

**BOARD MEETING AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
AUGUST 16, 2023 beginning at 6:00 PM**



**DISTRICT ADMINISTRATIVE OFFICE
6230 SYLVAN ROAD, CITRUS HEIGHTS, CA**

PHONE CALL IN: (253) 205-0468

PHONE MEETING ID: 830 6604 0898

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS: <https://us06web.zoom.us/j/83066040898>

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the General Manager at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Members of the public may attend the meeting in person at the District headquarters or remotely through the phone number and link above.

Materials related to an agenda item for an open session of a regular meeting of the Citrus Heights Water District are posted on the Citrus Heights Water District website at www.chwd.org.

CALL TO ORDER:

Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the General Manager.

ROLL CALL OF DIRECTORS:

PUBLIC COMMENT:

CLOSED SESSION:

CL-1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of Litigation pursuant to Government Code, section 54956.9(d)(4):
(Four cases)

CL-2. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code, section 54957.6

Agency designated representatives: Hilary Straus, General Manager,

Annie Liu, Director of Administrative Services,

Thais Alves, Special Counsel

Employee Organization: Unrepresented Employees

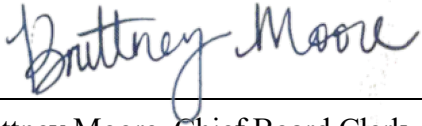
FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

August 16, 2023	6:30 PM	Regular Meeting
August 21, 2023	6:00 PM	Special Meeting
September 20, 2023	6:30 PM	Regular Meeting
October 18, 2023	6:30 PM	Regular Meeting
November 15, 2023	6:30 PM	Regular Meeting
December 20, 2023	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for this Special Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 24 hours prior to the special meeting in accordance with Government Code Section 54956.

A handwritten signature in blue ink that reads "Brittney Moore". The signature is written in a cursive style with a large, looped 'B' and a long, trailing 'y'.

Brittney Moore, Chief Board Clerk

Dated: August 10, 2023

**BOARD MEETING AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
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CALL TO ORDER:

Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the General Manager.

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENT:

CONSENT CALENDAR: (A)

CC-1. Discussion and Possible Action to Approve Pre-Purchase of Equipment For Well #7 (A)

Recommendation:

Authorize the pre-purchase of the Pump/Motor and MCC for Well #7.

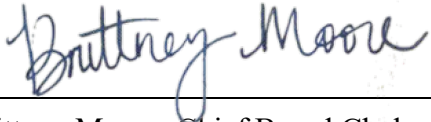
FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

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ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for this Special Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 24 hours prior to the special meeting in accordance with Government Code Section 54956.

A handwritten signature in blue ink that reads "Brittney Moore". The signature is written in a cursive, flowing style. Below the signature is a solid black horizontal line.

Brittney Moore, Chief Board Clerk

Dated: August 15, 2023

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2023 SPECIAL MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE PRE-PURCHASE OF EQUIPMENT FOR WELL #7
 STATUS : Action Item
 REPORT DATE : August 15, 2023
 PREPARED BY : Brian Hensley, Water Resources Supervisor

OBJECTIVE:

Consider approval of the pre-purchase of the Pump/Motor and Motor Control Center (MCC) for Well #7.

BACKGROUND AND ANALYSIS:

Due to supply chain constraints, certain construction items have very long lead times (over 1 year). Therefore, to minimize any additional construction delays, the District is proposing to pre-purchase the Pump/Motor assembly and the MCC for Well #7. The project's engineers, Water Systems Consulting, Inc. (WSC) prepared a bid package for both items and distributed them to suitable vendors.

Based on the project specifications, the valid quotes received for the Pump/Motor are as follows:

Company / Distributor	Bid Price	Total Lead Time
Floway/G3	\$277,463.00	48 – 50 weeks
Flowserve	\$284,000.00	52 weeks

Based on the project specifications, the valid quotes received for the MCC are as follows:

Company / Distributor	Bid Price	Total Lead Time
ABB	\$151,428.50	75 weeks
Eaton	\$160,560.00	57 – 63 weeks
Square D/Edges	\$191,425.00	Not included
Aqua Sierra	\$201,436.84	64 – 66 weeks

Based on the review of the proposals, Floway/G3 was selected to furnish the Pump/Motor and ABB was selected to furnish the MCC.

RECOMMENDATION:

1. Authorize the pre-purchase of the Pump/Motor and MCC for Well #7.

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
August 16, 2023 beginning at 6:30 PM**



**DISTRICT ADMINISTRATIVE OFFICE
6230 SYLVAN ROAD, CITRUS HEIGHTS, CA**

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CALL TO ORDER:

Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the General Manager.

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIANCE:

VISITORS:

PUBLIC COMMENT:

The Public shall have the opportunity to directly address the Board on any item of interest to the public before or during the Board's consideration of that item pursuant to Government Code Section 54954.3. Public comment on items of interest within the jurisdiction of the Board is welcome. The Presiding Officer will limit comments to three (3) minutes per speaker.

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (I/A)

All items under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board, Audience, or Staff request a specific item be removed for separate discussion/action before the motion to approve the Consent Calendar.

CC-1a. Minutes of the Special Meeting – June 15, 2023 (A)

CC-1b. Minutes of the Special Meeting – June 21, 2023 (A)

CC-1c. Minutes of the Regular Meeting – June 21, 2023 (A)

CC-1d. Minutes of the Special Meeting – July 17, 2023 (A)

CC-1e. Minutes of the Special Meeting – August 7, 2023 (A)

Recommendation:

Approve the minutes of the June 15, 2023 Special Meeting, the minutes of the June 21, 2023 Special and Regular Meetings, the minutes of the July 17, 2023 Special Meeting, and the minutes of the August 7, 2023 Special Meeting.

CC-2. Revenue Analysis Report for June and July 2023 (I)

CC-3. Assessor/Collector's Roll Adjustment for June and July 2023 (I)

CC-4. Treasurer's Report for June and July 2023 (I)

CC-5. Treasurer's Report of Fund Balances for June and July 2023 (I)

CC-6. Operating Budget Analysis for June and July 2023 (I)

CC-7. Capital Projects Summary for June and July 2023 (I)

CC-8. Warrants for June and July 2023 (I)

CC-9. Purchase Card Distributions for June and July 2023 (I)

CC-10. Employee Recognitions (I)

CC-11. Long-Range Agenda (I)

CC-12. Engineering Department Report (I)

CC-13a. Operations Department Report for June 2023 (I)

CC-13b. Operations Department Report for July 2023 (I)

CC-14. 2023 Water Supply (I)

CC-15a. Water Supply Reliability for July (I)

CC-15b. Water Supply Reliability for August (I)

CC-16a. Water Efficiency and Safety Program Update for June (I)

CC-16b. Water Efficiency and Safety Program Update for July (I)

CC-17. 2023 Strategic Plan Update and 2024 Strategic Plan Approval (A)

Recommendation:

1. Receive and file an update of the 2023 Strategic Plan.

2. Approve the 2024 Strategic Plan, and direct that Strategic Planning Objectives be included in the 2024 proposed budget, which will be considered by the Board of Directors for adoption later in 2023 for the 2024 budget year.

CC-18. Discussion and Possible Action to Adopt Resolution 13-2023 Establishing a Grievance Procedure to Assure the Prompt and Fair Resolution of Complaints that Allege Unlawful Discrimination Under Section 7.90 of Title 40 of the Code of Federal Regulations ("C.F.R.") (A)

Recommendation:

Adopt Resolution 13-2023 Establishing a Grievance Procedure to Assure the Prompt and Fair Resolution of Complaints that Allege Unlawful Discrimination Under Section 7.90 of Title 40 of the Code of Federal Regulations ("C.F.R.")

CC-19. 2023 Compensation Study (A)

Recommendation:

Receive and file the 2023 Total Compensation Study

PRESENTATIONS:

None.

PUBLIC HEARINGS:

None.

STUDY SESSION:

None.

BUSINESS:

B-1. Annual Comprehensive Financial Report for Years Ended December 31, 2022 (A)

Recommendation:

Receive and File the District's Annual Comprehensive Financial Statements for the Year Ended December 31, 2022.

B-2. Discussion and Possible Action to Consider Selection of President and Vice President for the Association of California Water Agencies (ACWA) 2023 Board Officers' Election (A)

Recommendation:

Provide direction concerning the 2023 ACWA Board Officers' Election for the 2024-2025 term.

B-3. Discussion and Possible Action to Approve District Policy Updates (A)

Recommendations:

1. Approve updates to the District's General Policies (1000 Series)
2. Approve updates to the District's Human Resources Policies (4000 Series)

MANAGEMENT SERVICES REPORTS (I):

None.

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS (I):

None.

DIRECTOR'S AND REPRESENTATIVE'S REPORTS (I):

- D-1. Regional Water Authority (Sheehan/Straus).
- D-2. Sacramento Groundwater Authority (Sheehan).
- D-3. San Juan Water District (All).
- D-4. Association of California Water Agencies (Riehle/Wheaton).
- D-5. ACWA Joint Powers Insurance Authority (Wheaton/Moore).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Update (Straus).
- D-8. RWA Legislative and Regulatory Affairs Update (Nunes/Scott).
- D-9. Customer Advisory Committee (Riehle/Moore).
- D-10. Other Reports.

CLOSED SESSION:

None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

August 21, 2023	6:00 PM	Special Meeting
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October 18, 2023	6:30 PM	Regular Meeting
November 15, 2023	6:30 PM	Regular Meeting
December 20, 2023	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for this Regular Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 72 hours prior to the Regular meeting in accordance with Government Code Section 54954.2.



Brittney Moore, Chief Board Clerk

Dated: August 10, 2023

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
June 15, 2023

The Special Meeting of the Board of Directors was called to order at 6:00 p.m. by President Riehle and roll was called. Present were:

Raymond A. Riehle, President
David C. Wheaton, Vice President
Caryl F. Sheehan, Director

Staff:

Steve Anderson, General Counsel
Tim Katkanov, Engineering/GIS Technician
Annie Liu, Director of Administrative Services
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Josh Nelson, Assistant General Counsel
Hilary Straus, General Manager

PLEDGE OF ALLEGIANCE:

President Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

BUSINESS:

- B-1. Discussion and Possible Action to Designate the District's Voting Representative for the 2023 ACWA Board Officers' Election (A)

ACTION:

Director Sheehan moved and Vice President Wheaton seconded a motion to designate President Riehle as the District's voting delegate and authorized the General Manager or designee to complete and submit the Authorized Voting Representative Form to ACWA.

The motion carried 3-0 with all Directors voting yes.

President Riehle adjourned the meeting to Closed Session at 6:04 p.m.

CLOSED SESSION:

- CL-1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation pursuant to Government Code, section 54956.9(d)(4):
(Three cases)

ACTION:

Director Sheehan moved and Vice President Wheaton seconded a motion authorizing the initiation of litigation and that the litigation, the defendants, and the other particulars shall, once formally commenced, be disclosed to any person upon inquiry, unless to do so would jeopardize CHWD's ability to effectuate service of process on one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

The motion carried 3-0 with all Directors voting yes.

President Riehle adjourned the meeting back to open session at 7:26 p.m.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:27 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

RAYMOND A. RIEHLE, President
Board of Directors
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
June 21, 2023

The Special Meeting of the Board of Directors was called to order at 6:00 p.m. Present were:

Raymond A. Riehle, President
David C. Wheaton, Vice President
Caryl F. Sheehan, Director

Staff:

Steve Anderson, General Counsel
Annie Liu, Director of Administrative Services
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Josh Nelson, Assistant General Counsel
Kayleigh Shepard, Management Analyst
Hilary Straus, General Manager

PUBLIC COMMENT:

None.

