ 10,683.00	\$ 10,350.92	\$ 10,350.92	\$ 10,376.78	-3%	0%
100-5100-50403	Def Comp Retirement Expense	\$ 740.00	\$ -	\$ 680.00	\$ -	\$ -	\$ -	-100%	#DIV/0!
	TOTAL WAGES & BENEFITS	\$ 289,334.00	\$ 190,908.56	\$ 280,529.00	\$ 159,763.42	\$ 309,175.92	\$ 339,701.38	21%	10%
100-5100-51100	Materials & Supplies	\$ 10,765.00	\$ 13,412.26	\$ 11,410.00	\$ 29,408.02	\$ 58,816.04	\$ 64,697.64	467%	10%
100-5100-51101	Materials - Other	\$ 344.00	\$ 1,300.00	\$ 3,200.00	\$ 21,375.28	\$ 42,750.56	\$ 16,650.00	420%	-61%
100-5100-51102	Office Supplies	\$ 297.00	\$ 71.78	\$ 302.00	\$ 251.43	\$ 502.86	\$ -	-100%	-100%
100-5100-51200	Vehicle Maintenance	\$ 4,632.00	\$ 4,928.55	\$ 5,589.00	\$ 1,289.14	\$ 2,578.28	\$ 4,850.00	-13%	88%
100-5100-51201	Vehicle Operating - Fuel	\$ 5,683.00	\$ 9,555.21	\$ 8,360.00	\$ 5,738.50	\$ 11,477.00	\$ 9,150.00	9%	-20%
100-5100-51300	Professional Services	\$ 37,359.00	\$ 107,758.22	\$ 84,236.00	\$ 36,345.63	\$ 72,691.26	\$ 99,300.00	18%	37%
100-5100-52100	Staff Development	\$ -	\$ 58.69	\$ 750.00	\$ -	\$ 1,000.00	\$ 1,000.00	33%	0%
100-5100-52102	Utilities	\$ 10,715.00	\$ 10,033.54	\$ 19,267.00	\$ 817.77	\$ 1,635.54	\$ 10,450.00	-46%	539%
100-5100-52105	Government Regulation Fees	\$ 60,000.00	\$ 148,354.55	\$ 80,000.00	\$ 10,651.63		\$ 119,000.00	49%	#DIV/0!
100-5100-52108	Membership	\$ 391.00	\$ -	\$ 415.00	\$ -	\$ -	\$ 450.00	8%	#DIV/0!
	Capital Expenses						\$ 11,750.00		
	PPE/Safety Equipment						\$ 6,100.00		
	NON-LABOR EXP	\$ 130,186.00	\$ 295,472.80	\$ 213,549.00	\$ 105,877.40	\$ 191,451.54	\$ 343,397.64	61%	79%
	TOTAL DEPARTMENT EXPENSES	\$ 419,520.00	\$ 486,381.36	\$ 494,078.00	\$ 265,640.82	\$ 500,627.46	\$ 683,099.02	38%	36%
					\$ -				
					\$ -				
				\$ -	\$ -		\$ -		
				\$ 494,078.00	\$ 265,640.82	\$ 500,627.46	\$ 683,099.02	38%	36%

	EXPENSES:	FY 21/22 Budget	FY 21/23 Actual	FY22/23 Budget	Actual YTD as of 12/31/2022	FY22/23 Projected	FY 23/24 Budget
100-5100-51100	Materials & Supplies	\$ 10,765.00	\$ 13,412.26	\$ 11,410.00	\$ 29,408.02	\$ 58,816.04	\$ 22,000.00
100-5100-51101	Materials - Other	\$ 344.00	\$ 1,300.00	\$ 3,200.00	\$ 21,375.28	\$ 42,750.56	\$ 16,650.00
100-5100-51102	Office Supplies	\$ 297.00	\$ 71.78	\$ 302.00	\$ 251.43	\$ 502.86	\$ -
100-5100-51200	Vehicle Maintenance	\$ 4,632.00	\$ 4,928.55	\$ 5,589.00	\$ 1,289.14	\$ 2,578.28	\$ 4,850.00
100-5100-51201	Vehicle Operating - Fuel	\$ 5,683.00	\$ 9,555.21	\$ 8,380.00	\$ 5,738.50	\$ 11,477.00	\$ 9,150.00
100-5100-51300	Professional Services	\$ 37,359.00	\$ 107,758.22	\$ 84,236.00	\$ 36,345.63	\$ 72,691.26	\$ 99,300.00
100-5100-52100	Staff Development	\$ -	\$ 58.69	\$ 750.00	\$ -	\$ 1,000.00	\$ 1,000.00
100-5100-52102	Utilities	\$ 10,715.00	\$ 10,033.54	\$ 19,267.00	\$ 817.77	\$ 1,635.54	\$ 10,450.00
100-5100-52105	Government Regulation Fees	\$ 60,000.00	\$ 148,354.55	\$ 80,000.00	\$ 10,651.63	\$ -	\$ 119,000.00
100-5100-52108	Membership	\$ 391.00	\$ -	\$ 415.00	\$ -	\$ -	\$ 450.00
100-5100-71100	Capital Expenses						\$ 11,750.00
Proposed	PPE/Safety Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,100.00
	NON-LABOR EXP	\$ 130,186.00	\$ 295,472.80	\$ 213,549.00	\$ 105,877.40	\$ 191,451.54	\$ 300,700.00

Materials -Other	Costs
Holt/Pape	\$ 12,500.00
Misc Rental Equipm	\$ 4,000.00
Harris Gas	\$ 150.00
Total	\$ 16,650.00

Vehicle Maintenance	Costs
All Cycles	\$ 2,250.00
Divide Auto	\$ 500.00
Placerville Polaris	\$ 750.00
Mini Ex Repair	\$ 400.00
Tire Hub	\$ 950.00
Total	\$ 4,850.00

Vehicle Operating -Fuel	Costs
Wex (Units #2)	\$ 7,500.00
Wex (Polaris)	\$ 450.00
Wex (Equipment)	\$ 1,200.00
Total	\$ 9,150.00

Professional Services	Costs
Western (Gage Maintenance/WR Reporting)	\$ 60,000.00
Western (Gage Repair)	\$ 15,000.00
Bennett (Spillway Work)	\$ 12,500.00
Bi-Annual Dam Survey	\$ 1,800.00
Ecorp (CEQA)	\$ 5,000.00
Cal Fire (Growlersburg)	\$ 2,500.00
Infinity Tech (GIS)	\$ 2,500.00
Total	\$ 99,300.00

Staff Development	Costs
Misc Training	\$ 1,000.00
Total	\$ 1,000.00

Utilities	Costs
Picovale	\$ 8,500.00
Verizon	\$ 1,750.00
Arcgis	\$ 200.00
Total	\$ 10,450.00

