

WALNUT VALLEY WATER DISTRICT
271 South Brea Canyon Road
Walnut, California 91789

REGULAR BOARD MEETING
MONDAY, DECEMBER 14, 2020, 5:00 P.M.
AGENDA

Pursuant to the provisions of Executive Order N-25-20 Issued by Governor Gavin Newsom on March 12, 2020, any Board member and any member of the public who desires to participate in the open session items of this meeting may do so by accessing the Webex link below without otherwise complying with the Brown Act's teleconference requirements:

<https://walnutvalley.webex.com/meet/bmeeting>

(Computer and Telephone Audio Accessible)

Any member of the public wishing to make any comments to the Board may do so by accessing the above-referenced link where they may select the option to join via webcam or teleconference. The meeting Chair will acknowledge such individual(s) at the appropriate time in the meeting prior to making his or her comment. **Members of the public will be disconnected from the meeting prior to the Closed Session.**

NOTE: To comply with the Americans with Disabilities Act, if you need special assistance to participate in any Board meeting, please contact the General Manager's office at least 4 hours prior to a Board meeting to inform the District of your needs and to determine if accommodation is feasible.

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance, to take action on any item.

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review during regular business hours at the District office, located at: 271 S. Brea Canyon Road, Walnut, California.

1. Flag Salute
2. Roll Call: Mr. Hayakawa____ Mr. Hilden____ Ms. Kwong____ Ms. Lee____ Mr. Tang____
3. Public Comment President Lee
The Presiding Officer of the Board of Directors may impose reasonable limitations on public comments to assure an orderly and timely meeting.
 - A. **Agenda Items** - Any person desiring to address the Board of Directors on any Agenda item may do so *at the time the item is considered on the Agenda* by requesting the privilege of doing so at this time and stating the Agenda item to be addressed. At the time the item is discussed, those requesting to speak will be called to do so.
 - B. **Non-Agenda Items** - At this time, the public shall have an opportunity to comment on any non-agenda item relevant to the jurisdiction of the District. Reasonable time limits on each topic and on each speaker are imposed in accordance with Board policy.
4. Additions to Agenda President Lee
 - A. Discussion
 - B. Action Taken
5. Reorder of Agenda President Lee
 - A. Discussion
 - B. Action Taken

- 6. Consider Approval of Consent Calendar (Items 1-5)
 - A. Discussion
 - B. Action Taken
 - (1) [Minutes of the Regular Board Meeting held November 16, 2020](#)
 - (2) [Minutes of the Special Board Meeting held November 19, 2020](#)
 - (3) [Check Register](#)
 - (4) [Employee Expense Reimbursement Report](#)
 - (5) [Community Outreach Update](#)

- 7. [Consider Approval of Director Expense Reports](#)
 Provided are Expense Reports disclosing per diem requests for Director meeting attendance and an itemization of expenses incurred by the District on behalf of each Director.
 - A. Discussion
 - B. Action Taken

- 8. Treasurer's Report Mr. Teuber
 - A. [Financial Dashboard as of October 31, 2020](#)
 - B. [District Statement of Revenues, Expenses, and Change in Net Assets as of October 31, 2020](#)
 - C. [District Statement of Net Assets as of October 31, 2020](#)
 - D. [Summary of Cash and Investments as of October 31, 2020](#)
 - (1) Discussion
 - (2) Action Taken

COMMITTEE REPORTS

Standing Committee Reports (The Chair of each committee that has met will report to the full Board)

- 9. Engineering and Special Projects President Lee
 - A. [Operations Report \(Information Only\)](#)

- 10. Personnel Committee Director Hilden
 - A. [Revisions to the WVWD 9/80 Work Schedule Policy](#)
 - (1) Discussion
 - (2) Action Taken
 - B. [Revisions to the WVWD Uniform and Dress Code Policy](#)
 - (1) Discussion
 - (2) Action Taken

- 11. Finance Committee Director Kwong
 - A. [Receive, Approve, and File Investment Transactions Report for Month Ending November 30, 2020](#)
 - (1) Discussion
 - (2) Action Taken
 - B. [Review of Revenue Bond Funds Held in Trust \(Information Only\)](#)

- 12. Public Information/Community Relations/Legislative Action Committee Director Hilden
 - A. [Public Agencies Annual Report \(Information Only\)](#)

OTHER ITEMS

- 13. TVMWD/MWD Director Hilden

- 14. P-W-R Joint Water Line Commission Mr. Teuber
 - A. [P-W-R JWL Report for Water Purchases for the Month of November 2020](#)
 - B. Other Items

- 15. Puente Basin Water Agency President Lee

16. Spadra Basin Groundwater Sustainability Agency Director Tang
17. General Manager's Report Mr. Hitchman
 A. [District Activities Calendars for January, February and March 2021](#)
 B. Other Items
18. Water Supply and Conservation Mr. Hitchman
 A. [District Water Supply and Conservation Update](#)
 B. [Statewide Water Supply Conditions](#)
19. Directors' Oral Reports All Directors
20. Legal Reports Mr. Ciampa
 ▪ Report on matters of interest or having an effect on the District
21. Board members and staff will be given an opportunity to request and suggest subjects for discussion at a future meeting.
22. Board of Directors Business President Lee
 A. [Approve Amendment to the General Manager's Employment Contract](#)
 (1) Discussion (2) Action Taken
 B. [Proposed 2021 WVWD Board and Workshop Meeting Dates](#)
 (1) Discussion (2) Action Taken
 C. [Consideration of Annual Board Reorganization/Appointments of Offices/Committee Selections for Calendar Year 2021](#)
 (1) Discussion (2) Action Taken
 D. [Final WVWD Terms and Conditions of Employment \(Information Only\)](#)
 E. [2021 Key Conferences/Events \(Information Only\)](#)
23. Public Comment on Closed Session
24. Adjourn to Closed Session
25. Closed Session
 A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION [§54956.9(a)]
 Name of Case: Bonnie Kessner et al vs. City of Santa Clara et al; Santa Clara County Superior Court Case No. 20CV364054
 B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION [§54956.9(d)(2)]
 Initiation of Litigation – One Potential Case
26. Reconvene in Open Session
 A. Report of Action, if any, Taken in Closed Session

Adjournment

**MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
WALNUT VALLEY WATER DISTRICT**

**November 16, 2020
MEETING CONDUCTED VIA WEBEX
AT:**

<https://walnutvalley.webex.com/meet/bmeeting>

DIRECTORS PRESENT:

Edwin Hilden
Scarlett Kwong
Theresa Lee
Alfred Sinclair
Jerry Tang

DIRECTORS ABSENT:

None

STAFF PRESENT:

Erik Hitchman, General Manager/Chief Engineer
Brian Teuber, Assistant General Manager
Sherry Shaw, Director of Engineering
Lily Lopez, Director of External Affairs
Thomas Monk, Director of Operations
Gabriela Sanchez, Executive Secretary
Jim Ciampa, Legal Counsel
Josh Byerrum, Finance Manager
Alanna Diaz, Director of Human Resources & Risk
Management
Ron Woodruff, IT Specialist (Meeting Host)

The meeting was called to order at 5:00 p.m. with President Lee presiding. All Board meeting participants and guests joined the meeting via the Webex link:

<https://walnutvalley.webex.com/meet/bmeeting>

Guests and others in attendance: Three Valleys Municipal Water District (TVMWD) Directors Denise Jackman, Jody Roberto, and David De Jesus, Chief Financial Officer James Linthicum, Chief Operations Officer Steve Lang and General Manager Matt Litchfield, P.E; Kevin Hayakawa; and Jayson Schmitt.

Item 3: Public Comment

- ◆ There were no requests for public comment. (Item 3)

Item 4: Additions to the Agenda

- ◆ There were no requests for additions to the agenda. (Item 4)

Item 5: Reorder of the Agenda

- ◆ There were no requests for reorder of the agenda. (Item 5)

Item 6: Consider Approval of Consent Calendar

- ◆ The Board was asked to approve the Consent Calendar consisting of the minutes of the Regular Board meeting held October 19, 2020, the minutes of the Special Board meeting held October 22, 2020, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 6-1, 2, 3, 4, 5)

Motion No. 20-11-1591: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Sinclair, and unanimously carried (5-0) by the roll call vote noted below, to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held October 19, 2020, the minutes of the Special Board meeting held October 22, 2020, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Items 6-1, 2, 3, 4, 5)

Ayes: Hilden, Kwong, Lee, Sinclare, Tang
Noes: None
Absent: None
Abstain: None

President Lee indicated Motion No. 20-11-1591 was approved by a (5-0) roll call vote

Item 7: Director Expense Reports

- ◆ The Board was asked to receive, approve, and file the Board member expense reports indicating per diem requests for meeting attendance and individual reports of additional expenses incurred by the District on behalf of each Director for events occurring during the month of October 2020. (Item 7)

Motion No. 20-11-1592: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Sinclare and unanimously carried (5-0) by the roll call vote noted below, to receive, approve, and file the Board member expense reports for meeting attendance and additional expenses incurred by the District on behalf of each Director for events occurring during the month of October 2020. (Item 7)

Ayes: Hilden, Kwong, Lee, Sinclare, Tang
Noes: None
Absent: None
Abstain: None

President Lee indicated Motion No. 20-11-1592 was approved by a (5-0) roll call vote

Item 8: Treasurer's Report

- ◆ Mr. Byerrum presented the Financial Dashboard as of September 30, 2020, the District Statement of Revenue, Expenses, and Change in Net Assets as of September 30, 2020, the District Statement of Net Assets as of September 30, 2020, and Summary of Cash and Investments as of September 30, 2020. (Items 8-A, B, C, D)

Motion No. 20-11-1593: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Kwong and unanimously carried (5-0) by the roll call vote noted below, to receive, approve, and file the Financial Dashboard as of September 30, 2020, the District Statement of Revenue, Expenses, and Change in Net Assets as of September 30, 2020, the District Statement of Net Assets as of September 30, 2020, and Summary of Cash and Investments as of September 30, 2020. (Items 8-A, B, C, D)

Ayes: Hilden, Kwong, Lee, Sinclare, Tang
Noes: None
Absent: None
Abstain: None

President Lee indicated Motion No. 20-11-1593 was approved by a (5-0) roll call vote

Committee Chair Reports

Item 9: Engineering Committee – Director Lee

- ◆ The Board was asked to authorize the General Manager to execute contracts for labor and materials for the main extension - Pathfinder Reservoir to Brea Canyon Road (P.N. 19-3626) per the bid results listed below; to find the project exempt pursuant to CEQA Categorical Exemption Section 15282(k) of the CEQA Guidelines; to authorize staff to file a Notice of Exemption from CEQA for the subject project with the office of the Los Angeles County Registrar-Recorder/County Clerk; and to authorize the appropriation of \$454,000 from the Capital Fund. (Item 9-A)

<u>Bid</u>	<u>Supplier</u>	<u>Price</u>	<u>Delivery</u>
Labor	Doty Bros. Equipment Co.	\$ 339,900.00	N/A

Steel Pipe	Western Water Works	\$ 42,702.81	7-10 Days
Resilient Wedge Gate Valves	S&J Supply Co.	\$ 4,200.58	Stock-3 Weeks
Ductile Iron Fittings & Miscellaneous Materials	Western Water Works	\$ 1,041.24	Stock-10 Days

Motion No. 20-11-1594: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang and unanimously carried (5-0) by the roll call vote noted below, to authorize the General Manager to execute contracts for labor and materials for the main extension - Pathfinder Reservoir to Brea Canyon Road (P.N. 19-3626) per the bid results listed below; to find the project P.N. 19-3626 exempt pursuant to CEQA Categorical Exemption Section 15282(k) of the CEQA Guidelines; to authorize staff to file a Notice of Exemption from CEQA for the subject project with the office of the Los Angeles County Registrar-Recorder/County Clerk; and to authorize the appropriation of \$454,000 from the Capital Fund.

<u>Bid</u>	<u>Supplier</u>	<u>Price</u>	<u>Delivery</u>
Labor	Doty Bros. Equipment Co.	\$ 339,900.00	N/A
Steel Pipe	Western Water Works	\$ 42,702.81	7-10 Days
Resilient Wedge Gate Valves	S&J Supply Co.	\$ 4,200.58	Stock-3 Weeks
Ductile Iron Fittings & Miscellaneous Materials (Item 9-A)	Western Water Works	\$ 1,041.24	Stock-10 Days

Ayes: Hilden, Kwong, Lee, Sinclare, Tang
Noes: None
Absent: None
Abstain: None

President Lee indicated Motion No. 20-11-1594 was approved by a (5-0) roll call vote

- ◆ The Board was asked to accept the work as installed for project P.N. 19-3624 IBC Building 2 at Industry Way and Buildings 11 & 12 at Baker Parkway and Grand Avenue, and to authorize the filing of the Notice of Completion for the subject project. (Item 9-B)

Motion No. 20-11-1595: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Sinclare and unanimously carried (5-0) by the roll call vote noted below, to accept the work as installed for project P.N. 19-3624 IBC Building 2 at Industry Way and Buildings 11 & 12 at Baker Parkway and Grand Avenue; and to authorize the filing of a Notice of Completion for the subject project. (Item 9-B)

Ayes: Hilden, Kwong, Lee, Sinclare, Tang
Noes: None
Absent: None
Abstain: None

President Lee indicated Motion No. 20-11-1595 was approved by a (5-0) roll call vote

- ◆ Mr. Monk reviewed the Operations report included in the Board packet. No Action was taken by the Board. (Item 9-C)

Item 10: Personnel Committee

- ◆ There are no Personnel Committee items to come before the Board at this time. (Item 10)

Item 11: Finance Committee

- ◆ Mr. Jayson Schmitt of Chandler Asset Management presented an update on the firm's investment activities on behalf of the District. The Board was then asked to receive and file the investment report. (Item 11-A)

Motion No. 20-11-1596: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang and unanimously carried (5-0) by the roll call vote noted below, to receive and file the District's investment report for the period ending October 31, 2020. (Item 11-A)

Ayes: Hilden, Kwong, Lee, Sinclare, Tang
Noes: None
Absent: None
Abstain: None

President Lee indicated Motion No. 20-11-1596 was approved by a (5-0) roll call vote

- ◆ The Board was asked to receive, approve, and file the District's Consolidated Investment Transactions Report for October 2020 included in the Board packet. (Item 11-B)

Motion No. 20-11-1597: Upon consideration thereof, it was moved by Director Kwong seconded by Director Tang and unanimously carried (5-0) by the roll call vote noted below, to receive, approve, and file the District's Consolidated Investment Transaction Report for the period of October 1, 2020 through October 31, 2020. (Item 11-B)

Ayes: Hilden, Kwong, Lee, Sinclare, Tang
Noes: None
Absent: None
Abstain: None

President Lee indicated Motion No. 20-11-1597 was approved by a (5-0) roll call vote

- ◆ The Board was asked to approve staff's recommendation for the FY 2019-20 Source and Application of Funds to transfer from the General Account \$65,760 to the Operating Reserve; \$750,000 to the Employees Liabilities Reserve related to Employer OPEB liability and authorize the transfer of these funds to the OPEB Trust; \$431,900 to the Stored Water Reserve; \$250,000 to the Capital Improvement Reserve; \$2,811,780 to the Reserve for Replacement. (Item 11-C)

Motion No. 20-11-1598: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang and unanimously carried (5-0) by the roll call vote noted below, to approve staff's recommendation for the FY 2019-20 Source and Application of Funds to transfer from the General Account \$65,760 to the Operating Reserve; \$750,000 to the Employees Liabilities Reserve related to Employer OPEB liability and authorize the transfer of these funds to the OPEB Trust; \$431,900 to the Stored Water Reserve; \$250,000 to the Capital Improvement Reserve; \$2,811,780 to the Reserve for Replacement. (Item 11-C)

Ayes: Hilden, Kwong, Lee, Sinclare, Tang
Noes: None
Absent: None
Abstain: None

President Lee indicated Motion No. 20-11-1598 was approved by a (5-0) roll call vote

- ◆ The Board conducted its annual review of the Cash Reserve Policy. Staff explained that were no recommended changes to the policy and reserve levels met the minimum funding requirements, and as a result no Board action was required. (Item 11-D)
- ◆ The Board was asked to approve adjustments to the District's Wholesale Potable Water Rates for Suburban Water Systems and Golden State Water Company Effective January 1, 2021. (Item 11-E)

Motion No. 20-11-1599: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang and unanimously carried (5-0) by the roll call noted below, to approve adjustments to the District's Wholesale Potable Water Rates, effective January 1, 2021, as follows:

Suburban Water Systems (Badillo Grand Line):

Monthly Base Rate: \$10,988
Commodity Rate: Tier I - \$1,117
Tier II - \$1,159

Golden State Water Company (Grand Avenue Connection):

Monthly Base Rate: \$1,147
Commodity Rate: Tier I - \$1,386
Tier II - \$1,428

(Item 11-E)

Ayes: Hilden, Kwong, Lee, Sinclair, Tang

Noes: None

Absent: None

Abstain: None

President Lee indicated Motion No. 20-11-1599 was approved by a (5-0) roll call vote

- ◆ As a matter of information only, the Board received a Revenue Bond Funds Held in Trust report. (Item 11-F)

Item 12: Public Information/Community Relations/Legislative Action Committee

- ◆ There were no Public Information/Community Relations/Legislative Action Committee matters to come before the Board at this time. (Item 12)

Item 13: TVMWD/MWD

- ◆ The Board received an update on TVMWD and MWD business matters. (Item 13)

Item 14: The P-W-R Joint Water Line Commission

- ◆ Included in the Board packet was the P-W-R Joint Water Line Commission water use report for the month of October 2020. (Item 14)

Item 15: Puente Basin Water Agency (PBWA)

- ◆ The next Puente Basin Water Agency meeting is scheduled for December 10, 2020, 7:00 a.m. (Item 15)

Item 16: Spadra Basin Groundwater Sustainability Agency

- ◆ Director Tang reported on business matters from the November 2, 2020 Spadra Basin GSA Executive Committee meeting. (Item 16)

Item 17: General Manager's Report

- ◆ The Board received the District's activities calendars December 2020, and January and February 2021. (Item 17-A)

Item 18 Water Supply and Conservation

- ◆ The Board received reports and graphs of the following items: District potable and recycled water use, Fiscal Year 2019-20 purchased water projections, conservation goal summary, climate summary, and 2020 monthly water consumption versus the 2013 baseline year. The report noted that the District's water usage for October 2020 was 10.38% lower than usage in October 2013. (Item 18-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of November 11, 2020. (Item 18-B)

Item 19: Directors' Oral Reports

(NOTE: Board meeting minutes provide written reports of Board meeting activities and committee meeting reports are given during the course of regular Board meeting activities. Directors include reports of their participation in non-expense/per diem paid community events as a matter of information.) (Item 19)

- ◆ Director Hilden advised that he participated in District Board and committee meetings, a Pomona-Walnut-Rowland Joint Water Line Commission meeting, and TVMWD Board meetings.
- ◆ In addition to the District Board and committee meetings previously reported on, Director Kwong noted her participation in a Pomona-Walnut-Rowland Joint Water Line Commission meeting, a San Gabriel Valley Regional Chamber Government Affairs Committee, a Chinese-American Elected Officials event, and completion of a District-required Target Solutions Defensive Drivers Training.
- ◆ Director Lee reported on her participation in the District Board and committee meetings, a Puente Basin Water Agency meeting, a District-hosted virtual landscape class, and CSDA SDLA Module 3 Virtual Workshops on The Board's Role in Finance.
- ◆ In addition to WVWD Board and committee meetings previously reported on, Director Sinclare noted his participation in a Spadra Basin GSA Advisory Committee meeting, TVMWD Board meetings, a Pomona-Walnut-Rowland Joint Water Line Commission meeting, ACWA CLE virtual workshops, and an Urban Water Institute meeting.
- ◆ In addition to WVWD Board and committee meetings previously reported on, Director Tang advised that he completed a District-required Target Solutions Defensive Drivers Training. He also made note of his participation in a District-hosted virtual landscape class, a Puente Basin Water Agency meeting, a Spadra Basin GSA Advisory Committee meeting, and a TVMWD Board meeting.

Item 20: Legal Reports

- ◆ Mr. Ciampa noted that a closed session would be held following the regular business meeting. (Item 20)

Item 21: Items for Future Discussion

- ◆ There were no requests for future discussion items. (Item 21)

Item 22: Board of Directors Business

- ◆ The Board acknowledged President Lee for her completion of the California Special Districts Association (CSDA) curriculum-based Special District Leadership Academy program. (Item 22)

Item 23: Public Comment on Closed Session

- ◆ There were no requests to comment on closed session items. (Item 23)

Item 24: Adjourn to Closed Session – 6:08 p.m.

Item 25: Closed Session – 6:09 p.m.

- A. The Board met in closed session in accordance with Government Code [§54956.9(a)] to discuss existing litigation in the case titled Bonnie Kessner, et al. vs. City of Santa Clara, et al. (Santa Clara County Superior Court Case No. 20CV364054). (Item 25-A)
- B. The Board met in closed session in accordance with Government Code [§54956.9(d)(2)] to discuss initiation of litigation with Legal Counsel – One Potential Case. (Item 25-B)
- C. The Board met in closed session in accordance with Government Code (§54957) to conduct the annual performance evaluation for the General Manager. (Item 25-C)

Item 26: Reconvene in Open Session/Report of Action Taken in Closed Session – 6:36 p.m.

- A. The Board met in closed session in accordance with Government Code [§54956.9(a)] to discuss existing litigation in the case titled Bonnie Kessner, et al. vs. City of Santa Clara, et al. (Santa Clara County Superior Court Case No. 20CV364054). The Board was briefed on the status of that case and no reportable action under the Brown Act was taken.

The Board also met in closed session in accordance with Government Code [§54956.9(d)(2)] to discuss one initiation of litigation matter with Legal Counsel. The Board was briefed on the facts and circumstances of the matter and no reportable action under the Brown Act was taken.

The Board also met in closed session in accordance with Government Code [§54957] to conduct a performance evaluation for the General Manager. That evaluation occurred, and no reportable action under the Brown Act was taken on this item.

(Item 26-A)

- B. Following discussion of the General Manager's overall performance, the Board was asked to consider at its discretion a salary or compensation adjustment to be effective January 1, 2021. Ms. Diaz noted that the General Manager's contract allows him to join the other District employees with the Cost of Living Adjustments (COLA) and any further salary adjustment in the Board's discretion. (Item 26-B)

Motion No. 20-11-1600: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang and unanimously carried (5-0) by the roll call vote noted below, to approve a 1% merit increase for the General Manager, and any Cost-of-Living Adjustment given to all other District employees stipulated in the Terms and Conditions of Employment effective January 1, 2021. (Item 26-B)

Ayes: Hilden, Kwong, Lee, Sinclare, Tang
Noes: None
Absent: None
Abstain: None

President Lee indicated Motion No. 20-11-1600 was approved by a (5-0) roll call vote

Adjournment at 7:05 p.m.

**MINUTES OF SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF
WALNUT VALLEY WATER DISTRICT**

**November 19, 2020
MEETING CONDUCTED VIA WEBEX
AT:**

<https://walnutvalley.webex.com/meet/bmeeting>

DIRECTORS PRESENT:

Edwin Hilden
Scarlett Kwong
Theresa Lee
Alfred Sinclair
Jerry Tang

DIRECTORS ABSENT:

None

STAFF PRESENT:

Erik Hitchman, General Manager/Chief Engineer
Brian Teuber, Assistant General Manager
Sherry Shaw, Director of Engineering
Lily Lopez, Director of External Affairs
Thomas Monk, Director of Operations
Gabriela Sanchez, Executive Secretary
Jim Ciampa, Legal Counsel
Josh Byerrum, Accounting Manager
Alanna Diaz, Director of Human Resources & Risk
Management
Ron Woodruff, IT Specialist (Meeting Host)

The meeting was called to order at 4:03 p.m. with President Lee presiding. Board meeting participants and guests joined the meeting via the Webex link:

<https://walnutvalley.webex.com/meet/bmeeting>

Guests and others in attendance: Kevin Hayakawa.

Item 3: Public Comment

- ◆ There were no requests for public comment. (Item 3)

Item 4: Review Proposed Revisions to the Terms and Conditions of Employment Effective 2021-2023, For the Following Employee Groups: General Employee Unit, Mid-Management, Executive Staff

- ◆ The Board was presented with revised Terms and Conditions of Employment, as reviewed and negotiated with the General Employees Unit (GEU), Mid-Management, and Executive Staff employee groups for the term commencing July 1, 2020 – June 30, 2023. Executive Staff highlighted key revisions to various articles of the Terms and Conditions of Employment, providing added detail regarding the amendments proposed for GEU Article 28 - Pension Plan and Article 45 - Wages, and Mid-Management Section Number A.16 - COLA Increases and Section Number B. 6 - Pension Plan.

Motion No. 20-11-1601: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Sinclair, and unanimously carried (5-0) by the roll call vote noted below, to ratify the proposed revisions to the Terms and Conditions of Employment for the General Employees Unit, Mid-Management, and Executive Staff employee groups for the term July 1, 2020 through June 30, 2023. (Item 4)

Ayes: Hilden, Kwong, Lee, Sinclair, Tang
Noes: None
Absent: None
Abstain: None

President Lee indicated Motion No. 20-11-1601 was approved by a (5-0) roll call vote

Item 5: Recognition of Board of Director Alfred Sinclair, Division IV

- ◆ The Board of Directors recognized Director Alfred Sinclair for his service and leadership during his term as a WWWD Director, representing Division IV. (Item 5)

Adjournment at 4:56 p.m.

DRAFT

Walnut Valley Water District
Check Register For the Month of December 2020

CHECK NUMBER	DATE	PAYEE	AMOUNT
4240	9/29/2020	Void - Replaced with CK#4478	\$ (2,173.61)
4404	11/4/2020	Lias, David	\$ 2,870.40
4405	11/4/2020	Nguyen, Lisa Thi	\$ 985.50
4406	11/5/2020	Azteca Landscape	\$ 14,250.00
4407	11/5/2020	Federal Express	\$ 22.51
4408	11/5/2020	Geiger West Monrovia	\$ 1,629.22
4409	11/5/2020	Graybar Electric Company, Inc.	\$ 437.25
4410	11/5/2020	Pomona City Clerk	\$ 2,046.59
4411	11/5/2020	Rowland Water District	\$ 253.97
4412	11/5/2020	G M Sager Construction Co., Inc.	\$ 32,784.00
4413	11/5/2020	Walnut Valley Water District	\$ 93.71
4414	11/5/2020	Applied Technology Group, Inc.	\$ 1,362.10
4415	11/5/2020	Sheakley Pension Administration, Inc.	\$ 188.70
4416	11/5/2020	Cintas First Aid & Safety LOC#168	\$ 216.81
4417	11/5/2020	Tri County Pump Company	\$ 9,628.83
4418	11/5/2020	Frontier Communications	\$ 354.49
4419	11/5/2020	America's Choice Signs	\$ 2,080.50
4420	11/5/2020	Verizon Wireless	\$ 665.00
4421	11/5/2020	Raymond Handling Solutions, Inc.	\$ 706.04
4422	11/5/2020	Public Water Agencies Group	\$ 875.00
4423	11/12/2020	ACWA Services Corporation	\$ 142,286.30
4424	11/12/2020	Dangelo Co, Inc.	\$ 2,864.52
4425	11/12/2020	Department of Motor Vehicles	\$ 162.00
4426	11/12/2020	Graybar Electric Company, Inc.	\$ 1,235.60
4427	11/12/2020	Ken's Ace Hardware	\$ 208.05
4428	11/12/2020	Postmaster	\$ 655.00
4429	11/12/2020	Southern California Edison Company	\$ 88,661.20
4430	11/12/2020	Home Depot Credit Services	\$ 1,189.04
4431	11/12/2020	Yersky, Joseph T.	\$ 50.00
4432	11/12/2020	Armorcast Products Company	\$ 15,084.10
4433	11/12/2020	Chandler Asset Management, Inc.	\$ 3,114.50
4434	11/12/2020	Air Resources Board	\$ 735.00
4435	11/12/2020	InfoSend, Inc.	\$ 17,287.71
4436	11/12/2020	Online Information Services, Inc.	\$ 410.80
4437	11/12/2020	Western Exterminator Company	\$ 88.00
4438	11/12/2020	Office Solutions Business Prod. & Svcs, LLC	\$ 64.33
4439	11/12/2020	Everbrite West LLC	\$ 222.81
4440	11/12/2020	TelePacific Corp.	\$ 932.19
4441	11/12/2020	Keller, Jillian	\$ 1,599.99
4442	11/12/2020	Managed Mobile, Inc.	\$ 1,387.91
4443	11/12/2020	HASA, Inc.	\$ 1,093.12
4444	11/12/2020	ALS Group USA, Corp.	\$ 530.00
4445	11/12/2020	SoCal SCADA Solutions, LLC	\$ 7,520.00

Walnut Valley Water District
Check Register For the Month of December 2020

CHECK NUMBER	DATE	PAYEE	AMOUNT
4446	11/12/2020	Valley Power Systems, Inc.	\$ 5,127.60
4447	11/12/2020	Public Water Agencies Group	\$ 1,636.44
4448	11/12/2020	Altec Products, Inc.	\$ 490.00
4449	11/19/2020	Azteca Landscape	\$ 1,998.00
4450	11/19/2020	City of Walnut	\$ 210.00
4451	11/19/2020	Graybar Electric Company, Inc.	\$ 731.38
4452	11/19/2020	Hach Company	\$ 2,657.58
4453	11/19/2020	Southern Calif Gas Company	\$ 254.10
4454	11/19/2020	Underground Service Alert	\$ 419.20
4455	11/19/2020	Verizon Wireless	\$ 873.36
4456	11/19/2020	Grainger	\$ 50.17
4457	11/19/2020	Three Valleys Municipal Water District	\$ 1,501.65
4458	11/19/2020	Southland Pipe Corp.	\$ 5,682.72
4459	11/19/2020	InfoSend, Inc.	\$ 770.86
4460	11/19/2020	Ferguson Waterworks - Santa Ana	\$ 3,709.85
4461	11/19/2020	East West Bank - Visa	\$ 7,166.91
4462	11/19/2020	Office Solutions Business Prod. & Svcs,LLC	\$ 1,073.31
4463	11/19/2020	Cintas First Aid & Safety LOC#168	\$ 216.81
4464	11/19/2020	S & J Supply Company, Inc.	\$ 4,056.24
4465	11/19/2020	Frontier Communications	\$ 890.00
4466	11/19/2020	HASA, Inc.	\$ 2,841.65
4467	11/19/2020	Board of Certified Safety Professionals	\$ 180.00
4468	11/19/2020	Canon Solutions America, Inc.	\$ 2,774.82
4469	11/19/2020	Wildermuth Environmental, Inc.	\$ 23,091.40
4470	11/19/2020	Knight Industrial Supply	\$ 548.92
4471	11/19/2020	Lagerlof, LLP	\$ 4,410.00
4472	11/19/2020	Right of Way, Inc.	\$ 912.57
4473	11/19/2020	Global Power Supply, LLC	\$ 284,498.05
4474	11/19/2020	Aqua Backflow, Inc	\$ 1,387.00
4475	11/19/2020	Altec Products, Inc.	\$ 5,215.00
4476	11/19/2020	Yinglan Ruan	\$ 2,904.62
4477	11/19/2020	Kay-Met Recycling, LLC	\$ 4,234.15
4478	11/19/2020	Rowland Heights Medical Plaza	\$ 2,173.61
4479	11/19/2020	McMaster-Carr Supply Company	\$ 311.93
4480	11/24/2020	LA County Registrar-Recorder/County Clerk	\$ 75.00
4481	11/25/2020	L.A. County Department of Public Works	\$ 1,088.06
4482	11/25/2020	Industry Public Utility Commission	\$ 1,104.82
4483	11/25/2020	Reliance Standard Life Insurance Co.	\$ 6,637.16
4484	11/30/2020	AT&T Mobility II, LLC	\$ 643.84
4485	11/30/2020	Azteca Landscape	\$ 14,250.00
4486	11/30/2020	Fleming Environmental, Inc.	\$ 209,856.66
4487	11/30/2020	Graybar Electric Company, Inc.	\$ 159.47
4488	11/30/2020	Pool & Electrical Products, Inc.	\$ 848.65

Walnut Valley Water District
Check Register For the Month of December 2020

CHECK NUMBER	DATE	PAYEE	AMOUNT
4489	11/30/2020	Tucker Tire Company, Inc.	\$ 20.00
4490	11/30/2020	U S Postal Service (Hasler TMS)	\$ 2,000.00
4491	11/30/2020	Vulcan Materials Company	\$ 1,976.10
4492	11/30/2020	Grainger	\$ 103.31
4493	11/30/2020	Cintas Corporation #150	\$ 522.66
4494	11/30/2020	Patton's Sales Corp.	\$ 224.81
4495	11/30/2020	Ewing Irrigation Products Inc.	\$ 1,149.76
4496	11/30/2020	Ferguson Waterworks - Santa Ana	\$ 397.86
4497	11/30/2020	Harrington Industrial Plastics, LLC	\$ 47.87
4498	11/30/2020	Rene's Tire Service, Inc.	\$ 30.00
4499	11/30/2020	Cashier Depot Corporation	\$ 192.61
4500	11/30/2020	Crossfire Services, Inc	\$ 892.35
4501	11/30/2020	S & J Supply Company, Inc.	\$ 2,400.53
4502	11/30/2020	Veritiv Operating Company	\$ 967.06
4503	11/30/2020	ConvergeOne, Inc.	\$ 4,532.94
4504	11/30/2020	Star Brite Building Maintenance, Inc.	\$ 1,881.16
4505	11/30/2020	HASA, Inc.	\$ 717.66
4506	11/30/2020	A & J Tree Care, Inc.	\$ 2,000.00
4507	11/30/2020	ALS Group USA, Corp.	\$ 1,742.00
4508	11/30/2020	Packet Fusion, Inc.	\$ 761.25
4509	11/30/2020	Autonovation Mobile Auto Repair	\$ 509.21
4510	11/30/2020	Paper Recycling & Shredding Specialists, Inc.	\$ 65.00
4511	11/30/2020	Lagerlof, LLP	\$ 1,890.00
4512	11/30/2020	Environmental Contractors Transportation Inc.	\$ 1,867.50
4513	11/30/2020	McMaster-Carr Supply Company	\$ 145.50
EFT000000000317	11/10/2020	Doty Bros Equipment Co, Inc.	\$ 3,000.00
EFT000000000318	11/10/2020	Puente Basin Water Agency	\$ 1,137,145.28
EFT000000000319	11/10/2020	Pomona-Walnut-Rowland JWL Commission	\$ 1,026,623.54
EFT000000000320	11/16/2020	Union Bank of California	\$ 360,000.00
		TOTAL	\$ 3,520,128.70

Reviewed by:


Assistant General Manager


General Manager

12/9/20
Date

Reviewed by:

Dec. 9, 2020
Date

WVWD – Staff Report



TO: Board of Directors
FROM: General Manager
SUBMITTED BY: Director of External Affairs
DATE: December 14, 2020
SUBJECT: Community Outreach Update

Action/Discussion Fiscal Impact Resolution Information Only

RECOMMENDATION

For information only.

BACKGROUND INFORMATION:

Conservation and Education Outreach Updates

1. December Bill Insert

District customers received the bill insert noted below (front/back) with their monthly bill statement.



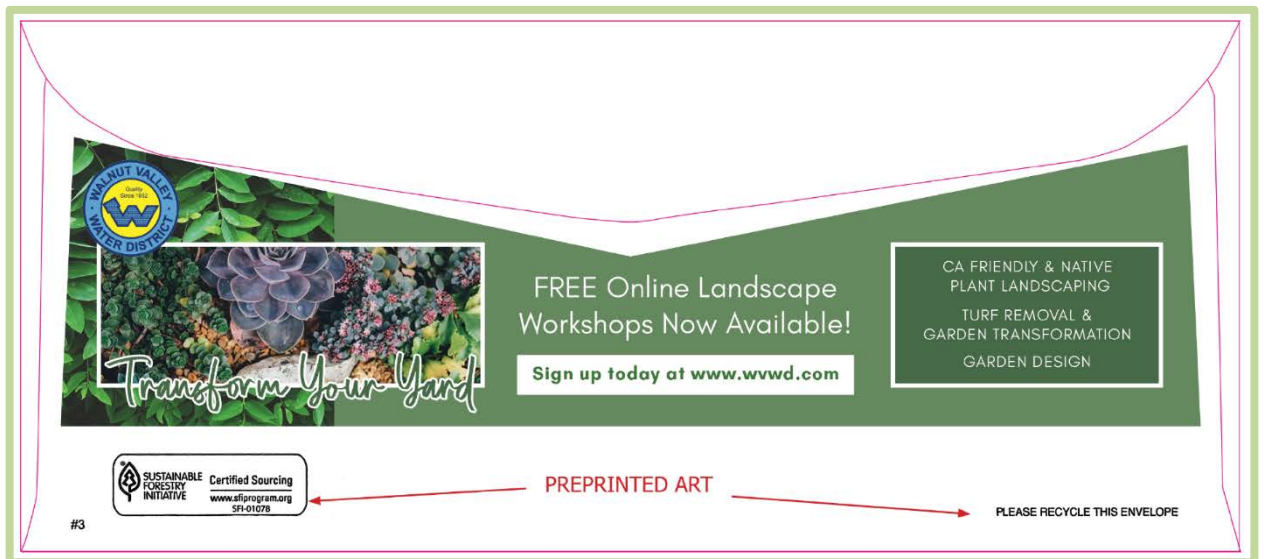
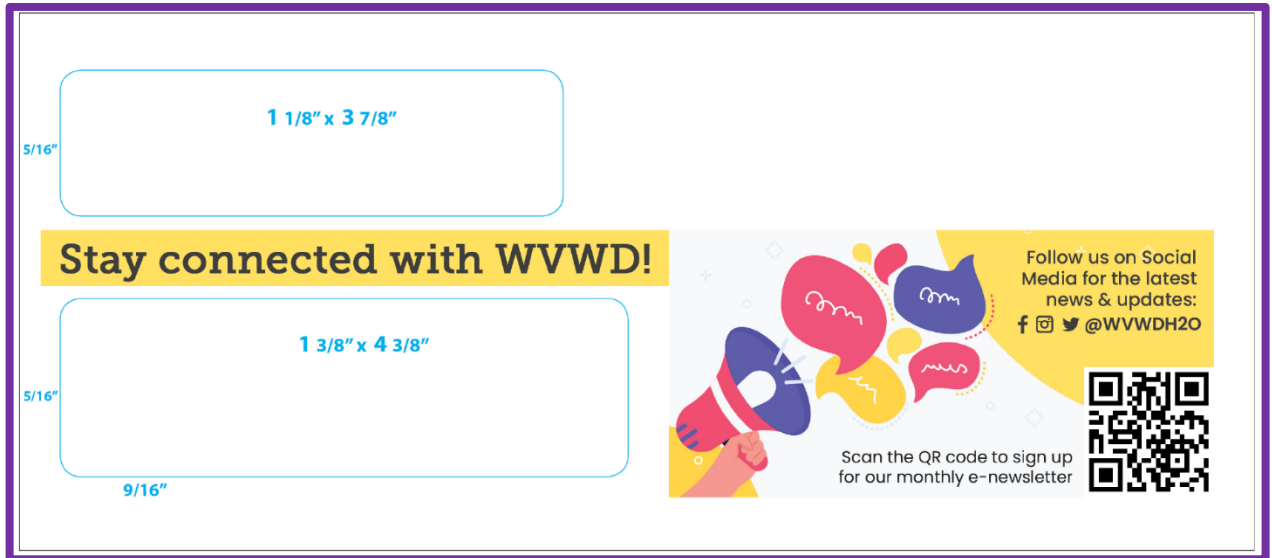
During the holidays, water plays a role in everything from food preparation to the cleanup process. Here's how to incorporate water conservation into your holiday preparations:

- ✦ Defrost frozen foods in the refrigerator or the microwave instead of running hot water over them.
- ✦ Rinse vegetables and fruits in a sink or pan filled with water instead of under running water. This water can then be reused to water houseplants. A running faucet can use up to 4 gallons per minute.
- ✦ When washing dishes by hand, fill one sink or basin with soapy water and fill the rinsing sink one-third to one-half full. Avoid letting the water run continuously in the rinsing sink.
- ✦ Select the proper size pans for cooking. Large pans require more cooking water than may be necessary.
- ✦ Scrape food scraps into the garbage can or a composting bin, rather than rinsing them into the sink's garbage disposal. A garbage disposal uses up to 4.5 gallons of water per minute.
- ✦ Run your dishwasher only when you have a full load. Dishwashers use between 7 and 12 gallons per load.

WALNUT VALLEY WATER DISTRICT
Follow Us! @WVWDH2O

2. December Bill Snipe

District customers received the bill snipe design noted below (front/back) with their monthly bill statement.



3. Water Use Efficiency Strategic Plan Update

District staff has finalized the Water Use Efficiency Strategic Plan (WUE) in collaboration with Maddaus Water Management, Inc. (Maddaus). The plan includes conservation and water-efficient measures that best fit District operations and result in District-wide water savings. The Board of Directors formally adopted the WUE Plan Program B at the October Board Meeting.

4. Facebook, Twitter, Instagram, and YouTube

The District regularly posts updates and promotion of external affairs activities, conservation tips, and education materials to Facebook, Twitter, Instagram, and YouTube.

During the month of November, the District shared the following:

- Edible Gardening for Beginners Online Class (post and event)
- WVWD is Thankful (video)
- Veterans Day (post)
- And more



5. WVWD is Thankful Video

The District hosted its “Thankful” video on its YouTube channel, website, and Facebook page. The video focused on messages from District employees and has nearly 2,500 views. The video can be accessed by clicking on the image below.



6. EPA WaterSense Partnership

The District is now a United States Environmental Protection Agency (EPA) WaterSense Partner. Through this partnership, WVWD will work with EPA to further promote water efficiency. The certified WaterSense label will be placed on all related promotional material and programs contributing to water savings will be considered for upcoming WaterSense Awards.

7. “Water is Life” Poster Contest Recognition

The Metropolitan Water District of Southern California (MWD) has announced the winners of the “Water is Life” contest. Three students from the District’s service area have been selected: Olivia Chang and Charles Chang from Pantera Elementary School and Maya Aragon from Diamond Bar

High School. A virtual recognition ceremony will take place on Thursday, December 17 at 11:30 a.m.

8. Operation Holiday Salute

The District participated in Operation Holiday Salute in which over 100-holiday cards were delivered to veterans in hospice and receiving end of life care.



External Affairs Activities (Upcoming & Current)

1. Moisture Meter Giveaway

The District will resume the distribution of free moisture meters to customers upon reopening to the public.

2. Residential Landscape Irrigation Survey Program

In partnership with the Metropolitan Water District of Southern California, the District is offering Free Landscape Irrigation Surveys to customers with properties with irrigated landscapes larger than one acre. Initial invitation postcards were mailed out to nearly 1,200 qualifying customers on September 14, 2020. Follow up letters were mailed out to qualifying customers in early November. To date, 37 of the District's qualifying customers have registered for the program. MWD is currently reassessing the survey requirements for the program, which is currently on pause. Detailed information will be shared as it is made available.