President Riehle adjourned the meeting to Closed Session at 6:01pm.

CLOSED SESSION:

CL-1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation pursuant to Government Code, section 54956.9(d)(4):
(Three cases)

President Riehle adjourned the meeting back to the open session at 6:54p.m.

There was no reportable action from the Closed Session.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 6:56p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

RAYMOND A. RIEHLE, President
Board of Directors
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
June 21, 2023

The Regular Meeting of the Board of Directors was called to order at 6:57 p.m. by President Riehle and roll was called. Present were:

Raymond A. Riehle, President
David C. Wheaton, Vice President
Caryl F. Sheehan, Director

Staff:

Tim Katkanov, Engineering/GIS Technician
Annie Liu, Director of Administrative Services
Ashley Metzger, Communications Advisor
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Josh Nelson, Assistant General Counsel
Melissa Pieri, Director of Engineering/ District Engineer
Rebecca Scott, Director of Operations
Kayleigh Shepard, Management Analyst
Hilary Straus, General Manager

Bryan Noblett, Consultant

VISITORS:

Paul Dietrich, Customer

PLEDGE OF ALLEGIANCE:

President Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

- CC-1a. Minutes of the Special Meeting – May 17, 2023 (A)
- CC-1b. Minutes of the Regular Meeting – May 17, 2023 (A)
- CC-1c. Minutes of the Special Meeting – May 23, 2023 (A)

Recommendation:

Approve the minutes of the May 17, 2023 Special and Regular Meetings and the minutes of the May 23, 2023 Special Meeting.

- CC-2. Revenue Analysis Report for May 2023 (I)
- CC-3. Assessor/Collector's Roll Adjustment for May 2023 (I)
- CC-4. Treasurer's Report for May 2023 (I)
- CC-5. Treasurer's Report of Fund Balances for May 2023 (I)
- CC-6. Operating Budget Analysis for May 2023 (I)

- CC-7. Capital Projects Summary for May 2023 (I)
- CC-8. Warrants for May 2023 (I)
- CC-9. Purchase Card Distributions for May 2023 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13. Operations Department Report (I)
- CC-14. 2023 Water Supply (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Discussion and Possible Action to Adopt Resolution 10-2023 Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Sacramento County to Collect Such Charges on the Tax Roll and Resolution 11-2023 Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Placer County to Collect Such Charges on the Tax Roll (A)
Recommendation:
Adopt Resolutions 10-2023 (Sacramento County) and 11-2023 (Placer County) approving and confirming the Report of Delinquent Utilities Charges and requesting the respective county to place such charges on the respective tax roll.
- CC-18. Discussion and Possible Action to Approve a Professional Services Agreement with Mosaic Public Partners (A)
Recommendation:
Approve the professional services agreement with Mosaic Public Partners and authorize the General Manager to execute the agreement and subsequent task orders.

ACTION:

Vice President Wheaton moved and Director Sheehan seconded a motion to approve the consent calendar.

The motion carried 3-0 with all Directors voting yes.

PRESENTATIONS:

None.

PUBLIC HEARINGS:

None.

STUDY SESSION:

None.

BUSINESS:

B-1. Discussion and Possible Action to Approve District Policy Updates (A)

ACTION:

Vice President Wheaton moved and Director Sheehan seconded a motion to approve updates to District Policy 5750: Disposal of Surplus Property and approve updates to the District's Fiscal Management Policies 6500: Purchasing and Procurement.

The motion carried 3-0 with all Directors voting yes.

Vice President Wheaton moved and Director Sheehan seconded a motion to approve new Policy 6800: Customer Refunds for Meter Mis-Reads.

The motion carried 2-0 with 1 abstention.

B-2. Customer Advisory Committee (CAC) Updates (A)

ACTION:

Vice President Wheaton moved and Director Sheehan seconded a motion to approve Resolution 07-2023 Establishing a Customer Advisory Committee

The motion carried 3-0 with all Directors voting yes.

Vice President Wheaton moved and Director Sheehan seconded a motion to approve a \$50.00 per diem per meeting for CAC residential member participation

The motion carried 3-0 with all Directors voting yes.

B-3. Appointment of District Officers (A)

ACTION:

Director Sheehan moved and Vice President Wheaton seconded a motion to approve appointments to Officer Positions for the District

	Officer	Deputy Officer
Assessor/Collector	Annie Liu	Dana R. Mellado
Treasurer	Annie Liu	Brittney C. Moore
Secretary	Hilary M. Straus	Brittney C. Moore

The motion carried 3-0 with all Directors voting yes.

MANAGEMENT SERVICES REPORTS (I):

None.

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS (I):

None.

DIRECTOR'S AND REPRESENTATIVE'S REPORTS (I):

- D-1. Regional Water Authority (Sheehan/Straus).
- D-2. Sacramento Groundwater Authority (Sheehan).
- D-3. San Juan Water District (All).
- D-4. Association of California Water Agencies (Riehle/Wheaton).
- D-5. ACWA Joint Powers Insurance Authority (Wheaton/Moore).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Update (Straus).
- D-8. RWA Legislative and Regulatory Affairs Update (Nunes/Scott).
- D-9. Customer Advisory Committee (Riehle/Moore).
- D-10. Other Reports.

CLOSED SESSION:

None.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:57 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

RAYMOND A. RIEHLE, President
Board of Directors
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
July 17, 2023

The Special Meeting of the Board of Directors was called to order at 6:05 p.m. by President Riehle and roll was called. Present were:

Raymond A. Riehle, President
David C. Wheaton, Vice President
Caryl F. Sheehan, Director

Staff:

Steve Anderson, General Counsel
Annie Liu, Director of Administrative Services
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Josh Nelson, Assistant General Counsel
Hilary Straus, General Manager

Amy Hoyt, Best Best and Krieger

PLEDGE OF ALLEGIANCE:

President Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

BUSINESS:

- B-1. Discussion and Possible Action to Adopt Resolution 12-2023 to Amend Resolution 10-2023 Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Sacramento County to Collect Such Charges on the Tax Roll

ACTION:

Director Sheehan moved and Vice President Wheaton seconded a motion to adopt Resolution 12-2023 to Amend Resolution 10-2023 Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Sacramento County to Collect Such Charges on the Tax Roll

The motion carried 3-0 with all Directors voting yes.

President Riehle adjourned the meeting to Closed Session at 6:12 p.m.

CLOSED SESSION:

CL-1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation pursuant to Government Code, section 54956.9(d)(4):
(Three cases)

President Riehle adjourned the meeting back to open session at 7:23 p.m.

There was no reportable action from the Closed Session.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:23 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

RAYMOND A. RIEHLE, President
Board of Directors
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
August 7, 2023

The Special Meeting of the Board of Directors was called to order at 6:00 p.m. by President Riehle and roll was called. Present were:

Raymond A. Riehle, President
David C. Wheaton, Vice President
Caryl F. Sheehan, Director

Staff:

Tamar Dawson, Assistant Engineer
Annie Liu, Director of Administrative Services
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Missy Pieri, Director of Engineering/District Engineer
Kayleigh Shepard, Management Analyst/Deputy Board Clerk
Hilary Straus, General Manager

Shellie Anderson, Bryce Consulting

PLEDGE OF ALLEGIANCE:

President Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

CC-1. Discussion and Possible Action to Approve an Agreement with TAK Communications CA, Inc. for the Reno Lane Water Main Project (A)

Recommendation:

Accept the bid of TAK Communications Ca, Inc. in the amount of \$559,878.05 and establish a contingency fund in the amount of \$55,987.80 (10%), for a total amount of \$615,865.85, and Authorize the General Manager to execute an agreement with TAK Communications Ca, Inc.

ACTION:

Vice President Wheaton moved and Director Sheehan seconded a motion to approve the consent calendar.

The motion carried 3-0 with all Directors voting yes.

STUDY SESSION:

S-1. Review of 2023 Compensation Study (I/D)

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 6:34 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

RAYMOND A. RIEHLE, President
Board of Directors
Citrus Heights Water District

June 2023

REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,073,163	875,695	111,433	58,691	161,243	133,899

General Ledger Balance	Total
Outstanding A/R	1,163,934.19
Outstanding Liens	-
Outstanding Grants	0
A/R Other	
Less Unapplied Payments	(134,463)
Total	\$ 1,029,471

CITRUS HEIGHTS WATER DISTRICT
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
June 30, 2023

CC-03

Charge Type	Trans.Date	Reason For Cancellation	Amount
NO CHARGE	6/22/2023	Cannot bill tenant because duplex property	14.25
NO CHARGE	12/6/2022	Customer requests refund check reissue	36.58
NO CHARGE	11/23/2022	Ineligible for Tax Levy Assement due to disabled vet exemption 2021	113.03
NO CHARGE	11/17/2022	Ineligible for Tax Levy Assement due to disabled vet exemption 2021	11.88
NO CHARGE	11/23/2022	Unable to collect	25.19
			\$ 200.93

August 16, 2023

To: Citrus Heights Water District Board of Directors

Re: Citrus Heights Water District Investment Portfolio Report for June 30, 2023

The attached Investment Report for June 30, 2023, is submitted in accordance with the Citrus Heights Water District (District)'s Investment Policy 6300. All investments are in compliance with the policy.

The Investment Report lists all short- term, mid-term and long-term investments held at the conclusion of business on the final day of the month. The combined cash and investments in the District's treasury total \$26,880,891.46 with \$9,944,218.12 under the management of the Local Agency Investment Fund, California Asset Management Program, Money Market Funds and Bank of the West.

Investments with original cost of \$16,936,673.34 are selected based on criteria contained in the District's Investment Policy, which emphasized safety, liquidity, yield and diversification. The core investments are marked to market daily based on a current market price determined by U.S. Bancorp Investments. The aggregate investment portfolio and holdings are included in the Investment Report.

The Investment Report demonstrates that sufficient liquidity is available to meet anticipated expenditures during the next six months.