Government Reg. Fees	Costs
Dam Permit Fees	\$ 88,000.00
Water Rights	\$ 30,000.00
Misc. Lab Fees	\$ 1,000.00
Total	\$ 119,000.00

Membership	Costs
Misc Membership	\$ 450.00
Total	\$ 450.00

Materials & Supplie	Costs
Emergency Pipe (Fe	\$ 5,500.00
Georgetown Ace	\$ 2,500.00
Divide Supply	\$ 2,500.00
Gravel	\$ 2,250.00
Reed Smith (Erosior	\$ 1,500.00
Pace Supply (Misc)	\$ 1,250.00
All Cycles	\$ 1,500.00
USA Blue Book (Spi	\$ 1,250.00
Sierra Saw	\$ 250.00
Harris Gas	\$ 500.00
Diamond Pacific	\$ 750.00
Del Paso Steel	\$ 2,250.00
Total	\$ 22,000.00

Safety PPE	Costs
Sierra Safety	\$ 500.00
Capital Rubber (Wade	\$ 750.00
Bass Pro (Chest Wade	\$ 1,250.00
Winter Gear	\$ 750.00
Uniforms	\$ 2,250.00
Employee Allowances	\$ 600.00
Total	\$ 6,100.00

Capital Expenses	Costs
All Cycles (1/2 Trimmer)	\$ 1,400.00
All Cycles (1/2 Polesaw)	\$ 350.00
4-Door Razor (Self Existin	\$ 10,000.00
Total	\$ 11,750.00

Raw Water
5200

	EXPENSES:	FY 21/22 Budget	FY 21/23 Actual	FY22/23 Budget	Actual YTD as of 12/31/2022	FY22/23 Projected	FY 23/24 Budget	% Change Budget	% Change Projected
100-5200-50100	Salaries	\$ 322,851.00	\$ 229,602.28	\$ 308,538.00	\$ 108,398.38	\$ 216,796.76	\$ 394,999.13	28%	82%
100-5200-50101	Part-time Wages/Temp employees	\$ 1,065.00		\$ 976.00	\$ 8,998.40	\$ 9,000.00	\$ 9,900.00	914%	10%
100-5200-50102	Overtime	\$ 20,648.00	\$ 27,891.47	\$ 20,252.00	\$ 12,732.50	\$ 25,465.00	\$ 28,011.50	38%	10%
100-5200-50103	Standby Pay	\$ 13,260.00	\$ 14,800.00	\$ 13,260.00	\$ 10,260.00	\$ 20,520.00	\$ 21,720.00	64%	6%
100-5200-50200	Payroll Taxes	\$ 29,379.00	\$ 24,171.72	\$ 28,077.00	\$ 9,824.12	\$ 19,648.24	\$ 21,613.06	-23%	10%
100-5200-50300	Health Insurance	\$ 115,737.00	\$ 61,392.36	\$ 115,737.00	\$ 35,726.56	\$ 71,453.12	\$ 78,598.43	-32%	10%
100-5200-50302	Insurance - Workers Compensation	\$ 15,689.00	\$ 9,035.41	\$ 15,285.00	\$ 2,384.18	\$ 4,768.36	\$ 5,245.20	-66%	10%
100-5200-50400	PERS Retirement Expense	\$ 30,867.00	\$ 24,579.13	\$ 29,450.00	\$ 11,061.58	\$ 22,123.16	\$ 38,412.25	30%	74%
100-5200-50401	PERS UAL	\$ 214,481.00	\$ 190,251.36	\$ 208,325.00	\$ 201,843.72	\$ 201,843.72	\$ 202,347.21	-3%	0%
100-5200-50403	Def Comp Retirement Expense	\$ 1,460.00		\$ 1,330.00	\$ -	\$ -	\$ -	-100%	#DIV/0!
							\$ -		
	TOTAL WAGES & BENEFITS	\$ 765,437.00	\$ 581,723.73	\$ 741,230.00	\$ 401,229.44	\$ 591,618.36	\$ 800,846.78	8%	35%
100-5200-51100	Materials & Supplies	\$ 18,000.00	\$ 20,404.76	\$ 25,000.00	\$ 6,316.31	\$ 12,632.62	\$ 14,500.00	-42%	15%
100-5200-51101	Materials - Other	\$ 2,000.00	\$ 4,709.96	\$ 2,000.00	\$ 608.63	\$ 1,217.26	\$ 4,150.00	108%	241%
100-5200-51102	Office Supplies	\$ -	\$ 59.14	\$ 1.00	\$ 241.77	\$ 483.54	\$ -	-100%	-100%
100-5200-51200	Vehicle Maintenance	\$ 6,152.00	\$ 9,412.06	\$ 10,213.00	\$ 4,770.33	\$ 9,540.66	\$ 8,900.00	-13%	-7%
100-5200-51201	Vehicle Operating - Fuel	\$ 12,070.00	\$ 20,804.76	\$ 18,210.00	\$ 15,162.47	\$ 30,324.94	\$ 21,000.00	15%	-31%
100-5200-51300	Professional Services	\$ 2,354.00	\$ 5,482.19	\$ 5,984.00	\$ -	\$ -	\$ 15,000.00	151%	#DIV/0!
100-5200-52100	Staff Development	\$ 147.00	\$ 147.00	\$ 750.00	\$ 615.00	\$ 1,000.00	\$ 1,250.00	67%	25%
100-5200-52102	Utilities	\$ 1,337.00	\$ 1,861.76	\$ 1,420.00	\$ 1,493.32	\$ 2,986.64	\$ 1,642.65	16%	-45%
100-5200-52105	Government Regulation Fees	\$ 119.00	\$ 90.00	\$ 57.00	\$ -	\$ -	\$ 1,000.00	1654%	#DIV/0!
100-5200-52108	Membership	\$ 391.00	\$ -	\$ 358.00	\$ -	\$ -	\$ 450.00		
100-500-71100	Capital Expenses	\$ -	\$ -				\$ 1,750.00		
Proposed	PPE/Safety Equipment						\$ 8,750.00		
	NON-LABOR EXP	\$ 42,570.00	\$ 62,971.63	\$ 63,993.00	\$ 29,207.83	\$ 58,185.66	\$ 78,392.65	23%	35%
	TOTAL DEPARTMENT EXPENSES	\$ 808,007.00		\$ 805,223.00	\$ 430,437.27	\$ 649,804.02	\$ 879,239.43	9%	35%
					\$ -				
					\$ -				
				\$ -	\$ -		\$ -		
				\$ 805,223.00	\$ 430,437.27	\$ 649,804.02	\$ 879,239.43	9%	35%