Upcoming Community Events

1. Turf Removal and California Friendly Landscape Online Classes
The Metropolitan Water District of Southern California (MWD) is providing free Turf Removal and California Friendly Native Plant Landscape classes online for residents within our service area. District customers can visit the District's website at www.wvwd.com/events/ to view class dates and to register.
2. Waterwise Community Center Online Workshops
The Chino Basin Water Conservation District is providing free online workshops for residents within our service area. Topics include Irrigation and Water Basics, Drip Irrigation System Design and Installation, Retrofitting Lawn Sprinklers, Rainwater Harvesting, and more. District customers can visit the District's website at www.wvwd.com/events/ to view class dates and to register.
3. Edible Gardening for Beginners Online Workshop
The District hosted an Edible Gardening for Beginners Online Workshop on Saturday, December 5, 2020. Class topics covered planning, soil preparation, plant selection, planting, watering, and more.
4. Drought Tolerant Landscape Class (On-Demand)
The District is hosting an on-demand online workshop covering drought-tolerant landscaping. Customers will have access to class materials for up to 30 days. Registration will be available starting mid-December. Customers will be able to access the materials starting Thursday, January 21, 2021.
5. California Native Plants Workshop (On-Demand)
The District is hosting an on-demand online workshop covering California native plants. Customers will have access to workshop materials for up to 30 days. Registration will be available starting mid-January. Customers will be able to access the materials starting Saturday, February 13, 2021.
6. Firescaping Webinar
The District is hosting a free Firescaping Webinar on Tuesday, February 23 at 6:00 p.m. Speaker Douglas Kent, author of Firescaping highlights what customers can do to protect their homes with a fire-resistant landscape. Mr. Kent will provide specific information for the communities of Diamond Bar, Walnut, and Rowland Heights. He has identified areas of great resistance and areas that can be improved to increase public safety and lives saved.
7. Leak Detection Online Workshop
The District is hosting an online leak detection workshop on Tuesday, March 16 at 6:00 p.m. and Saturday, March 20 at 10:00 a.m. Registration will be available in February. These workshops are a part of a series of events during Fix-A-Leak Week.

DIRECTOR EXPENSE FORM



NAME: Edwin Hilden

DATE: November 2020

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles \$
1	11/9/2020	Public Info	<input checked="" type="checkbox"/>				\$ -
2	11/10/2020	Personnel Committee	<input checked="" type="checkbox"/>				\$ -
3	11/16/2020	WVWD Board Meeting	<input checked="" type="checkbox"/>				\$ -
4	11/18/2020	TVMWD Board Meeting	<input checked="" type="checkbox"/>				\$ -
5	11/19/2020	Board Workshop	<input checked="" type="checkbox"/>				\$ -
6			<input type="checkbox"/>				\$ -
7			<input type="checkbox"/>				\$ -
8			<input type="checkbox"/>				\$ -
9			<input type="checkbox"/>				\$ -
10			<input type="checkbox"/>				\$ -
11			<input type="checkbox"/>				\$ -
12			<input type="checkbox"/>				\$ -
13			<input type="checkbox"/>				\$ -

Total Number of Miles: 0 X \$0.575 \$ -

Total Reimbursable Expenses \$ -

Total Meeting Compensation 5 X \$150.00 per day \$ 750.00

TOTAL \$ 750.00

I certify the above is correct and accurate to the best of my knowledge

Signature

Date

* Mileage is reimbursed at IRS Standard Business Mileage Rate \$0.575

**Directors are eligible for seven meeting days per month at \$150 per day.

DIRECTOR EXPENSE FORM



NAME: Kwong

DATE: November 2020

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles \$
1	11/4/2020	TVMWD Regular Board Meeting	<input checked="" type="checkbox"/>				\$ -
2	11/9/2020	Chamber Government Affair committee	<input type="checkbox"/>				\$ -
3	11/9/2020	Finance Committee	<input checked="" type="checkbox"/>				\$ -
4	11/10/2020	Engineering Committee	<input checked="" type="checkbox"/>				\$ -
5	11/10/2020	Personnel Committee	<input type="checkbox"/>				\$ -
6	11/16/2020	Board meeting	<input checked="" type="checkbox"/>				\$ -
7	11/18/2020	TVMWD Regular Board Meeting	<input type="checkbox"/>				\$ -
8	11/19/2020	Special Board workshop	<input checked="" type="checkbox"/>				\$ -
9	11/29/2020	Fleet Program Training-Defense Driving Strategies	<input checked="" type="checkbox"/>				\$ -
10	11/30/2020	Fleet Program Training-Driver Safety Orientation	<input checked="" type="checkbox"/>				\$ -
11			<input type="checkbox"/>				\$ -
12			<input type="checkbox"/>				\$ -
13			<input type="checkbox"/>				\$ -

Total Number of Miles: 0 X \$0.575	\$ -
Total Reimbursable Expenses	\$ -
Total Meeting Compensation 7 X \$150.00 per day	\$ 1,050.00
TOTAL	\$ 1,050.00

I certify the above is correct and accurate to the best of my knowledge

Signature

Date

* Mileage is reimbursed at IRS Standard Business Mileage Rate \$0.575

**Directors are eligible for seven meeting days per month at \$150 per day.

DIRECTOR EXPENSE FORM



NAME: Theresa Lee

DATE: Nov. 2020

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles \$
1	11/2/2020	SPADRA EXECUTIVE COMMITTEE MEETING	<input checked="" type="checkbox"/>				\$ -
2	11/4/2020	CSDA SDLA Module 4: Boards Role in HR/Part 1	<input checked="" type="checkbox"/>				\$ -
3	11/5/2020	CSDA SDLA Module 4: Boards Role in HR/Part 2	<input checked="" type="checkbox"/>				\$ -
4	11/9/2020	WVWD Public Info Legislative Committee Meeting via Webex	<input checked="" type="checkbox"/>				\$ -
5	11/10/2020	WVWD Engineering Committee Meeting via Webex	<input checked="" type="checkbox"/>				\$ -
6	11/16/2020	WVWD Board Meeting via Webex	<input checked="" type="checkbox"/>				\$ -
7	11/19/2020	WVWD Board Workshop	<input checked="" type="checkbox"/>				\$ -
8	11/30/2020	JPIA 2020 Virtual Board of Directors' Meeting	<input type="checkbox"/>				\$ -
9			<input type="checkbox"/>				\$ -
10			<input type="checkbox"/>				\$ -
11			<input type="checkbox"/>				\$ -
12			<input type="checkbox"/>				\$ -
13			<input type="checkbox"/>				\$ -

Total Number of Miles: 0 X \$0.58	\$ -
Total Reimbursable Expenses	\$ -
Total Meeting Compensation 7 X \$150.00 per day	\$ 1,050.00
TOTAL	\$ 1,050.00

I certify the above is correct and accurate to the best of my knowledge

Signature

Date

* Mileage is reimbursed at IRS Standard Business Mileage Rate \$0.580

**Directors are eligible for seven meeting days per month at \$150 per day.

DIRECTOR EXPENSE FORM



NAME: Alfred Sinclair

DATE: November 2020

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles \$
1	11/2/2020	Spadra Basin GSA Meeting	<input checked="" type="checkbox"/>				\$ -
2	11/3/2020	ACWA Virtual Meeting	<input checked="" type="checkbox"/>				\$ -
3	11/4/2020	TVMWD Board Meeting	<input checked="" type="checkbox"/>				\$ -
4	11/9/2020	Public Information Committee Meeting	<input checked="" type="checkbox"/>				\$ -
5	11/9/2020	Finance Committee Meeting	<input type="checkbox"/>				\$ -
6	11/10/2020	ACWA Virtual Meeting	<input type="checkbox"/>				\$ -
7	11/10/2020	Engineering Committee Meeting	<input checked="" type="checkbox"/>				\$ -
8	11/10/2020	Personnel Committee Meeting	<input type="checkbox"/>				\$ -
9	11/16/2020	WVWD Board Meeting	<input checked="" type="checkbox"/>				\$ -
10	11/18/2020	TVMWD Board Meeting	<input type="checkbox"/>				\$ -
11	11/19/2020	WVWD Workshop Board Meeting	<input checked="" type="checkbox"/>				\$ -
12			<input type="checkbox"/>				\$ -
13			<input type="checkbox"/>				\$ -

Total Number of Miles: 0 X \$0.575	\$ -
Total Reimbursable Expenses	\$ -
Total Meeting Compensation 7 X \$150.00 per day	\$ 1,050.00
TOTAL	\$ 1,050.00

I certify the above is correct and accurate to the best of my knowledge

Signature

Date

* Mileage is reimbursed at IRS Standard Business Mileage Rate \$0.575

**Directors are eligible for seven meeting days per month at \$150 per day.

DIRECTOR EXPENSE FORM



NAME: Jerry Tang

DATE: November 2020

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles \$
1	11/2/2020	Spadra Basin GSA Executive Committee Meeting	<input checked="" type="checkbox"/>				\$ -
2	11/3/2020	ACWA Region 8 Seminar: Developing a Recycled Water Supply Through Regional Partnerships	<input checked="" type="checkbox"/>				\$ -
3	11/9/2020	WVWD Public Information and Legislative Committee Meeting	<input type="checkbox"/>				\$ -
4	11/9/2020	WVWD Finance Committee Meeting	<input checked="" type="checkbox"/>				\$ -
5	11/10/2020	WVWD Engineering Committee Meeting	<input type="checkbox"/>				\$ -
6	11/10/2020	WVWD Personnel Committee Meeting	<input type="checkbox"/>				\$ -
7	11/12/2020	WVWD Online Training: Fleet Program Driving Strategies	<input checked="" type="checkbox"/>				\$ -
8	11/16/2020	WVWD Board Meeting	<input checked="" type="checkbox"/>				\$ -
9	11/18/2020	WVWD Online Training: Fleet Program Driver Safety Orientation	<input checked="" type="checkbox"/>				\$ -
10	11/19/2020	WVWD Director's Workshop	<input checked="" type="checkbox"/>				\$ -
11			<input type="checkbox"/>				\$ -
12			<input type="checkbox"/>				\$ -
13			<input type="checkbox"/>				\$ -

Total Number of Miles: 0 X \$0.575	\$ -
Total Reimbursable Expenses	\$ -
Total Meeting Compensation 7 X \$150.00 per day	\$ 1,050.00
TOTAL	\$ 1,050.00

I certify the above is correct and accurate to the best of my knowledge

Signature

Date

* Mileage is reimbursed at IRS Standard Business Mileage Rate \$0.575

**Directors are eligible for seven meeting days per month at \$150 per day.

Monthly Board Expense Detail
 Edwin Hilden
 November 30, 2020

Payment Date/Charge Date	Type	Description	Conference/Meeting	Payment Type	Check Number	Payment	Reimbursed By Director	District Expense	GL Acct.
		No Activity						-	
								-	
								-	
								-	
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Total Districts Charges						-	-	0.00	

Edwin M. Hilden _____ Date

Gloria Sanchez _____ Date 12/10/20
 Executive Secretary

V. Z... _____ Date 12/9/20
 Assistant General Manager

Edwin Hilden _____ Date Dec. 9, 2020
 General Manager

Monthly Board Expense Detail
Alfred Sinclair
November 30, 2020

Payment Date/Charge Date	Type	Description	Conference/Meeting	Payment Type	Check Number	Payment	Reimbursed By Director	District Expense	GL Acct.
		No Activity						-	
								-	
								-	
								-	
								-	
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								-	
								-	
Total Districts Charges							-	-	0.03

Alfred Sinclair _____ Date _____

Gabriela Sanchez _____ Date 12/10/20
Executive Secretary

[Signature] _____ Date 12/9/20
Assistant General Manager

[Signature] _____ Date Dec. 9, 2020
General Manager

Monthly Board Expense Detail
 Jerry Tang
 November 30, 2020

Payment Date/Charge Date	Type	Description	Conference/Meeting	Payment Type	Check Number	Payment	Reimbursed By Director	District Expense	GL Acct.
10/29/20	1	Conference Registration	Association of California Water Agencies	VISA		35.00		35.00	10-5520-5720
								-	
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								-	
Total Districts Charges						35.00	-	35.00	

Jerry Tang _____ Date _____

Galveta Sanchez _____ Date *12/10/20* _____
 Executive Secretary

Lezpe _____ Date *12/9/20* _____
 Assistant General Manager

Fdu Alvarado _____ Date *Dec. 9, 2020* _____
 General Manager

**WALNUT VALLEY WATER DISTRICT
TREASURER'S REPORT
December 14, 2020**



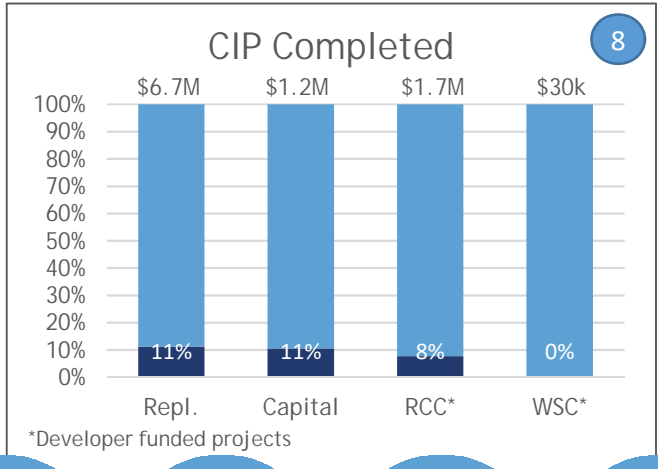
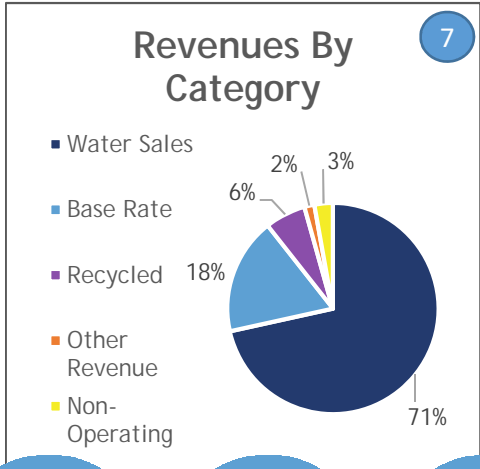
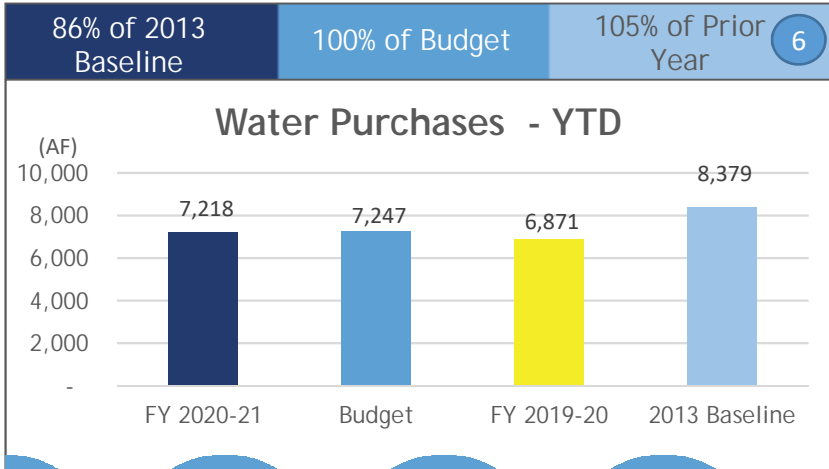
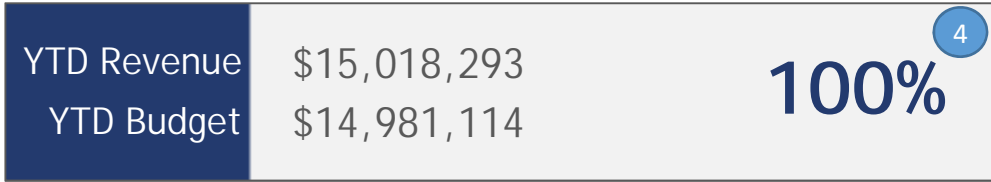
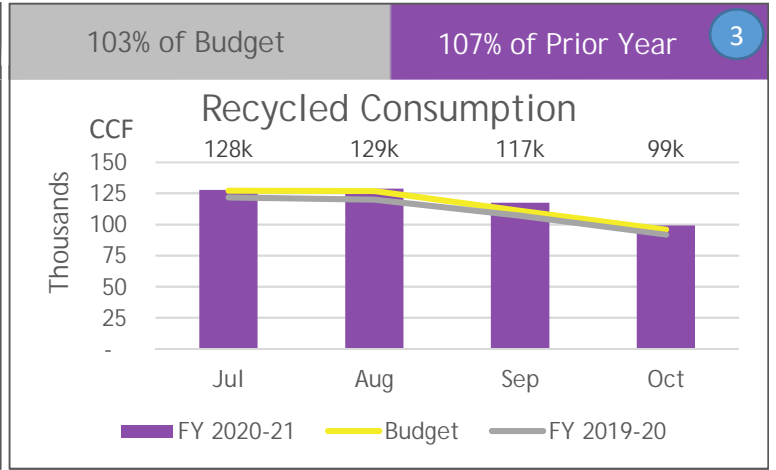
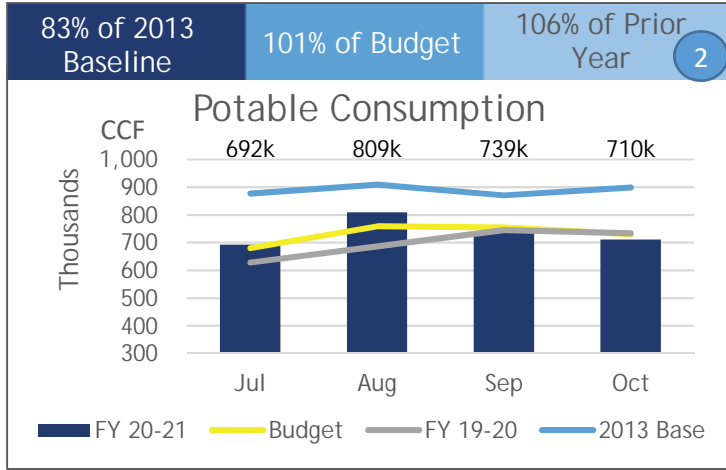
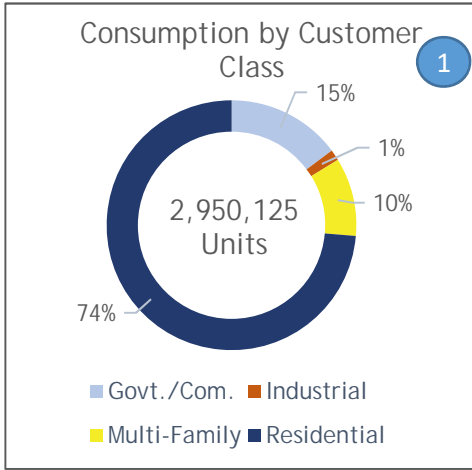
- 1) Financial Dashboard as of October 31, 2020
- 2) District Statement of Revenues, Expenses, and Change in Net Assets as of October 31, 2020
- 3) District Statement of Net Assets as of October 31, 2020
- 4) Summary of Cash Investments as of October 31, 2020



Walnut Valley Water District Financial Dashboard



October 31, 2020



882 ↑ 19

Overdue Notice

- 0

Turn-Offs

4,604 ↑ 53

E-Bills - Customers

749 ↓ 2

Afford. Rate - Customers

1,551 ↓ 141

Phone Calls - Monthly

* Consumption revenue and expense data excludes wholesale water

Walnut Valley Water District
Statement of Revenues, Expenses & Changes in Net Assets
Summary by Division
For the Four Months Ending Saturday, October 31, 2020

	October			YTD		
	Actual	Budget	% of Budget	Actual	Budget	Annual % of Budget
Operating Revenues						
Water Sales	\$3,581,483.02	\$3,493,585.00	102.52%	\$15,582,648.98	\$36,405,202.00	42.80%
Water Sales - Recycled	204,927.63	192,102.00	106.68%	961,399.54	1,922,853.00	50.00%
Hydroelectric Sales	3,840.22	2,500.00	153.61%	16,447.18	30,000.00	54.82%
Stand-by Charges	28,999.64	41,091.00	70.57%	36,850.48	825,000.00	4.47%
Total Operating Revenues	3,819,250.51	3,729,278.00	102.41%	16,597,346.18	39,183,055.00	42.36%
Operating Expenses						
Operations	454,281.34	465,706.00	97.55%	2,045,187.62	6,090,362.00	33.58%
Engineering	88,093.82	99,341.00	88.68%	421,929.36	1,317,206.00	32.03%
Finance	166,308.39	178,385.00	93.23%	714,684.26	2,336,872.00	30.58%
Board of Directors/GM Office	102,319.52	109,508.00	93.44%	446,168.02	1,462,211.00	30.51%
Administrative Services	182,481.07	191,518.00	95.28%	787,357.58	2,530,459.00	31.12%
General Administration	103,865.29	116,839.00	88.90%	417,271.81	1,243,450.00	33.56%
Total Operating Expenses	1,097,349.43	1,161,297.00	94.49%	4,832,598.65	14,980,560.00	32.26%
Purchased Water & Related	2,051,942.24	1,828,645.00	112.21%	9,610,310.95	20,304,334.00	47.33%
Total Expenses	3,149,291.67	2,989,942.00	105.33%	14,442,909.60	35,284,894.00	40.93%
Income (Loss) From Operations	669,958.84	739,336.00	90.62%	2,154,436.58	3,898,161.00	55.27%
Nonoperating Revenues/(Expenses)	(269,214.80)	(311,736.00)	86.36%	74,608.19	1,161,530.00	6.42%
Income (Loss) Before Res. Rev & Deprec.	400,744.04	427,600.00	93.72%	2,229,044.77	5,059,691.00	44.05%
Restricted/Desig Rev & Other Exp.	28,591.18	0.00	0.00%	231,110.16	0.00	0.00%
Income (Loss) Before Depreciation	429,335.22	427,600.00	100.41%	2,460,154.93	5,059,691.00	48.62%
Depreciation & Amortization	444,690.56	0.00	0.00%	1,779,146.34	0.00	0.00%
Income Before Capital Contributions	(15,355.34)	427,600.00	-3.59%	681,008.59	5,059,691.00	13.46%
Capital Contributions	20,404.69	0.00	0.00%	288,958.37	0.00	0.00%
Net Increase (Decrease) in Net Assets	5,049.35	427,600.00	1.18%	969,966.96	5,059,691.00	19.17%

Walnut Valley Water District
Statement of Net Assets
Saturday, October 31, 2020

ASSETS

CURRENT ASSETS:

Cash & Investments - Unrestricted	\$32,424,140.48	
Accounts Receivable:		
Water	3,798,802.73	
Taxes	55,890.48	
Accrued Interest	190,412.77	
Other	1,347,457.13	
Standby Charges	77,010.61	
Stored Water	3,575,179.80	
Materials Inventory	840,755.71	
Prepaid Expenses	419,156.90	
TOTAL CURRENT ASSETS		42,728,806.61

RESTRICTED ASSETS

Cash & Investments - Restricted	14,594,004.49	
Cash & Investments - Fiscal Agent	2,322,673.46	
Interest Receivable	4,160.80	
Investment in Joint Venture	17,025,293.05	
TOTAL RESTRICTED ASSETS		33,946,131.80

OTHER ASSETS

CAPITAL ASSETS

Capital Assets	223,869,430.64	
Construction in Progress	5,800,151.18	
Less: Accumulated Depreciation	(117,537,686.91)	
NET CAPITAL ASSETS		112,131,894.91
TOTAL ASSETS		188,806,833.32

Walnut Valley Water District
Statement of Net Assets
Saturday, October 31, 2020

DEFERRED OUTFLOW OF RESOURCES

Deferred Pension Contributions		1,464,186.00
Deferred Outflow - Actuarial		1,534,479.00
Deferred Outflow - OPEB		2,195,979.00
TOTAL DEFERRED OUTFLOW OF RESOURCES		5,194,644.00

LIABILITIES & FUND EQUITY

CURRENT LIABILITIES

Accounts Payable	(4,816,951.17)	
Other Current Liabilities	(169,112.92)	
Interest Payable	(60,000.00)	
TOTAL CURRENT LIABILITIES		(5,046,064.09)

RESTRICTED LIABILITIES

Accounts Payable	(14,310.88)	
Deposits	(1,779,756.02)	
Construction Advances	(7,444,632.82)	
TOTAL RESTRICTED LIABILITIES		(9,238,699.72)

LONG TERM DEBT & RELATED

PBWA Revenue Bonds 2013 A	(14,400,000.00)	
Deferred Bond Premium	(1,919,150.90)	
Net Pension Liability	(14,301,343.00)	
Other Long-term Debt	(6,466,662.43)	
TOTAL LONG TERM DEBT & RELATED		(37,087,156.33)
TOTAL LIABILITIES		(51,371,920.14)

Walnut Valley Water District
Statement of Net Assets
Saturday, October 31, 2020

DEFERRED INFLOW OF RESOURCES

Deferred Inflow of Resources - Actuarial		(708,607.00)
TOTAL DEFERRED INFLOW OF RESOURCES		<u>(708,607.00)</u>

NET ASSETS

Invested in Capital Assets, Net of Related Debt	112,131,894.91	
Restricted	8,388,281.18	
Unrestricted	21,400,774.09	
TOTAL NET ASSETS	<u>141,920,950.18</u>	
TOTAL NET ASSETS		<u>141,920,950.18</u>

Walnut Valley Water District
 Summary of Cash and Investments
 10/31/2020

CASH & CASH EQUIVALENTS

Cash on Hand	\$3,200.00	
<u>Cash in Bank</u>		
East West Bank - General	\$3,672,884.19	
East West Bank - Payroll	345,509.29	
East West Bank - Water Refund	19,225.07	
East West Bank - Revolving	24,381.87	
East West Bank - Credit Card	325,018.91	
East West Bank - Badillo Grand	306,045.05	
East West Bank - Payroll Reimbursement	29,302.33	
Total Cash in Bank	4,722,366.71	
TOTAL CASH	\$4,725,566.71	

INVESTMENTS

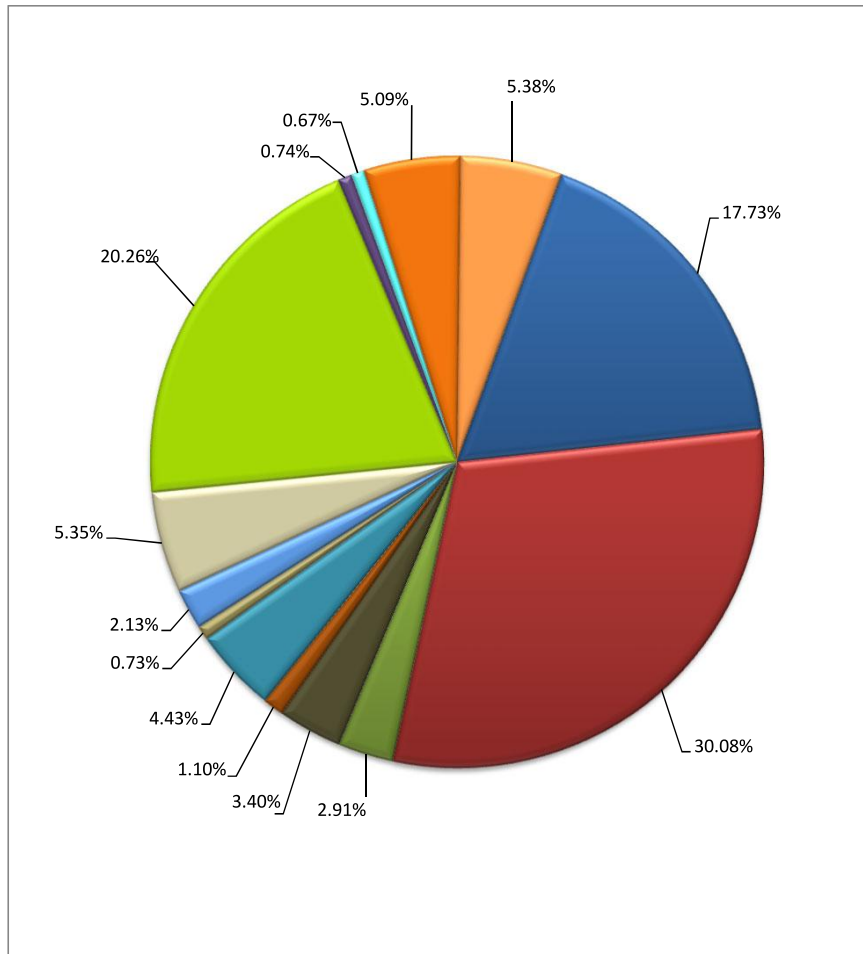
Certificates of Deposit	743,000.00	
Corporate Notes	8,850,000.00	
Supranational	1,000,000.00	
Local Agency Investment Fund (LAIF)	6,332,376.74	
BNY Mellon - Money Market (Sweep)	8,000.00	
US Agency	16,400,000.00	
US Treasury	7,350,000.00	
TOTAL INVESTMENTS	40,683,376.74	
TOTAL CASH & INVESTMENTS	\$45,408,943.45	

I certify that this report accurately reflects all investments of the Walnut Valley Water District and that all investments are in full compliance with State law and District's Investment Policy.



Brian Teuber
 Assistant General Manager

Walnut Valley Water District Summary of Cash and Investments by Reserve Fund October 31, 2020



ALLOCATION OF CASH AND INVESTMENTS			
Unrestricted			
Category 1			
General Account	\$	8,048,535.76	17.73%
	\$	8,048,535.76	17.73%
Designated			
Category 2			
Operating Reserve	\$	2,431,000.00	5.35%
Replacement	\$	13,661,164.50	30.08%
Capital Improvement	\$	1,319,857.66	2.91%
Rate Stabilization	\$	1,543,125.39	3.40%
B/G Catastrophic Ins	\$	500,000.00	1.10%
Employee Liabilities	\$	2,012,023.66	4.43%
Stored Water	\$	332,000.00	0.73%
Project Reserve	\$	967,231.99	2.13%
	\$	22,766,403.20	50.13%

Restricted Reserves			
Category 3			
Customer/Developer Deposits	\$	9,200,644.70	20.26%
	\$	9,200,644.70	20.26%
Category 4			
ASC	\$	334,681.04	0.74%
Badillo/Grand-Maintenance	\$	306,045.05	0.67%
RCC	\$	2,309,736.40	5.09%
WSC	\$	2,442,897.30	5.38%
	\$	5,393,359.79	11.88%

Total \$ 45,408,943.45 100.00%

Category 1 - These are funds that accumulate from day-to-day operations and represent the net equity in the District's General Fund. All interest earned is retained in the General Fund.

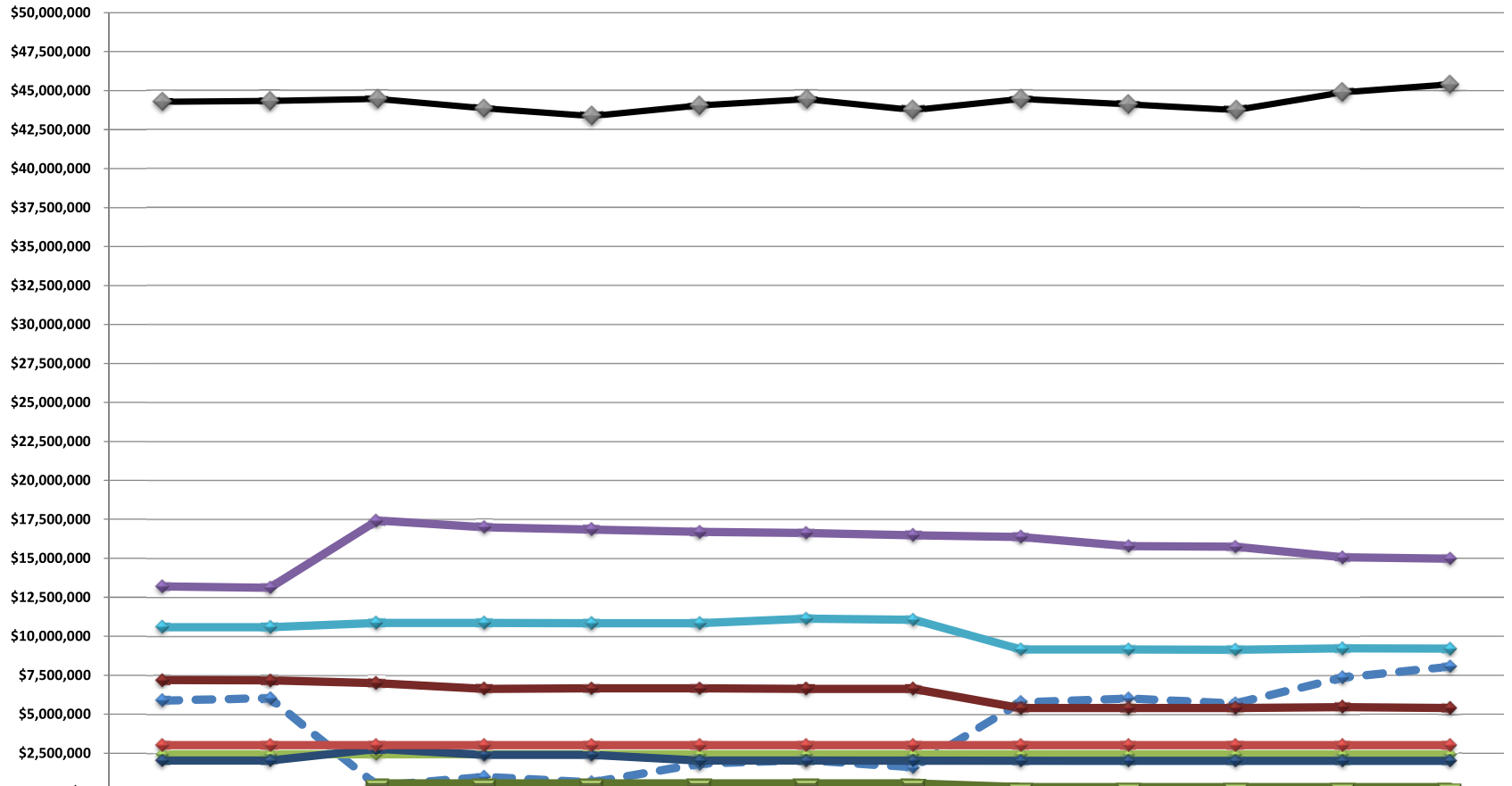
Category 2 - These funds, although not legally or externally restricted, have been reserved pursuant to the Board's desire to provide a stable and equitable rate structure. All interest earned related to these funds is retained by each designated fund.

Category 3 - These funds have legal or external restrictions. These Restricted Funds can only be used for the specific purposes established for the fund. All interest earned is retained in the General Fund.

Category 4 - These funds have legal or external restrictions. All interest earned must be retained by each Restricted Fund and can only be used for the specific purposes established for the fund.

Note: Effective 6/30/12, the Badillo Grand Catastrophic Insurance Fund was reclassified from a Restricted Fund to a Designated Fund.

**Walnut Valley Water District
Cash Balances
October 2019 - October 2020**



	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sept 2020	Oct 2020
General Account	\$5,871,965	\$6,034,748	\$415,725	\$982,302	\$633,407	\$1,823,555	\$2,066,273	\$1,588,953	\$5,760,414	\$6,011,135	\$5,687,981	\$7,354,512	\$8,048,536
Operating Reserve	\$2,430,000	\$2,430,000	\$2,431,000	\$2,431,000	\$2,431,000	\$2,431,000	\$2,431,000	\$2,431,000	\$2,431,000	\$2,431,000	\$2,431,000	\$2,431,000	\$2,431,000
Capital/Replacement Reserve	\$13,193,924	\$13,107,634	\$17,420,494	\$16,997,388	\$16,843,728	\$16,694,149	\$16,622,639	\$16,466,984	\$16,374,232	\$15,779,511	\$15,745,456	\$15,063,695	\$14,981,022
Employee Liabilities Reserve	\$2,018,544	\$2,018,544	\$2,768,544	\$2,393,544	\$2,393,544	\$2,018,544	\$2,018,544	\$2,018,544	\$2,012,024	\$2,012,024	\$2,012,024	\$2,012,024	\$2,012,024
Stored Water Reserve			\$559,100	\$559,100	\$559,100	\$559,100	\$559,100	\$559,100	\$332,000	\$332,000	\$332,000	\$332,000	\$332,000
Other Designated Reserves	\$3,008,835	\$3,008,835	\$3,010,357	\$3,010,357	\$3,010,357	\$3,010,357	\$3,010,357	\$3,010,357	\$3,010,357	\$3,010,357	\$3,010,357	\$3,010,357	\$3,010,357
Customer/Dev. Deposits	\$10,580,575	\$10,572,733	\$10,867,397	\$10,861,825	\$10,838,285	\$10,837,853	\$11,122,475	\$11,061,410	\$9,156,642	\$9,156,266	\$9,135,346	\$9,230,025	\$9,200,645
Developer & Other Restricted	\$7,182,755	\$7,170,481	\$6,990,549	\$6,625,730	\$6,661,033	\$6,664,063	\$6,627,357	\$6,624,767	\$5,388,815	\$5,388,840	\$5,394,959	\$5,462,294	\$5,393,360
Grand Total	\$44,286,599	\$44,342,976	\$44,463,167	\$43,861,246	\$43,370,454	\$44,038,622	\$44,457,745	\$43,761,116	\$44,465,485	\$44,121,133	\$43,749,124	\$44,895,908	\$45,408,943

**OPERATIONS DEPARTMENT REPORT
November Monthly Report**

PROJECT NO.	PROJECT DESCRIPTION	STATUS
N/A	Watermain and water service repair	<u>Repair Water Service Leaks:</u> 219 Benicia Road, 225 North Platina Drive, 1227 Bramford Court, 233 Gentle Springs Lane, 23511 Twin Springs Lane, Diamond Bar. 1846 Pepperdale Drive, Rowland Heights. 19609 Terraza Terrace, 20137 San Gabriel Valley Drive, 20503 Varsity Drive, Walnut. <u>Replaced Copper Setters:</u> 1032 Longview Drive, 3543 Hawkwood Road, Diamond Bar. 817 Crystal Water Lane, 20137 San Gabriel Valley Drive (I/C & Service leak), Walnut. <u>Replaced Angle Meter Stops:</u> 19008 Jodi Street, 20445 Thrust Drive, Rowland Heights. 251 Amber Ridge Lane, Walnut <u>Water Main Break:</u> Eldertree Reservoir Easement - 14" ACP 1050 Zone, Diamond Bar. <u>Water System/Miscellaneous Work:</u> USA removal District wide. Completed Air Vac Route 13-01. 13 Loads taken to Azusa Landfill.
N/A	Repair of sheared blow off, fire hydrants and air-vac assemblies	Fire Hydrant - 19458 Rockledge Lane, Walnut.
Fire Flow Tests	Fire Flow Test	None for month of November.
20-3643	Service Upgrade	20359 Fuerte Drive, Walnut. Upgraded water service.
19-3588	Valve Replacement Program	None for month of November.
19-3608	Analyzers, Active Mixing systems	Walnut area reservoirs mixers/analyzers installation is ongoing. Chestnut Hill mixer and analyzer installation is complete.
N/A	Production Facility Maintenance	<u>Pump and Motor Maintenance:</u> Tri County Pump reinstalled Pepperdale No. 4 pump and motor and Fernhollow 1050 Zone No.1 motor. Tri County Pump pulled and reinstalled Pathfinder 1050 Zone No.3 motor for warranty work. Tri County Pump pulled Fernhollow 1200 Zone No. 2 motor. <u>Pump Station Maintenance:</u> Southern California Edison completed Pump Efficiency testing at Parker Canyon and Fairway Well. Station maintenance is ongoing. <u>Facility/Miscellaneous Work:</u> R&B Automation completed gearbox repair on BGTM 12 inch inlet valve. ATG completed security camera maintenance at Pathfinder, Ambushers and Sylvan Glen Reservoirs. Chestnut Hill Reservoir was drained and interior patched, cleaned and new D&H mixer was installed. Ridgeline Reservoir B, replaced PAX mixer with warranty replacement mixer. Ridgeline Pump No. 1, installed new discharge valve and removed old meter.
N/A	Total trihalomethanes (TTHMs) Graph	Water quality meets all state and federal standards.

Eldertree Reservoir Easement Break
14" ACP 1050 Zone, Diamond Bar



Hit Fire Hydrant

19458 Rockledge Lane, Walnut



WVWD – Staff Report



TO: Board of Directors
FROM: General Manager
SUBMITTED BY: Director of HR & Risk Management
DATE: December 14, 2020
SUBJECT: Revisions to the WVWD 9/80 Work Schedule Policy

Action/Discussion **Fiscal Impact** **Resolution** **Information Only**

Recommendation

That the Board of Directors adopt the revisions to the WVWD 9/80 Work Schedule, which amends the pay period start and end time to be consistent with the 2020-2023 Employee Terms and Conditions and revises holiday pay verbiage.

Background Information

The District's current 9/80 Work Schedule Policy was last revised in January 2012. Since then the 9/80 Work Schedule Policy was not concurrently updated with Employee Terms and Conditions revisions. The 2020-2023 Employee Terms and Conditions were adopted at the November 19, 2020 Special Board meeting.

If adopted, the amended policy will be revised and distributed to all employees.

Attachments:

Redline 9/80 Work Schedule Policy- adopted 1/2012

Excerpt from 2020-2023 GEU Terms and Conditions- Article 9- Workweek - adopted 11/19/20

WALNUT VALLEY WATER DISTRICT

9/80 ~~Work~~ WORK SCHEDULE ~~Schedule~~

1. PURPOSE:

To set forth the Walnut Valley Water District's policy and procedures governing the establishment and administration of an alternate work schedule commonly referred to as "9/80." To better serve the public, District offices are to be open for an additional hour Monday through Thursday. All offices will maintain coverage every Friday with staffing as determined by the ~~D~~department ~~H~~head and approved by the General Manager/designee. The terms of this policy are incorporated into the Terms and Conditions of Employment.

2. POLICY:

The District may offer employees the 9/80 alternate work schedule. The 9/80 work schedule is not an entitlement. The 9/80 work schedule will not be provided at the expense of service to the public and must not adversely affect the District's ability to provide coverage or maintain service levels. Accordingly,

- 2.1 District offices will be open Monday through Friday for customer service with the exception of District holidays
- 2.2 Department ~~H~~heads will create and maintain a work schedule that provides service Monday through Friday with the exception of District holidays.

3. DEFINITIONS:

- 3.1 "9/80 workweek" shall mean a compressed workweek comprised of a work schedule which allows employees to work 80 straight-time hours per pay period over a nine day period.
- 3.2 The 9/80 alternate work schedule will consist of eight (8) work days of nine (9) hours and one work day of eight (8) hours for a total of eighty (80) hours during two (2) consecutive work weeks. Under the 9/80 schedule, employees will work 44 hours one week (four 9-hour days and one 8-hour day) and 36 hours the other week (four 9-hour days and one day off).
- 3.3 The 9/80 work week begins on the employee's 8-hour day, exactly four (4) hours after the scheduled start time, and ends exactly three (3) hours and fifty-nine (59) minutes after the scheduled start time on the same day the following week, or the workweek starts at 11:00 ~~a-m-~~ on the employee's eight-hour workday and ends at 10:59 ~~a-m-~~ seven days later.
- 3.4 Regular Day Off: The Regular Day Off (RDO) will be an eight (8) hour day. Employees working the 9/80 work schedule cannot move their RDO.

3.5 Pay Period:

- a. For all personnel working the 9/80, the District's pay period will begin at 11:00 a.m. on Friday and will end at 10:59 a.m. two weeks later.
- b. For all other personnel, the pay period will begin at 12:00~~4~~ a.m. on Saturday and end at ~~12:00~~ 11:59 p.m. on Friday two weeks later.

4. PROCEDURES – Working RDO:

- 4.1 If an employee is required to work on his or her RDO, which may include training or attendance at conferences, or the RDO falls on a designated District holiday, the employee may be entitled to another day off during the same pay period or permitted to bank their holiday hours pursuant to District needs and at the discretion of the employee's ~~D~~epartment ~~H~~ead and/or the General Manager/designee.

5. PROCEDURES – Holidays, Personal Time Off, and Jury Duty:

- 5.1 ~~For holiday pay, Holiday pay will remain at eight (8) hours. if the~~ When a holiday falls on a regular nine (9) hour workday, the employee shall receive nine (9) hours of holiday pay. For Holidays that fall on a eight (8) hour workday, employees shall receive eight (8) hours of holiday pay. use one (1) hour of accrued available leave time, including personal leave, vacation, administrative leave, compensatory time, or holiday bank hours, to make up the "ninth hour."
- 5.2 Time off from work for vacation, sick, or other paid leave will be charged nine (9) hours for time taken on a scheduled nine hour day. Time off from work on the eight (8) hour work day will be charged eight (8) hours.
- 5.3 Employees required to report for Jury Duty on their RDO shall **not** be entitled to overtime pay or compensatory time off.