Respectfully submitted,



Annie Y. Liu
Director of Administrative Services/Treasurer

TREASURER'S REPORT TO THE BOARD OF DIRECTORS

For June 30, 2023

Summary of Funds

Fund Name	Par Amount	Book Value	Original Cost	Market Value
Operating Account / Bank of West	2,012,774.50	2,012,774.50	2,012,774.50	2,012,774.50
Money Market - Dreyfus Institutional Reserves Funds	2,364,117.66	2,364,117.66	2,364,117.66	2,364,117.66
Money Market - Wells Fargo	562,562.64	562,562.64	562,562.64	562,562.64
Local Agency Investment Fund / LAIF	2,000,000.00	2,000,000.00	2,000,000.00	2,000,000.00
California Assets Management Program / CAMP	3,004,763.32	3,004,763.32	3,004,763.32	3,004,763.32
CHWD Investment CORE	17,188,828.64	16,948,367.02	16,936,673.34	16,931,902.44
Total	27,133,046.76	26,892,585.14	26,880,891.46	26,876,120.56

TREASURER'S REPORT TO THE BOARD OF DIRECTORS

Funds Reconciliation

Bank of the West	Beginning	
Balance		\$4,275,298
RECEIPTS/TRANSFERS:		
Receipts	1,624,065	
Transfers In - LAIF	19,302,236	<u>20,926,301</u>
DISBURSEMENTS/TRANSFERS:		
Checks Issued / ACH Payments	482,117	
Returned Checks	2,277	
Payroll	371,113	
Transfer Out-BoW Dreyfus Treas Cash Mgmt	2,364,118	
Transfer Out- CAMP POOL	3,000,000	
Transfer Out- US Bank Custodial Account	16,969,200	
		<u>23,188,824</u>
		<u>(2,262,524)</u>
Bank of the West	Balance per Bank	
06/30/2023		2,012,775
Outstanding Checks		(113,250)
Deposit in Transit		<u>140,658</u>
Balance Per Books 06/30/2023		<u>\$2,040,183</u>
<hr/>		
RECONCILEMENT:		
Bank of the West Checking		\$2,012,775
Bank of the West Dreyfus Treasurer Cash Mngt Acct		\$2,364,118
CAMP Pool Account		\$3,004,763
Local Agency Investment Fund		2,000,000
Wells Fargo- Money Mkt Account		<u>562,563</u>
TOTAL LIQUIDY BALANCE		<u>\$9,944,218</u>
<hr/>		
CASH & INVESTMENT SUMMARY:		
CHWD-Liquidity		9,944,218
CHWD-Investment Core		<u>16,936,673</u>
Total		<u>26,880,891</u>

I certify that this report accurately reflects all pooled investments and is in compliance with applicable State of California Government Codes and is in conformity with Investment of District Funds Policy 6300. As Treasurer of the Citrus Heights Water District, I hereby certify that sufficient investment liquidity and anticipated revenue are available to meet the next six months' estimated expenditures.



ANNIE Y. LIU
Treasurer



HILARY M. STRAUS
Secretary

Signed: 8/10/2023

Monthly Investment Report Citrus Heights Water District

June 30, 2023

Total Aggregate Portfolio

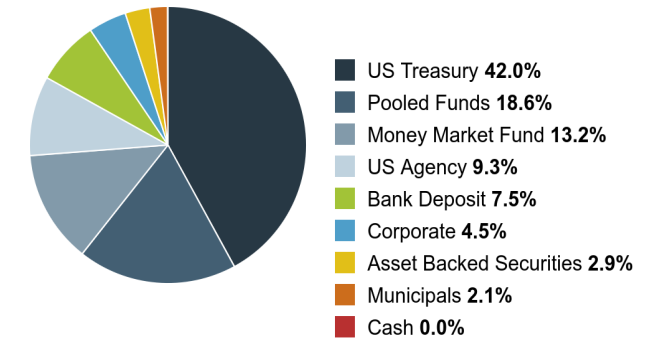
Summary Overview

Citrus Heights Water District | Total Aggregate Portfolio

Portfolio Characteristics

Metric	Value
Cash and Cash Equivalents	10,563,046.76
Investments	16,356,565.36
Book Yield	4.51%
Market Yield	4.39%
Effective Duration	0.88
Years to Maturity	0.82
Avg Credit Rating	AAA

Allocation by Asset Class



Strategic Structure

Account	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain (Loss)	Accrued	Yield at Cost	Effective Duration	Benchmark Duration	Benchmark
CHWD-Investment Core	17,188,828.64	16,948,367.02	16,936,673.34	16,931,902.44	(16,464.58)	43,491.56	5.00%	1.11	2.05	ICE BofA 0-5 Year US Treasury Index
CHWD-Liquidity	9,944,218.12	9,944,218.12	9,944,218.12	9,944,218.12	0.00	0.00	3.67%	0.00	0.08	ICE BofA US 1-Month Treasury Bill Index
Total	27,133,046.76	26,892,585.14	26,880,891.46	26,876,120.56	(16,464.58)	43,491.56	4.51%	0.88		



CHWD Holdings Report

As of 06/30/2023

CHWD_Total Portfolio (354503)

Dated: 07/25/2023

Identifier	Description	Coupon Rate	Final Maturity	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain/Loss	Accrued Balance	Book Yield	GPA Effective Duration, Years to Final Maturity
CH_BOW_DEP	Bank of the West Deposit	0.000	06/30/2023	2,012,774.50	2,012,774.50	2,012,774.50	2,012,774.50	0.00	0.00	0.010	---
CAL_LGIP	CALIFORNIA LAIF	0.000	06/30/2023	2,000,000.00	2,000,000.00	2,000,000.00	2,000,000.00	0.00	0.00	3.167	0.010
CH_WF_MMF	Wells Fargo Money Market	0.000	06/30/2023	562,562.64	562,562.64	562,562.64	562,562.64	0.00	0.00	4.650	0.000
CHWD_CAMP	California Asset Management Program	0.000	06/30/2023	3,004,763.32	3,004,763.32	3,004,763.32	3,004,763.32	0.00	0.00	5.240	---
26200X100	DREYFUS INST PGV MM INST	5.060	06/30/2023	2,364,117.66	2,364,117.66	2,364,117.66	2,364,117.66	0.00	0.00	4.980	0.000
31846V203	FIRST AMER:GVT OBLG Y	4.720	06/30/2023	613,314.29	613,314.29	613,314.29	613,314.29	0.00	0.00	4.710	0.000
CCYUSD	Receivable	0.000	06/30/2023	5,514.35	5,514.35	5,514.35	5,514.35	0.00	0.00	0.000	0.000
912797FY8	UNITED STATES TREASURY	0.000	07/18/2023	2,250,000.00	2,244,716.72	2,242,230.47	2,245,297.50	580.78	0.00	5.073	0.049
912797GA9	UNITED STATES TREASURY	0.000	08/01/2023	2,250,000.00	2,240,230.16	2,237,708.91	2,240,820.00	589.84	0.00	5.155	0.087
912797GG6	UNITED STATES TREASURY	0.000	08/15/2023	2,250,000.00	2,235,733.59	2,233,197.34	2,236,162.50	428.91	0.00	5.196	0.125
912796Z51	UNITED STATES TREASURY	0.000	08/31/2023	2,300,000.00	2,280,163.14	2,277,561.58	2,280,542.00	378.86	0.00	5.226	0.168
91282CDV0	UNITED STATES TREASURY	0.875	01/31/2024	400,000.00	389,878.38	389,500.00	389,672.00	-206.38	1,459.94	5.341	0.568
9128286R6	UNITED STATES TREASURY	2.250	04/30/2024	400,000.00	390,028.05	389,765.63	389,672.00	-356.05	1,516.30	5.354	0.807
9128286Z8	UNITED STATES TREASURY	1.750	06/30/2024	400,000.00	386,330.85	386,031.25	385,796.00	-534.85	19.02	5.314	0.969
3133EPDE2	FEDERAL FARM CREDIT BANKS FUNDING CORP	5.375	09/09/2024	400,000.00	400,416.36	400,424.00	399,600.00	-816.36	6,688.89	5.276	1.122
3130ATUR6	FEDERAL HOME LOAN BANKS	4.625	12/13/2024	350,000.00	347,484.23	347,474.75	346,895.50	-588.73	809.38	5.144	1.383
3130AV7L0	FEDERAL HOME LOAN BANKS	5.000	02/28/2025	300,000.00	300,097.71	300,099.00	299,193.00	-904.71	4,916.67	4.975	1.550
3133EPNB7	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.625	06/20/2025	300,000.00	298,861.90	298,854.00	297,942.00	-919.90	423.96	4.829	1.859
91282CFK2	UNITED STATES TREASURY	3.500	09/15/2025	300,000.00	292,840.50	292,769.53	291,891.00	-949.50	3,081.52	4.649	2.073
14041NGB1	COMET 2022-3 A	4.950	10/15/2025	200,000.00	199,161.26	199,156.25	198,646.00	-515.26	440.00	5.200	2.110
3133EPMB8	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.125	12/08/2025	300,000.00	296,607.46	296,577.00	295,518.00	-1,089.46	790.63	4.621	2.284
3133EPNV3	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.375	03/30/2026	300,000.00	299,085.91	299,085.00	297,999.00	-1,086.91	36.46	4.496	2.559
14913UAA8	CATERPILLAR FINANCIAL SERVICES CORP	4.350	05/15/2026	150,000.00	148,286.17	148,278.00	147,664.50	-621.67	833.75	4.779	2.653
24422EWX3	JOHN DEERE CAPITAL CORP	4.750	06/08/2026	150,000.00	149,988.06	149,988.00	149,719.50	-268.56	455.21	4.752	2.705
3133EPNG6	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.375	06/23/2026	300,000.00	299,681.34	299,679.00	299,004.00	-677.34	291.67	4.413	2.762
06051GLA5	BANK OF AMERICA CORP	4.827	07/22/2026	150,000.00	147,781.25	147,766.50	147,444.00	-337.25	3,197.89	5.363	1.891
91412HFP3	UNIVERSITY CALIF REVS	1.366	05/15/2027	200,000.00	178,157.24	178,080.00	175,854.00	-2,303.24	349.09	4.469	3.684
02582JJT8	AMXCA 2022-2 A	3.390	05/17/2027	200,000.00	193,460.59	193,437.50	193,012.00	-448.59	301.33	5.284	1.768
91282CEW7	UNITED STATES TREASURY	3.250	06/30/2027	300,000.00	289,755.35	289,699.22	288,516.00	-1,239.36	26.49	4.187	3.698
799038NS9	SAN MATEO CNTY CALIF CMNTY COLLEGE DIST	1.467	09/01/2027	220,000.00	192,845.86	192,810.20	194,169.80	1,323.94	1,075.80	4.768	3.939



CHWD Holdings Report

As of 06/30/2023

CHWD_Total Portfolio (354503)

Dated: 07/25/2023

Identifier	Description	Coupon Rate	Final Maturity	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain/Loss	Accrued Balance	Book Yield	GPA Effective Duration, Years to Final Maturity
65480BAD9	NAROT 2021-A A4	0.570	09/15/2027	200,000.00	183,351.04	183,296.88	183,490.00	138.96	50.67	5.018	1.933 4.211
91282CFM8	UNITED STATES TREASURY	4.125	09/30/2027	300,000.00	299,533.65	299,531.25	298,323.00	-1,210.65	3,110.66	4.164	3.821 4.252
419792DB9	HAWAII ST	3.350	10/01/2027	200,000.00	191,080.72	191,052.00	190,230.00	-850.72	1,675.00	4.514	3.442 4.255
89236TKL8	TOYOTA MOTOR CREDIT CORP	5.450	11/10/2027	150,000.00	153,487.06	153,498.00	152,995.50	-491.56	1,158.13	4.850	3.823 4.364
023135CP9	AMAZON.COM INC	4.550	12/01/2027	150,000.00	149,579.80	149,578.50	149,058.00	-521.80	568.75	4.620	3.867 4.422
142921AD7	CARMX 2032-2 A3	5.050	01/18/2028	200,000.00	199,291.19	199,289.06	198,618.00	-673.19	448.89	5.252	2.374 4.553
24422EWR6	JOHN DEERE CAPITAL CORP	4.750	01/20/2028	150,000.00	150,110.67	150,111.00	149,875.50	-235.17	3,404.17	4.731	3.964 4.559
3133EPAV7	FEDERAL FARM CREDIT BANKS FUNDING CORP	3.875	02/14/2028	250,000.00	247,085.95	247,082.50	246,592.50	-493.45	3,686.63	4.154	4.125 4.627
931142FB4	WALMART INC	3.900	04/15/2028	150,000.00	147,090.81	147,082.50	146,394.00	-696.81	1,186.25	4.352	4.206 4.794
46647PDA1	JPMORGAN CHASE & CO	4.323	04/26/2028	150,000.00	144,809.11	144,790.50	144,786.00	-23.11	1,170.81	5.145	3.440 4.824
91282CCE9	UNITED STATES TREASURY	1.250	05/31/2028	300,000.00	262,526.30	262,359.38	261,681.00	-845.30	317.62	4.082	4.671 4.920
---	---	1.528	04/22/2024	27,133,046.76	26,892,585.14	26,880,891.46	26,876,120.56	-16,464.58	43,491.56	4.507	0.881 0.812

* Weighted by: Market Value. * Holdings Displayed by: Lot.