	EXPENSES:	FY 21/22 Budget	FY 21/23 Actual	FY22/23 Budget	Actual YTD as of 12/31/2022	FY22/23 Projected	FY 23/24 Budget
100-5200-51100	Materials & Supplies	\$ 18,000.00	\$ 20,404.76	\$ 25,000.00	\$ 6,316.31	\$ 12,632.62	\$ 14,500.00
100-5200-51101	Materials - Other	\$ 2,000.00	\$ 4,709.96	\$ 2,000.00	\$ 608.63	\$ 1,217.26	\$ 4,150.00
100-5200-51102	Office Supplies	\$ -	\$ 59.14	\$ 1.00	\$ 241.77	\$ 483.54	\$ -
100-5200-51200	Vehicle Maintenance	\$ 6,152.00	\$ 9,412.06	\$ 10,213.00	\$ 4,770.33	\$ 9,540.66	\$ 8,900.00
100-5200-51201	Vehicle Operating - Fuel	\$ 12,070.00	\$ 20,804.76	\$ 18,210.00	\$ 15,162.47	\$ 30,324.94	\$ 21,000.00
100-5200-51300	Professional Services	\$ 2,354.00	\$ 5,482.19	\$ 5,984.00	\$ -	\$ -	\$ 15,000.00
100-5200-52100	Staff Development	\$ 147.00	\$ 147.00	\$ 750.00	\$ 615.00	\$ 1,000.00	\$ 1,250.00
100-5200-52102	Utilities	\$ 1,337.00	\$ 1,861.76	\$ 1,420.00	\$ 1,493.32	\$ 2,986.64	\$ 3,250.00
100-5200-52105	Government Regulation Fees	\$ 119.00	\$ 90.00	\$ 57.00	\$ -	\$ -	\$ 1,000.00
100-5200-52108	Membership	\$ 391.00	\$ -	\$ 358.00	\$ -	\$ -	\$ 450.00
100-5100-71100	Capital Expenses (equipment)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,750.00
Proposed	PPE/Safety Equipment						\$ 8,750.00
	NON-LABOR EXP	\$ 42,570.00	\$ 62,971.63	\$ 63,993.00	\$ 29,207.83	\$ 58,185.66	\$ 80,000.00

Water Treatment
5300

	EXPENSES:	FY 21/22 Budget	FY 21/23 Actual	FY22/23 Budget	Actual YTD as of 12/31/2022	FY22/23 Projected	FY 23/24 Budget	% Change Budget	% Change Projected
100-5300-50100	Salaries	\$ 250,264.00	\$ 196,492.66	\$ 244,058.00	\$ 93,843.37	\$187,686.74	\$ 275,422.30	13%	47%
100-5300-50101	Part-time Wages/Temp employees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
100-5300-50102	Overtime	\$ 25,118.00	\$ 25,815.05	\$ 25,097.00	\$ 13,274.99	\$ 26,549.98	\$ 14,602.49	-42%	-45%
100-5300-50103	Standby Pay	\$ 9,688.00	\$ 15,760.00	\$ 9,688.00	\$ 7,850.00	\$ 15,700.00	\$ 15,690.00	62%	0%
100-5300-50200	Payroll Taxes	\$ 22,774.00	\$ 20,126.58	\$ 22,209.00	\$ 8,488.06	\$ 16,976.12	\$ 9,336.87	-58%	-45%
100-5300-50300	Health Insurance	\$ 64,914.00	\$ 51,683.25	\$ 64,914.00	\$ 30,722.42	\$ 61,444.84	\$ 33,794.66	-48%	-45%
100-5300-50302	Insurance - Workers Compensation	\$ 9,488.00	\$ 5,331.49	\$ 9,426.00	\$ 1,274.31	\$ 2,548.62	\$ 1,401.74	-85%	-45%
100-5300-50400	PERS Retirement Expense	\$ 32,592.00	\$ 21,155.79	\$ 31,790.00	\$ 9,547.36	\$ 19,094.72	\$ 31,777.38	0%	66%
100-5300-50401	PERS UAL	\$ 20,466.00	\$ 48,782.47	\$ 20,466.00	\$ 51,754.80	\$ 51,754.80	\$ 51,883.90	154%	0%
100-5300-50403	Def Comp Retirement Expense	\$ 1,130.00	\$ -	\$ 1,050.00	\$ -	\$ -	\$ -	-100%	#DIV/0!
	TOTAL WAGES & BENEFITS	\$ 436,434.00	\$ 385,147.29	\$ 428,698.00	\$ 216,755.31	\$381,755.82	\$ 433,909.34	1%	14%
100-5300-51100	Materials & Supplies	\$ 72,000.00	\$ 84,789.98	\$ 85,426.00	\$ 19,831.66	\$ 39,663.32	\$ 82,250.00	-4%	107%
100-5300-51101	Materials - Other	\$ 1,245.00	\$ 690.72	\$ 13,300.00	\$ 512.67	\$ 1,025.34	\$ 250.00	-98%	-76%
100-5300-51102	Office Supplies	\$ -	\$ 609.79	\$ 1.00	\$ 1,174.91	\$ 2,349.82	\$ -	-100%	-100%
100-5300-51200	Vehicle Maintenance	\$ 6,284.00	\$ 2,453.76	\$ 17,134.00	\$ 2,361.43	\$ 4,722.86	\$ 6,500.00	-62%	38%
100-5300-51201	Vehicle Operating - Fuel	\$ 8,484.00	\$ 6,089.61	\$ 8,993.00	\$ 3,762.92	\$ 7,525.84	\$ 7,750.00	-14%	3%
100-5300-51202	Building Maintenance	\$ -	\$ 14,640.57	\$ 289.00	\$ (10,507.58)	\$ (21,015.16)	\$ 15,000.00	5090%	-171%
100-5300-51300	Professional Services	\$ 8,617.00	\$ 3,628.98	\$ 24,135.00	\$ 8,664.45	\$ 17,328.90	\$ 58,250.00	141%	236%
100-5300-52100	Staff Development	\$ 2,441.00	\$ 307.39	\$ 2,587.00	\$ -	\$ -	\$ 2,500.00	-3%	#DIV/0!
100-5300-52101	Travel	\$ -	\$ 69.63	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
100-5300-52102	Utilities	\$ 214,327.00	\$ 226,066.17	\$ 227,186.00	\$ 129,962.71	\$259,925.42	\$ 222,700.00	-2%	-14%
100-5300-52105	Government Regulation Fees	\$ 26,311.00	\$ 32,021.41	\$ 26,311.00	\$ 364.00	\$ 728.00	\$ 3,750.00	-86%	415%
100-5300-52108	Membership	\$ 391.00	\$ (39.99)	\$ 391.00	\$ -	\$ -	\$ 1,200.00	207%	#DIV/0!
100-5300-71100	Capital Expenses	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ 60,250.00	#DIV/0!	#DIV/0!
	PPE/Safety						\$ 2,950.00	#DIV/0!	#DIV/0!
	NON-LABOR EXP	\$ 340,100.00	\$ 371,328.02	\$ 405,753.00	\$ 156,127.17	\$312,254.34	\$ 463,350.00	14%	48%
	TOTAL DEPARTMENT EXPENSES	\$ 776,534.00	\$ 756,475.31	\$ 834,451.00	\$ 372,882.48	\$694,010.16	\$ 897,259.34	8%	29%
					\$ -				
					\$ -				
				\$ -	\$ -	\$ -			
		\$ 776,534.00	\$ 756,475.31	\$ 834,451.00	\$ 372,882.48	\$694,010.16	\$ 897,259.34	8%	29%