6 PROCEDURES - Overtime:

- 6.1 Non-exempt employees who actually work more than 40 hours during their work week shall receive overtime pay or compensatory time off pursuant to District policy.

ARTICLE 9 – Workweek

The workweek for nonexempt employees is a fixed and regularly recurring period of seven consecutive 24-hour periods. For those employees participating in a 9/80 work schedule, an employee's workweek will begin at 11:00 am Friday and end at 10:59 am on the following Friday as outlined in the 9/80 work schedule policy. All other District employees' workweek begins Saturday at 12:00 am and ends at 11:59 pm the following Friday. All other District employees' workweek begins Saturday at 12:00 am and ends at 11:59 pm the following Friday. The General Manager/Designee may designate a different workweek so long as the new workweek is intended to be permanent in nature for certain nonexempt employees based on the departmental/divisional needs as determined by the General Manager/Designee. Alternative work schedules may vary between departments and divisions and amongst employees within departments and divisions. An employee's work schedule may be revised at the sole discretion of the General Manager/Designee based upon the employee's work assignments as well as the operational and service needs of the District. Work schedules may require work on weekends and holidays. If needed, employees shall be available for work beyond their scheduled assigned day or assigned week upon advance notice from the District. The District will not reduce an employee's work hours for the sole purpose of avoiding payment of overtime.

WVWD – Staff Report



TO: Board of Directors
FROM: General Manager
SUBMITTED BY: Director of HR & Risk Management
DATE: December 14, 2020
SUBJECT: Revisions to the WVWD Uniform and Dress Code Policy

Action/Discussion Fiscal Impact Resolution Information Only

Recommendation

That the Board of Directors adopt the revisions to the WVWD Uniform and Dress Code Policy, which amends the year-round business professional attire for non-uniformed personnel.

Background Information

The District's Uniform and Dress Code Policy was last revised in February 2012. The proposed revisions to the current policy allow for year-round "Conservation Casual" except for Board Meeting, Committee Meeting, and Special Workshop Days. The proposed amendments do not lessen the employees' requirement to dress professionally and use good judgment in their appearance.

If adopted, the amended policy will be revised and distributed to all employees.

*Attachment:
Redline Uniform and Dress Code Policy - last revised 2/2012*

WALNUT VALLEY WATER DISTRICT UNIFORM AND DRESS CODE POLICY

1. STATEMENT OF DISTRICT POLICY:

It is the policy of the District to provide high quality service and to maintain a professional image to the consumers it represents.

2. POLICY:

The District requests that all employees observe good grooming and personal hygiene habits. District employees are expected to project a professional business image to the community. **Employees should dress professionally, and use good judgment in their appearance.** The lists set forth in this policy are intended to provide general guidelines for the dress code. Employees are reminded to dress in good taste and according the requirements of their positions. Specific fashion trends in attire will be addressed on an as-needed basis to determine acceptability in the workplace. Any employee who has questions regarding what constitutes proper attire within their department should contact their department head.

3. NON-UNIFORMED PERSONNEL:

3.1 Acceptable Attire

- ~~Monday Through Thursday (Unless Designated as a Conservation Casual Day) Board Meeting, Committee Meeting, and Special Workshop Days~~
Professional clothing (Business suits, dresses, pant suits, dress slacks, sports/suit jackets, dress shirts, sweaters, and blouses)
- ~~Friday (or Other Designated Days) — Year-Round (Conservation Casual) or District authorized "Theme" Days~~
Dockers, khakis, jeans, and ankle or crop length pants and District conservation shirts. Sweaters, turtlenecks, summer dresses, dress shirts, District T-shirts/polo's, and blouses with sleeves are also acceptable. ~~Denim jeans are acceptable on Conservation Casual Fridays only if a District conservation shirt is worn with the jeans.~~
- Footwear
Dress shoes, dress boots, loafers, and flats are acceptable. Open toed dress shoes are also acceptable as long as they are in keeping with a professional image. Clean tennis shoes (non-platform) are acceptable. ~~on Conservation Casual days. Fridays.~~

3.2 Non-Acceptable Attire:

- Pants/Skirts: Sweatpants, loungewear, jogging suits, shorts, spandex or stretch pants, leggings, leather pants, stirrup pants, Capri pants, overalls, mini skirts or skirts with high slits (nothing higher than 2 inches above the knee cap).
- Tops:
Tank tops, halter tops, or excessively low cut tops exposing cleavage, tube tops, muscle shirts, midribs, spaghetti straps, sheer tops or blouses, ~~T-shirts, or any shirts with logos/slogans other than those provided by the District.~~

- Footwear:
Beach sandals, flip flops, slippers or other shoes that are meant for very casual outings.
- Other:
Any type of sheer clothing, torn, cut, or frayed clothing, excessively tight clothing, hats or head gear, or facial piercings, such as jewelry worn on the nose, lips, and eyebrows (except is required for religious reasons).

4. **UNIFORMED PERSONNEL:**

The District provides uniforms for various employee classifications. Uniforms so provided should be worn in a manner consistent with good grooming and shall be clean, with shirts buttoned and tucked in during work hours and whenever driving a District vehicle.

4.1 **Authorized** uniform apparel provided by the District consists of the following:

Short sleeve shirts*
 Long sleeve shirts*
 District T-Shirts**
 Pants
 Shorts
 Jackets
 Caps
 Safety Shoes
 District conservation S-sweatshirts
 Cotton short-sleeve polo shirts
 Coveralls

* Top two buttons (no lower than top of shirt pocket) may be unbuttoned.

~~** (Approximately) July 1 to September 15, or as revised by the General Manager from time to time, including the designation of certain field employees to remain in the standard issued shirt.~~

Uniformed employees may wear District approved uniform shorts upon the approval of the Department Head and/or the General Manager and only after submitting verification that the employee has purchased a pair of District approved coveralls. The coveralls shall be stored in the District vehicle and must be worn by the employee when performing any type of maintenance work.

4.2 **The following attire is NOT acceptable:**

- Colored "T" shirts, other than white, light blue or dark blue, worn beneath a uniform shirt, which can be seen and do not compliment or blend with the uniform shirt.
- Long sleeve "T" shirts under short sleeve uniform shirts.
- Rolled-up short sleeve uniform shirts.
- Non District issued caps.

- Altered uniform shirts and jackets. (The exception is those which have been tailored for a more custom fit, providing the employee has received prior approval for the alterations from the employee's Department Head).
- Patches, pins or other items not approved by the District may not be attached to uniforms or caps.

5. HAIR AND BEARDS:

It has been the long-standing practice of the District to require that hair be neatly trimmed to shirt collar length and that employees report to work clean-shaven. Beards and mustaches must be kept trimmed, and in a presentable, well-groomed fashion at all times. Hair texture and protective hairstyles which includes, but is not limited to, such hairstyles as braids, locks, and twists is permitted.

6. ENFORCEMENT AND VIOLATIONS OF DRESS CODE:

An employee cited for violation of the dress code may be subject to disciplinary action when warranted, according to District policies, practices and procedures.



Walnut Valley Water District Consolidated - Account #10076

MONTHLY ACCOUNT STATEMENT

NOVEMBER 1, 2020 THROUGH NOVEMBER 30, 2020

Chandler Team:

For questions about your account, please call (800) 317-4747,
or contact operations@chandlerasset.com

Custodian

Bank of New York Mellon Trust Company
Amy Kung
(213) 630-6374

CHANDLER ASSET MANAGEMENT
chandlerasset.com

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PORTFOLIO CHARACTERISTICS

Average Modified Duration	1.89
Average Coupon	1.69%
Average Purchase YTM	1.63%
Average Market YTM	0.32%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	1.97 yrs
Average Life	1.89 yrs

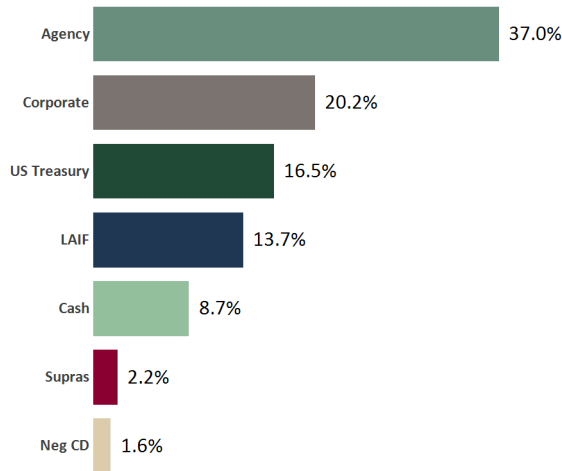
ACCOUNT SUMMARY

	Beg. Values as of 10/31/20	End Values as of 11/30/20
Market Value	46,806,213	46,088,819
Accrued Interest	190,413	206,310
Total Market Value	46,996,625	46,295,129
Income Earned	62,374	60,916
Cont/WD		
Par	45,408,943	44,719,819
Book Value	45,516,788	44,825,521
Cost Value	45,525,773	44,837,348

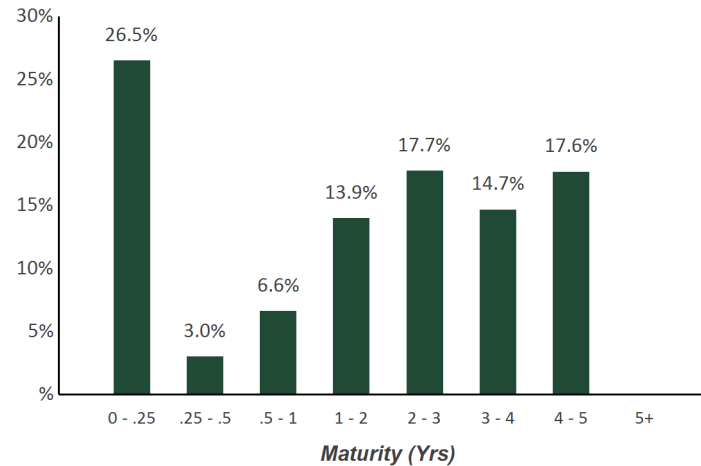
TOP ISSUERS

Federal Home Loan Bank	18.9%
Government of United States	16.5%
Local Agency Investment Fund	13.7%
Federal National Mortgage Assoc	11.2%
Bank Cash Account	8.7%
Federal Home Loan Mortgage Corp	5.2%
Federal Farm Credit Bank	1.7%
Oracle Corp	1.2%
Total	77.1%

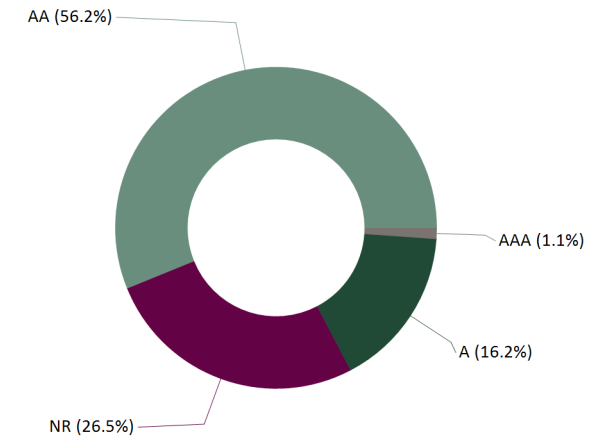
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)





PORTFOLIO CHARACTERISTICS

Average Modified Duration	2.41
Average Coupon	2.11%
Average Purchase YTM	2.02%
Average Market YTM	0.28%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.52 yrs
Average Life	2.49 yrs

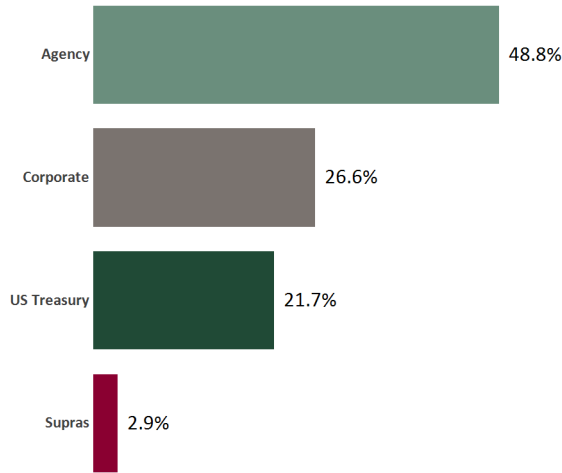
ACCOUNT SUMMARY

	Beg. Values as of 10/31/20	End Values as of 11/30/20
Market Value	35,005,269	34,969,000
Accrued Interest	183,662	198,157
Total Market Value	35,188,931	35,167,156
Income Earned	57,423	57,075
Cont/WD		-58,252
Par	33,608,000	33,600,000
Book Value	33,715,845	33,705,702
Cost Value	33,724,829	33,717,529

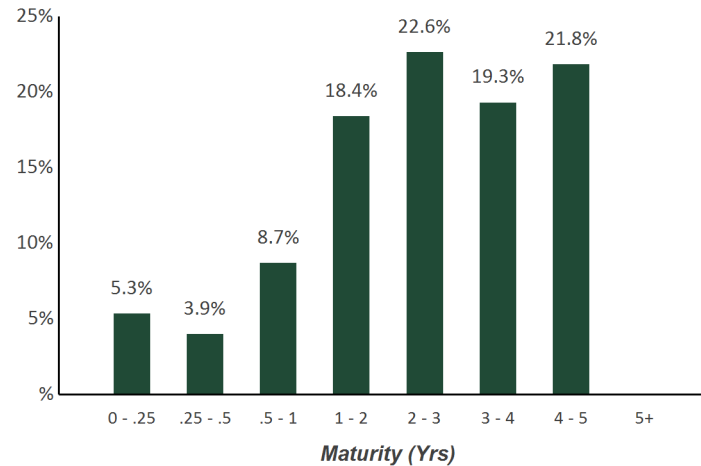
TOP ISSUERS

Federal Home Loan Bank	24.9%
Government of United States	21.7%
Federal National Mortgage Assoc	14.8%
Federal Home Loan Mortgage Corp	6.8%
Federal Farm Credit Bank	2.3%
Oracle Corp	1.6%
US Bancorp	1.6%
Wal-Mart Stores	1.6%
Total	75.1%

SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

TOTAL RATE OF RETURN	Annualized									
	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	7/31/2009	
Walnut Valley Water District	0.10%	0.07%	4.10%	4.30%	4.85%	3.41%	2.47%	1.85%	2.01%	
ICE BAML 1-5 Yr US Treasury/Agency Index*	0.07%	-0.02%	4.14%	4.29%	4.74%	3.28%	2.28%	1.71%	1.80%	

*ICE BAML 1-3 Yr US Treasury Index to 8/31/10



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3130A3UQ5	FHLB Note 1.875% Due 12/11/2020	600,000.00	02/12/2016 1.30%	616,098.00 600,091.47	100.05 0.35%	600,278.40 5,312.50	1.31% 186.93	Aaa / AA+ NR	0.03 0.03
3135G0H55	FNMA Note 1.875% Due 12/28/2020	600,000.00	02/12/2016 1.28%	616,818.00 600,255.54	100.14 0.11%	600,822.00 4,781.25	1.31% 566.46	Aaa / AA+ AAA	0.08 0.08
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	650,000.00	03/15/2016 1.64%	642,018.00 649,649.29	100.25 0.22%	651,628.25 2,557.12	1.41% 1,978.96	Aaa / AA+ AAA	0.22 0.22
313382K69	FHLB Note 1.75% Due 3/12/2021	625,000.00	03/16/2016 1.68%	627,225.00 625,123.48	100.47 0.11%	627,906.25 2,400.17	1.36% 2,782.77	Aaa / AA+ AAA	0.28 0.28
3137EAEC9	FHLMC Note 1.125% Due 8/12/2021	650,000.00	08/24/2016 1.30%	644,559.50 649,237.79	100.70 0.13%	654,540.90 2,214.06	1.42% 5,303.11	Aaa / AA+ AAA	0.70 0.70
3130AF5B9	FHLB Note 3% Due 10/12/2021	750,000.00	10/30/2018 2.96%	750,772.50 750,225.94	102.49 0.13%	768,645.00 3,062.50	1.67% 18,419.06	Aaa / AA+ NR	0.87 0.86
3135G0S38	FNMA Note 2% Due 1/5/2022	550,000.00	01/31/2017 2.01%	549,802.00 549,955.98	102.06 0.12%	561,314.05 4,461.11	1.22% 11,358.07	Aaa / AA+ AAA	1.10 1.08
313378CR0	FHLB Note 2.25% Due 3/11/2022	800,000.00	Various 1.96%	810,717.00 802,814.04	102.61 0.21%	820,871.20 4,000.00	1.78% 18,057.16	Aaa / AA+ NR	1.28 1.26
3135G0T94	FNMA Note 2.375% Due 1/19/2023	500,000.00	04/11/2018 2.70%	492,845.00 496,802.21	104.63 0.20%	523,125.50 4,354.17	1.14% 26,323.29	Aaa / AA+ AAA	2.14 2.08
313382AX1	FHLB Note 2.125% Due 3/10/2023	450,000.00	04/11/2018 2.66%	439,069.50 444,946.24	104.30 0.23%	469,369.80 2,151.56	1.02% 24,423.56	Aaa / AA+ AAA	2.27 2.22
313383YJ4	FHLB Note 3.375% Due 9/8/2023	625,000.00	09/28/2018 3.05%	634,237.50 630,182.64	108.66 0.24%	679,150.63 4,863.28	1.48% 48,967.99	Aaa / AA+ NR	2.77 2.65
3135G0U43	FNMA Note 2.875% Due 9/12/2023	750,000.00	10/30/2018 3.04%	744,405.00 746,804.21	107.37 0.22%	805,247.25 4,731.77	1.75% 58,443.04	Aaa / AA+ AAA	2.78 2.68
3130A0F70	FHLB Note 3.375% Due 12/8/2023	750,000.00	12/13/2018 2.93%	765,270.00 759,245.90	109.40 0.25%	820,485.75 12,164.06	1.80% 61,239.85	Aaa / AA+ AAA	3.02 2.86
3135G0V34	FNMA Note 2.5% Due 2/5/2024	575,000.00	03/06/2019 2.60%	572,263.00 573,229.72	107.14 0.24%	616,069.95 4,631.94	1.34% 42,840.23	Aaa / AA+ AAA	3.18 3.06
3130AFW94	FHLB Note 2.5% Due 2/13/2024	500,000.00	02/28/2019 2.61%	497,510.00 498,391.82	107.22 0.24%	536,084.00 3,750.00	1.17% 37,692.18	Aaa / AA+ AAA	3.21 3.08
3130AB3H7	FHLB Note 2.375% Due 3/8/2024	600,000.00	05/01/2019 2.35%	600,600.00 600,403.95	106.60 0.35%	639,577.20 3,285.42	1.39% 39,173.25	Aaa / AA+ NR	3.27 3.15



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3133EKNX0	FFCB Note 2.16% Due 6/3/2024	750,000.00	07/02/2019 1.88%	759,847.50 757,014.36	106.58 0.27%	799,340.25 8,010.00	1.74% 42,325.89	Aaa / AA+ AAA	3.51 3.36
3130A1XJ2	FHLB Note 2.875% Due 6/14/2024	650,000.00	06/26/2019 1.85%	681,427.50 672,366.54	109.05 0.30%	708,793.80 8,668.92	1.55% 36,427.26	Aaa / AA+ NR	3.54 3.35
3130A3GE8	FHLB Note 2.75% Due 12/13/2024	700,000.00	12/23/2019 1.77%	732,445.00 726,316.90	109.27 0.43%	764,880.20 8,983.33	1.67% 38,563.30	Aaa / AA+ NR	4.04 3.81
3135G0X24	FNMA Note 1.625% Due 1/7/2025	600,000.00	02/14/2020 1.48%	604,074.00 603,418.96	105.16 0.36%	630,968.40 3,900.00	1.37% 27,549.44	Aaa / AA+ AAA	4.11 3.96
3137EAEP0	FHLMC Note 1.5% Due 2/12/2025	600,000.00	02/14/2020 1.48%	600,486.00 600,409.40	104.68 0.37%	628,104.00 2,725.00	1.36% 27,694.60	Aaa / NR AAA	4.21 4.06
3135G03U5	FNMA Note 0.625% Due 4/22/2025	800,000.00	Various 0.53%	803,537.00 803,187.51	101.11 0.37%	808,905.60 541.67	1.75% 5,718.09	Aaa / AA+ AAA	4.39 4.33
3130AJKW8	FHLB Note 0.5% Due 6/13/2025	600,000.00	06/10/2020 0.54%	598,866.00 598,971.07	100.55 0.38%	603,283.80 1,716.67	1.31% 4,312.73	Aaa / AA+ AAA	4.54 4.47
3137EAEU9	FHLMC Note 0.375% Due 7/21/2025	400,000.00	08/12/2020 0.45%	398,456.00 398,550.20	99.72 0.44%	398,896.40 533.33	0.86% 346.20	Aaa / AA+ AAA	4.64 4.59
3137EAEX3	FHLMC Note 0.375% Due 9/23/2025	700,000.00	10/07/2020 0.50%	695,758.00 695,884.49	99.56 0.47%	696,885.00 481.25	1.51% 1,000.51	Aaa / AA+ AAA	4.82 4.76
3135G06G3	FNMA Note 0.5% Due 11/7/2025	625,000.00	11/18/2020 0.51%	624,775.00 624,776.49	100.04 0.49%	625,253.75 164.93	1.35% 477.26	Aaa / AA+ AAA	4.94 4.87
Total Agency		16,400,000.00	1.82%	16,503,882.00 16,458,256.14	0.28%	17,040,427.33 104,446.01	37.03% 582,171.19	Aaa / AA+ AAA	2.70 2.61
CASH									
90CASH\$00	Cash Custodial Cash Account	4,044,442.45	Various 0.00%	4,044,442.45 4,044,442.45	1.00 0.00%	4,044,442.45 0.00	8.74% 0.00	NR / NR NR	0.00 0.00
Total Cash		4,044,442.45	N/A	4,044,442.45 4,044,442.45	0.00%	4,044,442.45 0.00	8.74% 0.00	NR / NR NR	0.00 0.00
CORPORATE									
369550BE7	General Dynamics Corp Note 3% Due 5/11/2021	350,000.00	05/23/2018 3.16%	348,446.00 349,768.77	101.28 0.13%	354,491.55 583.33	0.77% 4,722.78	A2 / A NR	0.44 0.45



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CORPORATE									
857477AV5	State Street Bank Note 1.95% Due 5/19/2021	400,000.00	05/18/2016 2.01%	398,884.00 399,896.49	100.81 0.23%	403,235.20 260.00	0.87% 3,338.71	A1 / A AA-	0.47 0.47
69371RN44	Paccar Financial Corp Note 1.65% Due 8/11/2021	400,000.00	05/09/2017 2.40%	388,012.00 398,045.77	100.94 0.30%	403,766.00 2,016.67	0.88% 5,720.23	A1 / A+ NR	0.70 0.69
06406RAA5	Bank of NY Mellon Corp Callable Note Cont 1/7/2022 2.6% Due 2/7/2022	500,000.00	06/20/2017 2.35%	505,305.00 501,285.48	102.61 0.23%	513,043.00 4,116.67	1.12% 11,757.52	A1 / A AA-	1.19 1.08
69353RFE3	PNC Bank Callable Note Cont 6/28/2022 2.45% Due 7/28/2022	500,000.00	07/26/2017 2.42%	500,650.00 500,207.74	103.32 0.34%	516,595.50 4,185.42	1.12% 16,387.76	A2 / A A+	1.66 1.54
037833DC1	Apple Inc Callable Note Cont 8/12/2022 2.1% Due 9/12/2022	500,000.00	09/21/2017 2.29%	495,540.00 498,400.99	103.14 0.25%	515,713.50 2,304.17	1.12% 17,312.51	Aa1 / AA+ NR	1.78 1.67
808513AT2	Charles Schwab Corp Callable Note Cont 12/25/2022 2.65% Due 1/25/2023	500,000.00	10/30/2018 3.51%	483,170.00 491,454.37	104.82 0.31%	524,076.00 4,637.50	1.14% 32,621.63	A2 / A A	2.15 2.01
46625HJH4	JP Morgan Chase Note 3.2% Due 1/25/2023	500,000.00	08/06/2019 2.18%	516,975.00 510,525.57	105.98 0.41%	529,917.00 5,600.00	1.16% 19,391.43	A2 / A- AA-	2.15 2.07
24422ERT8	John Deere Capital Corp Note 2.8% Due 1/27/2023	450,000.00	04/11/2018 3.17%	442,606.50 446,675.04	105.25 0.35%	473,645.70 4,340.00	1.03% 26,970.66	A2 / A A	2.16 2.09
44932HAH6	IBM Credit Corp Note 3% Due 2/6/2023	350,000.00	02/27/2018 3.09%	348,565.00 349,365.67	106.06 0.22%	371,203.70 3,354.17	0.81% 21,838.03	A2 / A NR	2.19 2.11
084670BR8	Berkshire Hathaway Callable Note Cont 1/15/2023 2.75% Due 3/15/2023	500,000.00	Various 3.04%	493,706.00 496,925.05	105.13 0.33%	525,643.00 2,902.78	1.14% 28,717.95	Aa2 / AA A+	2.29 2.07
911312BK1	UPS Callable Note Cont 3/1/2023 2.5% Due 4/1/2023	450,000.00	04/11/2018 3.11%	437,413.50 444,095.31	104.86 0.33%	471,866.40 1,875.00	1.02% 27,771.09	A2 / A- NR	2.33 2.19
58933YAF2	Merck & Co Note 2.8% Due 5/18/2023	250,000.00	08/06/2019 1.89%	258,235.00 255,362.60	106.14 0.30%	265,356.50 252.78	0.57% 9,993.90	A1 / AA- A+	2.46 2.40
931142EK5	Wal-Mart Stores Callable Note Cont 5/26/2023 3.4% Due 6/26/2023	500,000.00	07/31/2018 3.26%	503,095.00 501,595.03	107.59 0.34%	537,928.00 7,319.44	1.18% 36,332.97	Aa2 / AA AA	2.57 2.37
02665WCJ8	American Honda Finance Note 3.45% Due 7/14/2023	400,000.00	07/31/2018 3.38%	401,336.00 400,706.08	107.79 0.46%	431,142.40 5,251.67	0.94% 30,436.32	A3 / A- NR	2.62 2.50
89236TFN0	Toyota Motor Credit Corp Note 3.45% Due 9/20/2023	450,000.00	01/16/2019 3.38%	451,318.50 450,790.64	108.29 0.47%	487,311.75 3,061.88	1.06% 36,521.11	A1 / A+ A+	2.81 2.68



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CORPORATE									
91159HHV5	US Bancorp Callable Note Cont 1/5/2024 3.375% Due 2/5/2024	500,000.00	12/23/2019 2.11%	524,265.00 518,640.01	108.44 0.62%	542,184.50 5,437.50	1.18% 23,544.49	A1 / A+ A+	3.18 2.93
06051GHF9	Bank of America Corp Callable Note 1X 3/5/2023 3.55% Due 3/5/2024	450,000.00	05/30/2019 2.62%	458,955.00 456,134.97	106.51 0.65%	479,302.20 3,816.25	1.04% 23,167.23	A2 / A- A+	3.26 2.17
68389XAU9	Oracle Corp Callable Note Cont 4/8/2024 3.4% Due 7/8/2024	500,000.00	12/23/2019 2.09%	526,730.00 520,905.76	109.29 0.60%	546,474.00 6,752.78	1.19% 25,568.24	A3 / A A-	3.61 3.16
717081EX7	Pfizer Inc. Callable Note Cont 4/28/2025 0.8% Due 5/28/2025	400,000.00	05/26/2020 0.83%	399,376.00 399,439.90	101.04 0.56%	404,164.80 26.67	0.87% 4,724.90	A2 / A+ A	4.49 4.33
Total Corporate		8,850,000.00	2.62%	8,882,583.50 8,890,221.24	0.38%	9,297,060.70 68,094.68	20.23% 406,839.46	A1 / A+ A+	2.26 2.08
LAIF									
90LAIF\$00	Local Agency Investment Fund State Pool	6,332,376.74	Various 0.57%	6,332,376.74 6,332,376.74	1.00 0.57%	6,332,376.74 6,380.90	13.69% 0.00	NR / NR NR	0.00 0.00
Total LAIF		6,332,376.74	0.57%	6,332,376.74 6,332,376.74	0.57%	6,332,376.74 6,380.90	13.69% 0.00	NR / NR NR	0.00 0.00
NEGOTIABLE CD									
14042TBL0	Capital One Bank USA NA Negotiable CD 2.2% Due 8/7/2023	247,000.00	08/06/2019 2.20%	247,000.00 247,000.00	100.00 2.20%	247,000.00 1,726.97	0.54% 0.00	NR / NR NR	2.68 2.58
7954506L4	Sallie Mae Bank Negotiable CD 0.85% Due 5/27/2025	248,000.00	05/27/2020 0.85%	248,000.00 248,000.00	100.00 0.85%	248,000.00 23.10	0.54% 0.00	NR / NR NR	4.49 4.40
856285TQ4	STATE BANK OF INDIA Negotiable CD 1.1% Due 5/28/2025	248,000.00	05/28/2020 1.10%	248,000.00 248,000.00	100.00 1.10%	248,000.00 22.42	0.54% 0.00	NR / NR NR	4.49 4.37
Total Negotiable CD		743,000.00	1.38%	743,000.00 743,000.00	1.38%	743,000.00 1,772.49	1.61% 0.00	NR / NR NR	3.89 3.78
SUPRANATIONAL									
459058FY4	Intl. Bank Recon & Development Note 2% Due 1/26/2022	500,000.00	09/21/2017 1.95%	501,010.00 500,268.44	102.07 0.21%	510,332.00 3,472.22	1.11% 10,063.56	Aaa / NR AAA	1.16 1.14



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
SUPRANATIONAL									
4581X0CZ9	Inter-American Dev Bank Note 1.75% Due 9/14/2022	500,000.00	08/14/2018 2.91%	477,871.50 490,316.92	102.71 0.23%	513,532.00 1,871.53	1.11% 23,215.08	Aaa / AAA AAA	1.79 1.76
Total Supranational		1,000,000.00	2.42%	978,881.50 990,585.36	0.22%	1,023,864.00 5,343.75	2.22% 33,278.64	Aaa / AAA AAA	1.47 1.45
US TREASURY									
912828S27	US Treasury Note 1.125% Due 6/30/2021	625,000.00	09/28/2016 1.13%	624,953.27 624,994.32	100.60 0.09%	628,760.00 2,942.43	1.36% 3,765.68	Aaa / AA+ AAA	0.58 0.58
912828G53	US Treasury Note 1.875% Due 11/30/2021	575,000.00	12/13/2016 1.91%	574,125.95 574,824.42	101.75 0.12%	585,084.93 29.62	1.26% 10,260.51	Aaa / AA+ AAA	1.00 0.99
912828U81	US Treasury Note 2% Due 12/31/2021	600,000.00	01/31/2017 1.90%	602,931.70 600,645.50	102.04 0.12%	612,211.20 5,021.74	1.33% 11,565.70	Aaa / AA+ AAA	1.08 1.07
912828XW5	US Treasury Note 1.75% Due 6/30/2022	650,000.00	Various 1.81%	648,238.51 649,415.00	102.55 0.14%	666,554.85 4,760.19	1.45% 17,139.85	Aaa / AA+ AAA	1.58 1.56
9128283C2	US Treasury Note 2% Due 10/31/2022	400,000.00	02/27/2018 2.60%	389,468.75 395,682.50	103.54 0.15%	414,172.00 685.08	0.90% 18,489.50	Aaa / AA+ AAA	1.92 1.89
912828M80	US Treasury Note 2% Due 11/30/2022	750,000.00	10/30/2018 2.92%	723,515.63 737,050.90	103.68 0.16%	777,568.50 41.21	1.68% 40,517.60	Aaa / AA+ AAA	2.00 1.97
9128284S6	US Treasury Note 2.75% Due 5/31/2023	750,000.00	10/30/2018 2.92%	744,462.89 746,984.87	106.42 0.18%	798,135.00 56.66	1.72% 51,150.13	Aaa / AA+ AAA	2.50 2.43
912828X70	US Treasury Note 2% Due 4/30/2024	400,000.00	07/02/2019 1.78%	404,125.00 402,915.34	106.05 0.22%	424,187.60 685.08	0.92% 21,272.26	Aaa / AA+ AAA	3.42 3.31
9128282U3	US Treasury Note 1.875% Due 8/31/2024	575,000.00	03/04/2020 0.72%	604,311.52 599,467.97	106.06 0.25%	609,836.95 2,739.99	1.32% 10,368.98	Aaa / AA+ AAA	3.75 3.62
912828YV6	US Treasury Note 1.5% Due 11/30/2024	700,000.00	12/23/2019 1.72%	692,808.59 694,176.67	104.87 0.27%	734,097.70 28.85	1.59% 39,921.03	Aaa / AA+ AAA	4.00 3.89
912828Z52	US Treasury Note 1.375% Due 1/31/2025	575,000.00	03/04/2020 0.71%	593,328.13 590,557.96	104.48 0.29%	600,740.45 2,642.58	1.30% 10,182.49	Aaa / AA+ AAA	4.17 4.04

Holdings Report

As of November 30, 2020



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828ZF0	US Treasury Note 0.5% Due 3/31/2025	750,000.00	03/26/2020 0.50%	749,912.11 749,923.86	100.84 0.30%	756,298.50 638.74	1.64% 6,374.64	Aaa / AA+ AAA	4.33 4.28
Total US Treasury		7,350,000.00	1.71%	7,352,182.05 7,366,639.31	0.19%	7,607,647.68 20,272.17	16.48% 241,008.37	Aaa / AA+ AAA	2.56 2.50
TOTAL PORTFOLIO		44,719,819.19	1.63%	44,837,348.24 44,825,521.24	0.32%	46,088,818.90 206,310.00	100.00% 1,263,297.66	Aa1 / AA AAA	1.97 1.89
TOTAL MARKET VALUE PLUS ACCRUED						46,295,128.90			



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	11/03/2020	60934N807	0.16	Federated Investors Govt Oblig Fund Inst.	1.000	0.01%	0.16	0.00	0.16	0.00
Purchase	11/11/2020	60934N807	5,250.00	Federated Investors Govt Oblig Fund Inst.	1.000	0.01%	5,250.00	0.00	5,250.00	0.00
Purchase	11/18/2020	60934N807	3,500.00	Federated Investors Govt Oblig Fund Inst.	1.000	0.01%	3,500.00	0.00	3,500.00	0.00
Purchase	11/19/2020	3135G06G3	625,000.00	FNMA Note 0.5% Due 11/7/2025	99.964	0.51%	624,775.00	60.76	624,835.76	0.00
Purchase	11/19/2020	60934N807	7,548.27	Federated Investors Govt Oblig Fund Inst.	1.000	0.01%	7,548.27	0.00	7,548.27	0.00
Purchase	11/19/2020	60934N807	3,900.00	Federated Investors Govt Oblig Fund Inst.	1.000	0.01%	3,900.00	0.00	3,900.00	0.00
Purchase	11/28/2020	60934N807	1,600.00	Federated Investors Govt Oblig Fund Inst.	1.000	0.01%	1,600.00	0.00	1,600.00	0.00
Purchase	11/30/2020	60934N807	28,453.13	Federated Investors Govt Oblig Fund Inst.	1.000	0.01%	28,453.13	0.00	28,453.13	0.00
Subtotal			675,251.56				675,026.56	60.76	675,087.32	0.00
TOTAL ACQUISITIONS			675,251.56				675,026.56	60.76	675,087.32	0.00
DISPOSITIONS										
Sale	11/19/2020	3135G0N82	625,000.00	FNMA Note 1.25% Due 8/17/2021	100.862	1.28%	630,387.50	1,996.53	632,384.03	5,528.09
Subtotal			625,000.00				630,387.50	1,996.53	632,384.03	5,528.09
Security Withdrawal	11/30/2020	60934N807	58,251.56	Federated Investors Govt Oblig Fund Inst.	1.000		58,251.56	0.00	58,251.56	0.00
Security Withdrawal	11/30/2020	90CASH\$00	681,124.26	Cash Custodial Cash Account	1.000		681,124.26	0.00	681,124.26	0.00
Subtotal			739,375.82				739,375.82	0.00	739,375.82	0.00
TOTAL DISPOSITIONS			1,364,375.82				1,369,763.32	1,996.53	1,371,759.85	5,528.09



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
OTHER TRANSACTIONS										
Interest	11/11/2020	369550BE7	350,000.00	General Dynamics Corp Note 3% Due 5/11/2021	0.000		5,250.00	0.00	5,250.00	0.00
Interest	11/18/2020	58933YAF2	250,000.00	Merck & Co Note 2.8% Due 5/18/2023	0.000		3,500.00	0.00	3,500.00	0.00
Interest	11/19/2020	857477AV5	400,000.00	State Street Bank Note 1.95% Due 5/19/2021	0.000		3,900.00	0.00	3,900.00	0.00
Interest	11/27/2020	7954506L4	248,000.00	Sallie Mae Bank Negotiable CD 0.85% Due 5/27/2025	0.000		1,062.66	0.00	1,062.66	0.00
Interest	11/28/2020	717081EX7	400,000.00	Pfizer Inc. Callable Note Cont 4/28/2025 0.8% Due 5/28/2025	0.000		1,600.00	0.00	1,600.00	0.00
Interest	11/28/2020	856285TQ4	248,000.00	STATE BANK OF INDIA Negotiable CD 1.1% Due 5/28/2025	0.000		1,375.21	0.00	1,375.21	0.00
Interest	11/30/2020	9128284S6	750,000.00	US Treasury Note 2.75% Due 5/31/2023	0.000		10,312.50	0.00	10,312.50	0.00
Interest	11/30/2020	912828G53	575,000.00	US Treasury Note 1.875% Due 11/30/2021	0.000		5,390.63	0.00	5,390.63	0.00
Interest	11/30/2020	912828M80	750,000.00	US Treasury Note 2% Due 11/30/2022	0.000		7,500.00	0.00	7,500.00	0.00
Interest	11/30/2020	912828YV6	700,000.00	US Treasury Note 1.5% Due 11/30/2024	0.000		5,250.00	0.00	5,250.00	0.00
Subtotal			4,671,000.00				45,141.00	0.00	45,141.00	0.00
Dividend	11/03/2020	60934N807	8,000.00	Federated Investors Govt Oblig Fund Inst.	0.000		0.16	0.00	0.16	0.00
Subtotal			8,000.00				0.16	0.00	0.16	0.00
TOTAL OTHER TRANSACTIONS			4,679,000.00				45,141.16	0.00	45,141.16	0.00

Statement of Compliance

As of November 30, 2020



Walnut Valley Water District

Assets managed by Chandler Asset Management are in full compliance with state law and with the District's investment policy.

Category	Standard	Comment
Treasury Issues	No Limitation	Complies
Federal Agencies	No Limitation; Federal agencies or U.S. government-sponsored enterprise obligations, participations, or other instruments, including those issued, or fully guaranteed as to principal and interest by federal agencies or U.S. government-sponsored enterprises	Complies
Municipal Securities	No Limitation; Bonds issued by the District; Registered state warrants or treasury notes or bonds issued by the State of California; Bonds of any of the other 49 states in addition to California; Including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state, or by a department, board, agency, or authority of the state, or authority of any of the other 49 states, in addition to California; Bonds, notes, warrants or other debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurers, or other local agencies or joint powers agencies.	Complies
Supranationals	"AA" rating category or higher by a Nationally Recognized Statistical Rating Organization ("NRSRO"); 30% maximum; 10% max per issuer; USD denominated senior unsecured unsubordinated obligations; Issued or unconditionally guaranteed by International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB)	Complies
Medium Term Notes	"A" rating category or higher by a NRSRO; 30% maximum; 5% max per issuer; Issued by corporations organized and operating within the U.S. or by depository institutions licensed by the U.S. or any state and operating within the U.S.	Complies
Negotiable Certificates of Deposit (NCD)/ Certificates of Deposit	30% maximum; 5% max per issuer; Issued by a nationally or state-chartered bank, a savings association or a federal association, a state or federal credit union, or by a federally-licensed or state-licensed branch of a foreign bank; and certificates of deposit at a commercial bank, savings bank, savings and loan association or credit union that uses a private sector entity that assists in the placement of certificates of deposit; 10% max per one private sector entity	Complies
Banker's Acceptances	40% maximum; 5% max per issuer/commercial bank; 180 days max maturity	Complies
Commercial Paper	"A-1" rated or higher by a NRSRO; "A" long-term rating category or higher by a NRSRO, if any issuer debt; 25% maximum; 5% max per issuer; 10% max of the outstanding commercial paper of any single issuer; 270 days max maturity; Issuer is a corporation organized and operating in the U.S. with assets >\$500 million; Or organized within the U.S. as a special purpose corporation trust, or limited liability company, have program-wide credit enhancements including, but not limited to overcollateralization, letters of credit, or surety bond	Complies
Asset-Backed, Mortgage-Backed, Mortgage Pass-Through Securities, Collateralized Mortgage Obligations	"AA" rating category or better by a NRSRO; 20% maximum; From issuers other than the U.S. Treasury or a U.S. Federal Agency/GSE	Complies
Mutual Funds and Money Market Mutual Funds	Highest rating or "AAA" rated by two NRSROs; or SEC registered investment adviser with AUM >\$500 million and experience > 5 years; 20% maximum; 10% max per one Mutual Fund; 20% max per Money Market Mutual Fund	Complies
Local Agency Investment Fund (LAIF)	Maximum program limitation	Complies
Repurchase Agreements/ Reverse Repurchase Agreements	20% maximum; 1 year max maturity; Subject to further limitation by California Government Code, which, if applicable, may limit to 92 days max maturity for Reverse repurchase agreements; Not used by Investment Adviser	Complies
Prohibited Securities	Inverse floaters; Ranges notes, Interest-only strips from mortgaged pools; Zero interest accrual securities if held to maturity	Complies
Max Per Issuer	No more than 5% in any single issuer, except the US Government, its Agencies and enterprises unless otherwise specified in the investment policy	Complies
Maximum Maturity	5 years	Complies

Net of Fees Performance Report

November 30, 2020



	Porfolio	Index
Period	Net of 10.9 bps annual fee	*ML 1-5 Year US Government
1 month	0.09%	0.07%
3 months	0.05%	-0.02%
Year to Date	4.00%	4.14%
Lastest 12 Months	4.19%	4.29%
Inception Date	7/31/2009	7/31/2009
Since Inception	23.73%	22.42%
Annualized Since Inception	1.90%	1.80%

Walnut Valley Water District
Revenue Bond Funds Held in Trust - Union Bank
Life to Date
November 30, 2020

Bond Proceeds		\$ 19,940,487.80
Disbursements:		
<u>Cost of Issuance</u>		
Fieldmann, Rolapp & Associates (Financial Advisors)	\$ (26,270.57)	
Hawkins, Delafield & Wood, LLP. (Bond Counsel)	(45,000.00)	
Union Bank, N.A. (Trustee)	(3,708.00)	
Standard & Poor's Rating Services (Credit Rating)	(17,000.00)	
Image Master (Official Statement)	(3,158.31)	
Hawkins Delafield & Wood (Bond Counsel)	(1,743.31)	(96,880.19)
 <u>Projects</u>		
Puente Basin Water Agency - Pomona Basin ¹	(2,052,008.87)	
Puente Basin Water Agency - LHHCWWD Project ¹	(350,566.00)	
Puente Basin Water Agency - CDWC Project ¹	(4,090,549.30)	
Puente Basin Water Agency - Pathfinder Project ⁴	-	
Administration Headquarters ¹	(6,927,819.59)	
Water Rights - Central Basin	(3,630,907.50)	(17,051,851.26)
 <u>Substitute Projects</u>		
Ace Nogales Grade Separation (P#03-2820) ²	(706,545.61)	
Ridgeline Pump Station Modifications (P#12-3267) ³	(221,195.68)	
30 kw Diesel Portable Generator (P#13-3290) ³	(39,490.70)	(967,231.99)
 Interest Income		 498,171.50
 Ending Balance of Bond Funds Held in Trust		 \$ 2,322,695.86

1 Related to projects identified in the Official Statement dated March 21, 2013

2 Substitute project approved by the Board on April 18, 2013. Reimbursed amounts will be placed in the Project Reserve

3 Substitute projects approved by the Board on September 16, 2013. Reimbursed amounts will be placed in the Project Reserve

4 Breakout CDWC and Pathfinder projects

Walnut Valley Water District
Revenue Bond Funds Held in Trust - Union Bank
October 31, 2020

Beginning Balance of Bonds Funds Held in Trust	\$	2,322,673.46
Receipts:		
Interest Income		22.40
Disbursements:		
PBWA - Pomona Basin Project	-	
PBWA - Cal Domestic Project	-	
PBWA - Pathfinder Project	-	
Administration Headquarters	-	
	\$	-
Ending Balance of Bond Funds Held in Trust	\$	<u>2,322,695.86</u>

MEMORANDUM

November 30, 2020

TO: Dennis F. LaMoreaux, General Manager
Palmdale Water District

Tom Coleman, General Manager/Assistant Administrative Officer
Rowland Water District/Puente Basin Water Agency

Jose L. Martinez, General Manager
Valley County Water District

Erik Hitchman, General Manager/Administrative Officer
Walnut Valley Water District/Puente Basin Water Agency

FROM: Bob Reeb and Raquel Ayala
Reeb Government Relations, LLC

SUBJECT: 2020 Annual Report

The COVID-19 pandemic presented a crushing blow to the normal course of business in the State Capitol this year, with access to executive branch and legislative representatives severely restricted. Legislative offices were closed to the general public and registered lobbyists for most of the second year of the legislative session, making communications a challenge. The number of bills processed by the Legislature this year was significantly limited as compared to prior years. In a sense, this relative inactivity benefited the Districts as most of the effort to influence the outcome of legislation is expended on the defeat of measures that run counter to the interests of the Districts.