This report is for general informational purposes only and is not intended to provide specific advice or recommendations. Government Portfolio Advisors (GPA) is an investment advisor registered with the Securities and Exchange Commission and is required to maintain a written disclosure statement of our background and business experience.

Questions About an Account: GPA's monthly & quarterly reports are intended to detail the investment advisory activity managed by GPA. The custodial bank maintains the control of assets and settles all investment transactions. The custodial statement is the official record of security and cash holdings and transactions. GPA recognizes that clients may use these reports to facilitate record keeping and that the custodial bank statement and the GPA report should be reconciled, and differences documented.

Trade Date versus Settlement Date: Many custodial banks use settlement date basis and post coupons or maturities on the following business days when they occur on weekend. These items may result in the need to reconcile due to a timing difference. GPA reports are on a trade date basis in accordance with GIPS performance standards. GPA can provide all account settings to support the reason for any variance.

Bank Deposits and Pooled Investment Funds Held in Liquidity Accounts Away from the Custodial Bank are Referred to as Line Item Securities: GPA relies on the information provided by clients when reporting pool balances, bank balances and other assets that are not held at the client's custodial bank. GPA does not guarantee the accuracy of information received from third parties. Balances cannot be adjusted once submitted however corrective transactions can be entered as adjustments in the following months activity. Assets held outside the custodial bank that are reported to GPA are included in GPA's oversight compliance reporting and strategic plan.

Account Control: GPA does not have the authority to withdraw or deposit funds from or to any client's custodial account. Clients retain responsibility for the deposit and withdrawal of funds to the custodial account. Our clients retain responsibility for their internal accounting policies, implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Custodial Bank Interface: Our contract provides for the ability for GPA to interface into our client's custodial bank to reconcile transactions, maturities and coupon payments. The GPA client portal will be available to all clients to access this information directly at any time.

Market Price: Generally, GPA has set all securities market pricing to match custodial bank pricing. There may be certain securities that will require pricing override due to inaccurate custodial bank pricing that will otherwise distort portfolio performance returns. GPA may utilize Refinitiv pricing source for commercial paper, discount notes and supranational bonds when custodial bank pricing does not reflect current market levels. The pricing variances are obvious when market yields are distorted from the current market levels.

Performance Calculation: Historical returns are presented as time-weighted total return values and are presented gross and net of fees.

Amortized Cost: The original cost on the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discounts or premiums are amortized on a straight-line basis on all securities. This can be changed at the client's request.

Callable Securities: Securities subject to redemption in whole or in part prior to the stated final maturity at the discretion of the security's issuer are referred to as "callable". Certain call dates may not show up on the report if the call date has passed or if the security is continuously callable until maturity date. Bonds purchased at a premium will be amortized to the next call date while all other callable securities will be amortized to maturity. If the bond is amortized to the call date, amortization will be reflected to that date and once the call date passes, the bond will be fully amortized.

Duration: The duration is the effective duration. Duration on callable securities is based on the probability of the security being called given market rates and security characteristics.

Benchmark Duration: The benchmark duration is based on the duration of the stated benchmark that is assigned to each account.

Rating: Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Coupon Payments and Maturities on Weekends: On occasion, coupon payments and maturities occur on a weekend or holiday. GPA's report settings are on the accrual basis so the coupon postings and maturities will be accounted for in the period earned. The bank may be set at a cash basis, which may result in a reconciliation variance.

Cash and Cash Equivalents: GPA has defined cash and cash equivalents to be cash, bank deposits, LGIP pools and repurchase agreements. This may vary from your custodial bank which typically defines cash and equivalents as all securities that mature under 90 days. Check with your custodial bank to understand their methodology.

Account Settings: GPA has the portfolio settings at the lot level, if a security is sold our setting will remove the lowest cost security first. First-in-first-out (FIFO) settings are available at the client's request.

Historical Numbers: Data was transferred from GPA's legacy system, however, variances may exist from the data received due to a change of settings on Clearwater. GPA is utilizing this information for historical return data with the understanding the accrual settings and pricing sources may differ slightly.

Financial Situation: In order to better serve you, GPA should be promptly notified of any material change in your investment objective or financial situation.

No Guarantee: The securities in the portfolio are not guaranteed or otherwise protected by GPA, the FDIC (except for non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested.



TREASURER'S REPORT OF ACCOUNT BALANCES

June 30, 2023

Fund Name	Beginning Balance 01/01/2023	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 06/30/2023	2023 Target Balance per Policy
Operating Fund	\$ 8,953,894	\$ 6,881,361	\$ (4,579,778)	\$ 1,096,341	\$ (549,326)	\$ 11,802,491	\$ 2,334,017
Operating Reserve	\$ 3,592,065	\$ -	\$ -	\$ -	\$ -	\$ 3,592,065	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
Capital Improvement Reserve	\$ 2,796,860	\$ -	\$ -	\$ -	\$ -	\$ 2,796,860	\$ 2,681,248
Restricted for Debt Service	\$ 536,963	\$ -	\$ -	\$ -	\$ -	\$ 536,963	N/A
Water Supply Reserve	\$ 2,623,173	\$ -	\$ -	\$ -	\$ -	\$ 2,623,173	N/A
Water Efficiency Reserve	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Water Meter Replacement Reserve	\$ 1,725,000	\$ -	\$ -	\$ -	\$ -	\$ 1,725,000	N/A
Water Main Reserve - Project 2030	\$ 1,189,350	\$ 576,430		\$ 82,635		\$ 1,848,415	N/A
Fleet Equipment Reserve	\$ 334,253	\$ -	\$ -	\$ -	\$ -	\$ 334,253	\$ 318,559
Employment-Related Benefits Reserve	\$ 986,962	\$ -	\$ -	\$ -	\$ -	\$ 986,962	\$ 986,962
	<u>\$ 23,938,519</u>	<u>7,457,791</u>	<u>\$ (4,579,778)</u>	<u>\$ 1,178,976</u>	<u>\$ (549,326)</u>	<u>\$ 27,446,183</u>	<u>\$ 7,520,786</u>



 ANNIE Y. LIU, Treasurer

TREASURER'S REPORT OF FUND BALANCES
June 30, 2023

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 1,178,976	from funds collected in June 2023 per Treasurer's Report
	<u>\$ (549,326)</u>	disbursements made in June 2023 per Treasurer's Report
	\$ 629,650	

Citrus Heights Water District
Budget Performance Report
As of 6/30/2023

CC-06

	June Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
Revenues						
Metered Service Charges	\$718,119.92	\$5,750,935.89	\$5,537,295.48	\$213,640.41	3.86%	\$11,074,591.00
Metered Water Deliveries	360,029.23	2,041,153.94	2,037,197.00	3,956.94	0.19%	5,799,716.00
Water Main Replacement Revenue	82,635.36	659,065.15	687,049.50	(27,984.35)	-4.07%	1,374,099.00
Non-Metered Service Charges			70,002.00	(70,002.00)	-100.00%	140,000.00
Penalties	582.00	2,266.00	54,349.98	(52,083.98)	-95.83%	108,700.00
Interest	6,904.66	120,809.65	199,999.98	(79,190.33)	-39.60%	400,000.00
Backflow Fees	4,964.00	37,667.80	37,350.00	317.80	0.85%	74,700.00
Water Service Install & S&R		8,178.26	186,949.98	(178,771.72)	-95.63%	373,900.00
Grant Funds	675.00	937.50		937.50	0.00%	
Miscellaneous *	4,841.15	10,419.46		10,419.46	0.00%	1,607,000.00
Cost Reimbursements	225.00	4,942.64		4,942.64	0.00%	
Income - Wheeling Water			1,350.00	(1,350.00)	-100.00%	2,700.00
Total Revenue	1,178,976.32	8,636,376.29	8,811,543.92	(175,167.63)	-1.99%	20,955,406.00
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water		1,164,271.08	1,602,750.00	(438,478.92)	-27.36%	3,205,500.00
Ground Water	63,394.85	367,492.62	676,539.93	(309,047.31)	-45.68%	1,337,170.66
	63,394.85	1,531,763.70	2,279,289.93	(747,526.23)	-32.80%	4,542,670.66
Labor & Benefits						
Labor Regular	255,820.63	1,736,281.60	1,957,276.44	(220,994.84)	-11.29%	3,914,553.00
Labor Non-Regular			300.00	(300.00)	-100.00%	600.00
Labor Taxes	20,003.16	137,032.26	146,515.62	(9,483.36)	-6.47%	293,031.20
Labor Workers Comp		22,864.29	50,050.02	(27,185.73)	-54.32%	100,100.00
Labor External	1,500.00	8,850.00	49,729.08	(40,879.08)	-82.20%	99,458.00
Benefits Med/Den/Vis	36,167.52	251,070.76	258,050.88	(6,980.12)	-2.70%	516,101.70
Benefits LTD/Life/EAP	3,700.52	27,786.15	73,481.28	(45,695.13)	-62.19%	146,962.62
Benefits CalPers	22,719.36	131,816.14	178,471.50	(46,655.36)	-26.14%	356,943.01
Benefits Other	7,499.29	58,527.51	85,404.42	(26,876.91)	-31.47%	170,808.83
Benefits OPEB					0.00%	135,300.00
Benefit Retiree Expenses	4,926.50	25,573.97	29,558.04	(3,984.07)	-13.48%	59,116.10
Benefit Unemployment			4,616.28	(4,616.28)	-100.00%	9,232.67
Benefit GASB 68		232,239.00	224,587.25	7,651.75	3.41%	449,174.50
Capitalized Labor & Benefit Contra	(30,441.24)	(178,459.28)	(282,499.98)	104,040.70	-36.83%	(564,999.99)
	321,895.74	2,453,582.40	2,775,540.83	(321,958.43)	-11.60%	5,686,381.64
General & Administrative						
Fees & Charges	11,733.51	55,316.90	93,242.52	(37,925.62)	-40.67%	186,485.00