	EXPENSES:	FY 21/22 Budget	FY 21/23 Actual	FY22/23 Budget	Actual YTD as of 12/31/2022	FY22/23 Projected	FY 23/24 Budget
100-5300-51100	Materials & Supplies	\$ 72,000.00	\$ 84,789.98	\$ 85,426.00	\$ 19,831.66	\$ 39,663.32	\$ 82,250.00
100-5300-51101	Materials - Other	\$ 1,245.00	\$ 690.72	\$ 13,300.00	\$ 512.67	\$ 1,025.34	\$ 250.00
100-5300-51102	Office Supplies	\$ -	\$ 609.79	\$ 1.00	\$ 1,174.91	\$ 2,349.82	\$ -
100-5300-51200	Vehicle Maintenance	\$ 6,284.00	\$ 2,453.76	\$ 17,134.00	\$ 2,361.43	\$ 4,722.86	\$ 6,500.00
100-5300-51201	Vehicle Operating - Fuel	\$ 8,484.00	\$ 6,089.61	\$ 8,993.00	\$ 3,762.92	\$ 7,525.84	\$ 7,750.00
100-5300-51202	Building Maintenance	\$ -	\$ 14,640.57	\$ 289.00	\$ (10,507.58)	\$ (21,015.16)	\$ 15,000.00
100-5300-51300	Professional Services	\$ 8,617.00	\$ 3,628.98	\$ 24,135.00	\$ 8,664.45	\$ 17,328.90	\$ 58,250.00
100-5300-52100	Staff Development	\$ 2,441.00	\$ 307.39	\$ 2,587.00	\$ -	\$ -	\$ 2,500.00
100-5300-52102	Utilities	\$ 214,327.00	\$ 226,066.17	\$ 227,186.00	\$ 129,962.71	\$ 259,925.42	\$ 222,700.00
100-5300-52105	Government Regulation Fees	\$ 26,311.00	\$ 32,021.41	\$ 26,311.00	\$ 364.00	\$ 728.00	\$ 3,750.00
100-5300-52108	Membership	\$ 391.00	\$ (39.99)	\$ 391.00	\$ -	\$ -	\$ 1,200.00
100-5100-71100	Capital Expenses						\$ 60,250.00
Proposed	PPE/Safety Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,950.00
	NON-LABOR EXP	\$ 340,100.00	\$ 371,328.02	\$ 405,753.00	\$ 156,127.17	\$ 312,254.34	\$ 463,350.00

Treated Water
5400

	EXPENSES:	FY 21/22 Budget	FY 21/23 Actual	FY22/23 Budget	Actual YTD as of 12/31/2022	FY22/23 Projected	FY 23/24 Budget	% Change Budget	% Change Projected
100-5400-50100	Salaries	\$ 416,998.00	\$ 422,003.29	\$ 417,609.00	\$ 208,713.91	\$ 417,427.82	\$ 483,065.17	16%	16%
100-5400-50101	Part-time Wages/Temp employees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
100-5400-50102	Overtime	\$ 39,846.00	\$ 37,124.97	\$ 40,329.00	\$ 23,202.75	\$ 46,405.50	\$ 25,523.03	-37%	-45%
100-5400-50103	Standby Pay	\$ 20,030.00	\$ 15,710.00	\$ 20,030.00	\$ 7,850.00	\$ 15,700.00	\$ 15,690.00	-22%	0%
100-5400-50200	Payroll Taxes	\$ 37,947.00	\$ 1,001.20	\$ 38,002.00	\$ 18,052.03	\$ 36,104.06	\$ 19,857.23	-48%	-45%
100-5400-50300	Health Insurance	\$ 101,964.00	\$ 2,893.81	\$ 101,964.00	\$ 68,454.73	\$ 136,909.46	\$ 75,300.20	-26%	-45%
100-5400-50302	Insurance - Workers Compensation	\$ 17,157.00	\$ 9,165.48	\$ 6,405.00	\$ 2,252.77	\$ 4,505.54	\$ 2,478.05	-61%	-45%
100-5400-50400	PERS Retirement Expense	\$ 47,899.00	\$ 4,551.64	\$ 48,008.00	\$ 20,243.33	\$ 40,486.66	\$ 52,768.15	10%	30%
100-5400-50401	PERS UAL	\$ 90,000.00	\$ 55,852.32	\$ 90,000.00	\$ 36,640.53	\$ 36,640.53	\$ 36,318.73	-60%	-1%
100-5400-50403	Def Comp Retirement Expense	\$ 1,880.00		\$ 1,790.00	\$ -	\$ -	\$ -	-100%	#DIV/0!
	TOTAL WAGES & BENEFITS	\$ 773,721.00	\$ 548,302.71	\$ 764,137.00	\$ 385,410.05	\$ 734,179.57	\$ 711,000.56	-7%	-3%
100-5400-51100	Materials & Supplies	\$ 75,000.00	\$ 155,254.58	\$ 135,000.00	\$ 57,382.50	\$ 114,765.00	\$ 169,950.00	26%	48%
100-5400-51101	Materials - Other	\$ 2,000.00	\$ 1,083.94	\$ 2,171.00	\$ 3,553.98	\$ 7,107.96	\$ 12,250.00	464%	72%
100-5400-51102	Office Supplies	\$ 36.00	\$ 31.71	\$ 33.00	\$ 411.30	\$ 822.60	\$ -	-100%	-100%
100-5400-51200	Vehicle Maintenance	\$ 13,233.00	\$ 19,752.56	\$ 23,500.00	\$ 32,866.59	\$ 65,733.18	\$ 31,750.00	35%	-52%
100-5400-51201	Vehicle Operating - Fuel	\$ 19,535.00	\$ 30,963.76	\$ 28,517.00	\$ 17,267.41	\$ 34,534.82	\$ 31,250.00	10%	-10%
100-5400-51300	Professional Services	\$ 5,000.00	\$ 12,146.00	\$ 7,529.00	\$ -	\$ -	\$ 30,000.00	298%	#DIV/0!
100-5400-52100	Staff Development	\$ 191.00	\$ 262.55	\$ 750.00	\$ 1,995.00	\$ 3,990.00	\$ 3,250.00	333%	-19%
100-5400-52102	Utilities	\$ 17,267.00	\$ 13,825.63	\$ 19,495.00	\$ 4,102.40	\$ 8,204.80	\$ 12,000.00	-38%	46%
100-5400-52105	Government Regulation Fees	\$ 31,802.00	\$ 8,685.36	\$ 17,120.00	\$ 35,056.60	\$ 70,113.20	\$ 42,350.00	147%	-40%
	Membership				\$ -		\$ 450.00		
	Capital Expenses						\$ 12,950.00		
	PPE/Safety Equipment						\$ 7,750.00		
	Building Maintenance						\$ 2,250.00		
	NON-LABOR EXP	\$ 164,064.00	\$ 242,006.09	\$ 234,115.00	\$ 152,635.78	\$ 305,271.56	\$ 356,200.00	52%	17%
	TOTAL DEPARTMENT EXPENSES	\$ 937,785.00	\$ 790,308.80	\$ 998,252.00	\$ 538,045.83	\$ 1,039,451.13	\$ 1,067,200.56	7%	3%
				\$ -	\$ -				
				\$ -	\$ -				
				\$ -	\$ -				
				\$ 998,252.00	\$ 538,045.83	\$ 1,039,451.13	\$ 1,067,200.56	7%	3%