State Budget

Governor Newsom presented his proposed state budget to the Legislature on January 10, 2020. At the time, the administration expected revenues for 2019-20 to continue to exceed expectations from the 2019-20 Budget Act. With continued expected revenue growth, the administration anticipated a surplus of about \$6 billion for Fiscal Year 2020-21. The Governor proposed allocating that surplus to a variety of purposes, two of the largest of which were homelessness and re-envisioning Medi-Cal.

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In March, the state's public health and economic situations began to change dramatically. Governor Newsom declared a state of emergency on March 4 in response to the first confirmed death of a coronavirus patient in California. Later that month, the Governor issued an executive order requiring Californians to shelter in place statewide and requested—and the President approved—a major disaster declaration for the state of California in response to the COVID-19 public health emergency. Meanwhile, California began to experience an unprecedented rise in unemployment. Between March 22 and 28, California processed more than 1 million initial claims for regular unemployment insurance, surpassing the record high prior to COVID-19 by nearly ten times.

Before beginning a recess in mid-March, the Legislature passed SB 89 and SB 117 which authorized the administration to spend up to \$1 billion for COVID-19 response and provided funding for schools to purchase equipment and clean facilities. In addition, the administration used its authority under the Disaster Response Emergency Operations Account (DREOA, a subaccount within the State's Fund for Economic Uncertainties) to make additional COVID-19-related expenditures.

The federal government passed Coronavirus relief bills in March and April directing funding to states, local governments, and private entities in response to the COVID-19 emergency. The bills included: the Coronavirus Preparedness and Response Act; the Families First Coronavirus Response Act; the Coronavirus Aid, Relief, and Economic Security (CARES) Act; and the Paycheck Protection Program and Health Care Enhancement Act. Among many other changes, these pieces of legislation provided additional funding for state and local governments to respond to COVID-19; increased the federal share of costs for state Medicaid programs; provided financial assistance to small businesses; increased unemployment insurance benefits; and provided direct, broad-based cash assistance to most individuals. In addition, federal emergency declarations authorized FEMA to provide additional funding to states and local governments to reimburse them for certain COVID-19-related costs.

On May 14, 2020, Governor Newsom presented a revised state budget proposal to the Legislature, which estimated a budget deficit of \$54.3 billion by June 30, 2021. The Legislature passed an initial budget on June 15, 2020. A key feature of the initial budget package is that it assumed \$14 billion in federal funding would be forthcoming, reducing the need for spending reductions and other actions to balance the budget. The initial budget package also would have reinstated two General Fund payment deferrals, including a fourth quarter payment deferral to California Public Employees' Retirement System (CalPERS) and the state employee payroll deferral.

The Legislature passed a final budget package on June 26, 2020, which assumed that \$2 billion in federal funds would be forthcoming and took the Governor's approach in the May Revision to make other spending reductions contingent on other federal money arriving before October. In addition, relative to the June 15 initial package, the final package made several changes, including increasing school deferrals by \$3.5 billion (assuming no federal money is forthcoming), increasing revenue assumptions by more than \$1 billion, and eliminating the plan to reinstate General Fund payment deferrals. The Governor signed the 2020-21 Budget Act and related budget legislation on June 29, 2020.

Since the initial budget passed, the state has collected more in taxes than expected although budget experts caution that the strong returns reflect pre-recession economic activity in 2019. Tax revenue for the 2019-20 fiscal year, which ended in June, came in more than \$1 billion higher than projected,

according to the Department of Finance. Revenue from July came in \$2.5 billion higher than forecast. Nonetheless, increased state expenditures for unemployment and health and human services led the Department of Finance to project the state faces an \$8.7 billion deficit by June 2021.

A November 18 fiscal outlook report issued by the Office of the Legislative Analyst, however, sheds new light on the FY 2021-22 state budget picture. The clear conclusion in the report is that “(W)hile negative economic consequences of the pandemic have been severe, they do not appear to have been catastrophic from a fiscal standpoint as the budget anticipated.”

In fact, California state government is overly-reliant on a small segment of taxpayers to generate the bulk of personal, corporate and capital gains tax revenues. And, the LAO found that the revenues generated from those taxpayers has remained robust with “recent data on actual tax collections consistent with a more positive economic picture.” What was billed as a one-time \$26 billion windfall is likely the norm when it comes to revenues generated from upper-income taxpayers. While the LAO argues that the so-called “windfall” is a one-time occurrence, it argues that General Fund revenues from the state’s three largest sources will grow at an average annual rate of less than 1 percent.

“Meanwhile,” the LAO report continues, “General Fund expenditures under current law and policy grow at an average 4.4 percent per year. The net result is that the state faces an operating deficit, which is relatively small in 2021-22, but grows to around \$17 billion by FY 2024-25.”

This begs the question: Is the challenge facing California state government one of revenue or one of spending?

Wildfire Continues to Plague the State

Five of the six largest fires ever recorded in California occurred this year. On October 5, 2020, the August complex fire in northern California expanded beyond 1 million acres, elevating it from a “megafire” to a new classification, “gigafire”; a classification never before used in a contemporary setting in the state. The fire, which burned across several counties, began as a series of separate fires sparked by lightning strikes in August. Those smaller fires later morphed into the larger complex that firefighters battled for three months before being able to fully contain it. Since the beginning of the year, there have been over 9,200 wildfires that have burned well over 4 million acres in California.

The Newsom Administration has focused on increasing resources for CalFire to suppress wildfire, and, together with the Legislature, continues to pour General Fund and Greenhouse Gas Reduction Fund monies into forest and watershed health projects. The latter funding source—intended to provide \$250 million a year for four years—has experienced a dramatic drop in auction revenues such that future funding for state priorities is threatened. The 2020-21 State Budget, for example, provides a \$130 million loan from the Underground Storage Tank Fund to the Safe and Affordable Drinking Water Fund (also known as SAFER) to account for the loss of GGRF revenue.

Climate Change and California Response

On October 7, 2020, Governor Newsom signed Executive Order N-82-20 setting a first-in-the-nation goal of conserving 30 percent of the state’s land and coastal waters by 2030.

Current law declares it to be the policy of the state that the protection and management of natural and working lands is an important strategy in meeting the state's greenhouse gas emissions reduction goals, and requires all state agencies, departments, boards, and commissions to consider this policy when revising, adopting, or establishing policies, regulations, expenditures, or grant criteria relating to the protection and management of natural and working lands.

EO N-82-20 directs the California Natural Resources Agency (CNRA) to establish the California Biodiversity Collaborative (Collaborative) with the purpose of bringing together governmental partners, California Native American tribes, experts, business and community leaders and stakeholders from across the state to protect and restore the State's biodiversity. According to the Order, the Collaborative would advise state agencies in the development of strategies for achieving the 30 by 2030 goal. These strategies are to be developed and reported to the Governor by February 1, 2022; and must, among other things, safeguard the state's economic sustainability and food security.

The Order directs CNRA to use existing authorities and resources to identify and implement near-and long-term actions to accelerate natural removal of carbon and build climate resilience in the State's forests, wetlands, urban greenspaces, agricultural soils, and land conservation activities in ways that serve all communities; in particular low-income, disadvantaged and vulnerable communities. CNRA must develop within a year of this Order a Natural and Working Lands Climate Smart Strategy to serve as a framework towards the State's carbon neutrality goal and climate resiliency.

The Executive Order is similar to legislation introduced this year by Assemblymember Ash Kalra (D-San Jose) which died in the Senate after being held in the Senate Appropriations Suspense File. Assemblymember Kalra's AB 3030 would have declared it to be the goal of the state to protect at least 30 percent of the State's land areas and waters by 2030. The bill would have gone further to also establish it to be the goal of the state to help advance the protections of 30 percent of the nation's oceans, and to support regional, national, and international efforts to protect at least 30% of the world's land areas and waters, and 30 percent of the world's oceans by 2030.

Association of California Water Agencies (ACWA) and other water organizations opposed AB 3030, and requested that the bill be amended to among other things, remove all references to water from the bill, clarify that the implementation of this policy would include voluntary cooperation with public agencies, and clarify that the goal of conserving 30 percent of the State's land area is "aspirational". While ACWA is supportive of protecting California's rich biodiversity and the water resources upon which many species and people depend, it was concerned that the ambiguity of the bill's language created a confusing and likely contentious state policy which would have failed to promote the collaboration necessary to achieve meaningful conservation in California.

In the press conference where he announced the new executive order, Governor Newsom stated that the state cannot turn a blind eye to climate change any longer and the signs are right in front of us.

"Hottest recorded temperatures ever in modern recorded world history that we experienced seven plus weeks ago in the Death Valley, California - 130 degrees. This is real," Governor Newsom said.

EO N-82-20 comes on the heels of an executive order signed last month mandating that all new passenger vehicles sold in the state be zero-emission by 2035; as well as a call for a ban on fracking oil and gas in California.

“As we work to mitigate greenhouse gas emissions, we must also accelerate actions to enable the State to adapt and become more resilient to the impacts of climate change, including expanding nature-based solutions – the use of sustainable land management practices to tackle environmental, social and economic challenges,” Governor Newsom said in the Order.

Climate Resilience Bonds

As the second year of the two-year session began, and with state revenues expected to continue to increase, Governor Newsom and Democratic members of both houses signaled interest in placing a state general obligation bond for climate resilience projects on the November ballot. Governor Newsom’s Department of Finance released a budget trailer bill that proposed a \$4.75 billion climate resiliency bond proposal; Senator Ben Allen (D-Santa Monica) authored SB 45 which proposed a \$5.51 billion bond proposal, and Assembly Member Eduardo Garcia (D-Coachella) introduced AB 3256 which did not specify the total amount of bonds that would be authorized. As amended in June, AB 3256 would enact the Economic Recovery, Wildfire Prevention, Safe Drinking Water, Drought Preparation, and Flood Protection Bond Act of 2020, which, if approved by the voters, would authorize the issuance of bonds in the amount of \$6.98 billion to finance projects for an economic recovery, wildfire prevention, safe drinking water, drought preparation, and flood protection program. Of the total funding, only \$755 million would be allocated for traditional water infrastructure financing, including competitive grants for projects that support sustainable groundwater management implementation (\$395 million), and safe drinking water (\$360 million). In addition, \$150 million for flood protection projects was limited to multibenefit projects that included a preference for natural infrastructure.

In the face of projected state budget deficits over the next several years, Governor Newsom removed his climate resiliency bond proposal from his Budget May Revision, with Legislators following suit shortly after.

A study done in May by the Bay Area Council Economic Institute on the “Economic Impacts of Climate Resilience Bond Investments in California”, found that climate resilience investments not only provide environmental benefits to the state, but also significant employment and provide economic stimulus. A package of climate resilience expenditures in California can support nearly 120,000 full-time equivalent jobs under an \$8 billion spending program, or nearly 75,000 jobs under a smaller \$5 billion package. The study found these investments also have the potential to save billions of dollars in the long term by preventing or reducing the magnitude of damage that climate-induced natural disasters cause.

Activity in the Legislature

The Districts began the year actively monitoring or engaging in direct lobbying on over 39 bills. Many of these bills were dropped throughout the session due to the abbreviated legislative session. Below, we highlight a handful of bills the Districts were active on this year. Although some of these bills

received limited review, we included them in this list as they may be reintroduced in the 2021-22 legislative session.

Emergency backup generators: water and wastewater facilities

Assembly Bill 2182, by Assemblymember Blanca Rubio (D-Baldwin Park), sought to exempt the operation of an alternative power source relied on to provide power to a critical facility, including water and wastewater facilities, from any local, regional, or state regulation regarding the operation of that source. The bill would have authorized providers of essential public services, in lieu of compliance with applicable legal requirements, to comply with the maintenance and testing procedure set forth in the National Fire Protection Association Standard for Emergency and Standby Power System, NFPA 110, for alternative power sources designated by the providers for the support of critical facilities.

The legislation defined “water and wastewater facilities” to mean water and wastewater facilities critical to maintain public health and safety standards, including, but not limited to, treatment plants, pumping stations and other storage facilities, and water facilities needed to maintain water service and water pressure necessary for firefighting. The legislation would have provided the exemption for periods during a “deenergization event” that the legislation defined to mean the loss of electricity to a critical facility due to an emergency, including, but not limited to, wildfire.

The Districts took a “support” position on the bill. However, the bill’s first hearing set for March 16 in the Assembly Committee of Utilities and Energy was postponed by the committee to an undetermined date.

The bill died in the Assembly after failing to meet the June 5 legislative deadline for non-fiscal bills to be heard in committee and reported to their house floor. While the Author’s office has expressed a willingness to carry this bill proposal again next year, a similar fate was visited upon SB 1099 by Senator Bill Dodd (D-Napa), which is discussed later in this report.

State Water Resources Control Board: local primacy delegation funding

The State Water Resources Control Board (State Water Board or Board) has regulatory oversight over about 7,500 public drinking water systems in California. Thirty of California’s 58 counties have Local Primacy Agency (LPA) delegation agreements with the State Water Board, and therefore have primary responsibility of regulatory oversight of the public drinking water systems in their counties. LPA counties regulate a total of approximately 4,500 public drinking water systems, which consist of community water systems with more than 14 and less than 200 connections, non-community non-transient systems, and non-community transient systems.

Assembly Bill 2296, authored by Assemblymember Bill Quirk (D-Hayward), included provisions similar to AB 402 of 2019 by the same author. The legislation addresses the relationship between the State Water Board and LPAs. Last year, ACWA and its members opposed AB 402 due to a provision that would create a new funding stabilization program that would provide State funds to the LPAs to enhance the ability to provide oversight and enforcement activity. Proponents of the new funding approach argue that currently LPAs cannot impose fees on small water systems at a level that enables the LPA to recover its costs.

AB 2296 would authorize any LPA, with approval of the State Water Board, to elect to participate in a funding stabilization program effective for the 2022–23 fiscal year and fiscal years thereafter. The bill would require a public water system under the jurisdiction of a LPA participating in the funding stabilization program to pay the fees to the State Water Board, and would require the Board to provide funding to the LPA each year for the reasonable costs incurred for the implementation of activities set forth in the work plan submitted by the LPA to, and approved by, the Board. The bill would prohibit a participating LPA from charging a public water system any fee in addition to the fees established and collected by the funding stabilization program for the activities in the LPA work plan and would require all fines, penalties, and reimbursement of costs collected by such a LPA to be remitted to the Board for deposit in the Safe Drinking Water Account.

ACWA, California Municipal Utilities Association (CMUA), and their members did not oppose AB 2296 despite concern that the revenue that the State Water Board will rely on to pay the costs of the funding stabilization program will come from the Safe Drinking Water Account, which places a greater funding burden on larger public water systems--the same systems that rarely require regulatory actions to be undertaken by the State Water Board. Proponents of the legislation convinced ACWA and others that, as more counties return primacy to the State Water Board--seven have done so over the past 15 years, the Board will resume responsibility for oversight of the smaller systems and that the revenue relied on to support the Board's efforts will come from the Safe Drinking Water Account.

AB 2296 passed the Assembly on a 63-6 vote and the Senate on a 29-9 vote, and was sent to the Governor's desk for his signature. On September 29, Governor Newsom returned the bill to the Assembly without his signature. In his veto message, Governor Newsom stated:

“This bill would authorize Local Primacy Agency (LPA) counties to elect to participate in a funding stabilization program, administered by the State Water Resources Control Board (State Water Board), to fund regulatory oversight of small public drinking water systems. The goal of stabilizing the funding that is needed to assist LPA's with providing proper regulatory oversight of small water systems is laudable and fits into the state's overarching goal of achieving clean drinking water for every Californian. However, to the extent that LPA counties choose to participate in the new funding stabilization program authorized by the bill, the State Water Board would need to raise fees to cover the costs of the program. If participation among LPAs is high, the total funding needed from the Safe Drinking Water Account to administer the funding stabilization program would almost certainly exceed the statutory funding cap and as a result the State Water Board would be unable to implement the program.”

Water Quality: Notification and Response Levels

The California Safe Drinking Water Act requires the State Water Board to adopt drinking water standards for contaminants in drinking water based upon specified criteria and requires any person who owns a public water system to ensure that the system, among other things, complies with those drinking water standards. The Act requires a public water system to provide prescribed notices within 30 days after it is first informed of a confirmed detection of a contaminant found in drinking water delivered by the public water system for human consumption that is in excess of a maximum contaminant level, a notification level, or a response level established by the State Water Board.

Assembly Bill 2560, by Assemblymember Bill Quirk (D-Hayward), would require the State Water Board to comply with public notice and comment and peer review procedures before establishing or revising notification or response levels. The legislation would require the State Water Board to (1) electronically post on its internet website and distribute through email a notice informing interested persons that the State Water Board has initiated the development of a notification or response level, (2) electronically post on its internet website and distribute through electronic mail a notice that a draft notification or response level is available. Notice and document availability must occur at least 45 calendar days before finalizing the notification or response level, (3) submit its draft notification or response level for external peer review, and (4) take a formal action to finalize and adopt the notification or response level.

This bill is in response to recent actions taken by the State Water Board to issue new regulations related to the presence of PFAS/PFOS chemicals in drinking water. The intent of the legislation is to require greater transparency on the part of the State Water Board and to provide greater access by public water systems to the State Water Board and its staff during the deliberative process regarding the establishment or revision of notification or response levels. To do otherwise, likely results in the abandonment of drinking water sources due to a lack of time or resources to address the contaminant, and may unnecessarily reduce public confidence in drinking water quality.

The Districts took a “support” position on the bill arguing that an open and transparent process that includes the opportunity to review and comment is essential to enable public water systems to appropriately plan and respond to safe drinking water threats.

The bill passed both chambers with bipartisan support and was signed into law on September 20. (Chapter 350, Statutes of 2020)

Emergency backup generators: critical facilities

Current law imposes limitations on emissions of air contaminants for the control of air pollution from vehicular and non-vehicular sources. Current law generally designates air pollution control and air quality management districts with the primary responsibility for the control of air pollution from all sources other than vehicular sources.

Consistent with federal law, Senate Bill 1099, by Senator Bill Dodd (D-Napa), would require air districts to adopt a rule, or revise its existing rules, to allow critical facilities with a permitted emergency backup generator to use that emergency backup generator during a deenergization event or other loss of power, and to test and maintain that emergency backup generator without having that usage, testing, or maintenance count toward that emergency backup generator’s time limitation on actual usage and routine testing and maintenance. The bill would prohibit air districts from imposing a fee on the issuance or renew of a permit issued for those critical facility emergency backup generators.

Electric utility providers have adopted the use of Public Safety Power Shutoff (PSPS) events to protect lives and property from uncontrolled wildfires. The loss of power due to these deenergization events can last for several days and has created significant operational and cost impacts on local agency water and wastewater utilities. One such operational impact is the extended use of

emergency backup generators, which not only imposes costs, but leads to the potential violation of strict air quality regulatory requirements.

The bill passed in the Senate with a 37-0 vote. The bill died in the Assembly, after failing to meet the June 29 legislative deadline for fiscal bills to be heard in policy committees and referred to fiscal committees. Senator Dodd and California Municipal Utilities Association, which sponsored the legislation, worked tirelessly to reach a compromise with the South Coast Air Quality Management District to establish a streamlined process by which generator owners and operators could secure regulatory relief from strict air quality regulations. In the end, a compromise was achieved and SB 1099 became unnecessary. While an outright exemption for emergency operations during a PSPS was not secured, a streamlined process is expected to be produced by the South Coast air district that could lead to similar actions by air districts in other areas of California.

Assessments, fees, and charges: water: hydrants

The California Constitution specifies various requirements with respect to the levying of assessments and property-related fees and charges by a local agency, including requiring that the local agency provide public notice and a majority protest procedure for property owners subject to the fee or charge for water service. The Proposition 218 Omnibus Implementation Act prescribes specific procedures and parameters for local jurisdictions to comply with these requirements and defines the term water for these purposes to mean any system of public improvements intended to provide for the production, storage, supply, treatment, or distribution of water from any source.

Senate Bill 1386, by Senator John Moorlach (R-Costa Mesa), would specify that, for the purposes of the Proposition 218 Implementation Act, the fees or charges for property-related water service may include the costs to construct and maintain fire hydrants and may include the cost of the water distributed through the hydrants. Additionally, the bill defines hydrant to mean all hydrants and related infrastructure owned by a water service provider for distributing water that aids in the protection of property from fire.

The Districts took a “support” position on the bill arguing that the provisions of SB 1386 are consistent with long-standing utility service practices in California that only recently have come into question due to specious litigation. The clarification proposed by SB 1386 is consistent with urban retail water supplier understanding of their existing authority relating to cost recovery for public hydrants. The Districts usually ask the Legislature to refrain from action on legislation that would interfere with pending litigation. In this instance, however, the Districts believe legislative action is appropriate to declare that which the Districts believe to be existing law.

Governor Newsom signed SB 1386 into law on September 29. (Chapter No. 240, Statutes of 2020)

Electricity: microgrids

The United States Department of Energy Microgrid Exchange Group defines a microgrid as a group of interconnected loads and distributed energy resources (DERs) within clearly defined electrical boundaries that acts as a single controllable entity with respect to the grid. A microgrid can connect and disconnect from the grid to enable it to operate in both connected or island-mode. Microgrids also offer the security of being hardened from severe weather and natural disasters, or from

deenergization events, by not having large assets and miles of above-ground wires and other electric infrastructure that needs to be maintained or repaired following these events.

Senate Bill 1215, by Senator Henry Stern (D-Los Angeles), would require the California Public Utilities Commission (CPUC), in consultation with the Office of Emergency Services (OES), to create a database of critical facilities and critical infrastructure, and related critical circuits that are located in tier 2 or tier 3 high fire-threat districts served by electrical corporations, and identify with respect to each whether it serves low-income households or low-income communities.

The bill would require an electrical corporation, upon request, to collaborate with local governments or community choice aggregators within its service area to identify critical circuits and microgrid projects, and would authorize the listed entities and local publicly owned utilities to use capacity resulting from a microgrid project to satisfy specified resource adequacy requirements. The bill would also require electrical corporations to provide local governments, tribal governments, and community choice aggregators with electrical distribution equipment data, transmission and distribution circuit data, grid hardening plans, and other information requested by those entities to ensure that they are able to plan and develop microgrid projects collaboratively with the electrical corporations. The bill would authorize the electrical corporations to require the use of a commission-approved nondisclosure agreement before providing the requested information.

The bill defines “local government” to mean a city, county, or city and county.

WVWD supported SB 1215 efforts to provide local governments with the tools to better prepare for the next PSPS event. On that same note, the District requested that the bill’s definition of “local government” be amended to include either “special districts” or “other political subdivisions of the state”. The District argued that, as recognized by the bill’s findings and declarations, just like cities, counties, and cities and counties, special districts affected by deenergization events have essential government services shut down during PSPS events, affecting public health and safety.

SB 1215 passed the Senate on a 28-8 vote. The bill died in the Assembly after failing to meet the July 1 deadline for bills to be heard and referred out of policy committee.

What Lies Ahead

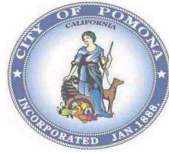
The results of the November 2020 election have not been certified as of this writing, but it is clear that Democratic Party control of the California Legislature continues unabated. Democrats expanded their control of the Senate by picking up two seats and will enter the 2021-22 Regular Session with a 30-9 advantage. Senate District No. 30 will be vacant due to the election of Senator Holly Mitchell to the Los Angeles County Board of Supervisors. The District is a safe Democratic district. In the Assembly, Republicans picked up one seat, but the Democrats will still hold 60 of the 80 district seats (one member is registered No Party Preference).

The California Citizens Redistricting Commission is working on its decennial re-establishment of the boundaries of its Congressional, State Senate, State Assembly, and State Board of Equalization districts to reflect new population data and shifting populations. The work of the Commission will not likely result in more competitive legislative seats, meaning the intra-party battles between centrist and

MEMORANDUM
November 30, 2020

progressive elements in the Democratic Party and centrist and conservative elements in the Republican Party will be the focus of campaigns going forward.

Hopefully, the availability of a vaccine in response to COVID-19 (SARS-CoV-2) will enable the Legislature to return to its normal course of conducting its session sometime next year. We anticipate a continued focus on wildfire response and forest health, affordable housing, homelessness, and COVID-19 issues. Work on a resources or climate resilience state general obligation bond is also expected in 2021, although a final proposal may not come until the spring of 2022 as a proposal would not appear on the statewide ballot until November 2022. Finally, Governor Newsom and the Legislature will be focused on crafting a state budget in the first half of 2021, which will be heavily influenced first by the state's economic picture in the face of the COVID-19 pandemic, and second, on spending priorities that outstrip existing (and projected) revenues. The latter portends new efforts to increase state revenues through tax increase proposals, which at some juncture could involve the resurrection of a water tax to provide low income rate assistance, among other items.



POMONA-WALNUT-ROWLAND JOINT WATER LINE COMMISSION

WATER USE DISTRIBUTION & BILLING

NOVEMBER 2020

CONSUMPTION PER AGENCY (Per PWR Meter Reads)		
	Water Consumption (Acre-feet)	Allocation %
Pomona	472.383	26.953%
Walnut	861.248	49.141%
Rowland	418.988	23.906%
LaVerne	-	0.000%
TOTAL	1,752.619	100.000%

WATER PRODUCTION (ACTUAL)		
	Water Consumption (Acre-feet)	Allocation %
MWD	1,237.80	71.318%
TVMWD	497.80	28.682%
LaVerne	-	0.000%
Total	1,735.600	100.000%
PWR	1,752.619	
Difference	(17.019)	

CALCULATION OF AGENCY WATER CONSUMPTION (Water consumption billed to each agency based on amount of water purchased from MWD & TVMWD)							
Connection / Description	Billing Difference Allocation (Acre-feet)	Adj. Agency Consumption (Acre-Feet)	Adj. Agency Consumption for Billing (Rounded)	Water Purchased - MWD	Water Purchased - TVMWD	Water Purchased - LaVERNE WELL	Total Water Purchased (Acre-feet)
				71.318%	28.682%	0.000%	100.000%
Pomona	472.383	(4.587)	467.796	467.8	333.6	134.2	467.8
Walnut	861.248	(8.363)	852.885	852.9	608.3	244.6	852.9
Rowland	418.988	(4.069)	414.919	414.9	295.9	119.0	414.9
LaVerne	-	-	-	-	-	-	-
TOTAL	1,752.619	(17.019)	1,735.600	1,735.6	1,237.8	497.8	1,735.6

BILLING CHARGES PER AGENCY											
		MWD PM-15	TVMWD PM-21	MWD Capacity Reservation	TVMWD Connected Capacity	TVMWD Water Use Charge	Depreciation	Replacement	Admin Budget Assessment	MWD LRP Rebate Program	Billing Total
City of Pomona	Cons. (AF)	333.6	134.2							18.4	
	Allocation %			35.85%	52.00%	26.12%	25.00%	25.00%	33.33%		
	Billing Rate	\$ 1,068.00	\$ 1,068.00	\$ 22,105.25	\$ 5,687.51	\$ 5,965.90	\$ -	\$ -	\$ -	\$ (100.00)	
	Total	\$ 356,310.38	\$ 143,295.61	\$ 7,924.73	\$ 2,957.51	\$ 1,558.29	\$ -	\$ -	\$ -	\$ (1,840.00)	\$ 510,206.52
Walnut Valley Water District	Cons. (AF)	608.3	244.6							-	
	Allocation %			41.51%	28.00%	46.79%	25.00%	25.00%	33.33%		
	Billing Rate	\$ 1,068.00	\$ 1,068.00	\$ 22,105.25	\$ 5,687.51	\$ 5,965.90	\$ -	\$ -	\$ -	\$ (100.00)	
	Total	\$ 649,624.57	\$ 261,256.35	\$ 9,175.89	\$ 1,592.50	\$ 2,791.44	\$ -	\$ -	\$ -	\$ -	\$ 924,440.75
Rowland Water District	Cons. (AF)	295.9	119.0							-	
	Allocation %			22.64%	20.00%	27.09%	25.00%	25.00%	33.33%		
	Billing Rate	\$ 1,068.00	\$ 1,068.00	\$ 22,105.25	\$ 5,687.51	\$ 5,965.90	\$ -	\$ -	\$ -	\$ (100.00)	
	Total	\$ 316,035.46	\$ 127,098.44	\$ 5,004.63	\$ 1,137.50	\$ 1,616.16	\$ -	\$ -	\$ -	\$ -	\$ 450,892.19
City of LaVerne	Cons. (AF)	-	-							-	
	Allocation %			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
	Billing Rate	\$ 1,068.00	\$ 1,068.00	\$ 22,105.25	\$ 5,687.51	\$ 5,965.90	\$ -	\$ -	\$ -	\$ (100.00)	
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total (A.F.)		1,237.8	497.8								1,735.6
Total (\$)		\$ 1,321,970.41	\$ 531,650.40	\$ 22,105.25	\$ 5,687.51	\$ 5,965.89	\$ -	\$ -	\$ -	\$ (1,840.00)	\$ 1,885,539.46

January 2021

Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 District Office will be closed in observance of New Year's Day	2
3	4 3:30 PM Spadra Basin GSA Meeting	5 6:30 PM Diamond Bar City Council Meeting	6 8:00 AM TVMWD Board Meeting	7	8	9
10	11 4:00 PM Public Info Committee 4:30 PM Finance Committee	12 4:00 PM Engineering Committee 4:30 PM Personnel Committee	13 7:00 PM Walnut City Council Meeting	14	15	16
17	18 District Office will be closed in observance of Martin Luther King Jr. Day	19 5:00 PM WVWD Board Meeting 6:30 PM Diamond Bar City Council Meeting	20 8:00 AM TVMWD Board Meeting	21 4:00 PM WVWD Board Workshop	22	23
24	25	26	27 7:00 PM Walnut City Council Meeting	28	29	30
31						

Note: Meeting dates and times are subject to change

February 2021

Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	3:00 PM Spadra Basin Advisory Committee	6:30 PM Diamond Bar City Council Meeting	8:00 AM TVMWD Board Meeting	7:00 AM PBWA Meeting		
7	8	9	10	11	12	13
	4:00 PM Public Info Committee	4:00 PM Engineering Committee	7:00 PM Walnut City Council Meeting			
	4:30 PM Finance Committee	4:30 PM Personnel Committee				
14	15 District Office will be CLOSED in observance of Presidents' Day	16	17	18	19	20
		5:00 PM WWWD Board Meeting	8:00 AM TVMWD Board Meeting	4:00 PM WWWD Board Workshop		
		6:30 PM Diamond Bar City Council Meeting				
21	22	23	24	25	26	27
		6:00 PM Firescaping Webinar	7:00 PM Walnut City Council Meeting			
28						

Note: Meeting dates and times are subject to change

March 2021

Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	3:30 PM Spadra Basin GSA Meeting	6:30 PM Diamond Bar City Council Meeting	8:00 AM TVMWD Board Meeting			
7	8	9	10	11	12	13
	4:00 PM Public Info Committee	4:00 PM Engineering Committee	7:00 PM Walnut City Council Meeting			
	4:30 PM Finance Committee	4:30 PM Personnel Committee				
14	15	16	17	18	19	20
	5:00 PM WVWD Board Meeting	6:00 PM Leak Detection Online Workshop	8:00 AM TVMWD Board Meeting	4:00 PM WVWD Board Workshop		10:00 AM Leak Detection Online Workshop
		6:30 PM Diamond Bar City Council Meeting				
21	22	23	24	25	26	27
			7:00 PM Walnut City Council Meeting			
28						

Note: Meeting dates and times are subject to change

**WALNUT VALLEY WATER DISTRICT
WATER SUPPLY AND CONSERVATION UPDATE
December 14, 2020**



<p>A</p> <p>B</p> <p>C</p>	<p><u>Water Use</u> – Water usage for November 2020 was 1,363.833 acre feet, an increase of 1.72% compared to November 2019 and a decrease of 13.08% from November 2013. The average inflow into the system during the month was approximately 22.96 cfs (10,305.89 gallons per minute).</p> <p><u>Recycled Water Use</u> – During the month of November the recycled water system delivered 1,714,965 G.P.D., an increase of 24.49% compared to the use in November 2019. Of the recycled water delivered, 35.85% was from the District wells and no water was transferred from potable Make-up water.</p> <p><u>Production Report</u> – attached are:</p> <ul style="list-style-type: none"> ▪ Purchased Water Projections (Two total) ▪ Climate Summary ▪ Monthly Consumption Versus the 2013 Baseline Year (Two total) 	<p>Exhibits</p>
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WALNUT VALLEY WATER DISTRICT
Calendar Year 2020 Purchased Water Estimate

Month	Actual Purchases (AF)				Projected Purchases (AF)			% Tier I	Cumulative Total (AF)	Cumulative % Tier I
	PWR	PBWA	Spread	Total	Budget	Low	High			
January	437.300	577.509	0.000	1,014.809	1,133.000	958.751	1,289.582	3.89%	1,014.809	3.89%
February	503.100	684.591	0.000	1,187.691	984.000	818.161	1,239.813	4.56%	2,202.500	8.45%
March	532.100	523.814	0.000	1,055.914	933.000	946.030	1,187.956	4.05%	3,258.414	12.50%
April	523.000	546.905	0.000	1,069.905	1,422.000	1,255.620	1,467.547	4.11%	4,328.319	16.61%
May	846.600	707.118	0.000	1,553.718	1,498.000	1,394.494	1,598.447	5.96%	5,882.037	22.57%
June	840.500	770.267	0.000	1,610.767	1,632.000	1,609.180	1,730.416	6.18%	7,492.804	28.76%
July	922.580	912.189	300.000	1,834.769	1,965.000	1,830.794	1,949.955	7.04%	9,327.573	35.80%
August	1,009.900	902.251	0.000	1,912.151	1,995.000	1,834.355	1,940.790	7.34%	11,239.724	43.14%
September	936.100	850.641	0.000	1,786.741	1,815.000	1,752.446	1,782.528	6.86%	13,026.465	49.99%
October	945.900	719.342	0.000	1,665.242	1,660.000	1,479.607	1,805.421	6.39%	14,691.707	56.38%
November	852.900	510.933	0.000	1,363.833	1,469.000	1,345.185	1,480.492	5.23%	16,055.540	61.62%
December				0.000	1,076.000	1,096.908	1,520.503	0.00%	16,055.540	61.62%
Total	8,349.980	7,705.560	300.000	16,055.540	17,582.000	16,321.531	18,993.450			
Remaining Projected Purchases					1,076.000	1,096.908	1,520.503			

Total Projected Purchases	17,431.540	17,452.448	17,876.043
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Tier 1 Allocation	26,057.00	8,625.460	8,604.552	8,180.957
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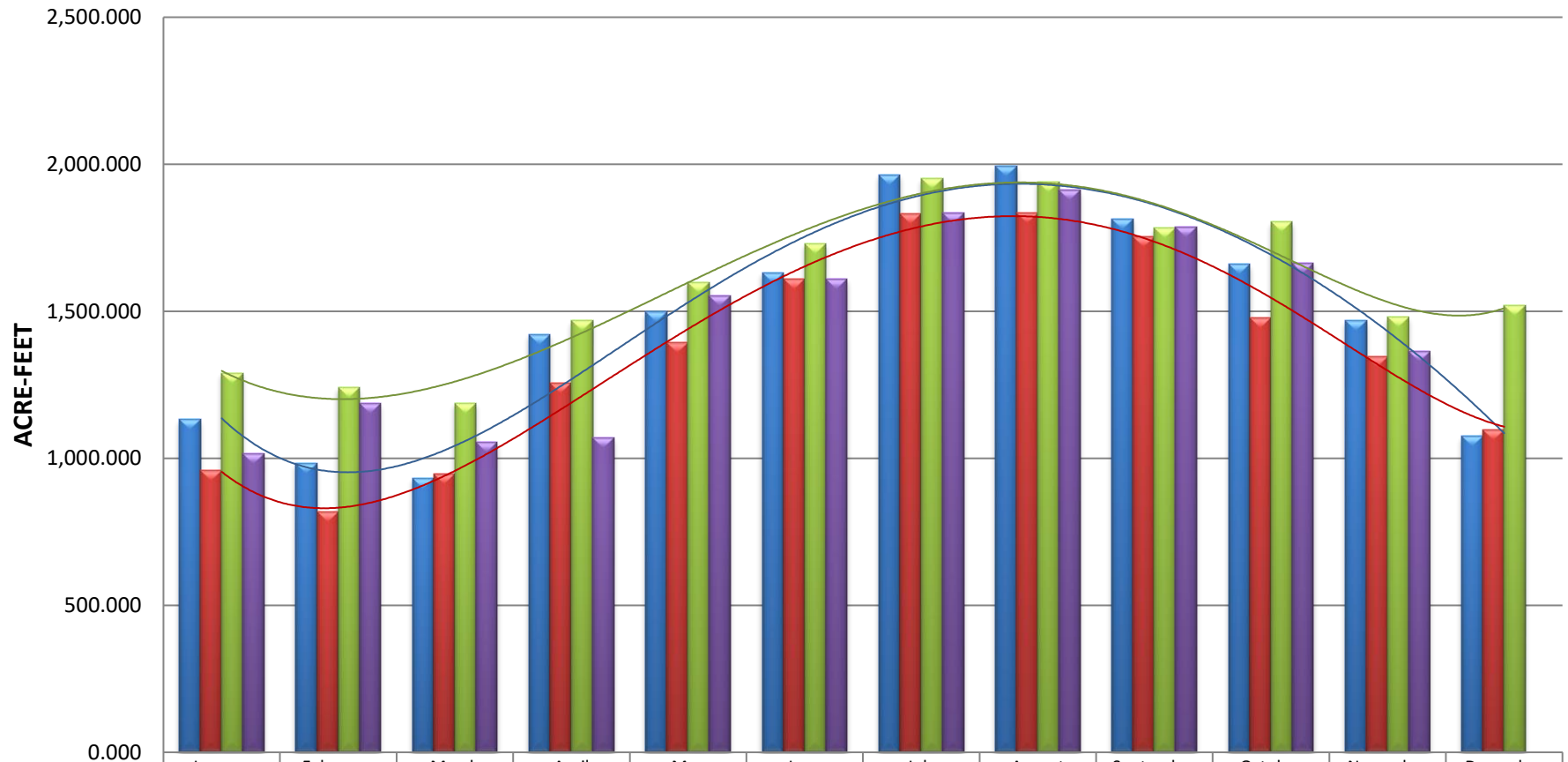
Tier 2 Purchases	0.000
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Tier 2 Incremental Cost @ \$87/AF	\$0.00
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Year of Occurrence		
2016	2017	2018

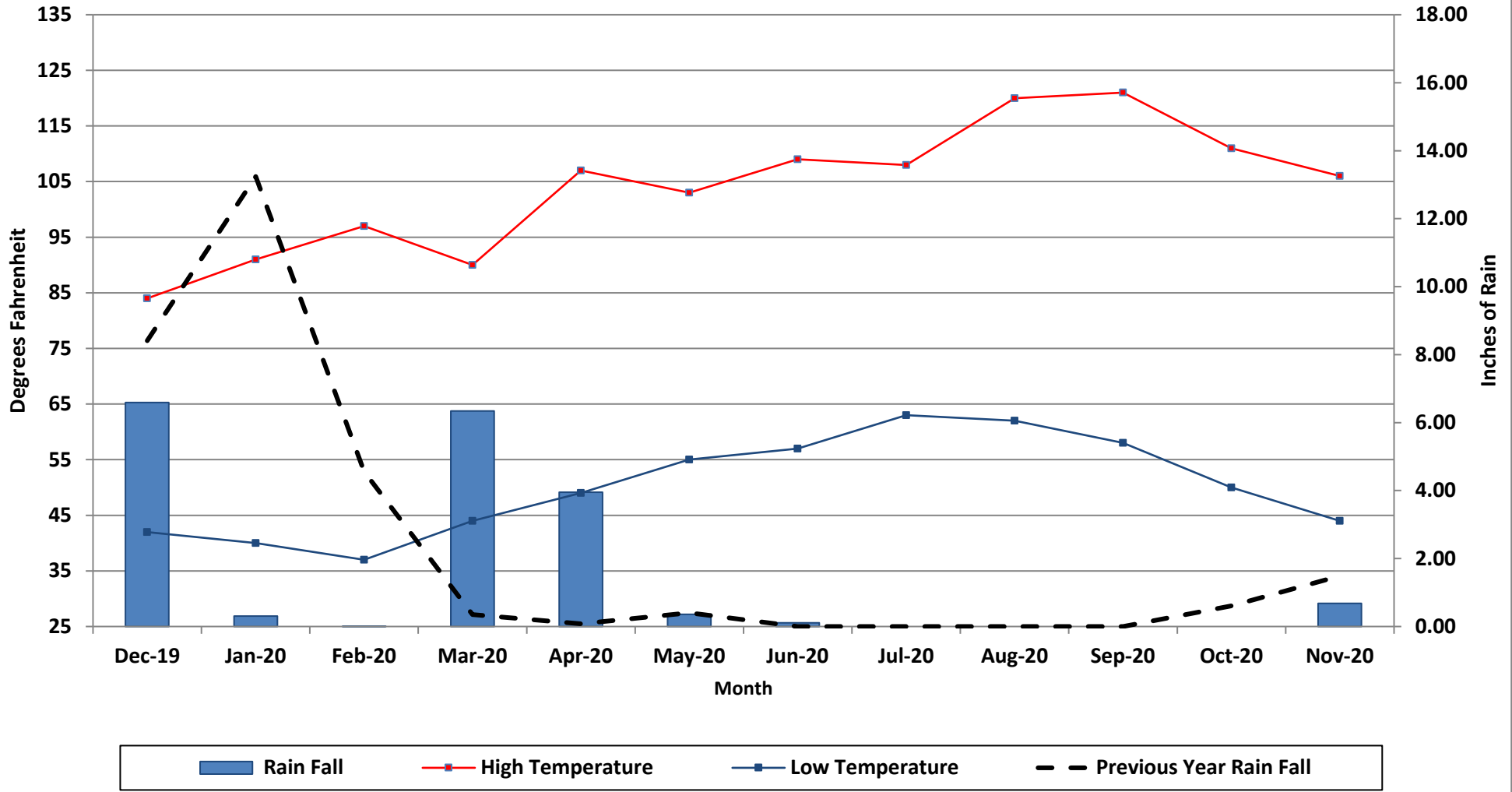
		Tier I Balance
Tier I Allocation PWR	14,152.00	5,802.02
Tier I Allocation TVMWD	11,905.00	4,199.44