Citrus Heights Water District
Budget Performance Report
As of 6/30/2023

CC-06

	June Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance Amount	Percent	Annual Budget
Regulatory Compliance/Permits	117.00	60,536.24	100,895.00	(40,358.76)	-40.00%	201,790.00
District Events & Recognition	3,081.82	14,922.03	30,186.48	(15,264.45)	-50.57%	60,373.00
Maintenance/Licensing	5,992.44	164,045.20	169,064.00	(5,018.80)	-2.97%	220,088.00
Equipment Maintenance	7,215.18	68,216.95	58,699.98	9,516.97	16.21%	117,400.00
Professional Development	3,188.80	31,193.66	82,494.48	(51,300.82)	-62.19%	164,989.00
Department Admin			5,350.08	(5,350.08)	-100.00%	10,700.00
Dues & Subscriptions	4,291.79	130,163.36	80,136.00	50,027.36	62.43%	110,187.00
Facility Improvements		2,625.00		2,625.00	0.00%	
Fuel & Oil	4,879.27	33,774.59	43,650.00	(9,875.41)	-22.62%	87,300.00
General Supplies	11,412.32	40,028.38	58,650.06	(18,621.68)	-31.75%	117,300.00
Insurance - Auto/Prop/Liab		84,257.53	84,150.00	107.53	0.13%	112,200.00
Leasing/Equipment Rental	5,361.28	13,382.66	16,700.04	(3,317.38)	-19.86%	33,400.00
Parts & Materials	24,623.12	257,051.91	79,999.98	177,051.93	221.31%	160,000.00
Postage/Shipping/Freight	4,707.37	37,590.03	68,451.00	(30,860.97)	-45.08%	136,902.00
Rebates & Incentives	500.00	4,191.49	16,000.02	(11,808.53)	-73.80%	32,000.00
Telecom/Network	3,804.31	20,893.30	34,300.02	(13,406.72)	-39.09%	68,600.00
Tools & Equipment	4,317.86	22,629.98	43,075.02	(20,445.04)	-47.46%	86,150.00
Utilities	3,238.47	19,405.11		19,405.11	0.00%	
Write-Off Bad Debt Exp		1.08	2,500.02	(2,498.94)	-99.96%	5,000.00
Capitalized G&A Contra	(25,166.63)	(170,872.22)	250.02	(171,122.24)	-68443.42%	500.00
Capitalized Equipment Contra	(40,162.75)	(219,160.85)		(219,160.85)	0.00%	
	33,135.16	670,192.33	1,067,794.72	(397,602.39)	-37.24%	1,911,364.00
Professional & Contract Services						
Support Services	87,741.48	494,881.23	701,316.48	(206,435.25)	-29.44%	1,402,633.00
Legal Services	43,159.10	205,747.10	160,501.50	45,245.60	28.19%	321,003.00
Printing Services		10,331.34	22,500.06	(12,168.72)	-54.08%	45,000.00
	130,900.58	710,959.67	884,318.04	(173,358.37)	-19.60%	1,768,636.00
Reserves & Debt Services						
Interest Expense		34,668.75	34,877.11	(208.36)	-0.60%	69,754.17
Net Increase(Decrease) in Value of Investments		(272,062.66)		(272,062.66)	0.00%	
		(237,393.91)	34,877.11	(272,271.02)	-780.66%	69,754.17
Total Operating Expenses	549,326.33	5,129,104.19	7,041,820.63	(1,912,716.44)	-27.16%	13,978,806.47
Net Income / (Expense)	629,649.99	3,507,272.10	1,769,723.29	1,737,548.81	98.18%	6,976,599.53

Citrus Heights Water District
Capital Projects Summary
Fiscal Period End as of 6/2023

CC-07

		BUDGET	AMOUNTS PAID			PROJECTION
Project Number	Project Name	Approved 2023 Budget	Month to Date	Year to Date	Project to Date	Remaining Budget for total project
C16-134	Auburn Blvd-Rusch Park Placer	\$407,370	\$0	\$161	\$8,946	\$398,424
C20-108	Corp Yard PreArchitecture Stdy	\$98,324	\$0	\$0	\$1,676	\$96,648
C20-109	Corp Yard Plans Specs Estimate	\$0	\$0	\$0	\$0	\$0
Construction in Progress		\$505,694	\$0	\$161	\$10,622	\$495,072
C21-012	Water Service Connections	\$0	\$0	\$0	\$15,860	(\$15,860)
C23-010	Water Main Pipeline Replacemen	\$50,000	\$0	\$0	\$0	\$50,000
C23-011	Water Valve Replacements	\$115,000	\$8,083	\$46,051	\$46,051	\$68,949
C23-012	Water Service Connections	\$1,075,000	\$78,992	\$460,869	\$460,869	\$614,131
C23-013	Water Meter Replacements	\$120,000	\$3,528	\$19,081	\$19,081	\$100,919
C23-014	Fire Hydrants	\$175,000	\$3,096	\$61,761	\$61,761	\$113,239
Annual Infrastructure		\$1,535,000	\$93,699	\$587,762	\$603,622	\$931,378
C15-104B	Document Management System	\$127,639	\$0	\$59,775	\$176,006	(\$48,367)
C22-004	Technology Hardware/Software	\$0	\$0	\$0	\$9,888	(\$9,888)
C23-003	Fleet/Field Operations Equip	\$425,000	\$124,273	\$124,273	\$124,273	\$300,727
C23-004	Technology Hardware/Software	\$55,000	\$0	\$0	\$0	\$55,000
Fleet and Equipment		\$607,639	\$124,273	\$184,048	\$310,167	\$297,472
C20-105	Walnut Drive	\$0	\$0	\$143	\$28,279	(\$28,279)
C21-102	Old Auburn Road	\$0	\$0	\$0	\$2,029	(\$2,029)
C21-104	Mesa Verde HS	\$0	\$0	\$0	\$747,517	(\$747,517)
C21-105	Madison Ave & Dewey Dr	\$3,093	\$0	\$3,093	\$78,746	(\$75,653)
C22-101	Carriage Drive	\$5,749	\$0	\$5,749	\$578,646	(\$572,897)
C22-104	Patton Ave Main	\$63,651	\$142	\$63,651	\$63,651	(\$0)
C22-105	Reno Ln Main	\$63,387	\$11,690	\$63,387	\$63,566	(\$179)
C23-040A	City of Citrus Heights Wachtel	\$16,217	\$0	\$16,217	\$16,217	\$0
Water Mains		\$152,097	\$11,832	\$152,240	\$1,578,651	(\$1,426,554)
C17-103	Operations Building Remodel	\$10,851	\$0	\$0	\$21,180	(\$10,329)
C21-040	Other City Partnerships	\$0	\$0	\$0	\$0	\$0
C21-040B	Elec. Greenway Bike Trail	\$0	\$0	\$0	\$1,797	(\$1,797)

Project Number	Project Name	Approved 2023 Budget	Month to Date	Year to Date	Project to Date	Remaining Budget for total project
C21-041	Other Misc Infrastructure	\$50,000	\$0	\$0	\$0	\$50,000
C21-041B	Greenback Acquisition	\$45,445	\$0	\$46,445	\$346,918	(\$301,473)
C22-005	Facilities Improvements	\$0	\$0	\$0	\$44,748	(\$44,748)
C22-040	Other City Partnerships	\$0	\$0	\$0	\$0	\$0
C22-040D	SACOG 22 AC Overlay P1	\$0	\$0	\$0	\$174	(\$174)
C22-040E	San Juan Ave Complete Streets	\$0	\$0	\$0	\$0	\$0
C22-041	Other Misc Infrastructure	\$0	\$0	\$0	\$0	\$0
C22-102	Well Site Acquisition	\$7,782	\$0	\$7,782	\$265,468	(\$257,686)
C23-005	Facilities Improvements	\$21,637	\$9,038	\$21,637	\$21,637	\$1
C23-040	Other City Partnerships	\$83,783	\$0	\$0	\$0	\$83,783
C23-041	Misc Infrastructure Projects	\$100,000	\$0	\$0	\$0	\$100,000
C23-104	Patton/Pardal/Alondra/Perdez	\$1,010,000	\$0	\$0	\$0	\$1,010,000
C23-105	Reno Lane 8-inch	\$705,000	\$0	\$0	\$0	\$705,000
C23-106	Admiral & Anchor 8-inch	\$75,000	\$0	\$0	\$0	\$75,000
Miscellaneous Projects		\$2,109,498	\$9,038	\$75,863	\$701,922	\$1,407,576
C17-104	Groundwater Well Property Acq	\$115,000	\$0	\$115,000	\$116,113	(\$1,113)
C17-104A	Well #7 Patton	\$0	\$0	\$0	\$67,434	(\$67,434)
C17-104B	Well #8 Highland	\$0	\$0	\$0	\$0	\$0
C18-106	Groundwater Well #7	\$0	\$0	\$0	\$10,780	(\$10,780)
C20-107	Well Design & Construction	\$3,045,500	\$7,138	\$136,768	\$464,129	\$2,581,371
C22-020	Groundwater Well Improvements	\$0	\$0	\$0	\$7,332	(\$7,332)
C22-102A	SJUSD Property	\$6,518	\$0	\$6,518	\$12,100	(\$5,582)
C22-103	Well Design Construct Highland	\$0	\$0	\$0	\$0	\$0
C23-020	Groundwater Well Improvements	\$148,753	\$0	\$0	\$0	\$148,753
C23-103	Highland Well	\$0	\$86	\$86	\$86	(\$86)
Wells		\$3,315,771	\$7,224	\$258,372	\$677,975	\$2,637,796
Grand Totals:		\$8,225,699	\$246,066	\$1,258,447	\$3,882,958	\$4,342,741

JUNE 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
75627	RUBEN GONZALEZ	Customer Refund	\$381.26
75628	CHRISTINA M FRAGNITO	Customer Refund	\$80.55
75629	MARCIA FORD TENNYSON TTEE	Customer Refund	\$23.77
75630	JERRY M PERDUE	Customer Refund	\$374.28
75631	VERA KUNDA	Customer Refund	\$39.45
75632	SHIRLEY A NEWTON	Customer Refund	\$11.10
75633	TOMMY OR INGEORG WRIGHT	Customer Refund	\$107.12
75634	KIMBERLY A FAIRFIELD	Customer Refund	\$6.52
75635	RICHARD A PEREA	Customer Refund	\$185.97
75636	PAULINE SPRAUVE	Customer Refund	\$138.75
75637	STEVEN OR JENNIFER BERDROW	Customer Refund	\$183.64
75638	YUKO ENNO	Customer Refund	\$195.32
75639	TUCKNESS FAMILY TRUST	Customer Refund	\$148.23
75640	WILLIAM J MATHERS	Customer Refund	\$20.58
75641	DESMOND JOHNSON LIVING TRUST	Customer Refund	\$152.53
75642	SHADI H BARFJANI	Customer Refund	\$478.16
75643	Matthew L Hutchison	Customer Refund	\$469.45
75644	SHADI GUINEE	Customer Refund	\$234.66
75645	JAMES BLAND	Customer Refund	\$177.14
75646	PATRICK F JOHNSON	Customer Refund	\$148.74
75647	CHRISTINA R RAMIREZ	Customer Refund	\$138.49
75648	DAVID SONNEBORN	Customer Refund	\$31.92
75649	JEVON OR KELLEY WEBSTER	Customer Refund	\$216.66
75650	SUNRISE SOLAR HOMES LLC	Customer Refund	\$183.25
75651	KAITLIN SPANGLER OR JACOB DERODS	Customer Refund	\$11.00
75652	BKSP PROPERTIES LLC	Customer Refund	\$18.69
75653	HOLLYVALE RENTAL HOLDINGS LLC	Customer Refund	\$353.95
75654	NEW VENTURES GROUP LLC	Customer Refund	\$123.44
75655	IVAN HU	Customer Refund	\$335.26
75656	ABA DABA RENTAL	Supplies-Field	\$156.94
75657	BRYAN ABAYA	Continued Education	\$960.00
75658	ACWA JPIA	Workers Comp Ins	\$96.72
75659	ALEXANDERS CONTRACT SERVICES	Contract Services-Meter Reads	\$8,436.85
75660	ANSWERNET	Telephone-Answering Service	\$690.24
75661	CALIFORNIA NEVADA SECTION AWWA	Dues & Subscriptions	\$100.00
75662	BURKETTS	Office Expense	\$67.06
75663	CLEARGOV INC	Contract Services-Financial	\$16,500.00
75664	ROBIN COPE	Health Insurance	\$495.00
75665	CORELOGIC INFORMATION SOLUTIONS INC	Dues & Subscriptions	\$225.10
75666	BECKY HADLEY CURTIS OR CHRISTINA OBRIEN	Customer Refund	\$257.37
75667	TAMAR DAWSON	Professional Development	\$470.00
75668	HARRIS INDUSTRIAL GASES	Supplies-Field	\$90.40
75669	HUNT AND SONS INC	Gas & Oil	\$1,755.13
75670	INDOOR ENVIRONMENTAL SERVICES	Maintenance Agreement-Equipment	\$1,706.25
75671	INTEGRITY ADMINISTRATORS INC	Health Insurance	\$5,000.00
75672	MIDAMERICA ADMINISTRATIVE RETIREMENT SOLU	Employee Paid Insurance	\$144.00
75673	BRITTNEY MOORE	Professional Development	\$123.79
75674	MOSAIC PUBLIC PARTNERS LLC	Contract Services-Other	\$7,500.00
75675	NOWSPEED INC	Contract Services-Other	\$250.00
75676	REPUBLIC SERVICES 922	Utilities	\$349.54
75677	REGIONAL GOVERNMENT SERVICES	Contract Services-Other	\$55.00
75678	SAGENT	Contract Services-Other	\$7,633.75
75679	Void	Void	\$0.00
75680	LES SCHWAB TIRES	Repair-Trucks	\$1,000.48
75681	SELECT ENVIRONMENTAL	Contract Services-Engineering	\$5,782.44