	EXPENSES:	FY 21/22 Budget	FY 21/23 Actual	FY22/23 Budget	Actual YTD as of 12/31/2022	FY22/23 Projected	FY 23/24 Budget
100-5400-51100	Materials & Supplies	\$ 75,000.00	\$ 155,254.58	\$ 135,000.00	\$ 57,382.50	\$ 114,765.00	\$ 169,950.00
100-5400-51101	Materials - Other	\$ 2,000.00	\$ 1,083.94	\$ 2,171.00	\$ 3,553.98	\$ 7,107.96	\$ 12,250.00
100-5400-51102	Office Supplies	\$ 36.00	\$ 31.71	\$ 33.00	\$ 411.30	\$ 822.60	\$ -
100-5400-51200	Vehicle Maintenance	\$ 13,233.00	\$ 19,752.56	\$ 23,500.00	\$ 32,866.59	\$ 65,733.18	\$ 31,750.00
100-5400-51201	Vehicle Operating - Fuel	\$ 19,535.00	\$ 30,963.76	\$ 28,517.00	\$ 17,267.41	\$ 34,534.82	\$ 31,250.00
100-5400-51300	Professional Services	\$ 5,000.00	\$ 12,146.00	\$ 7,529.00	\$ -	\$ -	\$ 30,000.00
100-5400-52100	Staff Development	\$ 191.00	\$ 262.55	\$ 750.00	\$ 1,995.00	\$ 3,990.00	\$ 3,250.00
100-5400-52102	Utilities	\$ 17,267.00	\$ 13,825.63	\$ 19,495.00	\$ 4,102.40	\$ 8,204.80	\$ 12,000.00
100-5400-52105	Government Regulation Fees	\$ 31,802.00	\$ 8,685.36	\$ 17,120.00	\$ 35,056.60	\$ 70,113.20	\$ 42,350.00
100-5300-52104	Membership	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450.00
100-5100-71100	Capital Expenses						\$ 12,950.00
Proposed	PPE/Safety Equipment						\$ 7,750.00
Proposed	Building Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,250.00
	NON-LABOR EXP	\$ 164,064.00	\$ 242,006.09	\$ 234,115.00	\$ 152,635.78	\$ 305,271.56	\$ 356,200.00

Customer Service
5500

	EXPENSES:	FY 21/22 Budget	FY 21/22 Actual	FY22/23 Budget	Actual YTD as of 12/31/2022	FY22/23 Projected	FY 23/24 Budget	% Change Budget	% Change Projected
100-5500-50100	Salaries	\$ 139,282.00	\$ -	\$ 153,231.00	\$52,599.53	\$ -	\$ -	-100%	#DIV/0!
100-5500-50101	Part-time Wages/Temp employees	\$ 19,275.00	\$ -	\$ 19,948.00	\$ -	\$ -	\$ -	-100%	#DIV/0!
100-5500-50102	Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-100%	#DIV/0!
	Standby Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-100%	#DIV/0!
100-5500-50200	Payroll Taxes	\$ 12,675.00	\$ -	\$ 13,944.00	\$4,003.40	\$ -	\$ -	-100%	#DIV/0!
100-5500-50300	Health Insurance	\$ 42,356.00	\$ -	\$ 42,356.00	\$19,732.52	\$ -	\$ -	-100%	#DIV/0!
100-5500-50302	Insurance - Workers Compensation	\$ 1,598.00	\$ -	\$ 1,711.00	\$830.64	\$ -	\$ -	-100%	#DIV/0!
100-5500-50400	PERS Retirement Expense	\$ 11,102.00	\$ -	\$ 12,154.00	\$4,448.31	\$ -	\$ -	-100%	#DIV/0!
100-5500-50401	PERS UAL	\$ 10,221.00	\$ -	\$ 9,588.00	\$10,350.96	\$ -	\$ -	-100%	#DIV/0!
100-5500-50403	Def Comp Retirement Expense	\$ 630.00	\$ -	\$ 660.00	\$ -	\$ -	\$ -	-100%	#DIV/0!
	TOTAL WAGES & BENEFITS	\$ 237,139.00	\$ -	\$ 253,592.00	\$ 91,965.36	\$ -	\$ -	-100%	#DIV/0!
100-5500-51100	Materials & Supplies	\$ -	\$ -	\$ 31,927.00	\$ 1,880.38	\$ -	\$ -	-100%	#DIV/0!
	Materials - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-100%	#DIV/0!
100-5500-51102	Office Supplies	\$ 22,000.00	\$ -	\$ 1.00	\$ 15,257.27	\$ -	\$ -	-100%	#DIV/0!
100-5500-51200	Vehicle Maintenance	\$ 21.00	\$ -	\$ 21.00	\$ -	\$ -	\$ -	-100%	#DIV/0!
	Vehicle Operating - Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-100%	#REF!
100-5500-51300	Professional Services	\$ 35,000.00	\$ -	\$ 5,000.00	\$ 16,371.70	\$ -	\$ -	-100%	#DIV/0!
100-5500-52100	Staff Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-100%	#DIV/0!
100-5500-52102	Utilities	\$ 5,860.00	\$ -	\$ 14,923.00	\$ 4,374.79	\$ -	\$ -	-100%	#DIV/0!
100-5500-52104	Payroll Processing Fee	\$ -	\$ -	\$ 1.00	\$97.15	\$ -	\$ -	-100%	#DIV/0!
100-5500-52107	Other Miscellaneous Expense	\$ -	\$ -	\$ 1.00	\$73.15	\$ -	\$ -	-100%	#DIV/0!
	NON-LABOR EXP	\$ 62,881.00	\$ -	\$ 51,873.00	\$ 38,054.44	\$ -	\$ -	-100%	#DIV/0!
	TOTAL DEPARTMENT EXPENSES	\$ 300,020.00	\$ -	\$ 305,465.00	\$ 130,019.80	\$ -	\$ -	-100%	#DIV/0!
					\$ -				
					\$ -				
					\$ -				
					\$ -				
					\$ 305,465.00	\$ 130,019.80	\$ -	\$ -	-100% #DIV/0!