Calendar Year 2020 Purchased Water



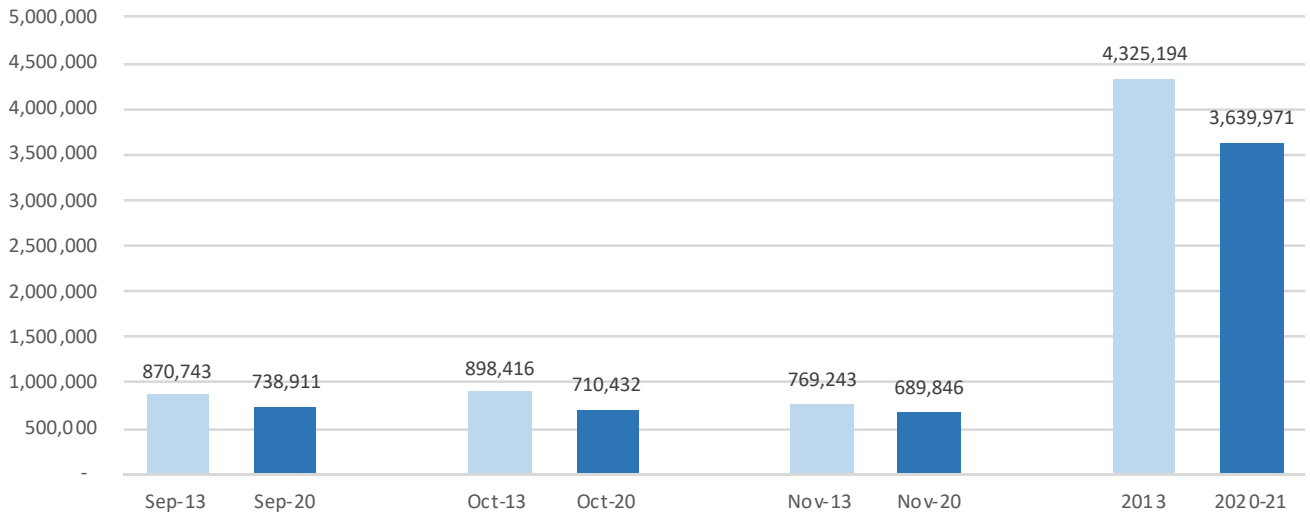
	January	February	March	April	May	June	July	August	September	October	November	December
■ Budget	1,133.000	984.000	933.000	1,422.000	1,498.000	1,632.000	1,965.000	1,995.000	1,815.000	1,660.000	1,469.000	1,076.000
■ Low	958.751	818.161	946.030	1,255.620	1,394.494	1,609.180	1,830.794	1,834.355	1,752.446	1,479.607	1,345.185	1,096.908
■ High	1,289.582	1,239.813	1,187.956	1,467.547	1,598.447	1,730.416	1,949.955	1,940.790	1,782.528	1,805.421	1,480.492	1,520.503
■ CY 2020	1,014.809	1,187.691	1,055.914	1,069.905	1,553.718	1,610.767	1,834.769	1,912.151	1,786.741	1,665.242	1,363.833	0.000

Walnut Valley Water District Climate Summary

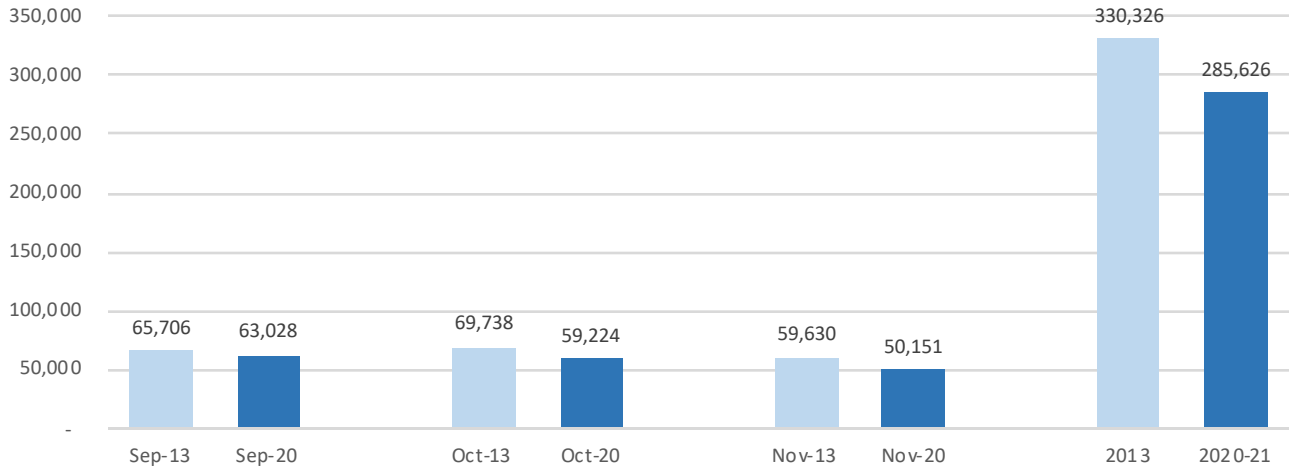


WALNUT VALLEY WATER DISTRICT
CONSUMPTION DATA - CURRENT YEAR VERSUS 2013 BASELINE

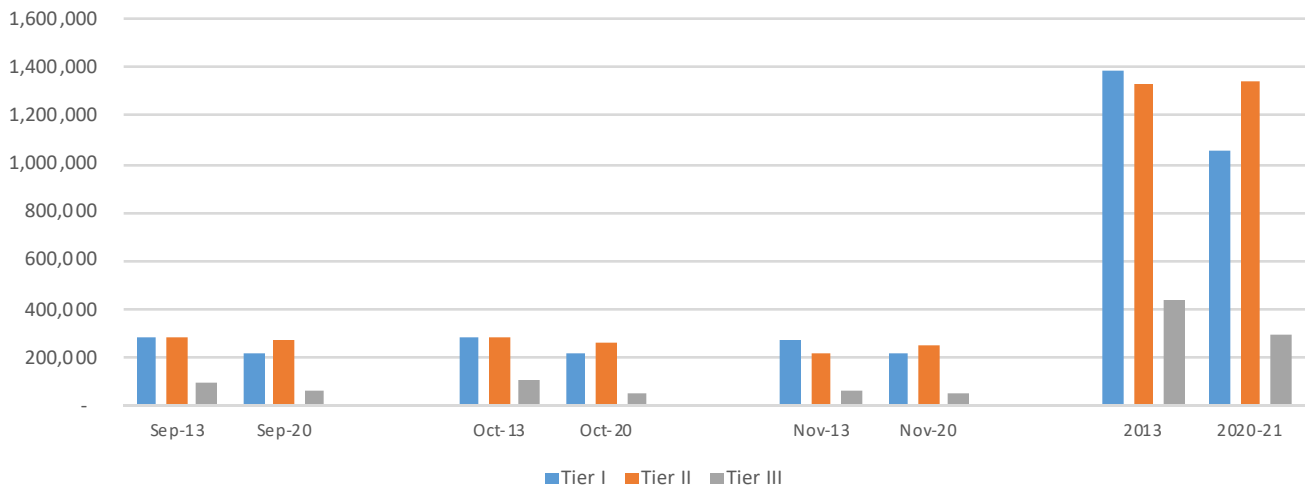
YTD Consumption Versus 2013 Baseline Year



Irrigation Consumption Versus 2013 Baseline



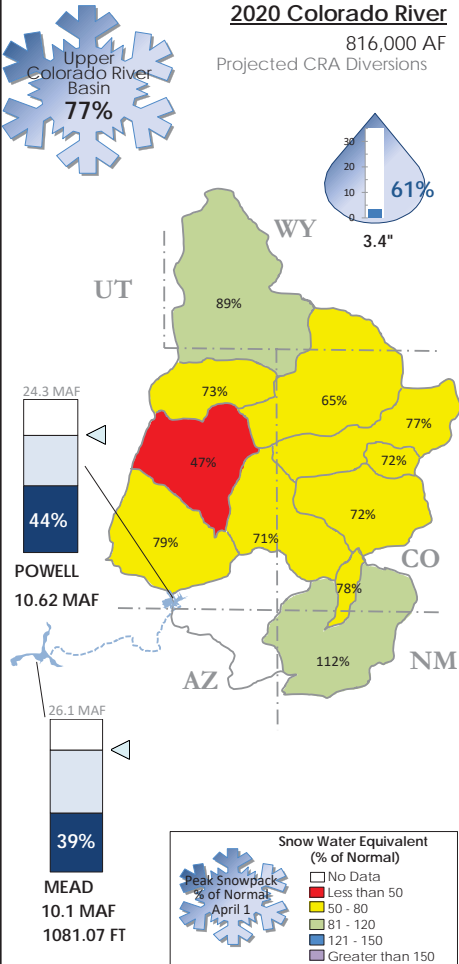
Residential Tiers Versus 2013 Baseline



Walnut Valley Water District
 Monthly Consumption Versus 2013 Baseline Year

Consumption/Water Sales																
User Class	September				October				November				YTD (FY 20-21)			
	Sep-13	Sep-20	Change	% Change	Oct-13	Oct-20	Change	% Change	Nov-13	Nov-20	Change	% Change	2013 YTD	FY 20-21	Change	% Change
COG	50,686	43,268	(7,418)	-15%	54,851	40,245	(14,606)	-27%	45,006	30,560	(14,446)	-32%	253,543	187,530	(66,013)	-26%
COM	90,136	72,076	(18,060)	-20%	95,658	71,070	(24,588)	-26%	89,223	70,581	(18,642)	-21%	470,203	350,374	(119,829)	-25%
IND	12,479	10,304	(2,175)	-17%	13,214	11,587	(1,627)	-12%	13,714	10,071	(3,643)	-27%	65,568	51,672	(13,896)	-21%
MUL	76,841	74,435	(2,406)	-3%	80,692	74,198	(6,494)	-8%	75,248	73,966	(1,282)	-2%	395,869	373,803	(22,066)	-6%
RES	640,601	538,828	(101,773)	-16%	654,001	513,332	(140,669)	-22%	546,052	504,668	(41,384)	-8%	3,140,011	2,676,592	(463,419)	-15%
	870,743	738,911	(131,832)	-15%	898,416	710,432	(187,984)	-21%	769,243	689,846	(79,397)	-10%	4,325,194	3,639,971	(685,223)	-16%
	IRRIGATION				IRRIGATION				IRRIGATION				YTD IRRIGATION			
User Class	Sep-13	Sep-20	Change	% Change	Oct-13	Oct-20	Change	% Change	Nov-13	Nov-20	Change	% Change	2013 YTD	FY 20-21	Change	% Change
COG	32,995	31,574	(1,421)	-4%	33,685	28,134	(5,551)	-16%	28,767	21,607	(7,160)	-25%	164,019	135,119	(28,900)	-18%
COM	30,298	29,340	(958)	-3%	33,660	28,832	(4,828)	-14%	28,388	27,214	(1,174)	-4%	154,104	141,496	(12,608)	-8%
IND	2,089	1,962	(127)	-6%	2,072	2,042	(30)	-1%	2,204	1,245	(959)	-44%	10,684	8,221	(2,463)	-23%
RES	324	152	(172)	-53%	321	216	(105)	-33%	271	85	(186)	-69%	1,519	790	(729)	-48%
	65,706	63,028	(2,678)	-4%	69,738	59,224	(10,514)	-15%	59,630	50,151	(9,479)	-16%	330,326	285,626	(44,700)	-14%
	RESIDENTIAL				RESIDENTIAL				RESIDENTIAL				YTD RESIDENTIAL			
Residential	Tier I	Tier II	Tier III	Total	Tier I	Tier II	Tier III	Total	Tier I	Tier II	Tier III	Total	Tier I	Tier II	Tier III	Total
2013	277,208	275,700	87,693	640,601	277,665	277,554	98,782	654,001	267,823	216,199	62,030	546,052	1,378,427	1,328,102	433,482	3,140,011
FY 20-21	209,651	270,505	58,672	538,828	208,520	252,498	52,314	513,332	208,727	244,479	51,462	504,668	1,049,277	1,338,913	288,402	2,676,592
Difference	(67,557)	(5,195)	(29,021)	(101,773)	(69,145)	(25,056)	(46,468)	(140,669)	(59,096)	28,280	(10,568)	(41,384)	(329,150)	10,811	(145,080)	(463,419)
% Change	-24%	-2%	-33%	-16%	-25%	-9%	-47%	-22%	-22%	13%	-17%	-8%	-24%	1%	-33%	-15%

Water Purchases						
	July	August	September	Orcotber	November	Total
2013	2,148.67	2,308.73	2,063.59	1,858.07	1,858.07	10,237.14
FY 20-21	1,853.69	1,912.15	1,786.74	1,665.24	1,363.83	8,581.66
Difference	(294.98)	(396.58)	(276.85)	(192.83)	(494.24)	(1,655.48)
% Change	-14%	-17%	-13%	-10%	-27%	-16%

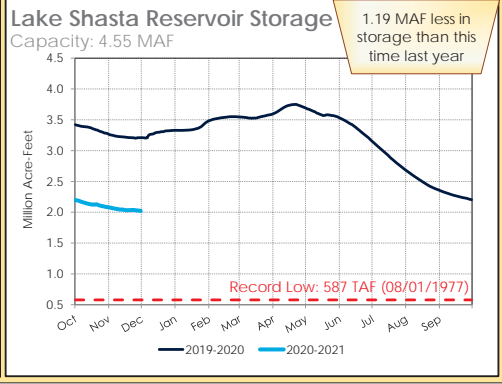
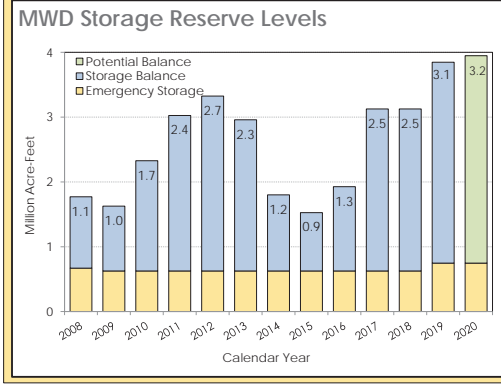
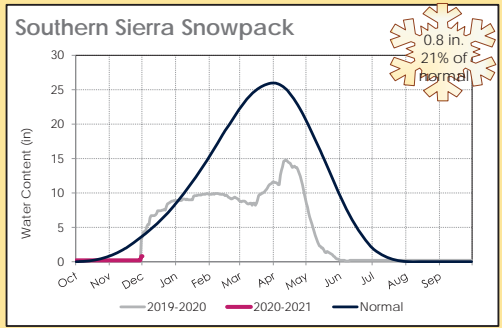
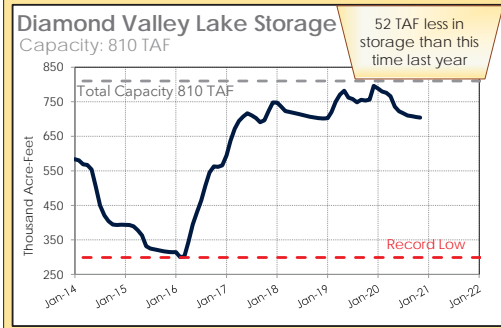


Turn page for more CRA Data Flip Over for SWP Data

Highlights

- ◆ Snowpack in the Sierra is at 44% of normal
- ◆ Precipitation at the 8 Station Index is at 37% of normal
- ◆ Snowpack in the Upper Colorado is at 77% of normal

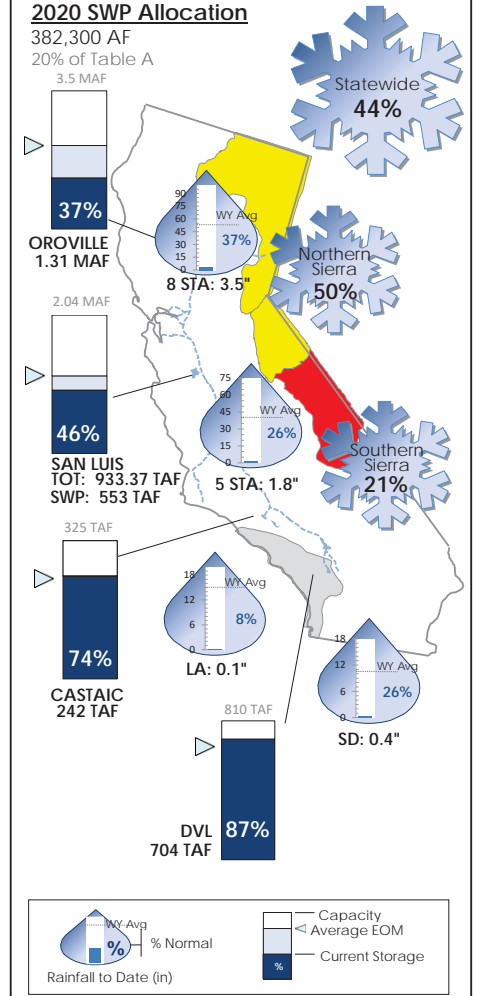
Precipitation in the Upper Colorado is at 61% of normal



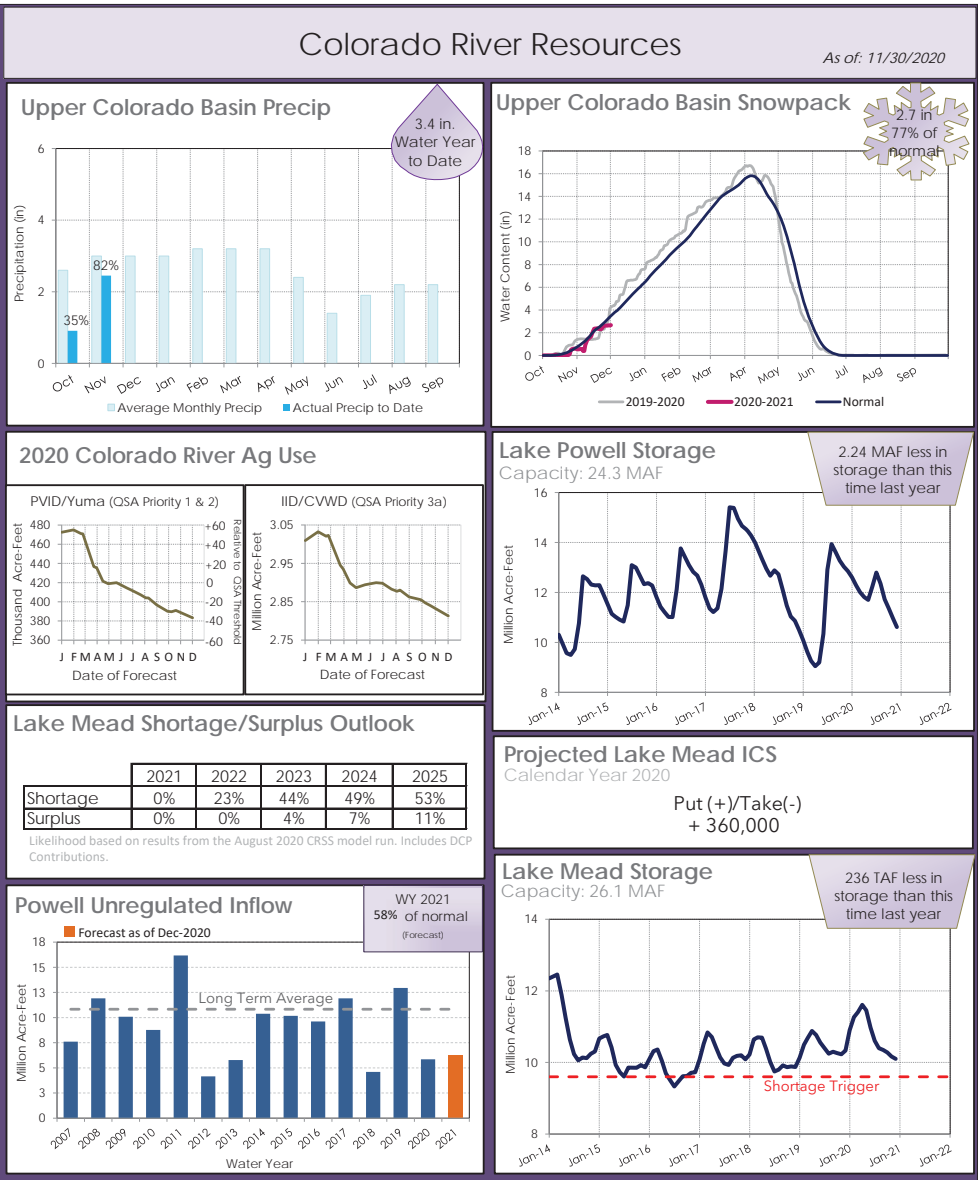
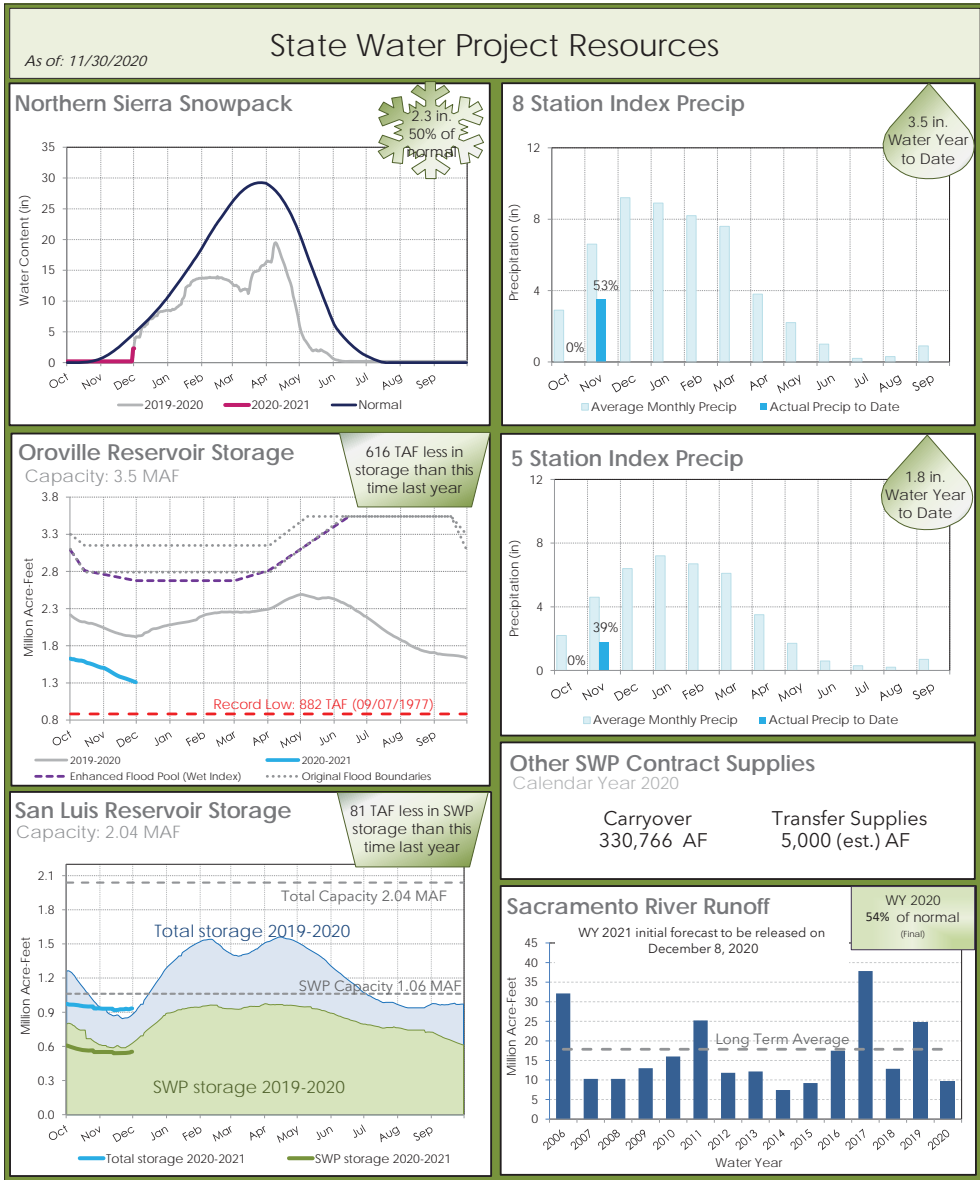
This report is produced by the Water Resource Management Group and contains information from various federal, state, and local agencies. The Metropolitan Water District of Southern California cannot guarantee the accuracy or completeness of this information. Readers should refer to the relevant state, federal, and local agencies for additional or for the most up to date water supply information. Reservoirs, lakes, aqueducts, maps, watersheds, and all other visual representations on this report are not drawn to scale.

<http://www.mwdh2o.com/WSCR>

This report is best printed double sided on legal size paper (8.5" x 14") and folded in quarters. Questions? Email mferreira@mwdh2o.com



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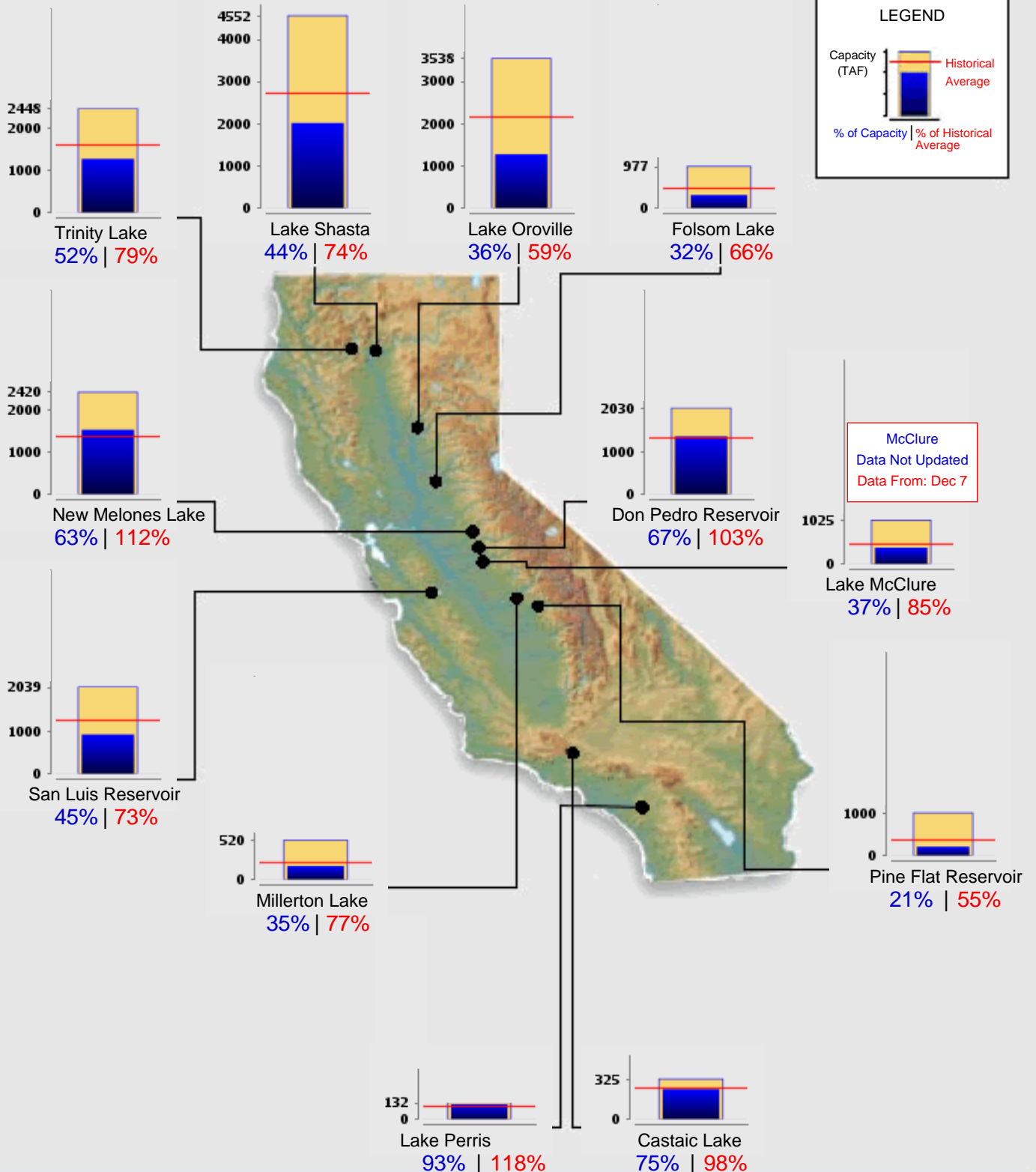




Reservoir Conditions

Ending At Midnight - December 8, 2020

CURRENT RESERVOIR CONDITIONS



WVWD – Staff Report



TO: Board of Directors
FROM: General Manager
SUBMITTED BY: Director of HR & Risk Management
DATE: December 14, 2020
SUBJECT: Approve Amendment to General Manager's Employment Contract

Action/Discussion Fiscal Impact Resolution Information Only

Recommendation

That the Board of Directors approve the General Manager's First Contract Amendment as drafted by Legal Counsel.

Background Information

The Board of Directors conducted a performance evaluation of the General Manager on November 16, 2020, and authorized the General Manager to receive one percent salary merit adjustment effective January 1, 2021, in addition the two and a half percent cost of living adjustment provided to all District employees in the Terms and Conditions of Employment for 2020-2023, and directed Legal Counsel to prepare the contract amendment to reflect the changes. The Board is now asked to consider approval of the attached Third Amendment to the General Manager's Employment Contract.

Attachment as noted

**AMENDMENT NO. 3 TO EMPLOYMENT CONTRACT
FOR GENERAL MANAGER
OF WALNUT VALLEY WATER DISTRICT**

This Amendment No. 3 to Employment Contract is made and entered into at Walnut, California, by and between WALNUT VALLEY WATER DISTRICT, a California Water District organized and existing under the California Water District Act (hereinafter “DISTRICT”) and ERIK J. HITCHMAN (hereinafter “HITCHMAN” or “GENERAL MANAGER”), effective as of January 1, 2021.

RECITALS:

A. HITCHMAN is currently serving as the General Manager of the DISTRICT under an Employment Contract dated April 6, 2018, as previously amended.

B. The Employment Contract provides for an annual evaluation of the General Manager’s performance and a possible adjustment of compensation effective January 1st of each year. Adjustments are within the sole discretion of the Board of Directors.

C. The Board of Directors of the DISTRICT conducted an evaluation of HITCHMAN’s performance on November 16, 2020 and, by action taken on December 21, 2020, determined to make an adjustment in HITCHMAN’s compensation in accordance with the provisions of this Amendment

AGREEMENTS:

NOW THEREFORE, the parties agree as follows:

1. COMPENSATION

Effective January 1, 2021, GENERAL MANAGER’s annual base salary shall be increased to \$272,416.80 payable in 26 bi-weekly installments of \$10,477.57, which amount

includes the cost of living increase and salary adjustment otherwise provided to other DISTRICT employees.

2. NO OTHER AMENDMENTS

Except as amended herein, the Employment Contract dated April 6, 2018, as previously amended, shall remain in full force and effect.

Executed on December 14, 2020 at Walnut, California.

ERIK J. HITCHMAN
"GENERAL MANAGER"

WALNUT VALLEY WATER DISTRICT

By: _____
Its President
"DISTRICT"

WVWD – Staff Report



TO: Board of Directors
FROM: General Manager
SUBMITTED BY: Executive Secretary
DATE: December 14, 2020
SUBJECT: Proposed 2021 Board and Workshop Meeting Dates

Action/Discussion
 Fiscal Impact
 Resolution
 Information Only

Recommendation

That the Board of Directors consider approval of the following proposed list of 2021 Board meeting and Workshop dates.

Month	Board Meeting Date	Workshop Date
January	Tuesday, January 19	Thursday, January 21
February	Tuesday, February 16	Thursday, February 18
March	Monday, March 15	Thursday, March 18
April	Monday, April 19	Thursday, April 22
May	Monday, May 17	Thursday, May 20
June	Monday, June 21	Thursday, June 24
July	Monday, July 26	<i>None scheduled</i>
August	Monday, August 16	Thursday, August 19
September	Monday, September 20	Thursday, September 23
October	Monday, October 18	Thursday, October 21
November	Monday, November 15	Thursday, November 18
December	Monday, December 13	<i>To be Determined</i>

Please note that this schedule is subject to change at the Board’s discretion and in accordance with the Brown Act.

Regular Board meetings are scheduled to commence at 5:00 p.m., and Workshops generally start at 4:00 p.m., unless otherwise specified.

WVWD – Staff Report



TO: Board of Directors
FROM: General Manager
DATE: December 14, 2020
SUBJECT: Consideration of Annual Board Reorganization / Appointments of Officers / Committee Selections for Calendar Year 2021

Action/Discussion Fiscal Impact Resolution Information Only

Recommendation

- A. Members of the Board will make any appropriate notifications related to “Exception No. 3” of the Board Rotation Policy (attached);
- B. Rotate their positions in accordance with the “Board Reorganization Rotation Policy;”
- C. Make appointments to the offices of:
 - 1. Secretary
 - 2. Treasurer
 - 3. Assistant Secretary
 - 4. Second Assistant Treasurer
- D. Select Chair/Member/Alternate positions in accordance with the District’s *Standing Committee Selection Process* (attached) for the following standing committees noted below.
 - 1. Engineering and Special Projects
 - 2. Personnel
 - 3. Finance
 - 4. Public Information and Community Relations/Legislative Action,

All changes, following approval, would be effective at the conclusion of the December 14, 2020, Regular Board Meeting.

Background Information

Attached for your information and review is a roster showing the current composition of the District officer and Standing Committee assignments.

- The Board will rotate positions that will become effective following the December 14, 2020, Board meeting.
- At the annual reorganization meeting, the Board of Directors makes appointments, typically amongst staff members, to the offices of Secretary, Treasurer, Assistant Secretary, and Second Assistant Treasurer. The individuals currently holding those positions are shown on the attached roster.
- Standing committee (Finance, Engineering and Special Projects, Personnel, Public Information and Community Relations/Legislative Action) chair, member, and alternate positions may be selected by Board members at the December Board meeting on a “chain-of-command” basis in accordance with the District’s *Standing Committee Selection Process* policy.

Attachments as noted

WALNUT VALLEY WATER DISTRICT Board Reorganization Process

Rotation Policy

The District's Bylaws state that District officers shall be a President, Vice-President(s), Secretary, and Treasurer, and such other officers as may be elected and appointed by the Board from time-to-time. The Bylaws further state that, at the December meeting of the Board in each calendar year, the Board shall organize and elect a President and Vice-President from among its own members and shall appoint a Secretary and a Treasurer who shall not be members of the Board. Interim reorganization may be undertaken by the Board as deemed necessary.

The Board of Directors, at its November 17, 2008, meeting, approved the implementation of a policy for the annual Board reorganization process to include an automatic rotation of Board members to serve as president, excepting that no member with less than two years' service may serve as president of the Board. Subject to the exceptions noted below, the new Board President rotation procedure will be as follows:

- The first vice president becomes president
- The second vice president becomes first vice president
- The assistant treasurer becomes second vice president
- The "director" member becomes assistant treasurer
- The president moves to the "director" position

Exception No. 1

No director with less than two years' service on the Board may become president

Exception No. 2

Newly elected/appointed officials shall hold the "director" position during their first year. When two or more new directors are elected at the same time, the Director receiving the highest percentage of votes will have seniority, or, if an equal percentage of votes is received, seniority will be determined by coin toss.

Exception No. 3

On a one-year basis, the first vice president may forego his or her ascension to the presidency and may remain as the first vice president, with the second vice president then ascending to president, and the other directors moving to their next positions in accordance with the rotation specified above. If the existing first vice president, in a second consecutive year, does not desire to ascend to president, then for the next year, the existing first vice president will rotate to the "director" position, the existing president will rotate to assistant treasurer, the existing second vice president will rotate to president, the existing assistant treasurer will rotate to first vice president and the existing "director" member will rotate to second vice president.

**WALNUT VALLEY WATER DISTRICT
Standing Committee Selection Process**

The Standing Committee Selection Process shall include the following provisions:

1. After the annual reorganization of officers, Board Members shall select their preferred standing committee assignments in the following order:

President
1st Vice President
2nd Vice President
Assistant Treasurer
Director

Newly elected or appointed directors shall not serve as chair of a committee during his/her first year in office, unless this provision is waived by the Board of Directors.

2. The process to be observed for filling standing committee assignments:

The incoming President will select a committee position, with each member following suit in a rotational order as identified under Section 1 above. Thereafter, until all positions are filled, the process will continue. Each Board member may select any open position, chair, committee member, or alternate, based on preference, subject to the exception for new directors during the first year of their service on the Board. If a Board member does not wish to select any position that remains when it is his/her turn, that Board member may pass and the choice moves to the next Board member in order of rotation until all the positions are filled. Any positions not filled through this process shall be appointed by the incoming President.

In the event that two of the three members that constitute a particular committee cannot attend the monthly meeting(s), the Board President may contact other Board members to appoint them on an as-needed basis.

Any committee vacancy created as a result of a Director resigning from the committee or leaving office shall be filled in the following manner:

- a. If the chair position is vacated, the Director filling the committee member position will ascend to the chair position, subject to the exception for new directors during the first year of their service on the Board (unless waived by the Board of Directors). If neither member is eligible, then the position of "chair" will be appointed by the president.
 - b. If the committee member position is vacated, the alternate Director will ascend to the member position.
 - c. If the alternate committee member position is vacated, the President shall appoint a replacement alternate committee member.
3. The following committee oversight responsibilities to be updated in the next revision of the District's Policy Guidelines:

Engineering and Special Projects – Operation, protection and maintenance of District facilities. Initiation of construction programs. Long-range planning.

Finance – Annual budget, quarterly budget reports, fiscal master plan, audits, investments, risk management, insurance, revenues and expenses.

Personnel – Staffing and organizational issues, employment related policies, Terms and Conditions of Employment, and Board Policies and Ethics issues.

Public Information/Community Relations and Legislative Action – Public information goals, objectives and methods, community relations programs, and Best Management Practices; and District liaison for legislative activities relating to the water industry.

4. Consistent with long-standing District practice, committee meetings will be scheduled by District staff during regular working hours whenever possible, with consideration given to the committee chair's schedule.

This Standing Committee Selection Process shall be reviewed by the Personnel Committee on an annual basis.

Walnut Valley Water District



Board of Directors

January-December 2020

2020 Elected Offices

President
First Vice President
Second Vice President
Assistant Treasurer
Director

Theresa Lee
Scarlett P. Kwong
Jerry Tang
Edwin M. Hilden
Kevin Hayakawa

2020 Board Appointments

Secretary
Treasurer
Assistant Secretary
Second Assistant Treasurer

Erik Hitchman
Brian Teuber
Gabriela Sanchez
Josh Byerrum

2020 Standing Committees

<i>Finance</i>
Scarlett P. Kwong, <i>Chair</i>
Jerry Tang
Ed Hilden, <i>Alternate</i>

<i>Engineering and Special Projects</i>
Theresa Lee, <i>Chair</i>
Scarlett P. Kwong
Kevin Hayakawa, <i>Alternate</i>

<i>Public Information/Community Relations/Legislative Action</i>
Edwin M. Hilden, <i>Chair</i>
Theresa Lee
Jerry Tang, <i>Alternate</i>

<i>Personnel</i>
Edwin M. Hilden, <i>Chair</i>
Scarlett P. Kwong
Kevin Hayakawa, <i>Alternate</i>



Commission/Agency Assignments

Position	2020
Joint Water Line Commissioner*	Scarlett P. Kwong
Joint Water Line Commissioner – Alternate*	Edwin Hilden
Puente Basin Water Agency Representative*	Jerry Tang
Puente Basin Water Agency Representative*	Theresa Lee
Puente Basin Water Agency Representative – Alternate*	Scarlett P. Kwong
TVMWD Representative	Edwin Hilden
TVMWD Representative – Alternate	Scarlett Kwong
JPIA Board Member	Theresa Lee
JPIA Board Member – Alternate	Edwin Hilden
JPIA Property Program Committee Member	Theresa Lee
ACWA Voting Delegate	Edwin Hilden
ACWA Voting Delegate – Alternate	<i>Vacant</i>
ACWA Region 8 Delegate	Theresa Lee
ACWA Region 8 Delegate – Alternate	<i>Vacant</i>
Regional Chamber Representative	Scarlett Kwong
Regional Chamber Representative – Alternate	<i>Vacant</i>
Spadra Basin Executive Committee Member*	Jerry Tang
Spadra Basin Executive Committee Member—Alternate*	Theresa Lee

** To be approved by resolution*

Board of Directors

January-December 2020

Elected Offices	Term Expires	Years on Board	Date First Elected/Appointed*	Div.	
President	12/06/22	5**	01/19/16	III	Theresa Lee
First Vice President	12/06/24	13	12/07/07	V	Scarlett P. Kwong
Second Vice President	12/06/24	2**	2/15/19	I	Jerry Tang
Assistant Treasurer	12/06/22	18	08/20/02	II	Edwin M. Hilden
Director	12/06/24	1**	12/04/20	IV	Kevin Hayakawa

** On anniversary date

WVWD – Staff Report



TO: Board of Directors
FROM: General Manager
SUBMITTED BY: Director of HR & Risk Management
DATE: December 14, 2020
SUBJECT: Final WVWD Terms and Conditions of Employment

Action/Discussion Fiscal Impact Resolution Information Only

Recommendation

For information only.

Background

At the November 19, 2020 Special Board meeting, the Board of Directors adopted revisions to the Terms and Conditions of Employment for the term commencing July 1, 2021 through June 30, 2023 for the General Employee Unit, Mid-Management, and Executive Staff employee groups. The Board is being provided with the final version of the Terms and Conditions of Employment as a matter of information only. No further Board action is needed at this time.