JUNE 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
75682	SIMON AND COMPANY INC	Contract Services-Other	\$1,000.00
75683	SMUD	Utilities	\$20,680.30
75684	SONITROL	Equipment Rental-Office	\$209.26
75685	SONSRAY MACHINERY LLC	Repair- Equipment	\$124,273.42
75686	STEPPING THRU ACCESSIBILITY	Contract Services-Miscellaneous	\$5,000.00
75687	T MOBILE	Telephone-Wireless	\$918.86
75688	HENLEY PACIFIC LA LLC	Repair-Equipment	\$143.39
75689	WALKERS OFFICE SUPPLIES	Office Expense	\$80.81
75690	WATER SYSTEMS CONSULTING INC	Contract Services-Other	\$7,137.50
75691	WARREN CONSULTING ENGINEERS INC	Contract Services-Engineering	\$6,500.00
75692	WEST YOST ASSOCIATES	Contract Services-Engineering	\$8,168.75
75693	CATHIE OR RANDALL WHETSTONE	Toilet Rebate Program	\$150.00
75694	WIZIX TECHNOLOGY GROUP INC	Equipment Rental-Office	\$19.50
75695	ZANE DEZIGN	Tools/Equipment	\$1,061.78
75696	BEST BEST AND KRIEGER	Legal & Audit	\$12,734.30
75697	DANIEL D DEVRIES	Customer Refund	\$214.00
75698	FRED J LOOPSTRA	Customer Refund	\$130.93
75699	JOHN OR MICHELE D ZAHARIS	Customer Refund	\$136.15
75700	SUSANA D GADBERRY	Customer Refund	\$17.10
75701	JERI OR GREGORY ALLEN ANDERSON	Customer Refund	\$116.70
75702	19SIX ARCHITECTS	Contract Services-Other	\$4,037.50
75703	BART RIEBES AUTO PARTS	Repair-Trucks	\$38.73
75704	BEST BEST AND KRIEGER	Legal & Audit	\$10,767.90
75705	BENDER ROSENTHAL INCORPORATED	Contract Services-Other	\$9,564.08
75706	BRYCE CONSULTING INC	Legal & Audit	\$4,845.00
75707	BSK ASSOCIATES	Water Analysis	\$3,633.00
75708	CALIFORNIA LANDSCAPE ASSOCIATES INC	Janitorial	\$1,233.00
75709	CITY OF CITRUS HEIGHTS PROCESSING CENTER	Equipment Rental-Office	\$17.00
75710	COLANTUONO HIGHSMITH WHATLEY PC	Legal & Audit	\$6,108.50
75711	COMCAST	Equipment Rental-Office	\$93.45
75712	CONSOLIDATED	Telephone-Local/Long Distance	\$2,885.45
75713	INTEGRITY ADMINISTRATORS INC	Health Insurance	\$260.11
75714	INVOICE PROCESSING DEPARTMENT	Contract Services-Other	\$7.00
75715	J4 SYSTEMS	Contract Services-Other	\$1,592.50
75716	NAVANT	Maintenance Agreement-Software	\$5,770.00
75717	NOR CAL PERLITE INC	Supplies-Field	\$2,695.58
75718	PACE SUPPLY CORP	Material	\$119.12
75719	PIRTEK POWER INN	Repair-Trucks	\$1,277.80
75720	RAWLES ENGINEERING INC	Contract Services-Miscellaneous	\$38,913.00
75721	RDO EQUIPMENT	Repair-Trucks	\$182.79
75722	SONSRAY MACHINERY LLC	Repair-Trucks	\$4.61
75723	TEE JANITORIAL MAINTENANCE	Contract Services-Other	\$2,989.00
75724	WATERWISE CONSULTING INC	Contract Services-Conservation	\$1,100.00
75725	WEX BANK	Gas & Oil	\$3,967.10
75726	SANDRA OR JERRY C BUTLER	Customer Refund	\$155.84
75727	ROBERT OR MONNIE SANTIN	Customer Refund	\$21.91
75728	PATRICK OR DENNIS R FERRELL	Customer Refund	\$25.93
75729	MARLYNN NELSON	Customer Refund	\$76.72
75730	RONALD OR FAYE A STADTMAN	Customer Refund	\$167.61
75731	GABRIELLE L STARK	Customer Refund	\$174.91
75732	AYDE GONZALES	Customer Refund	\$16.08
75733	SUSAN DIDRIKSEN	Customer Refund	\$36.99
75734	AIA SERVICES LLC NDS	Material/Supplies-Water Conservation	\$5,553.73
75735	ALEXANDERS CONTRACT SERVICES	Contract Services-Meter Reads	\$2,350.54
75736	AREA PORTABLE SERVICES	Equipment Rental-Field	\$110.58
75737	BEST BEST AND KRIEGER	Legal & Audit	\$13,634.50

JUNE 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
75738	CITY OF CITRUS HEIGHTS	Equipment Rental-Office	\$867.12
75739	SWANICK FLOWER FAMILY TRUST	Customer Refund	\$17.19
75740	COUNTY OF SACRAMENTO CLERK	Publication Notices	\$50.00
75741	COUNTY OF SACRAMENTO	Permit Fees	\$117.00
75742	EMPLOYEE RELATIONS INC	Contract Services-Other	\$378.35
75743	GRAINGER	Small Tools	\$118.85
75744	ICONIX WATERWORKS	Material	\$4,751.24
75745	J COMM INC	Contract Services-Other	\$10,000.00
75746	J4 SYSTEMS	Contract Services-Other	\$3,298.50
75747	MASON SMITH SUCCESS STRATEGIES	PC-Financial	\$13,000.00
75748	MIDAMERICA ADMINISTRATIVE RETIREMENT SOLU	Employee Paid Insurance	\$144.00
75749	MOONLIGHT BPO LLC	Contract Services-Bill Print/Mail	\$5,937.46
75750	NAPA AUTO PARTS	Repair-Equipment	\$50.39
75751	NAVIAANT	Maintenance Agreement-Software	\$1,035.25
75752	PIRTEK POWER INN	Repair-Trucks	\$1,277.80
75753	QUICK QUACK CAR WASH	Maintenance Agreement-Equipment	\$298.30
75754	AMY ROCHA	Contract Services-Other	\$808.88
75755	SCARSDALE SECURITY SYSTEMS INC	Contract Services-Other	\$284.97
75756	KAYLEIGH SHEPARD	Professional Development	\$197.39
75757	WOLF CONSULTING	Contract Services-Other	\$2,500.00
75758	WYJO SERVICES CORP	Repair-Trucks	\$754.92
75759	GERALD OR TAMMIE LAYTON	Customer Refund	\$22.61
75760	SCARSDALE SECURITY SYSTEMS INC	Contract Services-Other	\$3,365.50
75761	SCARSDALE SECURITY SYSTEMS INC	Contract Services-Other	\$30.00
75762	JAMES OR BARBARA BOPP	Customer Refund	\$17.62
75763	ERIC OR VICKY L ASCHOW	Customer Refund	\$25.68
75764	JEFFREY C LINCOLN	Customer Refund	\$72.54
75765	JANE HARRISON	Customer Refund	\$154.66
75766	ESTHER OR PAMELA SMITHSTAN	Customer Refund	\$30.94
75767	LI MEI CHENG OR PING KUN YU	Customer Refund	\$174.36
75768	AFLAC	Employee Paid Insurance	\$290.74
75769	AIA SERVICES LLC NDS	Materials/Supplies-Water Conservation	\$3,832.95
75770	ALEXANDERS CONTRACT SERVICES	Contract Services-Meter Reads	\$1,985.53
75771	BART RIEBES AUTO PARTS	Repair-Trucks	\$70.47
75772	WILLIAM BLAKE	Toilet Rebate Program	\$75.00
75773	OLIVIA CAPELOTO	Toilet Rebate Program	\$150.00
75774	CDW GOVERNMENT INC	Tools/Equipment	\$3,120.29
75775	CRISPIMAGING	Contract Services-Engineering	\$10.88
75776	GALINA GNATYK	Customer Refund	\$14.25
75777	DANA LYN MILLER	Customer Refund	\$115.62
75778	SACRAMENTO COUNTY UTILITIES	Utilities	\$190.10
75779	FAST ACTION PEST CONTROL	Contract Services-Miscellaneous	\$184.80
75780	FP MAILING SOLUTIONS	Equipment Rental-Office	\$186.84
75781	GOVERNMENT FINANCE OFFICERS ASSOCIATION	Dues & Subscriptions	\$150.00
75782	PAULA GIUSTI	Toilet Rebate Program	\$50.00
75783	GALINA GNATYK	Customer Refund	\$14.25
75784	GRAINGER	Small Tools	\$606.96
75785	FERGUSON ENTERPRISES INC 1423	Material	\$6,492.08
75786	DAVID OR PATRICIA HAWKINS	Customer Refund	\$75.00
75787	HUNT AND SONS INC	Gas & Oil	\$912.17
75788	ICMA MEMBERSHIP RENEWALS	Dues & Subscriptions	\$200.00
75789	INNOVYZE INC	Maintenance Agreement-Software	\$16,305.75
75790	TIMOTHY KATKANOV	Professional Development	\$540.00
75791	KEI WINDOW CLEANING 12	Janitorial	\$120.00
75792	LIEBERT CASSIDY WHITMORE	Legal & Audit	\$3,220.00
75793	LOWES	Supplies-Field	\$919.97