Administration
5600

	FY 21/22 Actual	FY 21/22 Actual	FY22/23 Budget	Actual YTD as of 12/31/2022	FY22/23 Projected	FY 23/24 Budget	% Change Budget	% Change Projected
EXPENSES:								
100-5600-50100	\$ 487,026.00	\$ 437,458.44	\$ 547,774.00	\$ 447,142.53	\$ 894,285.06	\$ 745,827.63	36%	-17%
100-5600-50101	\$ 20,404.00	\$ 39,163.15	\$ 19,949.00	\$ 45,258.44	\$ 90,516.88	\$ 99,568.57	399%	10%
100-5600-50102	\$ 2,624.00	\$ 317.57	\$ 2,734.00	\$ -	\$ -	\$ -	-100%	#DIV/0!
100-5600-50103			\$ 2,000.00	\$ 1,750.00	\$ 3,500.00	\$ 7,600.00	280%	117%
100-5600-50104	\$ 22,827.00	\$ 15,575.23	\$ 9,973.00	\$ 12,231.83	\$ 24,483.66	\$ 26,910.03	170%	10%
100-5600-50105	\$ 21,983.00	\$ 23,200.00	\$ 24,360.00	\$ 12,000.00	\$ 24,000.00	\$ 24,000.00	-1%	0%
100-5600-50200	\$ 44,320.00	\$ 3,344.27	\$ 49,847.00	\$ 39,806.40	\$ 79,812.80	\$ 87,794.08	76%	10%
100-5600-50300	\$ 69,772.00	\$ 59,495.06	\$ 112,128.00	\$ 89,504.52	\$ 179,009.04	\$ 196,909.94	76%	10%
100-5600-50302	\$ 6,268.00	\$ 1,601.04	\$ 6,383.00	\$ 5,602.64	\$ 11,005.28	\$ 12,105.81	90%	10%
100-5600-50400	\$ 46,781.00	\$ 58,485.12	\$ 47,256.00	\$ 27,379.19	\$ 54,758.38	\$ 55,914.88	18%	2%
100-5600-50401	\$ 163,819.00	\$ 181,294.88	\$ 207,229.00	\$ 201,843.72	\$ 191,492.76	\$ 191,970.43	-7%	0%
100-5600-50403	\$ 2,200.00	\$ -	\$ 2,350.00	\$ -	\$ 1.00	\$ 8,500.00	262%	849900%
TOTAL WAGES & BENEFITS	\$ 888,034.00	\$ 819,934.76	\$ 1,031,983.00	\$ 882,519.27	\$ 1,552,844.86	\$ 1,457,101.37	41%	-6%
100-5600-51100	\$ 27,691.00	\$ 10,152.50	\$ 73,394.00	\$ 9,994.21	\$ 16,227.66	\$ 30,350	-59%	87%
100-5600-51101	\$ 8,569.00	\$ 8,776.88	\$ 15,485.00	\$ 992.88	\$ 1,985.76	\$ -	-100%	-100%
100-5600-51102	\$ 59,815.00	\$ 62,546.09	\$ 68,830.72	\$ 43,523.17	\$ 56,531.80	\$ 61,100	-11%	8%
100-5600-51200	\$ 277.00	\$ 18.48	\$ 43.00	\$ 380.00	\$ 760.00	\$ 3,250	7458%	328%
100-5600-51201	\$ -	\$ -	\$ 1.00	\$ 387.71	\$ 775.42	\$ 3,250	324900%	319%
100-5600-51202	\$ -	\$ 8,531.38	\$ 1.00	\$ 2,950.00	\$ 5,900.00	\$ 20,350	2034900%	245%
100-5600-51300	\$ 170,000.00	\$ 218,750.04	\$ 229,594.07	\$ 88,946.68	\$ 225,000.00	\$ 297,850	30%	32%
100-5600-51301	\$ 95,684.00	\$ 80,520.08	\$ 84,546.00	\$ 93,830.17	\$ 187,660.34	\$ 206,426	144%	10%
100-5600-51302	\$ 95,467.00	\$ 69,975.42	\$ 95,476.00	\$ 18,963.34	\$ 37,926.68	\$ 61,200	-37%	61%
100-5600-51303	\$ 14,444.00	\$ 18,410.00	\$ 21,868.00	\$ -	\$ 20,860.00	\$ 22,000	0%	5%
100-5600-52100	\$ 596.00	\$ 5,007.00	\$ 2,109.00	\$ 5,374.00	\$ 10,748.00	\$ 13,500	543%	26%
100-5600-52101	\$ 2,197.00	\$ 4,324.97	\$ 4,103.00	\$ 7,127.45	\$ 14,254.90	\$ 10,000	144%	-30%
100-5600-52102	\$ 46,956.00	\$ 65,295.16	\$ 60,577.00	\$ 29,801.62	\$ 51,083.66	\$ 66,000	9%	29%
100-5600-52103	\$ 344.00	\$ 1,618.82	\$ 425.00	\$ 259.94	\$ 519.88	\$ 400	-6%	-23%
100-5600-52104	\$ 22,827.00	\$ 25,068.11	\$ 25,870.00	\$ 14,098.46	\$ 28,196.92	\$ 31,017	20%	10%
100-5600-52105	\$ 5,919.00	\$ 5,910.28	\$ 1.00	\$ 5,501.68	\$ 11,003.36	\$ 7,475	747400%	-32%
100-5600-52106	\$ 10,253.00	\$ -	\$ 9,399.00	\$ -	\$ -	\$ -	-100%	#DIV/0!
100-5600-52107	\$ -	\$ 8,479.66	\$ 2.00	\$ 3,561.02	\$ 7,122.04	\$ 7,834	391612%	10%
100-5600-52108	\$ 33,972.00	\$ 40,112.03	\$ 57,941.00	\$ 36,818.37	\$ 50,000.00	\$ 47,545	-18%	-5%
100-5600-71100						\$ 8,500	#DIV/0!	#DIV/0!
Proposed						\$ 3,800	#DIV/0!	#DIV/0!
Proposed						\$ 25,000	#DIV/0!	#DIV/0!
NON-LABOR EXP	\$ 596,951.00		\$ 750,756.79	\$ 362,610.70	\$ 726,526.42	\$ 926,847.23	23%	28%
TOTAL DEPARTMENT EXPENSES	\$ 1,484,985.00		\$ 1,782,739.79	\$ 1,245,129.97	\$ 2,279,371.28	\$ 2,383,948.60	34%	6%
			\$ -	\$ -	\$ -	\$ -		
			\$ -	\$ -	\$ -	\$ -		
			\$ -	\$ -	\$ -	\$ -		
			\$ 1,782,739.79	\$ 1,245,129.97	\$ 2,279,371.28	\$ 2,383,948.60	34%	6%