Attachments: as noted

WALNUT VALLEY WATER DISTRICT



TERMS AND CONDITIONS OF EMPLOYMENT

Effective July 1, 2020 through June 30, 2023

GENERAL EMPLOYEES UNIT

GENERAL EMPLOYEES UNIT TERMS AND CONDITIONS OF EMPLOYMENT
Changes for July 1, 2020 – June 30, 2023

Section No.	Revisions (if applicable)
Article 1 – Purpose	No Change
Article 2 – Term	Attorney recommended language changes
Article 3 – Employee Rights	Minor language clarification
Article 4 – Employee Representatives Release Time	No Change
Article 5 – Use of District Facilities	No Change
Article 6 – Use of Bulletin Boards	Minor language clarification
Article 7 – Time Off to Meet and Confer	No Change
Article 8 – Pay Period	Language cleanup and clarification of pay period end time
Article 9 – Work Week	Provides clarifying language regarding workweek
Article 10 – Overtime Provisions	Increase of maximum annual compensatory time maximum from 50 hours to 60 hours and other attorney recommended language changes.
Article 11 – Call Back Compensation	Minor language clarification
Article 12 – Probationary Period	Minor language clarification
Article 13 – Performance and Development Plans/Step Adjustments	Minor language clarification
Article 14 – Management Rights	No Change
Article 15 – Promotions, Demotions, and Transfers	Attorney recommended language change
Article 16 – Holidays	Language cleanup and other attorney recommended language changes
Article 17 – Vacation	Language cleanup and other attorney recommended language changes
Article 18 – Sick Leave Provisions	Attorney recommended language clarification for “Child” Language addition of expanded sick leave provision for victims of domestic violence, sexual assault or stalking. Language cleanup and other attorney recommended language changes
Article 19 – Personal Leave Provisions	No Change
Article 20 – Family Care and Medical Leave	Clarification of employee’s health benefits during FMLA/CFRA leave.
Article 21 – Leave of Absence	Minor language cleanup
Article 22 – Bereavement Leave	Attorney recommended language clarification

GENERAL EMPLOYEES UNIT TERMS AND CONDITIONS OF EMPLOYMENT
Changes for July 1, 2020 – June 30, 2023

Section No.	Revisions (if applicable)
Article 23 – Judicial Leave	No Change
Article 24 – Military Leave	No Change
Article 25 – School Activity Leave	Addition of expanded School Activity Leave provisions.
Article 26 - Unexcused Absence	No Change
Article 27 – Insurance	Clarification of the District’s payment of least cost health plan, excluding the high deductible medical plan. Language cleanup and other attorney recommended language changes.
Article 28 – Pension Plan	Language cleanup and clarification of the employee’s CalPERS enrollment date. Language specifying 1% increase to employee contribution cost to PERS employer cost, not to exceed 50% of total normal cost.
Article 29 – Deferred Compensation	No Change
Article 30 – Education and Tuition Refund Plan	Addition of language which specifies that tuition reimbursement is not be used to fulfill the minimum educational requirements of the employee's position. Increase of tuition reimbursement from \$6,700 to \$8,500. Inclusion of March deadline for the upcoming fiscal year on the estimated tuition reimbursement cost to the District. Inclusion of tuition coverage agreement if employee is unable to pay the tuition fees at the time of registration due to financial hardship.
Article 31 – Industrial Injury	Attorney recommended language changes
Article 32 – Mileage Reimbursement	Attorney recommended language changes
Article 33 – Termination of Service	No Change
Article 34 – Grounds for Disciplinary Action	Language cleanup and other attorney recommended language changes. Language clarification of examples of prohibited conduct.
Article 35 – Procedures for Taking Disciplinary Action	Language cleanup and other attorney recommended language changes.
Article 36 – Employee Grievance Procedure	Minor language cleanup

GENERAL EMPLOYEES UNIT TERMS AND CONDITIONS OF EMPLOYMENT
Changes for July 1, 2020 – June 30, 2023

Section No.	Revisions (if applicable)
Article 37 – Uniforms and Dress Code	Minor language cleanup
Article 38 – Standby Pay	Minor language cleanup
Article 39 – Use of District Vehicles	Attorney recommended language clarification
Article 40 – District Rights	No Change
Article 41 – Rules, Policies, Practices, and Prevailing Benefits	No Change
Article 42 – Exclusion of Temporary, Part-Time or Seasonal Employees	Minor language cleanup
Article 43 - Emergency Meal Provision	No Change
Article 44 – Certification Pay	No Change
Article 45 – Wages	Proposes cost of living allowances of 2.5% per year for the three-year contract period. Removes language regarding the 1% COLA reduction for post-employment retirement benefits. Minor language cleanup
Article 46 – Severability	No Change
Exhibit A – Position Classification	Changes to GEU position classifications to be consistent with Organizational Chart
Exhibit B – Parity Adjustment Schedule	No parity adjustments for three-year agreement period
Exhibit C – Retiree Medical Insurance Benefits Vesting Schedule	Addendum to Exhibit C includes one example rather than two examples. Minor language cleanup
Exhibit D – Benefit Guideline for Part-Time Active and Retired Employees of the General Employees Unit (GEU)	Minor language cleanup

ARTICLE 1 – Purpose

These terms and conditions of employment ("Terms and Conditions") set forth the terms and conditions of employment for the general employees of the Walnut Valley Water District ("District"). These Terms and Conditions apply to the job classifications shown in Exhibit A attached hereto.

ARTICLE 2 – Term

Except as to those Articles and provisions that expressly provide otherwise, these Terms and Conditions shall become effective upon approval by the District's Board of Directors and remain in effect through June 30, 2023.

All articles, policies, procedures, and any revisions to these Terms and Conditions shall be subject to prior review by the District's legal counsel and approval by the Board of Directors.

ARTICLE 3 – Employee Rights

Employees of the District 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 of employer-employee relations. Employees of the District shall also have the right to refuse to join or participate in the activities of employee organizations. No representative of Walnut Valley Water District or the GEU shall interfere with, intimidate, restrain, coerce, or discriminate against any employee because of his/her exercise of any of these rights.

ARTICLE 4 – Employee Representative(s) Release Time

The District will grant to GEU representatives' reasonable access to District work locations and offices for the purpose of processing grievances or communicating with members of the GEU concerning the terms and conditions of employment.

GEU representatives are required to obtain the appropriate release time authorization from their Supervisor and/or Department Head, who shall in turn notify the District Employee Relations Officer prior to any GEU representative contacting employees on their work time. Such access shall be restricted so as not to interfere with the normal conduct of District business or services or with safety or security standards.

ARTICLE 5 – Use of District Facilities

Subject to the approval of the District Employee Relations Officer, GEU representatives may use available District facilities during non-work hours for meetings, provided such meetings are not used for organization activities or membership drives. Requests to use District facilities shall be in writing and shall state the purpose of the meeting as set forth in Resolution 1-98-320, a copy of which is available at the District office.

ARTICLE 6 – Use of Bulletin Boards

The GEU may use portions of District bulletin boards under the following conditions:

1. Materials to be posted must be approved in advance by the Department or Division Head in charge of the departmental bulletin board. Prior to denying the posting of any GEU materials,

the Department or Division Head shall first discuss the reason for denial with the General Manager.

2. All posted GEU materials shall be dated and must identify the organization that published them.
3. The actual posting of materials will be done by the District as soon as possible after approval. Unless special arrangements have been made, GEU materials will be removed thirty-one (31) days after posting.

ARTICLE 7 – Time Off for Labor Relations

The GEU may select two (2) members who are current employees of the District to attend meetings with the Employee Relations Officer or other management officials on subjects related to terms and conditions of employment during work hours without loss of compensation or other benefits. For grievance purposes, or when the subject of the meeting affects primarily one (1) department or class of employees, a single employee representative will be provided with time off.

ARTICLE 8 – Pay Period

Authorized District employees participating in an alternative work schedule are paid every other Friday for the two (2) weeks ending at 10:59 am the Friday before payday pursuant to the provisions of the 9/80 work schedule policy. All other District employees are paid every other Friday for the two (2) weeks ending at 11:59 pm the Friday before payday. The District will make every reasonable effort to have paychecks ready by noon on payday.

ARTICLE 9 – Workweek

The workweek for nonexempt employees is a fixed and regularly recurring period of seven consecutive 24-hour periods. For those employees participating in a 9/80 work schedule, an employee's workweek will begin at 11:00 am Friday and end at 10:59 am on the following Friday as outlined in the 9/80 work schedule policy. All other District employees' workweek begins Saturday at 12:00 am and ends at 11:59 pm the following Friday. All other District employees' workweek begins Saturday at 12:00 am and ends at 11:59 pm the following Friday. The General Manager/Designee may designate a different workweek so long as the new workweek is intended to be permanent in nature for certain nonexempt employees based on the departmental/divisional needs as determined by the General Manager/Designee. Alternative work schedules may vary between departments and divisions and amongst employees within departments and divisions. An employee's work schedule may be revised at the sole discretion of the General Manager/Designee based upon the employee's work assignments as well as the operational and service needs of the District. Work schedules may require work on weekends and holidays. If needed, employees shall be available for work beyond their scheduled assigned day or assigned week upon advance notice from the District. The District will not reduce an employee's work hours for the sole purpose of avoiding payment of overtime.

ARTICLE 10 – Overtime Provisions

Overtime work is all hours of work performed by a nonexempt employee in excess of the number of hours established as full-time service for the classification in the employee's designated workweek. Overtime must be approved prior to the work being performed. Performance of overtime work may be authorized by the General Manager or by the Department Head, or their designated subordinate. All overtime worked shall be reported as actual hours worked. The District compensates for overtime worked in fifteen (15) minute increments. No overtime credit shall be given or allowed for any overtime worked of less than one-half (1/2) of each fifteen-minute (15) minute increment.

At no time shall vacation, sick or personal leave hours be counted as hours worked for determining the amount of overtime. Under special circumstances, and at the sole discretion of the District, inclusion of such leave hours taken may be used to determine hours worked for the purpose of calculating overtime earnings. Overtime hours worked will be paid at one-and-one-half (1 ½) times the employee's regular rate of pay.

Nonexempt employees may also select the option of accruing compensatory time off at one-and-one half (1½) times the actual hours worked in accordance with FLSA regulations. Such compensatory time accrued cannot exceed a maximum of sixty (60) hours per year and will be paid out to the employee during the last reportable pay period of the calendar year if not used by the end of the year when the compensatory time was earned.

An employee wishing to use his/her accumulated compensatory time must provide reasonable notice to his/her supervisor. The request may be denied if the request is deemed unduly disruptive to the District's operations. Generally, reasonable notice is at least one calendar week. If an employee wishes to use compensatory time without providing reasonable notice, the decision to grant or deny that request will be at the discretion of the employee's supervisor.

ARTICLE 11 – Call Back Compensation

District employees called back to work after completing their scheduled regular workday shall be entitled to call back compensation, with the following exceptions:

1. Employees called in to work within one (1) hour of the beginning of their scheduled work;
2. Employees completing consumer service turn-ons or turn-offs, which result in an extension of their work schedules.

Employees entitled to call back compensation will be paid at one-and-one-half (1 ½) times their hourly rate of pay for all call back time worked, except that the minimum call back shall be two (2) hours for each call back occurrence. If a call back results in an employee working in excess of forty (40) hours in his/her designated workweek, the employee shall be paid at the rate of one-and-one-half (1½) times his/her regular rate of pay for the excess overtime hours worked.

On-call employees required to electronically access the District's SCADA system and/or respond to a District Service call during non-regular working hours will be compensated for all hours worked, with a minimum of thirty (30) minutes of hourly rate of pay. If called out to respond, the employee will be entitled to the call back compensation mentioned in the preceding paragraph.

ARTICLE 12 – Probationary Period

All new hires shall be considered probationary employees as herein provided. The probationary period is an essential part of the selection process and shall be utilized for closely observing the employee's work to determine the employee's fitness for the position. The probationary period shall be for six (6) months of actual and continuous service. If the General Manager/Designee determines that the probationary period should be extended, the probationary employee shall be given notice in writing prior to the expiration of the original probationary period. Upon successful completion of the probationary period, the employee shall be transferred to regular status.

Periods of time on paid or unpaid leave exceeding five (5) days (consecutive or not) shall automatically extend the probationary period by the number of days the employee is on leave.

During the initial or extended probationary period, an employee may be rejected and released from his/her employment at any time without cause and without the right to appeal.

ARTICLE 13 – Performance and Development Plans/Step Adjustments

Performance and Development Plans

Employee performance and development plans will be conducted annually based on the employee's date of hire.

Performance Step Adjustments

District positions have established salary ranges with multiple steps. Advancement from one step to another within the salary range is dependent upon satisfactory job performance and completion of the required qualifying time and upon recommendation of the General Manager/Designee.

District employees may advance within an assigned salary range following successful completion of the probationary period. Thereafter, on his/her anniversary date (date of hire) an employee with satisfactory job performance during the previous twelve (12) months may be granted a merit increase (as determined by the Department Head, subject to review and approval of the General Manager/Designee) until the maximum rate within that position's approved salary range is reached.

If, however, an employee has been subject to disciplinary action (e.g., written reprimand, pay reduction, suspension, or demotion) within the previous twelve (12) months, the step increase will be withheld unless otherwise recommended in writing by the Department Head, subject to the review and approval of the General Manager/Designee.

Any employee not receiving a performance step adjustment due to disciplinary action or lack of satisfactory performance may be re-evaluated within six (6) months. Any performance step adjustment awarded following re-evaluation may be limited to a maximum of one-half (1/2) step.

ARTICLE 14 – Management Rights

The parties to these Terms and Conditions recognize the existence of various sections of the Water Code of the State of California, which vest in the District's Board of Directors and its General Manager the power to exercise traditional managerial prerogatives, including, but not limited to: the hiring, firing, layoff, demotion, discipline, discharge, assignment, and transfer of employees. In addition:

1. The District shall retain, whether exercised or not, solely and exclusively, all express and inherent rights and authority pursuant to law with respect to determining the level of, and the manner in which, the District's activities are conducted, managed, and administered, and the GEU recognizes the exclusive right of the District to establish and maintain departmental rules and procedures for the administration of its departments.
2. The District has the exclusive right and authority to schedule work and/or overtime work as required in the manner most advantageous to the District.
3. Every incidental duty connected with operations enumerated in a job description is not always specifically described; nevertheless, it is intended that all such duties shall be performed by the employee.
4. The District reserves the right to discipline or discharge employees. The District reserves the right to lay off personnel of the District at any time.
5. The District shall determine assignments, and establish methods and processes by which assignments are performed.
6. The District shall have the exclusive right to transfer employees within departments and to positions outside a department in a manner most advantageous to the District.

7. The District shall have the exclusive authority to effect reorganizations and reallocation of work of the District.
8. The District has the exclusive right to contract for matters relating to operations, including the contracting out of existing work.
9. The District has the exclusive right to exercise management rights.

ARTICLE 15 – Promotions, Demotions, and Transfers

Employees of the District who have completed their probationary period and who have attained regular status will be given consideration for promotional and transfer opportunities within the District provided they meet all qualifications of the position for which they have applied. Promotional decisions are discretionary with the District and will require that the promoted employee serve a new probationary period based on the requirements of the position, unless otherwise stipulated by the Department Head and/or the General Manager. Any promotional appointee who does not successfully complete the probationary period shall be placed in his/her former position, if the position is vacant at the time. If the employee's former position is not vacant, the employee shall be placed on a re-hire list for that position for a period of six (6) months.

ARTICLE 16 – Holidays

The following are approved paid holidays for employees of the District:

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve*	December 24 - when it falls on Monday, Tuesday, Wednesday, or Thursday
Christmas Day	December 25
Floating Holidays	Three Floating Holidays

District employees receive three (3) floating holidays. These floating holidays can be used, upon prior approval of the employee's Supervisor/Department Head, any time during the calendar year.

For employees working an alternative work schedule, if the "flex day" (*i.e.*, an employee's scheduled day off under that schedule) falls on an approved District holiday, the holiday will be placed in the employee's holiday leave bank, which can be used for other leave reasons, such as sick, vacation, or personal. An employee's holiday leave bank cannot exceed a maximum accrual of eighteen (18) hours.

Holiday bank and unused floating holiday hours accrued in excess of eighteen (18) hours will be paid out to the employee during the last reportable pay period of the calendar year.

When a District holiday falls on a Saturday, the previous workday will be observed as the holiday. When a District holiday falls on a Sunday, the following workday will be observed as the holiday.

Employees required to work on a District holiday will be paid at one-and-one-half (1½) times their base hourly rate for each hour worked in addition to regular holiday pay. Employees assigned to work on Thanksgiving Day or Christmas Day shall receive two (2) times their base hourly rate for each hour worked in lieu of the one-and-one-half (1½) times detailed above. If working a holiday results in an employee working in excess of forty (40) hours in his/her designated workweek, the employee shall be paid for all excess overtime hours worked at a rate of one-and-one-half (1½) times his/her regular rate of pay.

ARTICLE 17 – Vacation

New-hire probationary employees will accrue vacation at the rates set forth below, but are not eligible to utilize any accrued vacation hours until completion of the probationary period.

Chart of Vacation Credit

FOR EMPLOYEES HIRED ON OR BEFORE AUGUST 1, 2017

Beginning of employment to fifth annual anniversary	6.64 hours vacation per month
61 months to fourteenth annual anniversary	10.00 hours vacation per month
169 months to twenty-fifth annual anniversary	13.28 hours vacation per month
301 months and more	16.64 hours vacation per month

FOR EMPLOYEES HIRED AFTER AUGUST 1, 2017

Beginning of employment to fifth annual anniversary	6.64 hours vacation per month
61 months to fourteenth annual anniversary	10.00 hours vacation per month
169 months and more	13.28 hours vacation per month

- (A) In an emergency, or under special circumstances, the General Manager/Designee may allow an employee to use up to forty (40) hours of vacation prior to completing his/her first full year of employment.
- (B) Length of service with the District, the needs of the department, and the wishes of the employee will be considered in the scheduling of vacation time. Initial approval and changes to an employee’s vacation schedule must be approved by the employee’s Department Head or the General Manager/Designee.
- (C) Requests for vacation must be submitted thirty (30) days in advance of the proposed vacation date unless otherwise approved by the employee’s Department Head or the General Manager/Designee.
- (D) Each employee’s maximum vacation accrual shall be limited to 250 hours.

During the last pay period of the calendar year, the hours in excess of the maximum accrual will be placed in the employee’s 401-A deferred compensation account at the employee’s then hourly rate of pay.

If an employee does not want those funds to be placed in a 401-A account, the employee must either use the hours in excess of the maximum accrual or, prior to the **end of** the previous calendar year, follow the stipulated procedures of the Vacation Pay In Lieu Program.

- (E) Employees submitting a Vacation Pay in Lieu Request must comply with the provisions of the approval process and shall maintain a minimum balance of forty (40) hours of accrued vacation before such request may be considered.
- (F) At termination of employment, including retirement, voluntary resignation or death of the employee, any earned and unused vacation credit will be paid in a lump sum to the employee or deposited into the employee's deferred compensation account **or** 401-A account in accordance with the employee's pre-authorized final pay election at his/her then hourly rate of pay and combined with the final pay check, but in no event shall such paid earned and unused vacation credit exceed that allowed under these Terms and Conditions. The Accounting Department shall keep a detailed record of such earned vacation credit.

ARTICLE 18 – Sick Leave Provisions

A. Application of California's Paid Sick Leave Law

In accordance with California's Paid Sick Leave Law, all employees may use the first three (3) days or twenty-four (24) hours of accrued paid sick leave in a twelve (12) month period for one of the following reasons:

- For the employee's own diagnosis, care, or treatment of an existing health condition or preventative care.
- For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, including:
 - Child of any age or dependency status (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.);
 - Spouse or Registered Domestic Partner;
 - Parent or Parent-in-Law (including 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.);
 - Grandparent;
 - Grandchild;
 - Sibling.
- For an employee who is a victim of domestic violence, sexual assault, or stalking to i) obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee or his or her child, or ii) obtain medical attention or psychological counseling; services from a shelter; program or crisis center; or participate in safety planning or other actions to increase safety, with appropriate certification of the need for such services:

B. Temporary Employees and Part-Time Employees Who Work Less Than 20 Hours Per Week

Pursuant to California's Paid Sick Leave Law, temporary and part-time employees who have been employed for at least thirty (30) days, other than retired annuitants, are entitled to begin accruing paid sick leave on the first date of employment and can begin using paid sick leave on the 90th day of employment under the following conditions.

- An employee begins to accrue paid sick leave at the rate of one (1) hour of paid sick leave for every thirty (30) hours worked.
- An employee is allowed to use up to a maximum of three (3) days or twenty-four (24) hours of paid sick leave in a twelve (12) month period.
- An employee can only accrue paid sick leave up to a cap of six (6) work days or forty-eight (48) hours, whichever is greater, ongoing. Any unused accrued paid sick leave does carryover year to year while continuously employed.
- An employee shall provide reasonable advance notification of his/her need to use accrued paid sick leave to their supervisor if the need for paid sick leave use is foreseeable (e.g., doctor's appointment scheduled in advance). If the need for paid sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to his/her supervisor as soon as is practicable.
- An employee who uses paid sick leave must do so with a minimum increment of two (2) hours of sick leave.
- Paid sick leave will not be considered hours worked for purposes of overtime calculation. An employee will not receive compensation for unused accrued paid sick leave upon termination, resignation, retirement or other separation from employment from the District.
- If an employee separates from District employment and is re-hired by the District within one (1) year of the date of separation, previously accrued and unused paid sick leave hours shall be reinstated to the extent required by law. However, if the rehired employee had not yet worked the requisite ninety (90) days of employment to use paid sick leave at the time of separation, the employee must still satisfy the ninety (90) days of employment requirement collectively over the periods of employment with the District before any paid sick leave can be used.

C. Full-Time Employees and Part-Time Employees Who Work 20 or More Hours Per Week

Sick leave with pay shall be granted by the District at the rate of eight (8) hours for each full calendar month of service for all full-time employees or for part-time employees working twenty (20) or more hours per week as otherwise designated in Exhibit D of these Terms and Conditions of Employment. Retired annuitants are not eligible for sick leave.

Each calendar year, up to one-half of an employee's annual accrued paid sick leave can be used for any reason as noted in Section A of this policy in accordance with California's Paid Sick Leave Law and Labor Code section 233. Any additional paid sick leave provided by the District in that calendar year can only be used for the employee's own diagnosis, care, or treatment of an existing health condition or preventative care.

In order to receive compensation for work time lost due to sickness, the employee shall notify his/her immediate supervisor prior to the time set for commencement of his/her work shift, or as may be specified by the Department Head. Failure to do so without good reason may result in that day of absence treated as leave of absence without pay. After an employee has used one-half of their annual accrued paid sick leave in a calendar year, for any absence of three (3) days or less, a physician's certificate may be required. For absences of more than three (3) days, and prior to returning to work, the employee shall file with the Personnel Office a verification from a licensed health care provider, or other evidence satisfactory to the District, confirming the need for the time off and releasing the employee to return to work without restriction.

On or about December 1st of each year, the sick hours accrued, but not used, during the preceding year will be transferred to an accumulated or qualification account. After an employee has accumulated two hundred forty (240) hours of sick leave in this account, the employee will be eligible to receive a cash

payout of unused sick leave. The maximum amount of sick leave an employee may accrue is four hundred (400) hours and payment for such accrued and unused sick leave will be as follows:

- (1) Employees who have accrued more than two hundred forty (240) hours, but fewer than four hundred (400) hours of sick leave:

During the month of December, employees who have fewer than four hundred (400) hours of accrued sick leave as of December 1, will receive a cash payment at the employee's then hourly rate of pay for three-quarters (3/4) of any current accrued sick leave accumulated in their account, which exceeds the two hundred forty (240) hour qualification level.

- (2) Employees who have accrued more than four hundred (400) hours of sick leave:

In December of each year, if it is determined by the Finance Department that an employee will still have an excess of four hundred (400) hours of accrued sick leave following the sick leave buyout, the employee will then receive a cash payment of 100% of the employee's current accrued and unused sick leave accumulated in excess of four hundred (400) hours at the employee's then hourly rate of pay.

- (3) Employees who have accrued over four hundred (400) hours as of October 31, 2011:

Those employees who, as of October 31, 2011, have an accrued sick leave balance in excess of four hundred (400) hours are exempted from this provision at this time and the accrued sick leave they have accumulated will remain in their accounts. However, in December of each year, those employees will receive a cash payment at the employee's then hourly rate of pay for all sick leave that the employee has accrued that calendar year as long as they have an excess of four hundred (400) hours of accumulated sick leave.

In subsections (1-3) above, the employee also has the option of placing such funds in his/her deferred compensation account or 401-A plan account, pursuant to state and federal deferred compensation limits and regulations.

The remaining one-quarter (1/4) of the current sick leave over the two hundred forty (240) hour but less than the four hundred (400) hour qualification level will then be placed in the long-term sick leave account and will not be considered in any future annual sick leave cash payout under the preceding paragraph.

In using sick leave, accrued sick hours will be exhausted by all employees in the following order: Current sick leave over the qualification level, qualification sick leave, and then long-term sick leave.

Upon termination of employment for any reason other than retirement, employees shall be paid for one-quarter (1/4) of all accumulated sick leave, *i.e.*, current, qualification, and long-term, at their hourly rate of pay at the time of separation. Upon retirement, the employee will receive cash payment for all accumulated sick leave at the then current rate of pay or may elect to receive CalPERS service credit for all unused sick leave in lieu of pay consistent with applicable retirement laws. The employee may also defer payment up to the maximum amount allowable by law into the employee's deferred compensation account or 401-A plan in accordance with the employee's pre-authorized final pay election. Upon the death of an employee, sick leave shall be paid in full to the employee's beneficiary.

Except as provided otherwise in this section, employees do not receive compensation for any unused, accrued paid sick leave at the time of separation of employment, except that up to twenty-four (24) hours of accrued sick leave shall be payable at separation of employment as consideration for the personal leave provided in Article 19, below. However, if an employee is re-hired with the District within twelve (12) months of the previous separation of employment, the District will reinstate up to six (6) days or forty-eight (48) hours of previously accrued but unused paid sick leave at the time of re-hire to the extent such amount was not otherwise cashed out as provided in this section.

ARTICLE 19 – Personal Leave Provisions

Up to twenty-four (24) hours of accrued annual sick leave may be used for personal leave in increments of less than eight (8) hours with the prior approval of the employee's Department Head. Personal leave requests for duration of eight (8) hours or more may be granted upon approval of the Department Head and the General Manager/Designee. Additional personal leave in excess of the twenty-four (24) hour maximum is subject to the approval of the General Manager/Designee.

ARTICLE 20 – Family Care and Medical Leave

Pursuant to the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), and subject to the District's Family Care and Medical Leave Policy, the District will provide family and medical leave for eligible employees in accordance with State and Federal law. During the FMLA/CFRA leave, continuation of the employee's health benefits will be provided pursuant to state and federal laws

To obtain approval for such leave, employees shall comply with the provisions of the District's Family Care and Medical Leave Policy and complete the necessary authorization forms.

ARTICLE 21 – Leave of Absence

Consistent with state and federally mandated leave laws, the General Manager may grant within his/her sole discretion, a temporary leave of absence (with or without pay) or modified duty to any employee who, immediately preceding the effective date of such leave, shall have completed at least one (1) year of continuous service. A request for a leave of absence shall state specifically the reason for the request, the date when the employee desires to begin the leave and the probable date of return. Requests for leave not subject to state and federal leave requirements require approval by the General Manager/Designee.

Approval of the leave of absence shall be in writing and a copy filed with the Personnel Office. During the leave of absence period, continuation of the employee's health benefits will be provided pursuant to state and federal laws and subject to the leave provisions as stipulated in these Terms and Conditions. During the leave of absence, the employee will not be entitled to accrue sick, vacation and holiday leave. Upon expiration of a regularly approved leave, or within a reasonable period of time after notice to return to work, the employee may be reinstated to the position held at the time the leave was granted provided that position has not been eliminated by work force reduction or District reorganization, or to a comparable position if one is available for which the employee is qualified, as determined by the General Manager/Designee.

ARTICLE 22 – Bereavement Leave

In the event of the death of a member of an employee's immediate family, and upon written request, the affected District employee may be granted up to a maximum of three (3) working days paid leave per incident, for a maximum of two (2) incidents per any period of twelve (12) consecutive months.

Immediate family shall be: mother (step-mother), mother-in-law; father (step-father), father-in-law; husband; wife; son (step-son), son-in-law; daughter (step-daughter), daughter-in-law; aunt, uncle; grandchild of the employee or employee's spouse; brother, brother-in-law; sister, sister-in-law; grandmother, grandfather, grandmother-in-law, grandfather-in-law; registered domestic partner; ex-spouse with shared custody of children; legal guardian, foster parent, or foster child.

In the event an employee must travel out of California due to the death of a member of the employee's immediate family, he/she may be granted up to a maximum of two (2) additional working days with or without pay, subject to approval by the General Manager/Designee. Exceptions to this policy will generally not be granted. Employees may use vacation time or personal leave for bereavement with the approval of the General Manager/Designee.

ARTICLE 23 – Judicial Leave

It shall be the general rule to excuse employees from their regular duties with pay when called for jury service in accordance with the District's Judicial Leave Policy.

ARTICLE 24 – Military Leave

Qualifying employees shall be allowed a military leave of absence in accordance with state and federal law.

ARTICLE 25 – School Activity Leave

As provided by Labor Code section 230.8, an employee who is a parent, guardian, stepparent, foster parent, grandparent, or who stands in loco parentis of one (1) or more children shall be entitled to a maximum leave of forty (40) hours per calendar year, not to exceed eight (8) hours in any calendar month, to find, enroll, or reenroll his/her child or grandchild in a school or with a licensed child care provider, or to participate in activities of the school or licensed day care provider of any of his/her children or grandchildren. An eligible employee may also utilize this leave to address a child care provider or school emergency, if the employee gives notice to his/her Department Head, without the eight (8) hour monthly maximum. The employee shall use existing vacation, personal leave, compensatory time off, or time off without pay to participate in school activities upon giving reasonable advance notice to his/her Department Head. Such advance notice shall be submitted in writing and on the proper form prescribed by the District. Upon request, the employee shall provide documentation from the school or licensed day care facility as proof that he/she participated in school or licensed day care facility activities on a specific date and at a specific time.

ARTICLE 26 – Unexcused Absence

Any period of time an employee is absent from scheduled work without prior Department Head approval is considered an unexcused absence. An unexcused absence creates an undue burden upon the District and will not be tolerated. An employee who is absent without approval for three (3) or more consecutive working days may be subject to discipline, up to and including discharge.

ARTICLE 27 – Insurance

I. Active Employees

A. The District will offer the following health insurance coverages for all full-time employees of the District: Full-time employment for purposes of determining eligibility for District health insurance benefits listed below is defined as a regular District employee working thirty (30) hours or more per week.

1. Major medical plan, which includes provisions for prescription drug coverage
2. Dental plan
3. Vision plan

B. The District will also offer the following other benefit coverages:

1. Employee Assistance Program (District paid benefit)
2. Short Term Disability plan
3. Long Term Disability plan
4. Life Insurance Plan/Accidental Death & Dismemberment (District paid benefit)

C. Employees may elect to have dependent health insurance coverage by contributing the minimum monthly cost established by the District from time to time, provided that the District shall not pay more than the amount specified per month for employee and dependent coverage, in accordance with the following:

The full payment of the combined least cost medical, dental, and vision plans, excluding the high deductible medical plan.

D. The following medical insurance coverages shall be subject to the medical cap specified in Section C, above:

1. Major medical plan
2. Dental plan
3. Vision care

Medical Coverage for Registered Domestic Partners – Pursuant to state and federal law, and subject to the provisions and requirements set forth by the District’s health plan provider, the District extends certain health insurance benefits to domestic partners of eligible full-time employees who comply with the domestic partnership registration requirements.

If at any time an employee selects coverage that costs more than the maximum amount allowed under the medical cap in Section C, above, then this excess amount shall be pro-rated and withheld from the employee’s bi-weekly payroll check. The District also offers its employees the option of utilizing a Flexible Spending Account (FSA) for payment of health benefit premiums and other health related expenses in compliance with state and federal FSA stipulations and restrictions.

Should the employee no longer receive a payroll check and/or remain eligible for District paid benefits, then it shall be the obligation of the employee to make any co-payments due in advance of the premium due date as specified by the District. Notification for such benefits shall be made to such employees in accordance with Consolidated Omnibus Budget Reconciliation Act of 1985 (“COBRA”) requirements. Any co-payment obligation in arrears for a period of thirty (30) days or longer will result in the cancellation of portions of dependent coverage until the total monthly premiums for the employee equal or fall below the medical cap in Section C, above. Cancellation of dependent benefits will be in the following order:

1. Vision plan
2. Dental plan
3. Major medical plan

District Contribution Upon Disability, Incapacitation, or Death of a Vested Employee

Should an employee vested with PERS who is eligible for retirement from the District, meets the minimum retirement age, and who is eligible for retiree medical coverages in accordance with the Districts Retiree Medical Vesting Schedule (Exhibit C), become disabled or incapacitated before retirement, medical coverages for the employee, his/her spouse and/or dependents as shown on District records shall remain in force during the employee’s disability or illness for a period not to exceed six (6) months. Upon death of the employee, benefits for the surviving spouse and/or dependents as shown on the District’s records shall continue in accordance with the provisions

under which the employee would have otherwise been eligible for retiree medical coverages in accordance with the District's Retiree Medical Vesting Schedule (Exhibit C).

II. A. Retiree Medical Insurance Benefits

Retiree medical insurance benefits are subject to the eligibility provisions and vesting schedule listed in Exhibit C of these Terms and Conditions of Employment. As outlined in Exhibit C, these eligibility requirements determine if the retiree, spouse, and/or dependents are eligible for coverage at the time of retirement, and if so, what percentage of coverage will be paid by the District and what percentage must be paid by the retiree if coverage is selected.

As medical premiums increase, retiree co-payments will increase. Retirees required to contribute towards their retiree medical coverage shall be obligated to make such co-payments as stipulated in the provisions set forth in Exhibit C.

Subject to the employee's retiree medical benefit eligibility, the employee will be given the option of selecting among the available health benefit plans at the time of retirement. Due to increasing medical costs, the retirees will also be given the opportunity to change plans during the District's annual open enrollment period.

B. Retiree Life Insurance Benefits

For employees who retire with a pension benefit, the District will provide retiree life insurance in an amount not to exceed \$50,000 up to age 70. From ages 70-74, such life insurance coverage will be subject to a reduction of coverage by 35%, followed by an additional 15% reduction upon the attainment of age 75. However, if the cost of providing this life insurance benefit becomes prohibitive, the District may eliminate the benefit entirely, reduce the amount of coverage, or require a co-payment in order to maintain the benefit. The determination of whether the benefit has become cost-prohibitive and what course of action to follow shall be made by the District in its sole discretion.

C. Upon Death of the Retiree

At the time of a retiree's death, coverage for his/her spouse and/or dependents as shown on District records shall remain in force in accordance with the provisions under which the retiree and his/her spouse and/or dependents initially became eligible for coverage. Subject to the provision of the District's Retiree Medical Vesting Schedule (Exhibit C).

III. Medical Insurance Benefits During Periods of Disability

A. Temporary Disability – Non-Industrial

An employee who becomes temporarily disabled due a non-industrial injury or illness shall be entitled to continuation of medical coverage while on eligible FMLA/CFRA leave. Should the disability period extend beyond the eligible FMLA/CFRA period, the employee will be subject to the Leave of Absence approval provisions in Article 21 of these Terms and Conditions of Employment. If the leave of absence is approved, the length of such eligible medical coverage shall remain in effect equal to one (1) month of coverage for each full year of employment with the District but shall not exceed a combined FMLA/CFRA and non-FMLA period of six (6) months or as allowable pursuant to state and federal laws and coverage stipulations of the District's health care provider. At the expiration of the six (6) month eligible period, the employee may be eligible to continue health coverage pursuant to the provisions of COBRA.

While on disability leave, vacation and sick leave accruals will cease until such employee returns to work. Additionally, for disabilities that do not arise from industrial injuries, which will be handled pursuant to Article 31, below, during the period in which the employee is eligible to receive disability benefits from the District's disability insurance carrier, the employee will not be

entitled to use existing accrued leave to the extent he/she is already being provided sufficient supplemental benefits by the District to ensure that the employee is not receiving more than 100% of pay. If an employee remains out on FMLA/CFRA leave, however, he/she is not eligible to receive disability payments until verification has been received by the District that disability benefit payments have terminated. The employee may then be eligible to use existing accrued leave.

B. Permanent Disability

1. Vested Employees

An employee who becomes permanently disabled and is eligible for retirement in accordance with the District's pension plan under which the employee is classified and the District's retiree medical vesting requirements shall be entitled to continuation of medical coverage in accordance with the provisions of each plan.

2. Non-Vested Employees

An employee who becomes permanently disabled by reason of a non-industrial injury or illness and is not eligible for retirement shall only be eligible for medical coverage as set forth in Section III-A, Temporary Disability.

It is understood that medical insurance coverage available to retirees and/or disabled employees may differ from time to time from the plans in effect at the time of disability or retirement due to changes in the various plans covering the District's full-time employees.

ARTICLE 28 – Pension Plan

The District participates in the Federal Social Security System and is a member of the California Public Employees Retirement System ("CalPERS"). Non-temporary full-time and qualifying part-time employees of the District shall be eligible for participation in CalPERS in accordance with their provisions and subject to the stipulations and mandates set forth in the Public Employees Retirement Law ("PERL").

Eligibility of an employee's CalPERS retirement benefit formula is determined generally by hire date and subject to the provisions and restrictions of the PERL and the District's contract with CalPERS. According to CalPERS statutes, in order to be vested in the CalPERS retirement plan as a "Classic Member", an employee must have become enrolled in CalPERS or other public retirement plan with reciprocity before January 1, 2013. For employees defined as "New Members" under the Public Employees Pension Reform Act ("PEPRA") of 2013 and related to PERL amendments, in order to be vested in the CalPERS retirement plan, an employee must have become enrolled in CalPERS for the first time on or after January 1, 2013. To be eligible for a CalPERS retirement with District medical benefits, in addition to the CalPERS vesting requirements, the employee must also meet the District's vesting requirements as stipulated in the District's Retiree Medical Vesting Schedule (Exhibit C).

All District employees, classified as Classic Members under the PERL, will be responsible for full payment of the "employee portion" of the District's CalPERS retirement cost, which shall be based upon the retirement formula held by the individual employee. Effective July 1, 2021, and each year thereafter, employee contributions to CalPERS costs shall increase by one-percent (1%). The employee contributions shall not exceed fifty-percent (50%) of the plans' total normal cost.

CalPERS members classified as New Members under the PERL, shall pay fifty-percent (50%) of the normal retirement cost as currently set forth by the CalPERS actuarial valuation prepared annually by the CalPERS actuary staff and will be responsible for any future increased payments as determined by the same process.

ARTICLE 29 – Deferred Compensation – 457

Employees covered by these Terms and Conditions may participate in the District's deferred compensation plans whereby a portion of their salary is deferred for later use.

ARTICLE 30 – Education and Tuition Refund Plan

Full-time employees are eligible to apply to the General Manager for consideration and prior approval of a course of study, which could qualify for reimbursement under the Tuition Refund Plan.

The courses that may be approved for tuition refund consideration are those which:

1. Will directly improve the employee's ability in his/her present position or increase his/her potential in a foreseeable future position with the District.
2. The course of study must have prior approval by the General Manager/Designee, and be limited to the following levels of instruction:
 - A. Undergraduate or graduate courses at an institution recognized as accredited by the United States Department of Education.
 - B. Technical or business school of post high school level
 - C. The course work is not generally a requirement to fulfill the minimum educational requirements of the employee's position.

The maximum amount that may be refunded upon proper prior approval will be \$8,500.00 per calendar year for tuition, registration, required books, parking, and other related educational fees based on the following attainment schedules:

<u>COURSE GRADE</u>	<u>AMOUNT REFUNDABLE (UP TO ALLOWABLE MAXIMUM)</u>
"C" or better	100% of tuition, fees, and required books
"D" or lower	0% of tuition, fees, and required books
Satisfactory	100% of tuition, fees, and required books
Unsatisfactory	0% of tuition, fees, and required books
Incomplete	0% of tuition, fees, and required books

The employee is to submit the estimated tuition cost in writing to his/her Department Head by March prior to the upcoming fiscal year.

Courses must be taken on an employee's own time.

The employee will not be reimbursed for training the employee has already received.

If an employee is interested in registering for job related professional courses, but is unable to pay the tuition fees at the time of registration due to financial hardship, the employee may submit a written request to the District to pay the employee's fees and, pursuant to written agreement prepared by the District and signed by the employee, pledge his/her accrued leave hours as collateral until the successful completion of the course(s). Participants must have enough accrued leave at the time the request is made to guarantee payment of the tuition if a satisfactory grade is not received.

If an employee resigns or is terminated for any reason prior to completing a course and/or receiving a grade, there shall be no obligation on the part of the District to reimburse any part of the expense.

Upon successful completion of the course, it shall be the responsibility of the employee to provide a copy of the official grade report and receipts for approved reimbursable expenses to the General Manager/Designee for payment.

ARTICLE 31 – Industrial Injury

The District provides benefits in the event of an injury, illness, or disability incurred on the job through the ACWA-JPIA Workers' Compensation Insurance Fund. Briefly, these benefits include: medical treatment, temporary disability, permanent disability (compensation based on the rated degree of injury determined to be permanent), vocational rehabilitation, and a death benefit.

ARTICLE 32 – Mileage Reimbursement

Employees with prior authorization to use their personal vehicles in the course of District business granted by the employee's supervisor shall be reimbursed for actual mileage at the IRS-approved rate per mile for all miles driven. Requests for mileage reimbursement shall be submitted in the prescribed format determined by the District. Employees are required to provide Human Resources with a copy of the employee's most current and valid auto insurance coverage before authorization to use their personal vehicles for District business will be given.

ARTICLE 33 – Termination of Service

An employee planning to resign shall give written notice of resignation as far in advance of the effective date as possible. The employee's final paycheck shall include payment for earned but unused vacation, compensatory time off and, under limited circumstances, sick leave in accordance with Article 17 and 18 of these Rules.

ARTICLE 34 – Grounds for Disciplinary Action

Pursuant to applicable Water Code sections, the General Manager or Designee has been delegated the authority to take disciplinary action, as appropriate. Employees may be subject to disciplinary action including suspension, demotion, reduction in pay, or discharge for reasons including, but not limited to, the following:

- A. Repeated unexcused absences. Unexcused absence for more than three (3) consecutive working days will be considered excessive absenteeism.
- B. Other excessive absenteeism.
- C. Repeated tardiness.
- D. Abuse or misuse of District tools, vehicles, equipment or other property.
- E. Failure to keep supervisor aware of whereabouts during normal workday or other working time when availability may be required.
- F. Abuse of sick leave.
- G. Citation for moving violations in a District vehicle.
- H. Use or possession of alcoholic beverages except as expressly authorized by the District for a sanctioned event; or the possession, use of, or being under the influence of alcoholic beverages

or illegal drugs and/or controlled substances during work hours, while the employee is on duty or subject to being called to duty; or when on any District property, or when reporting to work.

- I. Use or possession of dangerous weapons or firearms on District property at any time.
- J. Insubordination.
- K. Violation of safety practices.
- L. Incompetence.
- M. Dishonesty and/or theft of District tools, vehicles, equipment or other property.
- N. Discourteous behavior toward consumers or other employees of the District.
- O. Violation of District rules, policies, and requirements, or any other applicable state and federal rules and regulations.
- P. Immoral or unethical conduct.
- Q. Unprofessional conduct.
- R. Failure or refusal to perform the normal and reasonable duties of the position or job assignment.
- S. Conducting himself/herself in a manner, which reflects unfavorably upon the District.
- T. Other failure to maintain good behavior, which is of such a nature that it causes discredit to the District or the person's employment.
- U. Failure to dress or wear District uniforms in compliance with the District's dress code and uniform policy.
- V. For employees assigned to drive District vehicles, a conviction for driving under the influence (DUI).
- W. Failure to use seat belts in the manner prescribed by California Law or the District's insurer (ACWA-JPIA) while operating or riding as a passenger in a District vehicle or personal vehicle used for District business.
- X. Accepting any gifts, loans, gratuities, services, discounts or other type of compensation from any person or business entity if such gift, loan, gratuity, service, discount or other compensation would be likely to or could tend to influence the employee's decisions regarding services the employee provides in connection with his/her employment at the District, or any material decision the employee must make in connection with such employment.
- Y. Disciplinary action up to and including discharge will also be considered for: disruptive, inappropriate, threatening, or unsafe conduct; fighting; insolent or profane language; endangering the safety of others; refusing to abide by safety standards; loafing or sleeping on duty; violations of assigned duties or working hours; conducting personal business during working hours; utilizing District property or equipment for unauthorized purposes; or refusing or failing to report to work when requested during an emergency situation.

The preceding list of grounds for disciplinary action is meant to provide guidelines and examples of prohibited conduct, and is not intended to be exhaustive as it is not possible to describe every possible scenario of prohibited conduct in this Article.

ARTICLE 35 – Procedures for Taking Disciplinary Action

This Article does not apply to probationary employees who may be disciplined or dismissed at will, with or without cause, and without disciplinary procedures.