JUNE 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
75794	PACE SUPPLY CORP	Material	\$3,441.91
75795	PACIFIC GAS AND ELECTRIC	Utilities	\$23.53
75796	RED WING SHOE STORE	Small Tools	\$595.75
75797	REGIONAL GOVERNMENT SERVICES	Contract Services-Other	\$7,613.00
75798	SPOT ON SIGNS AND GRAPHICS	Contract Services-Office Repair/Mainten	\$167.75
75799	STAPLES BUSINESS CREDIT	Office Expense	\$350.86
75800	A TEICHERT AND SON INC	Road Base	\$9,861.87
75801	TIAA COMMERCIAL FINANCE INC	Equipment Rental-Office	\$1,093.68
75802	HENLEY PACIFIC LA LLC	Repair-Trucks	\$295.02
75803	WYJO SERVICES CORP	Repair-Trucks	\$375.00
75804	REGIONAL GOVERNMENT SERVICES	Contract Services-Other	\$14,353.36
Total			<u>\$505,723.15</u>
ACH	ADP634323515	Contract Services-Financial	\$345.15
ACH	ADP635238741	Contract Services-Financial	\$412.75
ACH	ADP636338796	Contract Services-Financial	\$291.05
ACH	CA CHOICE JULY 2023	Health Insurance	\$41,774.08
ACH	CHASE BANK MAY 2023	Bank Fee	\$4,928.66
ACH	IC 1168-2023-5	Bank Fee	\$6,774.85
ACH	ICMA 6/9/23 PAYDAY	Deferred Compensation	\$10,086.36
ACH	JP MORGAN MAY 2023	See June Agenda Item CC-9	\$6,889.83
ACH	MID AMERICA 5/30-6/5/23	Employee Paid Insurance	\$309.00
ACH	PERS 5/25/23 PAYDAY	PERS	\$22,125.86
ACH	PERS 6/8/23 PAYDAY	PERS	\$22,187.85
ACH	PRINCIPAL JULY 2023	Health Insurance	\$8,893.35
ACH	VALIC 6/22/23 PAYDAY	Deferred Compensation	\$2,920.99
ACH	VALIC 6/8/23 PAYDAY	Deferred Compensation	\$2,920.99
ACH	ICMA 6/22/23PDAY	Deferred Compensation	\$10,242.14
ACH	MID AMERICA 6/13-6/19/23	Employee Paid Insurance	\$460.00
ACH	PRINCIPAL MAY FICA 23	Health Insurance	\$90.21
Total			<u>\$141,653.12</u>
Grand Total			<u><u>\$647,376.27</u></u>

JP Morgan Purchase Card Distributions
Jun-23

Name	Dues & Subscription	Equipment Maintenance	General Supplies	District Events & Recognition	Professional Development	Tools & Equipment	CIP	Total Bill
Abaya	\$ 458.99		\$ 9.69		\$ 66.98	\$ 465.46		\$ 1,001.12
Spiers		\$ 2,283.61						\$ 2,283.61
Shockley	\$ 135.00		\$ 701.16	\$ 798.75	\$ 896.28	\$ 499.34		\$ 3,030.53
Nunes			\$ 14.55					\$ 14.55
Moore				\$ (250.00)	\$ 250.00			\$ -
Cutler			\$ 100.00					\$ 100.00
Shepard			\$ 54.43	\$ 333.43				\$ 387.86
Straus				\$ 188.47				\$ 188.47
Scott				\$ 28.86			\$ 15.00	\$ 43.86
Total Bill	\$ 593.99	\$ 2,283.61	\$ 879.83	\$ 1,099.51	\$ 1,213.26	\$ 964.80	\$ 15.00	\$ 7,050.00

July 2023

REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,451,351	1,256,433	118,637	48,819	158,419	130,958

General Ledger Balance	Total
Outstanding A/R	1,539,795.15
Outstanding Liens	-
Outstanding Grants	0
A/R Other	
Less Unapplied Payments	(132,138)
Total	\$ 1,407,657

**CITRUS HEIGHTS WATER DISTRICT
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
July 31, 2023**

CC-03

LID	CID	Charge Type	Trans.Date	Reason For Cancellation	Amount
1067	904	NO CHARGE	1/12/2023	Unclaimed Refund	118.44
1946	41877	NO CHARGE	11/30/2022	Unclaimed Refund	39.03
2475	26194	NO CHARGE	1/17/2023	Unclaimed Refund	201.67
10723	9504	NO CHARGE	12/21/2022	Unclaimed Refund	22.58
					\$ 381.72

August 16, 2023

To: Citrus Heights Water District Board of Directors

Re: Citrus Heights Water District Investment Portfolio Report for July 31, 2023

The attached Investment Report for July 31, 2023, is submitted in accordance with the Citrus Heights Water District (District)'s Investment Policy 6300. All investments are in compliance with the policy.

The Investment Report lists all short- term, mid-term and long-term investments held at the conclusion of business on the final day of the month. The combined cash and investments in the District's treasury total \$27,049,873.81 with \$9,504,259.46 under the management of the Local Agency Investment Fund, California Asset Management Program, Money Market Funds and Bank of the West.

Investments with cost of \$17,545,614.35 are selected based on criteria contained in the District's Investment Policy, which emphasized safety, liquidity, yield and diversification. The core investments are marked to market daily based on a current market price determined by U.S. Bancorp Investments. The aggregate investment portfolio and holdings are included in the Investment Report.

The Investment Report demonstrates that sufficient liquidity is available to meet anticipated expenditures during the next six months.

Respectfully submitted,



Annie Y. Liu
Director of Administrative Services/Treasurer

TREASURER'S REPORT TO THE BOARD OF DIRECTORS
For July 31, 2023

Summary of Funds

Fund Name	Par Amount	Book Value	Original Cost	Market Value
Operating Account / Bank of West	2,034,145.17	2,034,145.17	2,034,145.17	2,034,145.17
Money Market - Dreyfus Institutional Reserves Funds	2,304,859.96	2,304,859.96	2,304,859.96	2,304,859.96
Money Market - Wells Fargo	0.00	0.00	0.00	0.00
Local Agency Investment Fund / LAIF	2,146,926.51	2,146,926.51	2,146,926.51	2,146,926.51
California Asset Management Program / CAMP	3,018,327.82	3,018,327.82	3,018,327.82	3,018,327.82
CHWD Investment CORE	17,889,147.05	17,545,614.35	17,497,584.76	17,524,829.70
Total	27,393,406.51	27,049,873.81	27,001,844.22	27,029,089.16

TREASURER'S REPORT TO THE BOARD OF DIRECTORS

CC-04

Funds Reconciliation

Bank of the West Beginning Balance 7/1/2023		\$2,012,775
RECEIPTS/TRANSFERS:		
Receipts	1,422,855	
Transfers In - BoW Dreyfus Treas Cash Mgmt	696,730	<u>2,119,585</u>
DISBURSEMENTS/TRANSFERS:		
Checks Issued / ACH Payments	601,546	
Returned Checks	6,850	
Payroll	852,346	
Transfer Out-BoW Dreyfus Treas Cash Mgmt	637,473	
Transfer Out- CAMP POOL	0	
Transfer Out- US Bank Custodial Account	0	
	<u>2,098,215</u>	<u>21,371</u>
Bank of the West	Balance per Bank	
07/31/2023		2,034,145
Outstanding Checks		(95,990)
Deposit in Transit		<u>240,773</u>
Balance Per Books 07/31/2023		<u><u>\$2,178,927</u></u>

RECONCILEMENT:		
Bank of the West Checking		\$2,034,145
Bank of the West Dreyfus Treasurer Cash Mngt Acct		\$2,304,860
CAMP Pool Account		\$3,018,328
Local Agency Investment Fund		2,146,927
Wells Fargo- Money Mkt Account		<u>0</u>
TOTAL LIQUIDY BALANCE		<u><u>\$9,504,259</u></u>

CASH & INVESTMENT SUMMARY:		
CHWD-Liquidity		9,504,259
CHWD-Investment Core		<u>17,545,614</u>
Total		<u><u>27,049,874</u></u>

I certify that this report accurately reflects all pooled investments and is in compliance with applicable State of California Government Codes and is in conformity with Investment of District Funds Policy 6300. As Treasurer of the Citrus Heights Water District, I hereby certify that sufficient investment liquidity and anticipated revenue are available to meet the next six months' estimated expenditures.



ANNIE Y. LIU
Treasurer



HILARY M. STRAUS
Secretary

Signed: 8/10/2023



Monthly Investment Report Citrus Heights Water District

July 31, 2023

Total Aggregate Portfolio

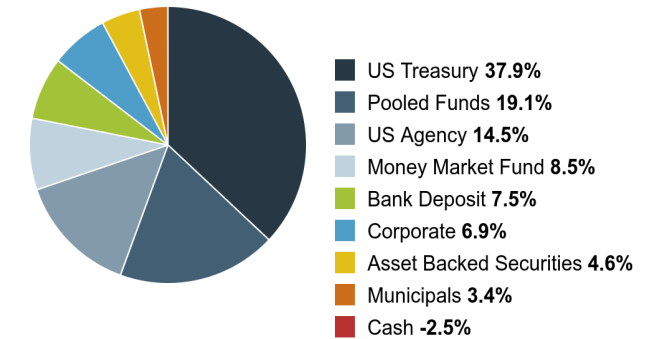
Summary Overview

Citrus Heights Water District | Total Aggregate Portfolio

Portfolio Characteristics

Metric	Value
Cash and Cash Equivalents	8,828,406.51
Investments	18,282,445.59
Book Yield	4.64%
Market Yield	4.22%
Effective Duration	1.22
Years to Maturity	1.17
Avg Credit Rating	AAA

Allocation by Asset Class



Strategic Structure

Account	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain (Loss)	Accrued	Yield at Cost	Effective Duration	Benchmark Duration	Benchmark
CHWD-Investment Core	17,889,147.05	17,545,614.35	17,497,584.76	17,524,829.70	(20,784.65)	81,762.94	5.19%	1.53	2.06	ICE BofA 0-5 Year US Treasury Index
CHWD-Liquidity	9,504,259.46	9,504,259.46	9,504,259.46	9,504,259.46	0.00	0.00	3.61%	0.00	0.08	ICE BofA US 1-Month Treasury Bill Index
Total	27,393,406.51	27,049,873.81	27,001,844.22	27,029,089.16	(20,784.65)	81,762.94	4.64%	1.22		



CHWD Holdings Report

As of 07/31/2023

CHWD_Total Portfolio (354503)