FY23 vs. FY24
 \$ 198,053.63
 \$ 79,619.57
 \$ (2,734.00)
 \$ 5,600.00
 \$ 16,937.00
 \$ (360.00)
 \$ 37,947.08
 \$ 84,781.94
 \$ 5,722.81
 \$ 8,658.88
 \$ (15,258.57)
 \$ 6,150.00
 \$ -
 \$ 425,118.37
 \$ (43,044.00)
 \$ (15,485.00)
 \$ (7,730.72)
 \$ 3,207.00
 \$ 3,249.00
 \$ 20,349.00
 \$ 68,255.93
 \$ 121,880.37
 \$ (35,276.00)
 \$ 52.00
 \$ 11,400.00
 \$ 5,897.00
 \$ 5,423.00
 \$ (25.00)
 \$ 5,146.61
 \$ 7,474.00
 \$ (9,399.00)
 \$ 7,832.24
 \$ (10,396.00)
 \$ 8,500.00
 \$ 3,800.00
 \$ 25,000.00
 \$ -
 \$ 176,090.44
 \$ 601,208.81
 \$ -
 \$ -
 \$ -
 \$ 601,208.81

Administration

5600 (FY22 / FY 23 combined for FY 24)

	FY 21/22 Actual	FY 21/23 Actual	FY22/23 Budget	Actual YTD as of 12/31/2022	FY22/23 Projected	FY 23/24 Budget
EXPENSES:						
100-5600-51100 Materials & Supplies	\$ 27,691.00	\$ 10,152.50	\$ 41,467.00	\$ 8,113.83	\$ 16,227.66	\$ 30,350
100-5600-51101 Materials - Other (to be Rentals/Durable Goods)	\$ 8,569.00	\$ 8,776.88	\$ 15,485.00	\$ 992.88	\$ 1,985.76	\$ -
100-5600-51102 Office Supplies	\$ 37,815.00	\$ 62,546.09	\$ 68,830.72	\$ 28,265.90	\$ 56,531.80	\$ 61,100
100-5600-51200 Vehicle Maintenance	\$ 256.00	\$ 18.48	\$ 22.00	\$ 380.00	\$ 760.00	\$ 3,250
100-5600-51201 Vehicle Operating - Fuel	\$ -	\$ -	\$ 1.00	\$ 387.71	\$ 775.42	\$ 3,250
100-5600-51202 Building Maintenance	\$ -	\$ 8,531.38	\$ 1.00	\$ 2,950.00	\$ 5,900.00	\$ 20,350
100-5600-51300 Professional Services	\$ 135,000.00	\$ 218,750.04	\$ 224,594.07	\$ 72,574.98	\$ 225,000.00	\$ 297,850
100-5600-51301 Insurance - General Liability	\$ 96,684.00	\$ 80,520.08	\$ 84,546.00	\$ 93,830.17	\$ 187,660.34	\$ 206,426
100-5600-51302 Legal	\$ 96,467.00	\$ 69,975.42	\$ 96,476.00	\$ 18,963.34	\$ 37,926.68	\$ 61,200
100-5600-51303 Audit	\$ 14,444.00	\$ 18,410.00	\$ 21,968.00	\$ -	\$ 20,860.00	\$ 22,000
100-5600-52100 Staff Development	\$ 596.00	\$ 5,007.00	\$ 2,100.00	\$ 5,374.00	\$ 10,748.00	\$ 13,500
100-5600-52101 Staff Travel/Mileage	\$ 2,137.00	\$ 4,324.97	\$ 4,103.00	\$ 7,127.45	\$ 14,254.90	\$ 10,000
100-5600-52102 Utilities	\$ 41,096.00	\$ 65,295.16	\$ 45,654.00	\$ 25,526.83	\$ 51,053.66	\$ 66,000
100-5600-52103 Bank Charges	\$ 344.00	\$ 1,616.82	\$ 425.00	\$ 259.94	\$ 519.88	\$ 400
100-5600-52104 Payroll Processing	\$ 22,827.00	\$ 25,068.11	\$ 25,870.00	\$ 14,098.46	\$ 28,196.92	\$ 31,017
100-5600-52105 Government Regulation Fees	\$ 5,919.00	\$ 5,910.28	\$ 1.00	\$ 5,501.68	\$ 11,003.36	\$ 7,475
100-5600-52106 Elections	\$ 10,253.00	\$ -	\$ 9,399.00	\$ -	\$ -	\$ -
100-5600-52107 Other Miscellaneous Expense	\$ -	\$ 8,479.66	\$ 2.00	\$ 3,561.02	\$ 7,122.04	\$ 7,834
100-5600-52108 Membership/Subscriptions	\$ 33,972.00	\$ 40,112.03	\$ 57,941.00	\$ 36,818.37	\$ 50,000.00	\$ 47,545
100-5600-71100 Capital Expense						\$ 8,500
Proposed Safety/PPE						\$ 3,800
Proposed Board Training/Travel						\$ 25,000
NON-LABOR EXPENSES TOTALS	\$ 534,070	\$ 633,495	\$ 698,886	\$ 324,727	\$ 649,453	\$ 926,847