Section A: Pre-Disciplinary/Skelly Procedures

Disciplinary action shall be taken in compliance with the following procedures:

1. Notice of Intent

Whenever the appropriate authority intends to suspend an employee for five (5) days or more, demote the employee, reduce the employee's pay, or dismiss the employee, the appropriate authority shall give the employee a written notice of proposed discipline, which sets forth the following:

- a. The disciplinary action intended;
- b. The specific charges upon which the action is based;
- c. A summary of the facts upon which the charges are based;
- d. A copy of all written materials, reports, and documents upon which the discipline is based;
- e. Notice of the employee's right to respond to the charges to the appropriate authority either orally or in writing;
- f. The date, time, and person before whom the employee may respond, which will be no less than five (5) working days from the date of the notice, and notice of the employee's right to have a representative of his/her choice present;
- g. Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed.

2. Response by Employee

The employee shall have the right to respond to the appropriate authority either orally or in writing. The employee shall have a right to be represented at any meeting set by the appropriate authority to hear the employee's response. In cases of suspensions, demotions, reductions in pay, or dismissals, the employee's response will be considered before final action is taken. If no employee response is received, final disciplinary action will be taken pursuant to the provisions of the Notice of Intent.

3. Final Notice

Following receipt of the employee response, the appropriate authority shall: (1) dismiss the notice of intent and take no disciplinary action against the employee, (2) modify the intended disciplinary action, or (3) prepare and serve upon the employee a final notice of disciplinary action. The final notice of disciplinary action shall include the following:

- a. The disciplinary action taken;
- b. The effective date of the disciplinary action taken;
- c. Specific charges upon which the action is based;
- d. A summary of the facts upon which the charges are based;
- e. The written materials, reports, and documents upon which the disciplinary action is based;
- f. The employee's right to appeal and the deadline to appeal (for applicable disciplinary actions).

Section B: Appeal Process

1. Request for Hearing:

Within ten (10) calendar days after receipt of final notice of disciplinary action of five (5) days or more, demotion, reduction in pay, or discharge, a regular employee or the employee's representative may file an appeal in writing to the Employee Relations Officer. If, within the ten (10) calendar day appeal period the employee does not file said appeal, the action of the District shall be considered conclusive. The appeal shall include the following:

- a. An admission or denial of each charge with an explanation of why the charge is admitted or denied;
- b. A statement of any affirmative defenses;
- c. A statement that the employee disagrees with the penalty with an explanation of the employee's position;
- d. The employee's current mailing address;
- e. A request for a hearing.

Failure to provide this information may result in the appeal not being processed.

2. Selection of an Arbitrator

Upon receipt of the request for a discipline appeal hearing, the employee or his/her representative and the Department Head or his/her representative shall be notified by the Employee Relations Officer. The Employee Relations Officer shall choose the Hearing Officer. The District shall not reuse the same hearing officer for at least two (2) years.

3. Scheduling of Hearing:

The appeal hearing shall be scheduled at a mutually convenient time. All interested parties shall be notified in writing of the day, time, and place of the hearing at least ten (10) working days prior to the hearing.

4. Pre-Hearing Procedure:

- a. Subpoenas

The arbitrator is authorized to issue subpoenas at the request of either party prior to the commencement of the hearing. After the commencement of the hearing, subpoenas shall be issued by the arbitrator only for good cause.

- b. Exhibits and Witness Lists

Five (5) working days prior to the date set for the hearing, each party shall serve upon the other party and submit to the arbitrator a list of all witnesses and a list of all exhibits.

5. Record of Proceedings and Costs:

a. Court Reporter

All disciplinary appeal hearings shall be recorded by a court reporter at the District's expense. If either party requests a transcript, the cost of the transcript will be borne by the requestor, or split equally between the parties if they make joint requests for a transcript.

b. Employee Witness Compensation:

Employees of the District who are subpoenaed to testify during working hours will be released with pay to appear at the hearing. The arbitrator may direct that these employees remain on call until called to testify. Employees who are subpoenaed to testify during non-working hours will be compensated for the time they actually testify.

c. Conduct of the Hearing:

1. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner most conducive to determination of the truth.
2. Any relevant evidence may be admitted if it is the type of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules, which might make improper the admission of such evidence over objection in civil actions.
3. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
4. The rules dealing with privileges shall be effective to the same extent that they are now or hereafter may be recognized in civil actions.
5. Irrelevant and unduly repetitious evidence may be excluded.
6. The hearing officer shall determine relevancy, weight, and credibility of testimony and evidence. The hearing officer shall neither add to, detract from, nor modify the language of the District's Terms and Conditions or policies in considering any issue properly before him/her. The hearing officer shall expressly confine him/herself to the precise issues submitted to him/herself, and shall not have authority to consider any other issue not so submitted. Decisions made by the hearing officer shall not be invalidated by any informality in the proceedings.
7. During examination of a witness, all other witnesses, except the parties, may be excluded from the hearing upon motion of either party.

d. Burden of Proof: In a disciplinary appeal, the District has the burden of proof for each charge by preponderance of the evidence.

e. Written Findings and Recommended Decision: The arbitrator shall render findings and a recommended decision. The findings and recommended decision shall be rendered as soon after the conclusion of the hearing as possible. A finding must be made on each charge and/or material issue. The decision may recommend the sustaining or rejecting of any or all of the charges filed against the employee. The

decision may recommend sustaining, rejecting, or modifying the disciplinary action invoked against the employee.

f. **Recommendation to the General Manager:**

The proposed decision shall be filed with the employee, the Department Head, and the General Manager, and shall set forth all recommended findings and conclusions.

Any party desiring to contest the recommended decision may request a transcript for review within ten (10) working days of the recommended decision. If the appealing party requests a transcript, that party shall pay the cost of the transcript.

g. **Final Action by the General Manager:**

Within forty-five (45) calendar days of the arbitrator's decision, the General Manager shall ratify, modify, or reverse the proposed decision of the arbitrator. Before modifying or reversing the recommended decision, the General Manager shall review the full record of the advisory arbitration proceeding. The decision shall be transmitted to the employee appealing disciplinary action via mail with an attached proof of service to the employee's last known address, and to the Department Head.

ARTICLE 36 – Employee Grievance Procedure

A grievance is a written allegation by an employee, submitted as herein specified, claiming violation(s), misrepresentations, or misapplications of the specified express terms of these Terms and Conditions. In filing a grievance, the employee must set forth the following information:

1. The specific section of the Terms and Conditions allegedly violated, misinterpreted, or misapplied;
2. The specific act or omission which gave rise to this alleged violation, misinterpretation, or misapplication;
3. The date or dates on which the violation, misinterpretation, or misapplication occurred;
4. The documents, witnesses and/or other evidence in support of the employee's position;
5. The remedy requested.

SECTION 1. DEFINITIONS

A. **Grievance:**

A grievance is an allegation by an employee that he/she has been adversely affected by an alleged violation, misrepresentation or misapplication of the specified express terms of these Terms and Conditions for which there is no other method of review that applies.

B. **Those subjects excluded from the Grievance Procedure set forth herein, include, but are not limited to, the following:**

1. Employer/employee relations matters for which another method of review is provided;
2. Administrative regulations and procedures;

3. Content of employee performance and development plans;
4. Reclassification, layoff, transfer, denial of reinstatement, or denial of step increase;
5. Discipline and other corrective actions, including oral reprimands, written reprimands, demotion, reductions in pay, suspension or termination;
6. Examinations or appointment to positions.

C. Day:

For purposes of this article, a day is defined as any regular workday.

D. Immediate Supervisor:

The individual who has been designated by the Department Head as the person responsible for first step grievances.

SECTION 2. PRESENTATION OF GRIEVANCES

A. No Reprisal

An employee is free from reprisal for using this grievance procedure. An employee who has initiated a grievance, or assisted another employee to initiate and/or process a grievance, shall not in any way be coerced, intimidated, or discriminated against.

B. Release Time

An employee and/or the employee's representative may use a reasonable amount of work time in presenting a grievance. No employee shall be absent from the assigned work place without permission of his/her supervisor.

SECTION 3. INFORMAL RESOLUTION

- A. An employee with a grievance must promptly inform and discuss the grievance with the Department Head or his/her designee in order to, in good faith, endeavor to resolve the matter expeditiously and informally.
- B. If such informal discussion does not resolve the grievance to the employee's satisfaction, the employee may file a formal grievance in accordance with the procedure set forth herein.

SECTION 4. TIMELINES

- A. Grievances must be presented for informal resolution within fifteen (15) calendar days from the initial date of the event giving rise to the grievance. If any employee fails to appeal from one level to the next level within the time limitation established in the grievance procedure, the grievance shall be considered settled on the basis of the last decision and the grievance shall not be subject to further appeal or reconsideration. If the grievant does not receive a response within the prescribed time limits, the grievance automatically goes on to the next step.
- B. Any level of review or any time limits may be waived or extended by mutual written agreement of the parties concerned.

SECTION 5. PROCESS

A. Grievances will be processed in the following manner:

Step 1: Immediate Supervisor

- (a) If the matter is not resolved at the informal resolution stage, the employee may within fifteen (15) working days after the informal resolution meeting present his/her grievance in writing to his/her immediate supervisor on the grievance form.
- (b) The immediate supervisor shall consider the grievance and answer the employee's grievance in writing within fifteen (15) working days after receipt of the grievance.

Step 2: Department Head

- (a) If the matter is not resolved in Step 1, the employee may within fifteen (15) working days after receiving the written answer, appeal his/her grievance to the Department Head on the grievance form.
- (b) The Department Head will answer the grievance in writing within fifteen (15) working days after receipt of the grievance.

Step 3: General Manager Representative

If the matter is not resolved in Step 2, the employee may appeal the grievance on the grievance form to a designated representative of the General Manager's Office within five (5) working days of the employee's receipt of the Department Head's response. The General Manager's designated representative may set a meeting with the employee, the employee's designated representative, and such other persons as he/she deems appropriate, to consider the grievance. Within fifteen (15) working days of the meeting, the General Manager's designated representative shall submit his/her response to the employee and the employee's representative.

Step 4: Advisory Arbitration

If the response of the General Manager's representative does not result in resolution of the grievance:

- 1) The employee may appeal the grievance to advisory arbitration by signing and completing the District form and presenting it to the General Manager or designee within five (5) calendar days of the employee's receipt of the response to the grievance at Step 3.
- 2) The District and the employee shall agree on an arbitrator and, if they are unable to agree on an arbitrator within a reasonable time, either the District or employee may request the State Mediation and Conciliation Service to submit to them a list of seven (7) arbitrators who have had experience in the public sector. They shall select the arbitrator by alternately striking names from a list until one (1) name remains. Such person shall then become the arbitrator.
- 3) The arbitrator so selected shall hold a hearing as expeditiously as possible at a time and place convenient to the parties, and shall be bound by the following:
 - (a) The arbitrator shall be bound by the language of the Terms and Conditions and/or District and departmental rules and regulations consistent therewith in considering any issue properly before the arbitrator.

- (b) The arbitrator shall expressly confine him/herself to the precise issues submitted to him/her and shall have no authority to consider any other issue not so submitted to the arbitrator.
- (c) The arbitrator shall be bound by federal, state and local law.
- (d) The arbitrator may not recommend changes in established wages or benefits, nor recommend the payment of back wages or benefits to a date prior to ten (10) calendar days before the grievance was timely filed.
- (e) Upon conclusion of the hearing, the arbitrator shall submit findings and an advisory recommendation to the employee and to the General Manager or designee.
- (f) The cost of the arbitrator and other mutually incurred costs shall be borne equally by the parties.

Step 5: General Manager

The General Manager or designee shall, within fifteen (15) working days of receipt of the arbitrator's written findings and advisory recommendation, make the final determination of the grievance and submit it in writing to the employee and his/her designated representative.

ARTICLE 37 – Uniforms and Dress Code

The District shall provide uniforms to those employees in maintenance classifications that require employees to wear a District uniform. Upon termination, all uniforms shall be returned to the District prior to the employee's last workday. Uniforms may be worn to and from work and are required during working hours. Employees are prohibited from wearing District uniforms outside working hours.

If the District requires employees to wear safety-toed shoes or boots (which must be OSHA approved and subject to all current state and federal safety regulations), then the District will supply a maximum of one (1) pair per employee, per year, based on the supervisor's recommendation. The allowance for safety-toed shoes or boots shall be a maximum of \$200.00 per year for each employee required to wear such shoes or boots. Such allowance shall also include in-soles and other related items that increase the life expectancy of the boot or as recommended by the District's Workers' Compensation carrier. If the Department Head determines, in his/her sole discretion, that an employee's boots needs replacement prior to the completion of one (1) full year, the employee may be given authorization, subject to the approval of the General Manager/Designee, to purchase a new pair at the District's expense, which shall not exceed the \$200.00 per pair maximum.

It is understood that the District maintains a dress code for all employees under a separate written policy.

ARTICLE 38 – Standby Pay

In addition to any call-back compensation under Article 11, above, any employee who is assigned to on-call or standby duty will receive \$40.00 per day Monday through Friday, and \$60.00 per day on weekends and holidays, or be provided with the full-time non-personal use of a District vehicle. Employees' assigned District vehicles shall use such vehicles in accordance with District policy.

ARTICLE 39 – Use of District Vehicles

The District may provide vehicles on an as-needed basis to those employees in classifications who are assigned to on-call or standby duty and/or that require them to respond for emergencies. Said vehicles shall be used for transportation to and from work, responding to emergencies, and/or other authorized use(s) as may be approved by the General Manager/Designee. Employees driving District vehicles shall strictly obey all traffic laws, any and all such policies pertaining to driving a District vehicle, including, but not limited to, Cellular Telephone and Other Similar Personal Electronic Device Policy, and at no time shall operate a District vehicle following the consumption of alcoholic beverages, illegal drugs, or controlled substances. Violations that result in traffic citation(s) may result in disciplinary action.

ARTICLE 40 – District Rights

The District retains, exclusively, all of its inherent rights, functions, duties, and responsibilities, except where specifically limited in these Terms and Conditions. It is expressly recognized merely by illustration and not by way of limitation that the rights of the District include, but are not limited to, the exclusive right to consider the merits, necessity, or organization of any service or activity; determine the mission of its constituent departments, commissions, and boards; set standards of service; determine the procedures and standards of selection for employment and promotion; direct its employees schedule work and/or overtime; take disciplinary action; relieve its employees from duty because of lack of work or other legitimate reasons; maintain the efficiency of District operations; determine the methods, means, and personnel by which District operations are to be conducted, including out-sourcing; effect reorganizations or reallocations of District work, determine the content of job classification; take all necessary actions to carry out its missions and emergencies; and exercise complete control and discretion over its organization and the technology of performing its work as set forth in District Resolution 1-98-320.

ARTICLE 41– Rules, Policies, Practices and Prevailing Benefits

The District has developed written personnel rules, policies, practices, and benefits, which have been adopted by the Board of Directors.

It is understood that the District has written policies on the following issues:

1. 9/80 Work Schedule
2. Attendance and Punctuality
3. Cellular Telephone and other Similar Personal Electronic Device
4. Computer Use
5. Confined Space Procedure (JPIA Policy)
6. Discrimination/Harassment
7. Employee Purchase Program
8. Family Care and Medical Leave
9. Fitness for Duty/Medical Examination
10. Judicial Leave
11. Lactation
12. Outside Employment
13. Personnel File Access
14. Reasonable Accommodation
15. Respiratory Protection Program (JPIA Policy)
16. Return to Work
17. Safety Policy
18. School Activity Leave
19. Smoking Policy
20. Substance Abuse
21. Uniform and Dress Code

- 22. Vehicle Accidents, General Reporting Guidelines (JPIA Policy)
- 23. Weapons Policy

ARTICLE 42 – Exclusion of Temporary, Part-Time or Seasonal Employees

The District may exercise the right to employ persons on a temporary, part-time, or seasonal basis and such employees shall not be subject to these Terms and Conditions unless otherwise stipulated in specific sections of these Terms and Conditions of Employment and/or as authorized or directed by the employee’s Department Head and approved by the General Manager/Designee.

ARTICLE 43 – Emergency Meal Provision

Employees who are called into work from their homes to perform work or who are held over after completion of their work shift on an emergency basis will be provided with a District paid meal only:

- A) When the employee is required to report for work two (2) or more hours in advance of the scheduled work shift or held over three (3) or more hours after the time scheduled for completion of the work shift.
- B) When the employee is required to work through a lunch period.
- C) When the employee is required to work four (4) or more consecutive hours on a non-scheduled workday.

The District will provide a meal to be eaten at the work site on District time or, when authorized by the District during an emergency or following completion of an emergency call out, the District shall reimburse the employee for the cost of such meals in accordance with the following schedule upon submission of a valid receipt:

- Morning meal - \$10.00
- Mid day meal - \$15.00
- Evening meal - \$20.00

ARTICLE 44 – Certification Pay

Employees possessing Water Distribution Operator certification issued by the State Water Resources Control Board at a level higher than what is required for their current classification are eligible for certification pay. Eligible employees will receive their certification pay in a lump sum payment in December of each year. The certification pay shall be calculated based on the level of certification obtained as long as that certification level exceeds what is required for the employee’s current job classification. For new employees eligible to receive certification pay during their first year of employment, the amount of the pay shall be prorated to the employee’s month of hire.

<u>Grade</u>	<u>Formula</u>
D1	\$ 600.00
D2	\$ 600.00
D3	\$ 750.00
D4	\$1,250.00
D5	\$1,250.00

A temporary or interim certificate held by an employee at a higher-grade level will not qualify the employee for certification pay at the higher level.

ARTICLE 45 – Wages

I. Cost-of-Living Adjustments

Base salaries shall be adjusted annually, based on the following agreed upon and approved salary adjustment amounts:

January 1, 2021	2.5%
January 1, 2022	2.5%
January 1, 2023	2.5%

The salary range for each classification in Exhibit A shall be adjusted effective at the beginning of the first payroll period of twenty-six (26) payroll periods in a calendar year occurring during January 1, 2021, 2022, and 2023.

ARTICLE 46 – Severability

If any portion of these Terms and Conditions is held to be invalid by a court of competent jurisdiction, the remainder shall not be affected thereby.

EXHIBIT A

The General Employees Unit (GEU) represents the following job classifications:

ACCOUNTING TECHNICIAN I
ADMINISTRATIVE ASSISTANT I
ADMINISTRATIVE ASSISTANT II
CIVIL ENGINEER
CIVIL ENGINEERING ASSISTANT
CROSS CONNECTION SPECIALIST
CUSTOMER SERVICE REPRESENTATIVE I
CUSTOMER SERVICE REPRESENTATIVE II
ENGINEERING TECHNICIAN I
ENGINEERING TECHNICIAN II
EXECUTIVE ASSISTANT
FACILITY MAINTENANCE WORKER II
HUMAN RESOURCES/RISK MANAGEMENT COORDINATOR
INFORMATION SYSTEMS SPECIALIST
INSTRUMENTATION/ELECTRICAL SYSTEM TECHNICIAN
MANAGEMENT ANALYST
OUTREACH AND DESIGN SPECIALIST
PRODUCTION & STORAGE LEAD
PUMP OPERATOR I
PUMP OPERATOR II
SENIOR ACCOUNTANT
SENIOR ACCOUNTING TECHNICIAN
SENIOR CIVIL ENGINEER
SENIOR CUSTOMER SERVICE REPRESENTATIVE
SENIOR PUMP OPERATOR/DOT
UTILITY SERVICE LEAD
UTILITY SERVICE LEAD/DOT
UTILITY SERVICE WORKER I
UTILITY SERVICE WORKER II
UTILITY SERVICE WORKER II/DOT
UTILITY SERVICE WORKER III/DOT

EXHIBIT B

**WALNUT VALLEY WATER DISTRICT
GENERAL EMPLOYEES UNIT MARKET ANALYSIS & PARITY ADJUSTMENT
INCREASES FOR TERMS & CONDITIONS OF EMPLOYMENT
PERIOD ENDING JUNE 30, 2023**

There were no parity adjustments for this contract period.

EXHIBIT C

**WALNUT VALLEY WATER DISTRICT
GENERAL EMPLOYEES UNIT
RETIREE MEDICAL INSURANCE BENEFITS
VESTING SCHEDULE**

GROUP A - District Contribution for Employees on Payroll as of February 28, 1989

For employees who were on the District's payroll as full-time employees as of February 28, 1989, and who retire with a vested pension benefit, the District will provide the fully paid retiree medical insurance coverage premium for the employee, his/her spouse, and dependents as shown on District records at the time of the employee's retirement. This will include reimbursement of payment for Medicare Option B for both the retiree and his/her eligible spouse upon the attainment of age 65 and after submitting verification to the District of official enrollment in Medicare Option B.

Aside from the eligible reimbursement for Medicare Option B, the District will only pay the cost of the medical premium payable to ACWA/JPIA or the District's health care provider. No other health care costs, fees, charges, or taxes will be covered or reimbursed.

GROUP B - District Contribution for Employees Hired on or after March 1, 1989

For employees who were hired on or after March 1, 1989, who retire with a vested pension benefit and who have worked for the district a minimum of five (5) consecutive years prior to retirement, the District will provide the fully paid medical insurance coverage premium for the employee. Coverage for the retiree's spouse as shown on the District records at the time of the employee's retirement will be offered under the following vesting schedule of service to the District:

Years of Service:	Percentage of Spousal Coverage:
15	50%
20	75%
25	100%

This will include reimbursement of Medicare Option B for both the employee and his/her eligible spouse upon the attainment of age 65 and after submitting verification of enrollment in Medicare Option B. If the employee does not meet the services/vesting criteria for spousal coverage, the employee may elect to continue spousal and/or dependent coverage on a voluntary contribution basis for all other medical coverages offered. A retiree who elects to continue spousal and/or dependent coverage will be responsible for payment of all premiums for continuation of such coverage, and any co-payment obligation in arrears for a period of ten (10) days or longer will result in cancellation of spousal and/or dependent coverage(s) in the same manner set forth in this article governing co-payments in arrears for full-time employees. Once coverage is dropped, it may not be reinstated at any time in accordance with the rules of the health plan providers.

Aside from the eligible reimbursement for Medicare Option B, the District will only pay the cost of the medical premium payable to ACWA/JPIA or the District's health care provider. No other health care costs, fees, charges, or taxes will be covered or reimbursed.

GROUP C – District Contribution for Employees Hired on or after July 1, 2005

For employees hired on or after July 1, 2005, who retire from the District with a vested pension benefit, who have worked a minimum of fifteen (15) full time (or the equivalent) consecutive years prior to retirement, and who are at least age fifty (50) at the time of retirement, the District will provide the fully paid medical insurance coverage premium for the employee. Coverage for the retiree's spouse as shown on District records at the time of the employee's retirement will be offered under the following vesting schedule of service to the District:

Years of Service	Percentage of Spousal Coverage:
15	50%
20	75%
25	100%

This will include reimbursement of Medicare Option B for both the employee and his/her eligible spouse upon the attainment of age sixty-five (65) and after submitting verification of enrollment in Medicare Option B. If the employee does not meet the services/vesting criteria for spousal coverage, the employee may elect to continue spousal and/or dependent coverage on a voluntary contribution basis for all other medical coverages offered. A retiree who elects to continue spousal and/or dependent coverage will be responsible for payment of all premiums for continuation of such coverage, and any co-payment obligation in arrears for a period of ten (10) days or longer will result in cancellation of spousal and/or dependent coverage(s) in the same manner set forth in this article governing co-payments in arrears for full-time employees. Once coverage is dropped, it may not be reinstated at any time in accordance with the rules of the health plan providers.

Aside from the eligible reimbursement for Medicare Option B, the District will only pay the cost of the medical premium payable to ACWA/JPIA or the District's health care provider. No other health care costs, fees, charges, or taxes will be covered or reimbursed.

GROUP D – District Contribution for Employees Hired on or after July 1, 2014

For employees hired on or after July 1, 2014, who retire from the District with a vested pension benefit, who have worked for the District a minimum of twenty (20) consecutive years prior to retirement, who are at least age fifty-two (52), the District will provide 100% retiree only coverage premium of the least cost health, dental and vision plans on District record at the time of the employee's retirement. For employees who are at least age fifty-two (52), but have worked and retire from the District after twenty-five (25) years of consecutive service to the District prior to retirement, the District will provide 100% retiree only coverage premium of any of the District plans offered at the time of the employee's retirement.

Upon reaching age 65, the retiree will be required to sign up for Medicare, which includes Options A and B. No reimbursement will be provided for any costs associated with that mandatory coverage and no other health care costs, fees, charges, or taxes will be covered or reimbursed.

If, at the time of retirement, the employee wishes to continue coverage of his/her spouse as shown on District record at the time of retirement and/or eligible dependents, coverage for such spouse and/or dependents will be at the employee's sole cost. A retiree who elects to continue spousal and/or dependent coverage will be responsible for payment of all premiums for continuation of such coverage, and any co-payment obligation in arrears for a period of ten (10) days longer will result in cancellation of spousal and/or dependent coverage(s) in the same manner set forth in this article governing co-payments in arrears for full-time employees. Once coverage is dropped, it may not be reinstated at any time in accordance with the rules of the health plan providers.

ADDENDUM TO EXHIBIT C

Example of Retiree Coverage (Based upon 2021 Premiums):

Example 1: Employee A is eligible for 100% coverage for retiree and 75% coverage for their spouse.

Coverage	Single	Two-Party	Family (if elected)
Medical	\$ 809.69	\$ 1,619.37	\$ 2,145.67
Dental	\$ 46.23	\$ 94.11	\$ 164.17
Vision	\$ 24.40	\$ 24.40	\$ 24.40
Total Premiums	\$ 880.32	\$ 1,737.88	\$ 2,334.24
		\$ (880.32)	\$ (880.32)
		\$ 857.56	\$ 1,453.92
Spousal Coverage 75%		\$ (643.17)	\$ (643.17)
Retiree Obligation		\$ 214.39	\$ 810.75

Exhibit D

**WALNUT VALLEY WATER DISTRICT
BENEFITS GUIDELINE FOR PART-TIME ACTIVE AND RETIRED EMPLOYEES
OF THE GENERAL EMPLOYEES UNIT (GEU)**

Accrued Leaves:

Leave	Percentage of Full Time Hours (Hours)					
	100 (40)	90 (36)	80 (32)	60 (24)	50 (20)	<50 (20)
Vacation	100	90	75	50	25	0
Sick*	100	90	75	50	25	1 Hour for Every 30 Hours Worked
Holiday	100	90	75	50	25	0
Bereavement	100	90	75	50	25	0

*Note: Pursuant to California's Paid Sick Leave Law (AB 1522) and Article 18 of these Terms and Conditions of Employment, temporary employees and part-time employees working less than 20 hours per week are entitled to accrue one (1) hour of sick leave for every thirty (30) hours worked beginning on the first date of employment and may begin using their accrued sick leave on the 90th day of employment. Part-time employees working greater than twenty (20) hours per week are subject to the leave benefits guidelines outlined above.

Retired annuitants employed by the District are not eligible for any of these accrued leaves.

Cost of Living Adjustments:

Base salaries used for calculating hourly pay rates shall be adjusted annually in accordance with the Terms and Conditions of Employment for the General Employees Unit.

Partial Service Retirements Only:

On June 24, 2008, following Board approval, the CalPERS Partial Service Retirement was included as one of the Class 3 benefit options for District employees. An employee must receive prior approval from the District and CalPERS in order to be eligible for this benefit.

Health/Life Insurance:

Benefits will be provided to employees/retirees in accordance with Article 27 - Insurance in the General Employees Unit Terms and Conditions of Employment and Exhibit C - General Employees Unit Retiree Medical Insurance Benefits Vesting Schedule.

WALNUT VALLEY WATER DISTRICT



TERMS AND CONDITIONS OF EMPLOYMENT

Effective July 1, 2020 through June 30, 2023

MID-MANAGEMENT

WALNUT VALLEY WATER DISTRICT

MID-MANAGEMENT TERMS AND CONDITIONS OF EMPLOYMENT Changes Effective for July 1, 2020 – June 30, 2023	
Section No.	Revisions (if applicable)
A. Terms of Employment	
1 - Water Code	Attorney recommended language change
2 - Employment At Will	No Change
3 - Performance and Development Plans	Language cleanup and other attorney recommended language changes
4 - Performance Step/Other Adjustments	Minor language clarification
5 - Promotions, Demotions, and Transfers	Language cleanup and other attorney recommended language changes
6 - Work Week	Minor language clarification
7 - Pay Period	Language cleanup and clarification of pay period end time
8 - Overtime Provisions	Increase of maximum annual compensatory time from 50 hours to 60 Language cleanup and other attorney recommended language changes
9 - Call Back Compensation	Minor change in sentence placement
10 - Certification Pay	No Change
11 - Uniforms and Dress Code	Minor language cleanup
12 - District Vehicles	Language specifying employee requirement to submit proof of California driver's license and auto insurance if driving a District vehicle.
13 - Mileage Reimbursement/Use of Personal Vehicles	Attorney recommended language changes
14 - Disciplinary Action	Minor language cleanup
15 - Termination of Service	Minor language cleanup
16 - Cost of Living ("COLA") Increases	Proposes cost of living allowances of 2.5% per year for the three-year contract period. Removes language regarding the 1% COLA reduction for post-employment retirement benefits. Minor language cleanup
17 - Reporting Compensation and/or Compensation Earnable to the California Public Employees' Retirement System ("CalPERS" or "PERS")	No Change

MID-MANAGEMENT TERMS AND CONDITIONS OF EMPLOYMENT
Changes Effective for July 1, 2020 – June 30, 2023

Section No.	Revisions (if applicable)
B. Benefits	
1 - Deferred Compensation	No Change
2 - Holiday Schedule	Language cleanup and other attorney recommended language changes
3- Health/Life Insurance	Clarification of the District's payment of least cost health plan, excluding the high deductible medical plan. Language cleanup and other attorney recommended language changes.
4 - Industrial Injury	Attorney recommended language changes
5- Leave Provisions	<ul style="list-style-type: none"> • Administrative Leave – No Change • Bereavement – Attorney recommended language clarification • Judicial Leave – No Change • Family Care and Medical Leave – Clarification of employee's health benefits during FMLA/CFRA leave. • Leave of Absence – Minor language cleanup • Military Leave – No Change • School Activity Leave –Addition of expanded School Activity Leave provisions. • Sick Leave – Attorney recommended language clarification for "Child" <p>Language addition of expanded sick leave provision for victims of domestic violence, sexual assault or stalking.</p> <p>Language cleanup and other attorney recommended language changes</p> <ul style="list-style-type: none"> • Personal Leave – No Change • Vacation Leave – Language cleanup and other attorney recommended language changes
6- Pension Plan	Language cleanup and clarification of the employee's CalPERS enrollment date.

MID-MANAGEMENT TERMS AND CONDITIONS OF EMPLOYMENT
Changes Effective for July 1, 2020 – June 30, 2023

Section No.	Revisions (if applicable)
	Language specifying 1% increase to employee contribution cost to PERS employer cost, not to exceed 50% of total normal cost.
7- Tuition Reimbursement	Revises tuition reimbursement from \$6,700 to \$8,500. Inclusion of March deadline for the upcoming fiscal year on the estimated tuition reimbursement cost to the District.
C. Severability	No Change
Exhibit A – Position Classifications	Changes to Mid-Management Position Classifications to be consistent with Organizational Chart
Exhibit B - Parity Adjustment Schedule	Parity adjustment schedule for Customer Service Manager and Civil Engineering Supervisor for three year agreement period.
Exhibit C– Retiree Medical Insurance Benefits Vesting Schedule	Addendum to Exhibit C includes one example rather than two examples. Minor language cleanup
Exhibit D– Benefits Guideline for Part-Time Active and Retired Employees Mid-Management	Minor language cleanup

A Resolution of the Board of Directors of the
Walnut Valley Water District Establishing a
**Salary and Benefit Schedule and
Terms and Conditions of Employment
for Middle Management and Confidential Employees.**

WHEREAS, employees of Walnut Valley Water District filling the following positions listed on Exhibit A are not represented by an employee organization, and

WHEREAS, the Board of Directors intends to compensate these employees in a fair and equitable manner,

NOW, THEREFORE, be it resolved that the salary ranges, benefits, and terms and conditions of employment for the job classifications attached hereto as Exhibit A become effective the first day of the July 1, 2020 pay period, or as soon thereafter as reasonably possible, and shall remain in effect through the last full pay period in June 2023.

A. Terms of Employment

1. Water Code

Pursuant to the Water Code of the State of California, the District's Board of Directors has vested in the General Manager the power to exercise traditional managerial prerogatives, including the hiring, firing, layoff, demotion, discipline, discharge, assignment, and transfer of employees in his sole discretion on an at will basis.

2. Employment at Will

Employment at the District is for no definite period of time and may be terminated at the will of the employee or the District at any time, with or without cause and with or without notice. Employment at will is not modified by length of service with the District and no contract of employment, expressed or implied, will be valid unless in writing, signed by the General Manager, and approved by the Board of Directors of the District and must express the clear and unambiguous intent to alter the at-will nature of the employment relationship.

3. Performance and Development Plans

Performance and development plans will normally be conducted on an annual basis prior to July 1 of each year; however, they may be conducted more or less frequently depending upon the performance of the employee or other factors as determined by the General Manager/Designee.

4. Performance Step/Other Adjustments

District positions have established salary ranges with a minimum (entry) rate, intermediate rate, and maximum rate. Performance step adjustments are normally granted on an annual basis at the discretion of the General Manager/Designee and depend upon satisfactory job performance.

- a. A performance step adjustment may be granted within the prescribed salary range following satisfactory completion of six months of employment in his/her position. Thereafter, twelve (12) consecutive months of satisfactory job performance is normally required to qualify for performance step adjustments until the maximum rate within the salary range is reached.
- b. Upon demonstrated exemplary performance, an employee may be granted additional step adjustments at the recommendation of the Department Head and upon approval of the General Manager.
- c. At the discretion of the General Manager/Designee, when determined that it is necessary based upon the needs of the District for any employee to perform work out of class at a higher level, the employee, upon recommendation of the Department Head, may be awarded a stipend for the period which the out of class work was performed.

5. Promotions, Demotions, and Transfers

It is recommended that employees discuss their goals and interests with their Supervisors/Department Head so that it may be possible for them to plan and carry out preparation and training for promotional opportunities as they may arise.

- a. **Promotion** is advancement to a job with higher duties, greater responsibilities, higher qualifications, and a higher maximum rate of pay. The District will consider qualified employees for "promotion from within" in making promotional appointments.

- b. **Demotion** means movement from one class to another class with a lower salary. Demotions can be voluntary or involuntary. A voluntary demotion is when an employee requests, for personal or other reasons, a demotion because he/she believes he/she may be more effective or more satisfied in a less demanding position, or because the employee would like to move to a different position to learn a new line of work. The District may institute involuntary demotions for deficiencies in work performance and/or disciplinary reasons.
- c. **Transfers** can occur when an employee requests a transfer because he/she believes he/she may be more effective or more satisfied in a different job (voluntary transfer), including requests for transfer because the employee would like to learn a new line of work or has personal reasons. Transfers can also occur involuntarily based on needs of the District. Transfers may result in movement from one class to another class with a lower salary.

6. **Workweek**

The workweek for nonexempt employees is a fixed and regularly recurring period of seven consecutive 24-hour periods. For those employees participating in a 9/80 work schedule, an employee's workweek will begin at 11:00 am Friday and end at 10:59 am on the following Friday as outlined in the 9/80 work schedule policy. All other District employees' workweek begins Saturday at 12:00 am and ends at 11:59 pm the following Friday. The General Manager/Designee may designate a different workweek so long as the new workweek is intended to be permanent in nature, for certain nonexempt employees based on the departmental/divisional needs as determined by the General Manager/Designee. Alternative work schedules may vary between departments and divisions and amongst employees within departments and divisions. An employee's work schedule may be revised or rescinded at the sole discretion of the General Manager/Designee based upon the employee's work assignments as well as the operational and service needs of the District. Work schedules may require work on weekends and holidays. If needed, employees shall be available for work beyond their scheduled assigned day or assigned week upon advance notice from the District.

7. **Pay Period**

Authorized District employees participating in an alternative work schedule are paid every other Friday for the two weeks ending at 10:59 am the Friday before payday pursuant to the 9/80 work schedule policy. All other District employees are paid every other Friday for the two weeks ending at 11:59 pm the Friday before payday. The District will make every reasonable effort to have paychecks ready by noon on payday.

8. **Overtime Provisions**

Employees in job classifications that are exempt under provisions of the Fair Labor Standards Act (FLSA) shall not be compensated by overtime wages when required to work in excess of the number of hours established as full-time service for the classification.

For employees in non-exempt positions, the workweek shall total forty (40) hours over seven consecutive twenty-four (24) hour periods. Overtime hours are all hours actually worked by the non-exempt employee in excess of forty (40) hours in his/her designated workweek. Overtime hours will be compensated at the rate of one-and-one-half (1-½) times the employee's regular rate of pay.

- a. No non-exempt employee may work overtime without the express, advance authorization of the General Manager or the Department Head.
- b. All overtime hours worked shall be reported as hours actually worked.

- c. The District compensates for overtime worked in fifteen (15) minute increments. No overtime credit shall be given or allowed for any overtime worked of less than one-half (1/2) of each fifteen (15) minute increment.
- d. Non-exempt employees working in excess of a forty (40) hour week shall have the option to receive overtime pay at one-and-one-half (1-½) times their regular rate of pay or may accrue compensatory time off at one-and-one-half (1-½) times the actual hours worked in accordance with FLSA regulations, up to a maximum of sixty (60) hours.

An employee wishing to use his/her accumulated compensatory time must provide reasonable notice to his/her supervisor. The request may be denied if the request is deemed unduly disruptive to the District's operations. Generally, reasonable notice is at least one calendar week. If an employee wishes to use compensatory time without providing reasonable notice, the decision to grant or deny that request will be at the discretion of the employee's supervisor.
- e. Vacation, sick and/or personal leave will not be counted as hours worked for determining overtime earnings or earned compensatory time off. Under special circumstances, and at the sole discretion of the District, inclusion of such leave hours may be used to determine hours worked for the purpose of calculating overtime earnings for non-exempt employees.

9. Call-Back Compensation

Employees in non-exempt job classifications under FLSA regulations who are called back to work on an emergency basis after completing their normal workday may be entitled to call-back compensation. Employees who are called back will be paid at one-and-one-half (1-½) times the base hourly rate for emergency call-back time worked, except that the minimum call-back shall be two (2) hours for each call-back occurrence. Non-emergency scheduled overtime shall not be subject to the call-back compensation provisions set forth herein. Such overtime shall be compensated for on an hour-for-hour basis at the rate of one-and-one-half (1-½) hours compensation for each full hour of work performed with a minimum of one (1) hour's compensation, with actual hours worked reported in one-quarter (1/4) hour increments. Employees called back within one (1) hour of the beginning of their normal workday are not eligible for call-back compensation.

Non-exempt On-Call employees required to electronically access the District's SCADA system and/or respond to a District Service call during non-regular working hours will be compensated for all hours worked, with a minimum of thirty (30) minutes of regular pay. If called out to respond, the employee will be entitled to the call-back compensation mentioned in the preceding paragraph.

10. Certification Pay

Employees possessing Water Distribution Operator certification issued by the State Water Resources Control Board at a level higher than what is required for their current classification are eligible for certification pay. Eligible employees will receive their certification pay in a lump sum payment in December of each year. The certification pay shall be calculated based on level of certification obtained as long as such certification level exceeds what is required for the employee's current job classification. For new employees eligible to receive certification pay during their first year of employment, the amount of the pay shall be prorated to the employee's month of hire.

<u>Grade</u>	<u>Formula</u>	<u>Grade</u>	<u>Formula</u>
D1	\$600.00	D4	\$1,250.00
D2	\$600.00	D5	\$1,250.00
D3	\$750.00		

A temporary or interim certificate held by an employee at a higher grade level will not qualify the employee for certification pay at the higher level.

11. Uniforms and Dress Code

It is understood that the District maintains a dress code for all employees and that:

- a. The District shall provide uniforms to those employees in classifications that require employees to wear a District uniform.
- b. Employees are required to wear District uniforms during working hours. Employees may wear District uniforms to and from work, but are otherwise prohibited from wearing District uniforms outside working hours.
- c. If the District requires employees to wear safety-toed shoes or boots (which must be OSHA approved), then the District will supply a maximum of one (1) pair per employee, per year, based on the supervisor's recommendation. The allowance for safety-toed shoes or boots shall be a maximum of \$200.00 per year for each employee required to wear such shoes or boots. Such allowance shall also include in-soles and other related items that increase the life expectancy of the boot or as recommended by the District's Workers' Compensation carrier. If the Department Head determines, in his/her sole discretion, that an employee's boots are in need of replacement prior to the completion of one (1) full year, the employee may be given authorization, subject to General Manager/Designee approval, to purchase a new pair at the District's expense, but in any event, the cost shall not exceed the \$200.00 per pair maximum.

12. District Vehicles

The District may provide vehicles on an as-needed basis for those supervisors in classifications that require them to respond for emergencies. Said vehicles shall be used for transportation to and from work, responding to emergencies, and/or other authorized work-related use(s) as may be approved by the General Manager/Designee. Employees driving District vehicles shall strictly obey all traffic laws, and any and all such policies pertaining to driving a District vehicle, including, but not limited to, Cellular Telephone and Other Similar Personal Electronic Device Policy, and at no time shall operate a District vehicle under the influence of alcohol or any controlled substance. Violations that result in traffic citation(s) may result in disciplinary action. Before the District will permit an employee to use a District vehicle, the employee must provide proof that the employee possesses the appropriate California driver's license to operate the vehicle in question and that the employee is insurable.

13. Mileage Reimbursement/Use of Personal Vehicles

Employees with prior authorization to use their personal vehicles in the course of District business granted by the employee's supervisor shall be reimbursed for actual mileage at the IRS-approved rate per mile for all miles driven. Requests for mileage reimbursement shall be submitted in the prescribed format determined by the District. Employees are required to provide Human Resources with a copy of the employee's most current and valid auto insurance coverage before authorization to use their personal vehicles for District business will be given.

14. Disciplinary Action

Pursuant to the Water Code of the State of California, the Board has delegated to the General Manager/Designee, all necessary power and authority to conduct the District's employee relations and to take disciplinary action as appropriate. Subject to FLSA requirements, if a suspension is imposed on an exempt employee, such suspension must be in increments of a full week.

15. Termination of Service

An employee planning to resign or retire is asked to give his/her supervisor written notice as far in advance of the effective date as possible. The employee shall make every reasonable effort to provide this notice a minimum of twenty-one (21) calendar days prior to the effective date. The employee's final paycheck shall include payment for any earned but unused leave benefits under these Terms and Conditions of Employment.

16. Cost of Living (“COLA”) Increases

Base salaries shall be adjusted annually, based upon the following agreed upon and approved salary adjustment amounts:

January 1, 2021	2.5%
January 1, 2022	2.5%
January 1, 2023	2.5%

The amount of the annual increase under this section shall be reflected in the District's publicly available pay schedules.

17. Reporting Compensation and/or Compensation Earnable to the California Public Employees’ Retirement System (“CalPERS” or “PERS”)

Reportable compensation and/or compensation earnable is determined by applicable law, not these Terms and Conditions of Employment.

B. Benefits

1. Deferred Compensation

The District provides a voluntary deferred compensation plan for employees. Under the plan(s), an employee may defer up to the maximum amount of income allowed by law per calendar year. Upon authorization of the employee, the District will remit the employee's deferred income to the District's deferred compensation plan provider.

2. Holiday Schedule

a. The following are approved paid holidays for employees of the District:

New Years Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24 - when it falls on Monday, Tuesday, Wednesday, or Thursday
Christmas Day	December 25
	Three Floating Holidays

District employees receive three (3) floating holidays. These floating holidays can be used, upon prior approval of the employee's Supervisor/Department Head, any time during the calendar year.

- b. For employees working an alternative work schedule, if the "flex day" (*i.e.*, an employee's scheduled day off under that schedule) falls on an approved District holiday, the holiday will be placed in the employee's holiday leave bank and can be used for other leave options such as sick, vacation, or personal. An employee's holiday leave bank cannot exceed a maximum accrual of eighteen (18) hours.
- c. Holiday leave bank and unused floating holiday hours accrued in excess of eighteen (18) hours will be paid out to the employee during the last reportable pay period of the calendar year.
- d. When a District holiday falls on a Saturday, the previous workday will be observed as the holiday. When a District holiday falls on a Sunday, the following workday will be observed as the holiday.
- e. Employees in non-exempt job classifications who are required to work on a District holiday will be paid at one-and-one-half (1-½) times their base hourly rate for each hour worked in addition to regular holiday pay or may accrue said holiday in accordance with compensatory time provisions. If working a holiday results in an employee working in excess of forty (40) hours in his/her designated workweek, the employee shall be paid for all overtime hours worked at a rate of one-and-one-half (1-½) times his/her regular rate of pay.
- f. Non-Exempt employees assigned to work on Thanksgiving Day, or Christmas Day shall receive two (2) times their base hourly rate for each hour worked in lieu of the one-and-one-half (1-½) time detailed in Section B (2)(e) above.

3. Health/Life Insurance

The District will offer the following health insurance coverages for all full-time employees of the District: Full-time employment for purposes of determining eligibility for District health insurance benefits listed below is defined as a regular District employee working thirty (30) hours per week.

A. The District will offer the following health insurance coverages for all full-time employees of the District:

1. Major medical plan, which includes provisions for prescription drug coverage
2. Dental plan
3. Vision plan

B. The District will also offer the following other benefit coverages:

1. Employee Assistance Program (District paid benefit)
2. Short Term Disability plan
3. Long Term Disability plan
4. Life Insurance Plan/Accidental Death & Dismemberment (District paid benefit)

C. Employees may elect to have dependent health insurance coverage by contributing the minimum monthly cost established by the District from time to time, provided that the District shall not pay more than the amount specified per month for the employee and dependent coverage, in accordance with the following:

The full payment of the combined least cost medical, dental, and vision plans, excluding the high deductible medical plan.

D. The following medical insurance coverages shall be subject to the medical cap specified in Section C, above:

1. Major medical plan
2. Dental plan
3. Vision care

Medical Coverage for Registered Domestic Partners – Pursuant to state and federal law, and subject to the provisions and requirements set forth by the District's health plan provider, the District extends certain health insurance benefits to the registered domestic partners of eligible full-time employees.

If at any time an employee selects coverage that costs more than the maximum amount allowed under the medical cap in Section C, above, then this excess amount shall be prorated and withheld from the employee's bi-weekly payroll check. Written forms authorizing such payroll deduction for the payment of medical premiums will be on file in the employee's personnel and payroll files.

The District also offers its employees the option of utilizing a Flexible Spending Account (FSA) for payment of health benefit premiums and other health related expenses in compliance with state and federal FSA stipulations and restrictions.

Should the employee no longer receive a payroll check, and remain eligible for District paid benefits, then it shall be the obligation of the employee to make any co-payment due in advance of the premium due date as specified by the District. Notification for such benefits shall be made to such employees in accordance with Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") requirements. Any co-payment obligation in arrears for a period of thirty (30) days or longer will result in the cancellation of portions of dependent coverage until the total monthly premiums for the employee equal or fall below the medical cap in Section C, above. Cancellation of dependent benefits will be in the following order:

- (1) Vision plan
- (2) Dental plan
- (3) Major medical plan

Retiree Medical Insurance Benefits

- A. Retiree medical insurance benefits are subject to the eligibility provisions and vesting schedule listed in Exhibit C of these Terms and Conditions of Employment. As outlined in Exhibit C, these eligibility requirements determine if the retiree, spouse, and/or dependents are eligible for coverage at the time of retirement, and if so, what percentage of coverage will be paid by the District and what percentage must be paid by the retiree if coverage is selected.

As medical premiums increase, retiree co-payments will increase. Retirees required to contribute towards their retiree medical coverage shall be obligated to make such co-payments as stipulated in the provisions set forth in Exhibit C.

Subject to the employee's retiree medical benefit eligibility, the employee will be given the option of selecting among the available health benefit plans at the time of retirement. Due to increasing medical costs, the retirees will also be given the opportunity to change plans during the District's annual open enrollment period.

- B. Retiree Medical/Life Insurance Benefits – For District employees who retire with a pension benefit, the District will provide retiree life insurance in an amount not to exceed \$50,000 up to age 70. From ages 70-74, such life insurance will be subject to a reduction of coverage by 35%, then an additional 15% following attainment of age 75. However, if the cost of providing this life insurance benefit becomes prohibitive, the District may eliminate the benefit entirely, reduce the amount of coverage, or require a co-payment in order to maintain the benefit. The determination of whether the benefit has become cost-prohibitive and what course of action to follow shall be made by the District in its sole discretion.
- C. Upon Death of the Retiree – At the time of a retiree's death, coverage for his/her spouse and/or dependents as shown on District records shall remain in force in accordance with the provisions under which the retiree and his/her spouse and/or dependents initially became eligible for coverage pursuant to the District's Retiree medical Vesting Schedule (Exhibit C).
- D. District Contribution Upon Disability, Incapacitation, or Death of a Vested Employee Should an employee vested with PERS who is eligible for retirement from the District, who meets the minimum retirement age, and who is eligible for retiree medical coverages in accordance with the District's Retiree Medical Vesting Schedule (Exhibit C) become disabled, or incapacitated before retirement, medical coverages for the employee, his/her spouse and/or dependents as shown on District records shall remain in force during the employee's disability or illness. Upon death of the employee, benefits for the surviving spouse and/or dependents as shown on the District's records shall continue in accordance with the provisions under which the employee would have otherwise been eligible for retiree medical coverages in accordance with the District's Retiree Medical Vesting Schedule (Exhibit C).

Medical Insurance Benefits During Periods of Disability

- A. Disability – Non-Industrial –An employee who becomes temporarily disabled due a non-industrial injury or illness shall be entitled to continuation of medical coverage while on eligible FMLA/CFRA leave. Should the disability period extend beyond the eligible FMLA/CFRA period, the employee will be subject to the Leave of Absence approval provisions in Article 21 of these Terms and Conditions of Employment. If the leave of absence is approved, the length of such eligible medical coverage shall remain in effect equal to one (1) month of coverage for each full year of employment with the District but shall not exceed a combined FMLA/CFRA and non-FMLA period

of six (6) months or as allowable pursuant to state and federal laws and coverage stipulations of the District's health care provider. At the expiration of the six (6) month eligible period, the employee may be eligible to continue health coverage pursuant to the provisions of COBRA.

While on disability leave, vacation and sick leave accruals will cease until such employee returns to work. Additionally, for disabilities that do not arise from industrial injuries, which will be handled pursuant to Section 4, below, during the period in which the employee is eligible to receive disability benefits from the District's disability insurance carrier, the employee will not be entitled to use existing accrued leave to the extent he/she is already being provided sufficient supplemental benefits by the District to ensure that the employee is not receiving more than 100% of pay. If an employee remains out on FMLA/CFRA leave, however, he/she is not eligible to receive disability payments until verification has been received by the District that disability benefit payments have terminated. The employee may then be eligible to use existing accrued leave.

B. Permanent Disability

Vested Employees – An employee who is eligible for retirement in accordance with the District's pension plan and the District's Retiree Medical Vesting requirements and becomes permanently disabled shall be entitled to continuation of medical coverage as set forth in the Retiree Medical Benefits section, in accordance with the provisions of each plan.

Non-Vested Employees – An employee who is not vested in the District's pension plan and who becomes permanently disabled shall only be eligible for medical coverage as set forth in the Temporary Disability section.

It is understood that medical insurance coverage available to retirees and/or disabled employees may differ from time to time from the plans in effect at the time of disability or retirement due to changes in the various plans covering the District's full-time employees.

4. Industrial Injury

The District provides benefits in the event of an injury, illness, or disability incurred on the job through the ACWA-JPIA Workers' Compensation Insurance Fund. Briefly, these benefits include: medical treatment, temporary disability, permanent disability (compensation based on the rated degree of injury determined to be permanent), vocational rehabilitation, and a death benefit.

5. Leave Provisions

a. Administrative Leave

Employees whose job classifications are exempt from FLSA and who are not eligible to receive overtime compensation shall be granted a maximum of forty-eight (48) hours paid administrative leave per year, and the use of such leave requires the prior approval of the employee's Department Head and the General Manager/Designee.

b. Bereavement

In the event of the death of a member of an employee's immediate family, and upon written request, the affected District employee may be granted up to a maximum of three (3) working days paid leave per incident, for a maximum of two (2) incidents per any period of twelve (12) consecutive months.

In the event an employee must travel out of California due to the death of a member of the employee's immediate family, he/she may be granted up to a maximum of two

(2) additional working days, with pay, subject to approval by the General Manager/Designee. Exceptions to this policy will generally not be granted. Employees may use vacation time or personal leave for bereavement with the approval of the General Manager/Designee.

Immediate family shall be: mother (step-mother), mother-in-law; father (step-father), father-in-law; husband; wife; son (step-son), son-in-law; daughter (step-daughter), daughter-in-law; aunt, uncle; grandchild of the employee or employee's spouse; brother, brother-in-law; sister, sister-in-law; grandmother, grandfather, grandmother-in-law, grandfather-in-law; registered domestic partner; ex-spouse with shared custody of children; legal guardian, foster parent, or foster child.

c. **Judicial Leave**

It shall be the general rule to excuse employees from their regular duties with pay when called for jury service in accordance with the District's Judicial Leave Policy.

d. **Family Care and Medical Leave**

Pursuant to the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), and subject to the District's Family Care and Medical Leave Policy, the District will provide family and medical leave for eligible employees in accordance with state and federal law. During the FMLA/CFRA leave, continuation of the employee's health benefits will be provided pursuant to state and federal laws

To obtain approval for such leave, employees shall comply with the provisions of the District's Family Care and Medical Leave Policy and complete the necessary authorization forms.

e. **Leave of Absence**

Consistent with state and federally mandated leave laws, the General Manager may grant within his/her sole discretion a temporary leave of absence without pay. Request for a leave of absence shall state specifically the reason for the request, the date when the employee desires to begin the leave and the probable date of return. Requests for leave not subject to state and federal leave requirements require approval by the General Manager/Designee.

Approval of the leave of absence shall be in writing and a copy filed with the Personnel Office. During the leave of absence period, continuation of the employee's health benefits will be provided pursuant to state and federal laws and subject to the leave provisions as stipulated in these Terms and Conditions. During the leave of absence, the employee will not be entitled to accrue sick, vacation and holiday leave. Upon expiration of approved leave, or within a reasonable period of time after notice to return to work, the employee may be reinstated to the position held at the time the leave was granted, provided that the position has not been eliminated by work force reduction or District reorganization, or to a comparable position if one is available for which the employee is qualified, as determined by the General Manager/Designee.

f. **Military Leave**

Qualifying employees shall be allowed a military leave of absence in accordance with state and federal law.

g. **School Activity Leave**

As provided by Labor Code section 230.8, an employee who is a parent, guardian, stepparent, foster parent, grandparent, or who stands in loco parentis of one (1) or

more children shall be entitled to a maximum leave of forty (40) hours per calendar year, not to exceed eight (8) hours in any calendar month, to find, enroll, or reenroll his/her child or grandchild in a school or with a licensed child care provider, or to participate in activities of the school or licensed day care provider of any of his/her children or grandchildren. An eligible employee may also utilize this leave to address a child care provider or school emergency, if the employee gives notice to his/her Department Head, without the eight (8) hour monthly maximum. The employee shall use existing vacation, personal leave, compensatory time off, or time off without pay to participate in school activities upon giving reasonable advance notice to his/her Department Head. Such advance notice shall be submitted in writing and on the proper form prescribed by the District. Upon request, the employee shall provide documentation from the school or licensed day care facility as proof that he/she participated in school or licensed day care facility activities on a specific date and at a specific time.

h. **Sick Leave**

A. Application of California's Paid Sick Leave Law

In accordance with California's Paid Sick Leave law, all employees may use the first three (3) days or twenty-four (24) hours of accrued paid sick leave in a twelve (12) month period for one of the following reasons:

- For the employee's own diagnosis, care, or treatment of an existing health condition or preventative care.
- For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, including:
 - Child of any age or dependency status (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.);
 - Spouse or Registered Domestic Partner;
 - Parent or Parent-in-Law (including 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.);
 - Grandparent;
 - Grandchild;
 - Sibling.
- For an employee who is a victim of domestic violence, sexual assault, or stalking to i) obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee or his or her child, or ii) obtain medical attention or psychological counseling; services from a shelter; program or crisis center; or participate in safety planning or other actions to increase safety, with appropriate certification of the need for such services:

B. Temporary Employees and Part-Time Employees Who Work Less Than 20 Hours Per Week

Pursuant to California's Paid Sick Leave Law, temporary and part-time employees who have been employed for at least thirty (30) days, other than retired annuitants, are entitled to begin accruing paid sick leave on the first date of employment and can begin using paid sick leave on the 90th day of employment under the following conditions.

- An employee begins to accrue paid sick leave at the rate of one (1) hour of paid sick leave for every thirty (30) hours worked.
- An employee is allowed to use up to a maximum of three (3) days or twenty-four (24) hours of paid sick leave in a twelve (12) month period.

- An employee can only accrue paid sick leave up to a cap of six (6) work days or forty-eight (48) hours, whichever is greater, ongoing. Any unused accrued paid sick leave does carryover year to year while continuously employed.
- An employee shall provide reasonable advance notification of his/her need to use accrued paid sick leave to their supervisor if the need for paid sick leave use is foreseeable (e.g., doctor's appointment scheduled in advance). If the need for paid sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to his/her supervisor as soon as is practicable.
- An employee who uses paid sick leave must do so with a minimum increment of two (2) hours of sick leave.
- Paid sick leave will not be considered hours worked for purposes of overtime calculation. An employee will not receive compensation for unused accrued paid sick leave upon termination, resignation, retirement or other separation from employment from the District.
- If an employee separates from District employment and is re-hired by the District within one (1) year of the date of separation, previously accrued and unused paid sick leave hours shall be reinstated to the extent required by law. However, if the rehired employee had not yet worked the requisite ninety (90) days of employment to use paid sick leave at the time of separation, the employee must still satisfy the ninety (90) days of employment requirement collectively over the periods of employment with the District before any paid sick leave can be used.

C. Full-Time Employees and Part-Time Employees Who Work 20 or More Hours Per Week

Sick leave with pay shall be granted by the District at the rate of eight (8) hours for each full calendar month of service for all full-time employees or for part-time employees working twenty (20) or more hours per week as otherwise designated in Exhibit D of these Terms and Conditions of Employment. Retired annuitants are not eligible for sick leave.

Each calendar year, up to one-half of an employee's annual accrued paid sick leave can be used for any reason as noted in Section A of this policy in accordance with California's Paid Sick Leave Law and Labor Code section 233. Any additional paid sick leave provided by the District in that calendar year can only be used for the employee's own diagnosis, care, or treatment of an existing health condition or preventative care.

In order to receive compensation for work time lost due to sickness, the employee shall notify his/her immediate supervisor prior to the time set for commencement of his/her work shift, or as may be specified by the Department Head. Failure to do so without good reason may result in that day of absence treated as a leave of absence without pay. After an employee has used one-half of their annual accrued paid sick leave in a calendar year, for any absence of three (3) days or less, a physician's certificate may be required. For absences of more than three (3) days, and prior to returning to work, the employee shall file with the Personnel Office a verification from a licensed health care provider, or other evidence satisfactory to the District, confirming the need for the time off and releasing the employee to return to work without restriction.

On or about December 1st of each year, the sick hours accrued, but not used, during the preceding year will be transferred to an accumulated or qualification account. After an employee has accumulated two hundred forty (240) hours of sick leave in this account, the employee will be eligible to receive a cash payout of unused sick leave. The maximum amount of sick leave an employee may accrue is four hundred (400) hours and payment for such accrued and unused sick leave will be as follows:

- (1) Employees who have accrued more than two hundred forty (240) hours, but fewer than four hundred (400) hours of sick leave:

During the month of December, employees who have fewer than four hundred (400) hours of accrued sick leave as of December 1, will receive a cash payment at the employee's then hourly rate of pay for three-quarters (3/4) of any current accrued sick leave accumulated in their account, which exceeds the two hundred forty (240) hour qualification level.

(2) Employees who have accrued more than four hundred (400) hours of sick leave:

In December of each year, if it is determined by the Finance Department that an employee will still have an excess of four hundred (400) hours of accrued sick leave following the sick leave buyout, the employee will then receive a cash payment of 100% of the employee's current accrued and unused sick leave accumulated in excess of four hundred (400) hours at the employee's then hourly rate of pay.

(3) Employees who have accrued over four hundred (400) hours as of October 31, 2011:

Those employees who, as of October 31, 2011, have an accrued sick leave balance in excess of four hundred (400) hours are exempted from this provision at this time and the accrued sick leave they have accumulated will remain in their accounts. However, in December of each year, those employees will receive a cash payment at the employee's then hourly rate of pay for all sick leave that the employee has accrued that calendar year as long as they have an excess of four hundred (400) hours of accumulated sick leave.

In subsections (1-3) above, the employee also has the option of placing such funds in his/her deferred compensation account or 401-A plan account, pursuant to state and federal deferred compensation limits and regulations.

The remaining one-quarter (1/4) of the current sick leave over the two hundred forty (240) hour but less than the four hundred (400) hour qualification level will then be placed in the long-term sick leave account and will not be considered in any future annual sick leave cash payout under the preceding paragraph.

- a. Upon termination of employment with the District, employees shall be entitled to a sick leave payoff, based upon a percentage of the qualification account as defined above, as follows; provided, however, that in all events, as consideration for personal leave provided under subsection (i), below, the first twenty-four (24) hours of any accrued sick leave shall be paid out at one hundred percent (100%):

1)	Termination by the District	25%
2)	Voluntary Resignation	50%
3)	Death of the Employee	100%
4)	Retirement Options:	
	A. Cash payoff	100%
	B. Placement in deferred compensation account	100%
	C. Retirement Service Credit	100%
	D. Placement in preauthorized 401-A plan account	100%

- b. The District shall maintain all sick leave records and shall make the determination for annual cash and all other payments.
- c. Upon retirement the employee may elect to receive a cash payoff, defer the cash payoff up to the maximum amount allowable by law into the employee's deferred compensation account and/or place funds in 401-A plan account in accordance with the employee's pre-authorized final pay election.
- d. The employee may also elect to receive CalPERS retirement service credit with the unused and accrued sick leave hours in lieu of receiving financial compensation.

- e. Upon the death of an employee, sick leave shall be paid in full to the employee's beneficiary.

Except as provided otherwise in this section, employees do not receive compensation for any unused, accrued paid sick leave at the time of separation of employment, except that up to twenty-four (24) hours of accrued sick leave shall be payable at separation of employment as consideration for the personal leave provided in Section I, below. However, if an employee is re-hired with the District within twelve (12) months of the previous separation of employment, the District will reinstate up to six (6) days or forty-eight (48) hours of previously accrued but unused paid sick leave at the time of re-hire to the extent such amount was not otherwise cashed out as provided in this section.

- i. **Personal Leave**

Up to twenty-four (24) hours of accrued annual sick leave may be used for personal leave in increments of less than eight (8) hours with the prior approval of the employee's Department Head. Personal leave requests for a duration of eight (8) hours or more may be granted upon approval of the Department Head and the General Manager or designee. Additional personal leave in excess of the twenty-four (24) hour maximum is subject to the approval of the General Manager/Designee.

- j. **Vacation Leave**

All full-time employees shall accrue paid vacation leave as provided herein. Vacation leave shall accrue on a monthly basis and shall be prorated when an employee begins or terminates employment in the middle of a month.

1. Employees shall be granted annual vacation leave at a minimum rate of eighty (80) hours per year during the first year of employment upon completion of six (6) consecutive months' service. Thereafter, the employee shall accrue vacation at the rate of eight (8) additional hours per month for each full year of employment to a maximum of two hundred (200) hours per year for employees hired on or before August 1, 2017. Employees hired after August 1, 2017 shall accrue vacation at a rate of eight (8) additional hours per month for each full year of employment to a maximum of one hundred sixty (160) hours per year.

Each employee's maximum accrual shall be limited to 250 hours.

2. During the last pay period of the calendar year, the hours in excess of the maximum accrual will be placed in the employee's 401-A plan account at the employee's then hourly rate of pay.

If the employee does not want those funds to be placed in the 401-A plan account, the employee must either use the hours in excess of the maximum accrual or, prior to the end of the previous calendar year, follow the stipulated procedures of the Vacation Pay In Lieu Program.

3. Under special circumstances, the General Manager/Designee may allow an employee the use of forty (40) hours vacation after six (6) months of employment, and may authorize the advance of vacation hours earned or may approve accrual in excess of the maximum allowed provided the employee submits a written request.
4. The needs of the District and the needs of the employee will be considered in the scheduling of vacation time. Vacation schedules shall be developed by employees, based on the needs of the District. Changes to approved vacations must be authorized by the Department Head and/or General Manager/Designee.

5. Requests for vacation must be submitted in advance of the proposed vacation date.
6. Employees submitting a Vacation Pay in Lieu Request must comply with the provisions of the approval process and shall maintain a minimum balance of forty (40) hours of accrued vacation before such request may be considered.
7. At termination of employment, including discharge, retirement, voluntary resignation, layoff, or death of the employee any earned but unused vacation credit will be paid in a lump sum to the employee, deposited into the employee's deferred compensation account at his/her then hourly rate of pay or placed in a 401-A plan account in accordance with the employee's final pay election. The Accounting Department shall keep a detailed record of such earned vacation time.

6. Pension Plan

The District participates in the Federal Social Security System and is a member of the California Public Employees Retirement System ("CalPERS"). Effective January 1, 2003, the Social Security reimbursement benefit is hereby limited to qualifying employees of record as of that date or as may otherwise be approved by the General Manager.

Qualifying employees of the District shall be enrolled as members of CalPERS in accordance with applicable law. Eligibility of an employee's CalPERS retirement benefit formula is determined generally by hire date and subject to the provisions and restrictions of the Public Employees Retirement Law ("PERL") and the District's contract with CalPERS. According to CalPERS statutes, in order to be vested in the CalPERS retirement plan as a "Classic Member", an employee must have become enrolled in CalPERS or other public retirement plan with reciprocity before January 1, 2013. For employees defined as "New Members" under the Public Employees Pension Reform Act of 2013 ("PEPRA") and related PERL amendments, in order to be vested in the CalPERS retirement plan, an employee must have become enrolled in CalPERS for the first time on or after January 1, 2013..

To be eligible for a CalPERS retirement with District medical benefits, in addition to the CalPERS vesting requirements, the employee must also meet the District's vesting requirements as stipulated in the District's Retiree Medical Vesting Schedule (Exhibit C).

All District employees, classified as Classic Members under the PERL, will be responsible for full payment of the "employee portion" of the District's CalPERS retirement cost, which shall be based upon the retirement formula held by the individual employee. Effective July 1, 2021, and each year thereafter, employee contributions to CalPERS costs shall increase by one-percent (1%). The employee contributions shall not exceed fifty-percent (50%) of the plans' total normal cost.

CalPERS members classified as "New Members" under the PERL, shall pay fifty-percent (50%) of the normal retirement cost as currently set forth by the CalPERS actuarial valuation prepared annually by the CalPERS actuary staff and will be responsible for any future increased payments as determined by the same process.

7. Tuition Reimbursement

The District shall reimburse employees up to a maximum of \$8,500.00 per calendar year for the cost of tuition, registration, books, parking, and other related educational fees when completing job related professional improvement courses provided that:

- a. The employee has obtained the prior approval of his/her Department Head and the General Manager or designee.

- b. The employee receives a minimum grade of "B" and submits proof thereof. If the final course grade is a "C" and proof is submitted thereof, the employee shall receive 75% of the allowed refundable amount. Any grade lower than a "C" shall not qualify for any reimbursement.
- c. The course work is not generally a requirement to fulfill the minimum educational requirements of the employee's position.
- d. The employee submits the estimated tuition cost in writing to his/her Department Head by March prior to the upcoming fiscal year.

If a mid-management employee is interested in registering for job related professional courses, but is unable to pay the tuition fees at the time of registration due to financial hardship, the employee may submit a written request to the District to pay the employee's fees and, pursuant to written agreement prepared by the District and signed by the employee, pledge his/her accrued leave hours as collateral until the successful completion of the course(s). Participants must have enough accrued leave at the time the request is made to guarantee payment of the tuition if a satisfactory grade is not received. If termination of employment occurs, or if the employee does not complete the course.

Specific approval for college level courses outside of the traditional classroom instructional setting must be authorized by the General Manager/Designee.

Courses must be taken on an employee's own time.

The employee will not be reimbursed for training the employee has already received.

If an employee resigns or is terminated for any reason prior to completing a course and/or receiving a grade, there shall be no obligation on the part of the District to reimburse any part of the expense.

Upon successful completion of the course, in order to receive reimbursement, it shall be the responsibility of the employee to provide a copy of the official grade report and receipts for payment of approved reimbursable expenses.

C. Severability:

If any portion of these Terms and Conditions is held to be invalid by a court of competent jurisdiction, the remainder shall not be affected thereby.

EXHIBIT A

Position Classification

Position

Accounting Manager	Exempt
Civil Engineering Supervisor	Exempt
Conservation & Special Projects Manager	Exempt
Customer Service Manager	Exempt
Field Manager/DOT	Exempt
General Services & Procurement Manager	Exempt
Production & Storage Supervisor	Non-Exempt
Field Supervisor	Non-Exempt
Construction Inspection Supervisor/DOT	Non-Exempt

The District shall conduct a salary survey in March of 2023 for the above positions. Salary ranges shall be adjusted in accordance with the market average using predesignated water agencies for salary survey information and such other reliable data as may be available to the District. If any District salary range proves to be compensated at a range higher than the market average as determined by the District, no adjustment shall be made. If, however, a salary range change is determined to be appropriate, all changes shall be implemented according to the parity adjustment schedule.

EXHIBIT B

**WALNUT VALLEY WATER DISTRICT
MID MANAGEMENT EMPLOYEES
PARITY ADJUSTMENT INCREASES
FOR TERMS & CONDITIONS OF EMPLOYMENT
PERIOD ENDING JUNE 30, 2023**

CLASSIFICATION	DEVIANCE FROM MARKET ANALYSIS	NET MARKET ADJUSTMENTS		
		7/1/20	7/1/21	7/1/23
Customer Service Manager	<7.0%>	2.5%	2.5%	2%
Civil Engineering Supervisor	<6.0%>	2%	2%	2%

EXHIBIT C

**WALNUT VALLEY WATER DISTRICT
MID MANAGEMENT EMPLOYEES
RETIREE MEDICAL INSURANCE BENEFITS
VESTING SCHEDULE**

GROUP A - District Contribution for Employees on Payroll as of February 28, 1989

For employees who were on the District's payroll as full-time employees as of February 28, 1989, and who retire with a vested pension benefit, the District will provide the fully paid retiree medical insurance coverage premium for the employee, his/her spouse, and dependents as shown on District records at the time of the employee's retirement. This will include reimbursement of payment for Medicare Option B for both the retiree and his/her eligible spouse upon the attainment of age 65 and after submitting verification to the District of official enrollment in Medicare Option B.

Aside from the eligible reimbursement for Medicare Option B, the District will only pay the cost of the medical premium payable to ACWA/JPIA or the District's health care provider. No other health care costs, fees, charges, or taxes will be covered or reimbursed.

GROUP B - District Contribution for Employees Hired on or after March 1, 1989

For employees who were hired on or after March 1, 1989, who retire with a vested pension benefit and who have worked for the district a minimum of five (5) consecutive years prior to retirement, the District will provide the fully paid medical insurance coverage premium for the for the employee. Coverage for the retiree's spouse as shown on the District records at the time of the employee's retirement will be offered under the following vesting schedule of service to the District:

Years of Service:	Percentage of Spousal Coverage:
10	50%
15	75%
20	100%

This will include reimbursement of Medicare Option B for both the employee and his/her eligible spouse upon the attainment of age 65 and after submitting verification of enrollment in Medicare Option B. If the employee does not meet the services/vesting criteria for spousal coverage, the employee may elect to continue spousal and/or dependent coverage on a voluntary contribution basis for all other medical coverages offered. A retiree who elects to continue spousal and/or dependent coverage will be responsible for payment of all premiums for continuation of such coverage, and any co-payment obligation in arrears for a period of ten (10) days or longer will result in cancellation of spousal and/or dependent coverage(s) in the same manner set forth in this article governing co-payments in arrears for full-time employees. Once coverage is dropped it may not be reinstated at any time in accordance with the rules of the health plan providers.

Aside from the eligible reimbursement for Medicare Option B, the District will only pay the cost of the medical premium payable to ACWA/JPIA or the District's health care provider. No other health care costs, fees, charges, or taxes will be covered or reimbursed.

GROUP C – District Contribution for Employees Hired on or after July 1, 2005

For employees hired on or after July 1, 2005, who retire from the District with a vested pension benefit, who have worked a minimum of 10 full time (or the equivalent) consecutive years prior to retirement, and who are at least age 50 at the time of retirement, the District will provide the fully paid medical insurance coverage premium for the for the employee. Coverage for the retiree’s spouse as shown on the District records at the time of the employee’s retirement will be offered under the following vesting schedule of service to the District:

Years of Service	Percentage of Spousal Coverage:
10	50%
15	75%
20	100%

This will include reimbursement of Medicare Option B for both the employee and his/her eligible spouse upon the attainment of age 65 and after submitting verification of enrollment in Medicare Option B. If the employee does not meet the services/vesting criteria for spousal coverage, the employee may elect to continue spousal and/or dependent coverage on a voluntary contribution basis for all other medical coverages offered. A retiree who elects to continue spousal and/or dependent coverage will be responsible for payment of all premiums for continuation of such coverage, and any co-payment obligation in arrears for a period of ten (10) days or longer will result in cancellation of spousal and/or dependent coverage(s) in the same manner set forth in this article governing co-payments in arrears for full-time employees. Once coverage is dropped it may not be reinstated at any time in accordance with the rules of the health plan providers.

Aside from the eligible reimbursement for Medicare Option B, the District will only pay the cost of the medical premium payable to ACWA/JPIA or the District’s health care provider. No other health care costs, fees, charges, or taxes will be covered or reimbursed.

GROUP D – District Contribution for Employees Hired on or after July 1, 2014

For employees hired on or after July 1, 2014, who retire from the District with a vested pension benefit, who have worked for the District a minimum of twenty (20) consecutive years prior to retirement, who are at least age 52, the District will provide 100% retiree only coverage premium of the least cost health, dental and vision plans on District record at the time of the employee’s retirement. For employees who are at least age 52, but have worked and retire from the District after 25 years of consecutive service to the District prior to retirement, the District will provide 100% retiree only coverage premium of any of the District plans offered at the time of the employee’s retirement.

Upon reaching age 65, the retiree will be required to sign up for Medicare, which includes Options A and B. No reimbursement will be provided for any costs associated with that mandatory coverage and no other health care costs, fees, charges, or taxes will be covered or reimbursed.

If, at the time of retirement, the employee wishes to continue coverage of his/her spouse as shown on District record at the time of retirement and/or eligible dependents, coverage for such spouse and/or dependents will be at the employee’s sole cost. A retiree who elects to continue spousal and/or dependent coverage will be responsible for payment of all premiums for continuation of such coverage, and any co-payment obligation in arrears for a period of ten (10) days longer will result in cancellation of spousal and/or dependent coverage(s) in the same manner set forth in this article governing co-payments in arrears for full-time employees. Once coverage is dropped, it may not be reinstated at any time in accordance with the rules of the health plan providers.

ADDENDUM TO EXHIBIT C

Example of Retiree Coverage (Based upon 2021 Premiums):

Example 1: Employee A is eligible for 100% coverage for retiree and 75% coverage for their spouse.

Coverage	Single	Two-Party	Family (if elected)
Medical	\$ 809.69	\$ 1,619.37	\$ 2,145.67
Dental	\$ 46.23	\$ 94.11	\$ 164.17
Vision	\$ 24.40	\$ 24.40	\$ 24.40
Total Premiums	\$ 880.32	\$ 1,737.88	\$ 2,334.24
		\$ (880.32)	\$ (880.32)
		\$ 857.56	\$ 1,453.92
Spousal Coverage 75%		\$ (643.17)	\$ (643.17)
Retiree Obligation		\$ 214.39	\$ 810.75

Exhibit D

**WALNUT VALLEY WATER DISTRICT
BENEFITS GUIDELINE FOR PART-TIME ACTIVE AND RETIRED EMPLOYEES
MID-MANAGEMENT**

Accrued Leaves:

Leave	Percentage of Full Time Hours (Hours)					
	100 (40)	90 (36)	80 (32)	60 (24)	50 (20)	<50 (20)
Vacation	100	90	75	50	25	0
Sick*	100	90	75	50	25	1 Hour for Every 30 Hours Worked
Holiday	100	90	75	50	25	0
Bereavement	100	90	75	50	25	0

*Note:

Pursuant to California’s Paid Sick Leave Law (AB 1522) and the sick leave provisions of these Terms and Conditions of Employment, temporary employees and part-time employees working less than 20 hours per week are entitled to begin accruing one hour of sick leave for every thirty (30) hours worked and may begin using their accrued sick leave on the 90th day of employment. Part-time employees working greater than twenty (20) hours per week are subject to the leave benefits guidelines outlined above.

Retired annuitants employed by the District are not eligible for any of these accrued leaves.

Cost of Living Adjustments:

Base salaries used for calculating hourly pay rates shall be adjusted annually in accordance with the Terms and Conditions of Employment for the Mid-Management Employees Unit.

Partial Service Retirements Only:

On June 24, 2008, following Board approval, the CalPERS Partial Service Retirement was included as one of the Class 3 benefit options for District employees. An employee must receive prior approval from the District and CalPERS in order to be eligible for this benefit.

Health/Life Insurance:

Benefits will be provided to employees/retirees in accordance with Section B-3 Health/Life insurance of the Mid-Management Terms and Conditions of Employment and Exhibit C – Mid-Management Retiree Medical Insurance Benefits Vesting Schedule.

WALNUT VALLEY WATER DISTRICT



TERMS AND CONDITIONS OF EMPLOYMENT

Effective July 1, 2020 through June 30, 2023

EXECUTIVE STAFF

A Resolution of the Board of Directors of the
Walnut Valley Water District formalizing its
Labor Policy for Executive Staff Employees

WHEREAS, Executive Staff Employees of the Walnut Valley Water District filling Executive Staff positions listed on Exhibit A are not represented by an employee organization;

NOW, THEREFORE, BE IT RESOLVED, that the Executive Staff of the Walnut Valley Water District shall operate under the same provisions of and be entitled to the same benefits as in the Mid-Management Terms and Conditions of Employment with the exception that the Executive Staff employees receive an additional two (2) days of Administrative Leave per fiscal year and have separate Exhibits A through D attached to these Terms and Conditions of Employment.

EXHIBIT A

Position Classification

Position

Assistant General Manager	Exempt
Director of Engineering and Planning	Exempt
Director of External Affairs	Exempt
Director of Human Resources and Risk Management	Exempt
Director of Operations	Exempt
Executive Secretary	Exempt
General Manager/Chief Civil Engineer	Exempt

EXHIBIT B

There were no parity adjustments for the three (3) year contract period between July 1, 2020 through June 30, 2023.

EXHIBIT C

**WALNUT VALLEY WATER DISTRICT
EXECUTIVE STAFF EMPLOYEES
RETIREE MEDICAL INSURANCE BENEFITS
VESTING SCHEDULE**

GROUP A - District Contribution for Employees on Payroll as of February 28, 1989

For employees who were on the District's payroll as full-time employees as of February 28, 1989, and who retire with a vested pension benefit, the District will provide the fully paid retiree medical insurance coverage premium for the employee, his/her spouse, and dependents as shown on District records at the time of the employee's retirement. This will include reimbursement of payment for Medicare Option B for both the retiree and his/her eligible spouse upon the attainment of age 65 and after submitting verification to the District of official enrollment in Medicare Option B.

Aside from the eligible reimbursement for Medicare Option B, the District will only pay the cost of the medical premium payable to ACWA/JPIA or the District's health care provider. No other health care costs, fees, charges, or taxes will be covered or reimbursed.

GROUP B - District Contribution for Employees Hired on or after March 1, 1989

For employees who were hired on or after March 1, 1989, who retire with a vested pension benefit and who have worked for the district a minimum of five (5) consecutive years prior to retirement, the District will provide the fully paid medical insurance coverage premium for the employee. Coverage for the retiree's spouse as shown on the District records at the time of the employee's retirement will be offered under the following vesting schedule of service to the District:

Years of Service:	Percentage of Spousal Coverage:
5	50%
10	75%
15	100%

This will include reimbursement of Medicare Option B for both the employee and his/her eligible spouse upon the attainment of age 65 and after submitting verification of enrollment in Medicare Option B. If the employee does not meet the services/vesting criteria for spousal coverage, the employee may elect to continue spousal and/or dependent coverage on a voluntary contribution basis for all other medical coverages offered. A retiree who elects to continue spousal and/or dependent coverage will be responsible for payment of all premiums for continuation of such coverage, and any co-payment obligation in arrears for a period of ten (10) days or longer will result in cancellation of spousal and/or dependent coverage(s) in the same manner set forth in this article governing co-payments in arrears for full-time employees. Once coverage is dropped, it may not be reinstated at any time in accordance with the rules of the health plan providers.

Aside from the eligible reimbursement for Medicare Option B, the District will only pay the cost of the medical premium payable to ACWA/JPIA or the District's health care provider. No other health care costs, fees, charges, or taxes will be covered or reimbursed.

GROUP C – District Contribution for Employees Hired on or after July 1, 2005

For employees hired on or after July 1, 2005, who retire from the District with a vested pension benefit, who have worked a minimum of five (5) full time (or the equivalent) consecutive years prior to retirement, and who are at least age fifty (50) at the time of retirement, the District will provide the fully paid medical insurance coverage premium for the employee. Coverage for the retiree’s spouse as shown on District records at the time of the employee’s retirement will be offered under the following vesting schedule of service to the District:

Years of Service	Percentage of Spousal Coverage:
5	50%
10	75%
15	100%

This will include reimbursement of Medicare Option B for both the employee and his/her eligible spouse upon the attainment of age sixty-five (65) and after submitting verification of enrollment in Medicare Option B. If the employee does not meet the services/vesting criteria for spousal coverage, the employee may elect to continue spousal and/or dependent coverage on a voluntary contribution basis for all other medical coverages offered. A retiree who elects to continue spousal and/or dependent coverage will be responsible for payment of all premiums for continuation of such coverage, and any co-payment obligation in arrears for a period of ten (10) days or longer will result in cancellation of spousal and/or dependent coverage(s) in the same manner set forth in this article governing co-payments in arrears for full-time employees. Once coverage is dropped, it may not be reinstated at any time in accordance with the rules of the health plan providers.

Aside from the eligible reimbursement for Medicare Option B, the District will only pay the cost of the medical premium payable to ACWA/JPIA or the District’s health care provider. No other health care costs, fees, charges, or taxes will be covered or reimbursed.

GROUP D – District Contribution for Employees Hired on or after July 1, 2014

For employees hired on or after July 1, 2014, who retire from the District with a vested pension benefit, who have worked for the District a minimum of twenty (20) consecutive years prior to retirement, who are at least age fifty-two (52), the District will provide 100% retiree only coverage premium of the least cost health, dental and vision plans on District record at the time of the employee's retirement. For employees who are at least age fifty-two (52), but have worked and retire from the District after twenty-five (25) years of consecutive service to the District prior to retirement, the District will provide 100% retiree only coverage premium of any of the District plans offered at the time of the employee's retirement.

Upon reaching age 65, the retiree will be required to sign up for Medicare, which includes Options A and B. No reimbursement will be provided for any costs associated with that mandatory coverage and no other health care costs, fees, charges, or taxes will be covered or reimbursed.

If, at the time of retirement, the employee wishes to continue coverage of his/her spouse as shown on District record at the time of retirement and/or eligible dependents, coverage for such spouse and/or dependents will be at the employee's sole cost. A retiree who elects to continue spousal and/or dependent coverage will be responsible for payment of all premiums for continuation of such coverage, and any co-payment obligation in arrears for a period of ten (10) days longer will result in cancellation of spousal and/or dependent coverage(s) in the same manner set forth in this article governing co-payments in arrears for full-time employees. Once coverage is dropped, it may not be reinstated at any time in accordance with the rules of the health plan providers.

ADDENDUM TO EXHIBIT C

Example of Retiree Coverage (Based upon 2021 Premiums):

Example 1: Employee A is eligible for 100% coverage for retiree and 75% coverage for their spouse.

Coverage	Single	Two-Party	Family (if elected)
Medical	\$ 809.69	\$ 1,619.37	\$ 2,145.67
Dental	\$ 46.23	\$ 94.11	\$ 164.17
Vision	<u>\$ 24.40</u>	<u>\$ 24.40</u>	<u>\$ 24.40</u>
Total Premiums	\$ 880.32	\$ 1,737.88	\$ 2,334.24
		<u>\$ (880.32)</u>	<u>\$ (880.32)</u>
		\$ 857.56	\$ 1,453.92
Spousal Coverage 75%		<u>\$ (643.17)</u>	<u>\$ (643.17)</u>
Retiree Obligation		\$ 214.39	\$ 810.75

EXHIBIT D

**WALNUT VALLEY WATER DISTRICT
PARTIAL SERVICE RETIREMENT/MODIFIED WORK SCHEDULE
BENEFITS GUIDELINE FOR EXECUTIVE STAFF EMPLOYEES**

Accrued Leaves:

Leave	Percentage of Full Time Hours (Hours)					
	100 (40)	90 (36)	80 (32)	60 (24)	50 (20)	<50 (20)
Vacation	100	90	75	50	25	0
Sick	100	90	75	50	25	1 Hour for Every 30 Hours Worked
Administrative	100	90	75	50	25	0
Holiday	100	90	75	50	25	0

*Note: Pursuant to California's Paid Sick Leave Law (AB 1522) and the sick leave provisions of these Terms and Conditions of Employment, temporary employees and part-time employees working less than 20 hours per week are entitled to accrue one (1) hour of sick leave for every thirty (30) hours worked beginning on the first date of employment and may begin using their accrued sick leave on the 90th day of employment. Part-time employees working greater than twenty (20) hours per week are subject to the leave benefits guidelines outlined above.

Retired annuitants employed by the District are not eligible for any of these accrued leaves.

Cost of Living Adjustments:

Base salaries used for calculating hourly pay rates shall be adjusted annually in accordance with the Terms and Conditions of Employment for Mid-Management and Executive Staff.

Partial Service Retirements Only:

On June 24, 2008, following Board approval, the CalPERS Partial Service Retirement was included as one of the Class 3 benefit options for District employees. An employee must receive prior approval from the District and CalPERS in order to be eligible for this benefit.

Health/Life Insurance:

Benefits will be provided to employees/retirees in accordance with Section B.3. Health/Life Insurance in the Mid-Management Terms and Conditions of Employment and Exhibit C Executive Staff Retiree Medical Insurance Benefits Vesting Schedule.

WVWD – Staff Report



TO: Board of Directors
FROM: General Manager
DATE: December 14, 2020
SUBJECT: 2021 Key Conferences/Events

Action/Discussion
 Fiscal Impact
 Resolution
 Information Only

Recommendation

For information only.

Background

The following conference dates are provided as a matter of information only.

Please advise staff of your intent to attend as early as possible so that we may secure your conference registration and hotel reservation at reduced conference rates, when available.

American Water Works Association (AWWA)	Date
ACE21 – San Diego, CA (In-Person & Virtual)	June 13-16, 2021

Association of California Water Agencies (ACWA) and JPIA	Date
Spring Conference – Monterey, CA	
<i>JPIA</i>	May 10-11, 2021
<i>ACWA</i>	May 11-14, 2021
Fall Conference – Pasadena, CA	
<i>JPIA</i>	November 29 - 30, 2021
<i>ACWA</i>	November 30 - December 3, 2021