Zone

6100

	EXPENSES:	FY 21/22 Budget	FY 21/23 Actual	FY22/23 Budget	Actual YTD as of 12/31/2022	FY22/23 Projected	FY 23/24 Budget	% Change Budget	% Change Projected
200-6100-50100	Salaries		\$ 94,610.33	\$ 80,789.00	\$ 67,185.51	\$ 134,371.02	\$ 128,696.34	59%	-4%
200-6100-50101	Part-time Wages/Temp employees			\$ -		\$ -	\$ -		
200-6100-50102	Overtime		\$ 241.10	\$ 1,047.00	\$ 824.88	\$ 1,649.76	\$ 907.37	-13%	-45%
200-6100-50103	Standby Pay			\$ -		\$ -	\$ -	#DIV/0!	#DIV/0!
200-6100-50200	Payroll Taxes		\$ 7,251.36	\$ 6,326.00	\$ 5,087.27	\$ 10,174.54	\$ 5,596.00	-12%	-45%
200-6100-50300	Health Insurance		\$ 20,124.31	\$ 20,981.00	\$ 17,604.01	\$ 35,208.02	\$ 19,364.41	-8%	-45%
200-6100-50302	Insurance - Workers Compensation		\$ 1,553.13	\$ 1,088.00	\$ 368.51	\$ 737.02	\$ 405.36	-63%	-45%
200-6100-50400	PERS Retirement Expense		\$ 8,478.35	\$ 7,944.00	\$ 5,719.07	\$ 11,438.14	\$ 9,883.88	24%	-14%
200-6100-50401	PERS UAL		\$ 14,634.72	\$ 14,634.00	\$ 15,526.44	\$ 31,052.88	\$ 15,565.17	6%	-50%
	TOTAL WAGES & BENEFITS	\$ -		\$ 132,809.00	\$ 112,315.69	\$ 224,631.38	\$ 180,418.53	36%	-20%
200-6100-51100	Materials & Supplies			\$ 5,497.00	\$ 1,880.59	\$ 3,761.18	\$ 5,800.00	6%	54%
200-6100-51101	Materials - Other			\$ 3,107.00	\$ 152.26	\$ 304.52	\$ 1,600.00	-49%	425%
200-6100-51102	Office Supplies			\$ 2,213.00	\$ 547.18	\$ 1,094.36	\$ 1,203.80	-46%	10%
200-6100-51200	Vehicle Maintenance			\$ 4,788.00	\$ 230.67	\$ 461.34	\$ 1,550.00	-68%	236%
200-6100-51201	Vehicle Operating - Fuel			\$ 6,770.00	\$ 2,130.75	\$ 4,261.50	\$ 5,000.00	-26%	17%
200-6100-51300	Professional Services			\$ 150,000.00	\$ 21,810.08	\$ 43,620.16	\$ 93,780.00	-37%	115%
200-6100-51301	Insurance - General Liability			\$ -	\$ 4,825.92	\$ 9,651.84	\$ 10,617.02	#DIV/0!	10%
200-6100-52100	Staff Development			\$ 333.00	\$ 325.00	\$ 650.00	\$ 950.00	185%	46%
200-6100-52102	Utilities			\$ 16,492.00	\$ 7,686.03	\$ 15,372.06	\$ 9,650.00	-41%	-37%
200-6100-52105	Government Regulation Fees			\$ 34,221.00	\$ 36,192.00	\$ 40,000.00	\$ 56,250.00	64%	41%
200-6100-52108	Memberships						\$ 500.00	#DIV/0!	#DIV/0!
Proposed	PPE/Safety Supplies						\$ 2,600.00	#DIV/0!	#DIV/0!
	NON-LABOR EXP	\$ -		\$ 223,421.00	\$ 75,780.48	\$ 119,176.96	\$ 189,500.82	-15%	59%
	TOTAL DEPARTMENT EXPENSES	\$ -		\$ 356,230.00	\$ 188,096.17	\$ 343,808.34	\$ 369,919.35	4%	8%
					\$ -				
					\$ -				
				\$ -	\$ -		\$ -		
				\$ 356,230.00	\$ 188,096.17	\$ 343,808.34	\$ 369,919.35	4%	8%

	EXPENSES:	FY 21/22 Budget	FY 21/23 Actual	FY22/23 Budget	Actual YTD as of \$ 44,926	FY22/23 Projected	FY 23/24 Budget
200-6100-51100	Materials & Supplies	\$ -	\$ -	\$ 5,497	\$ 1,881	\$ 3,761	\$ 5,800
200-6100-51101	Materials - Other	\$ -	\$ -	\$ 3,107	\$ 152	\$ 305	\$ 1,600
200-6100-51102	Office Supplies	\$ -	\$ -	\$ 2,213	\$ 547	\$ 1,094	\$ 1,204
200-6100-51200	Vehicle Maintenance	\$ -	\$ -	\$ 4,788	\$ 231	\$ 461	\$ 1,550
200-6100-51201	Vehicle Operating - Fuel	\$ -	\$ -	\$ 6,770	\$ 2,131	\$ 4,262	\$ 5,000
200-6100-51300	Professional Services	\$ -	\$ -	\$ 150,000	\$ 21,810	\$ 43,620	\$ 93,780
200-6100-51301	Insurance - General Liability	\$ -	\$ -	\$ -	\$ 4,826	\$ 9,652	\$ 10,617
200-6100-52100	Staff Development	\$ -	\$ -	\$ 333	\$ 325	\$ 650	\$ 950
200-6100-52102	Utilities	\$ -	\$ -	\$ 16,492	\$ 7,686	\$ 15,372	\$ 9,650
200-6100-52105	Government Regulation Fees	\$ -	\$ -	\$ 34,221	\$ 36,192	\$ 40,000	\$ 56,250
200-6100-52108	Membership	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
Proposed	Safety& PPE						\$ 2,600
		\$ -	\$ -	\$ -	\$ -	\$ -	
	NON-LABOR EXP	\$ -	\$ -	\$ 223,421	\$ 75,780	\$ 119,177	\$ 189,501

GDPUD Ad Hoc Grant Committee Updates 4/23

Committee Members:

Directors: Michael Saunders, Robert Stovall
 Community Members: Morgan Galliano, Stephanie Root
 Staff: Nicholas Schneider, Adam Brown Alexis Elliott
 Consultant: Zanjero

Grants Awarded

	Amount	District Match	
US Bureau of Reclamation	\$160,000	\$80,000	upcountry canal lining * 1500 feet (below Tunnel Hill)

Grants/Funding Submitted

	Amount	District Match	
CalOES/FEMA Hazard Mitigation Assistance Grants (HMAG)	\$3,000,000	\$900,000	Impacts of Mosquito Fire
CalFIRE Wildfire Grant Program	\$1,200,000	none	Fire mitigation: vegetation clearing, equipment
Senate Appropriation (Sen. Feinstein; Sen Padilla)	no response yet	none	Water Tank
Congressional Appropriation (Congressman Kiley)	\$1,500,000	none	Water Tank
State Appropriation (Senator Alvarado-Gil)	\$250,000	none	AMI upgrades
	\$100,000	none	Pump Station permanent generators

Grants/Funding Possibilities

Mosquito Fire:			
Building Resilient Infrastructure and Communities (BRIC) FEMA	reservoir project		
NRCS Emergency Watershed Protection (EWP)	need to reschedule tour date		
Other:			
Automated Metering Infrastructure	\$150,000		
Building new water tanks	\$3,000,000		
Convert up-country canals to pipe	\$1,500,000		
Lining low-country canals	\$500,000		

New Reservoir	\$100,000,000		
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Executive Order N-5-23 on Drought Conditions -

What it Does:

- Ends the voluntary 15% water conservation target, while continuing to encourage that Californians make conservation a way of life;
- Ends the requirement that local water agencies implement level 2 of their drought contingency plans;
- Maintains the ban on wasteful water uses, such as watering ornamental grass on commercial properties;
- Preserves all current emergency orders focused on groundwater supply, where the effects of the multi-year drought continue to be devastating;
- Maintains orders focused on specific watersheds that have not benefited as much from recent rains, including the Klamath River and Colorado River basins, which both remain in drought;
- Retains a state of emergency for all 58 counties to allow for drought response and recovery efforts to continue.

Michael Saunders
Legislative Liaison