Dated: 08/07/2023

Identifier	Description	Coupon Rate	Final Maturity	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain/Loss	Accrued Balance	Book Yield	GPA Effective Duration, Years to Final Maturity
CH_BOW_DEP	Bank of the West Deposit	0.000	07/31/2023	2,034,145.17	2,034,145.17	2,034,145.17	2,034,145.17	0.00	0.00	0.010	---
CAL_LGIP	CALIFORNIA LAIF	0.000	07/31/2023	2,146,926.51	2,146,926.51	2,146,926.51	2,146,926.51	0.00	0.00	3.167	0.010
CHWD_CAMP	California Asset Management Program	0.000	07/31/2023	3,018,327.82	3,018,327.82	3,018,327.82	3,018,327.82	0.00	0.00	5.310	0.000
26200X100	DREYFUS INST PGV MM INST	5.280	07/31/2023	2,304,859.96	2,304,859.96	2,304,859.96	2,304,859.96	0.00	0.00	4.980	0.000
31846V203	FIRST AMER:GVT OBLG Y	4.910	07/31/2023	11,774.40	11,774.40	11,774.40	11,774.40	0.00	0.00	4.930	0.000
CCYUSD	Payable	0.000	07/31/2023	-690,317.60	-690,317.60	-690,317.60	-690,317.60	0.00	0.00	0.000	0.000
CCYUSD	Receivable	0.000	07/31/2023	2,690.25	2,690.25	2,690.25	2,690.25	0.00	0.00	0.000	0.000
912797GA9	UNITED STATES TREASURY	0.000	08/01/2023	2,250,000.00	2,250,000.00	2,237,708.91	2,250,000.00	0.00	0.00	5.155	0.003
912797GG6	UNITED STATES TREASURY	0.000	08/15/2023	2,250,000.00	2,245,561.56	2,233,197.34	2,245,387.50	-174.06	0.00	5.196	0.041
912796Z51	UNITED STATES TREASURY	0.000	08/31/2023	2,300,000.00	2,290,244.17	2,277,561.58	2,289,926.00	-318.17	0.00	5.226	0.084
912797FV4	UNITED STATES TREASURY	0.000	12/21/2023	500,000.00	489,732.61	488,720.33	489,615.00	-117.61	0.00	5.415	0.383
91282CDV0	UNITED STATES TREASURY	0.875	01/31/2024	400,000.00	391,344.59	389,500.00	391,188.00	-156.59	9.51	5.341	0.487
3130ATUQ8	FEDERAL HOME LOAN BANKS	4.750	03/08/2024	375,000.00	373,441.34	373,413.00	373,646.25	204.91	7,075.52	5.454	0.576
9128286R6	UNITED STATES TREASURY	2.250	04/30/2024	400,000.00	391,044.93	389,765.63	390,796.00	-248.93	2,274.46	5.354	0.725
9128286Z8	UNITED STATES TREASURY	1.750	06/30/2024	400,000.00	387,491.79	386,031.25	387,108.00	-383.79	608.70	5.314	0.887
3133EPDE2	FEDERAL FARM CREDIT BANKS FUNDING CORP	5.375	09/09/2024	400,000.00	400,386.76	400,424.00	399,492.00	-894.76	8,480.56	5.276	1.038
3130ATUR6	FEDERAL HOME LOAN BANKS	4.625	12/13/2024	350,000.00	347,631.10	347,474.75	347,000.50	-630.60	2,158.33	5.144	1.299
3130AV7L0	FEDERAL HOME LOAN BANKS	5.000	02/28/2025	300,000.00	300,092.73	300,099.00	300,321.00	228.27	6,166.67	4.975	1.468
3130AUZC1	FEDERAL HOME LOAN BANKS	4.625	03/14/2025	350,000.00	347,513.66	347,480.00	347,392.50	-121.16	7,374.31	5.083	1.509
3133EPNB7	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.625	06/20/2025	300,000.00	298,910.90	298,854.00	298,125.00	-785.90	1,580.21	4.829	1.775
91282CFK2	UNITED STATES TREASURY	3.500	09/15/2025	300,000.00	293,115.53	292,769.53	291,915.00	-1,200.53	3,966.03	4.649	1.991
14041NGB1	COMET 2022-3 A	4.950	10/15/2025	200,000.00	199,192.32	199,156.25	198,970.00	-222.32	440.00	5.199	2.038
3133EPMB8	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.125	12/08/2025	300,000.00	296,725.49	296,577.00	295,452.00	-1,273.49	1,821.88	4.621	2.200
89115A2K7	TORONTO-DOMINION BANK	5.103	01/09/2026	200,000.00	198,684.03	198,656.00	199,408.00	723.97	623.70	5.395	2.258
91282CGL9	UNITED STATES TREASURY	4.000	02/15/2026	350,000.00	344,175.78	344,175.78	344,505.00	329.22	6,458.56	4.702	2.342
3133EPNV3	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.375	03/30/2026	300,000.00	299,114.16	299,085.00	297,924.00	-1,190.16	1,130.21	4.496	2.478
3133EPPR0	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.625	04/10/2026	400,000.00	399,063.70	399,045.60	399,272.00	208.30	1,079.17	4.721	2.495
14913UAA8	CATERPILLAR FINANCIAL SERVICES CORP	4.350	05/15/2026	150,000.00	148,336.82	148,278.00	148,119.00	-217.82	1,377.50	4.779	2.570
24422EWX3	JOHN DEERE CAPITAL CORP	4.750	06/08/2026	150,000.00	149,988.40	149,988.00	149,590.50	-397.90	1,048.96	4.752	2.620
3133EPNG6	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.375	06/23/2026	300,000.00	299,690.42	299,679.00	298,293.00	-1,397.42	1,385.42	4.413	2.676



CHWD Holdings Report

As of 07/31/2023

CHWD_Total Portfolio (354503)

Dated: 08/07/2023

Identifier	Description	Coupon Rate	Final Maturity	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain/Loss	Accrued Balance	Book Yield	GPA Effective Duration, Years to Final Maturity
78016FZZ0	ROYAL BANK OF CANADA	5.200	07/20/2026	150,000.00	149,600.92	149,596.50	150,061.50	460.58	238.33	5.298	2.715 2.969
06051GLA5	BANK OF AMERICA CORP	4.827	07/22/2026	150,000.00	147,872.72	147,766.50	148,021.50	148.78	181.01	5.363	1.854 2.975
797272RN3	SAN DIEGO CALIF CMNTY COLLEGE DIST	1.445	08/01/2026	145,000.00	131,886.95	131,719.45	131,449.75	-437.20	1,047.63	4.718	2.851 3.003
34533YAE0	FORDO 2020-C A4	0.510	08/15/2026	250,000.00	236,142.08	236,054.69	236,340.00	197.92	56.67	4.903	1.286 3.041
78016EZZ3	ROYAL BANK OF CANADA	1.400	11/02/2026	200,000.00	178,028.70	177,770.00	177,436.00	-592.70	692.22	5.114	3.094 3.257
912828Z78	UNITED STATES TREASURY	1.500	01/31/2027	375,000.00	339,667.97	339,667.97	340,091.25	423.28	15.29	4.438	3.344 3.504
91412HFP3	UNIVERSITY CALIF REVS	1.366	05/15/2027	200,000.00	178,636.11	178,080.00	176,156.00	-2,480.11	576.76	4.469	3.600 3.789
02582JTT8	AMXCA 2022-2 A	3.390	05/17/2027	200,000.00	193,603.76	193,437.50	193,534.00	-69.76	301.33	5.325	1.692 3.794
91282CEW7	UNITED STATES TREASURY	3.250	06/30/2027	300,000.00	289,972.88	289,699.22	288,504.00	-1,468.88	847.83	4.187	3.615 3.914
7994082A6	SAN RAMON VALLEY CALIF UNI SCH DIST	1.184	08/01/2027	250,000.00	218,423.47	218,142.50	218,172.50	-250.97	1,480.00	4.688	3.796 4.003
799038NS9	SAN MATEO CNTY CALIF CMNTY COLLEGE DIST	1.467	09/01/2027	220,000.00	193,398.57	192,810.20	193,406.40	7.83	1,344.75	4.768	3.851 4.088
65480BAD9	NAROT 2021-A A4	0.570	09/15/2027	200,000.00	183,686.84	183,296.88	184,414.00	727.16	50.67	5.122	1.851 4.126
91282CFM8	UNITED STATES TREASURY	4.125	09/30/2027	300,000.00	299,542.97	299,531.25	298,032.00	-1,510.97	4,158.81	4.164	3.738 4.167
419792DB9	HAWAII ST	3.350	10/01/2027	200,000.00	191,258.76	191,052.00	189,696.00	-1,562.76	2,233.33	4.514	3.450 4.170
89236TKL8	TOYOTA MOTOR CREDIT CORP	5.450	11/10/2027	150,000.00	153,419.20	153,498.00	153,415.50	-3.70	1,839.38	4.850	3.741 4.279
12663JAC5	CNH 2022-B A3	3.890	11/15/2027	250,000.00	243,303.85	243,222.66	243,345.00	41.15	432.22	5.385	1.845 4.293
023135CP9	AMAZON.COM INC	4.550	12/01/2027	150,000.00	149,587.87	149,578.50	149,935.50	347.63	1,137.50	4.620	3.789 4.337
142921AD7	CARMX 2032-2 A3	5.050	01/18/2028	200,000.00	199,304.41	199,289.06	198,534.00	-770.41	448.89	5.254	2.293 4.468
24422EWR6	JOHN DEERE CAPITAL CORP	4.750	01/20/2028	150,000.00	150,108.61	150,111.00	149,641.50	-467.11	217.71	4.731	3.977 4.474
3133EPAV7	FEDERAL FARM CREDIT BANKS FUNDING CORP	3.875	02/14/2028	250,000.00	247,139.44	247,082.50	245,657.50	-1,481.94	4,493.92	4.154	4.038 4.542
931142FB4	WALMART INC	3.900	04/15/2028	150,000.00	147,142.35	147,082.50	146,503.50	-638.85	1,673.75	4.352	4.129 4.709
46647PDA1	JPMORGAN CHASE & CO	4.323	04/26/2028	150,000.00	144,924.46	144,790.50	145,321.50	397.04	1,711.19	5.145	3.358 4.739
91282CCE9	UNITED STATES TREASURY	1.250	05/31/2028	300,000.00	263,173.12	262,359.38	261,492.00	-1,681.12	635.25	4.082	4.586 4.835
3130AWN63	FEDERAL HOME LOAN BANKS	4.000	06/30/2028	300,000.00	298,946.22	298,938.00	296,526.00	-2,420.22	566.67	4.080	4.404 4.917
89115A2U5	TORONTO-DOMINION BANK	5.523	07/17/2028	150,000.00	151,212.30	151,221.00	151,549.50	337.20	322.18	5.335	4.288 4.964
---	---	1.893	09/27/2024	27,393,406.51	27,049,873.81	27,001,844.22	27,029,089.16	-20,784.65	81,762.94	4.637	1.215 1.162

* Weighted by: Market Value. * Holdings Displayed by: Lot.

This report is for general informational purposes only and is not intended to provide specific advice or recommendations. Government Portfolio Advisors (GPA) is an investment advisor registered with the Securities and Exchange Commission and is required to maintain a written disclosure statement of our background and business experience.

Questions About an Account: GPA's monthly & quarterly reports are intended to detail the investment advisory activity managed by GPA. The custodial bank maintains the control of assets and settles all investment transactions. The custodial statement is the official record of security and cash holdings and transactions. GPA recognizes that clients may use these reports to facilitate record keeping and that the custodial bank statement and the GPA report should be reconciled, and differences documented.

Trade Date versus Settlement Date: Many custodial banks use settlement date basis and post coupons or maturities on the following business days when they occur on weekend. These items may result in the need to reconcile due to a timing difference. GPA reports are on a trade date basis in accordance with GIPS performance standards. GPA can provide all account settings to support the reason for any variance.

Bank Deposits and Pooled Investment Funds Held in Liquidity Accounts Away from the Custodial Bank are Referred to as Line Item Securities: GPA relies on the information provided by clients when reporting pool balances, bank balances and other assets that are not held at the client's custodial bank. GPA does not guarantee the accuracy of information received from third parties. Balances cannot be adjusted once submitted however corrective transactions can be entered as adjustments in the following months activity. Assets held outside the custodial bank that are reported to GPA are included in GPA's oversight compliance reporting and strategic plan.

Account Control: GPA does not have the authority to withdraw or deposit funds from or to any client's custodial account. Clients retain responsibility for the deposit and withdrawal of funds to the custodial account. Our clients retain responsibility for their internal accounting policies, implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Custodial Bank Interface: Our contract provides for the ability for GPA to interface into our client's custodial bank to reconcile transactions, maturities and coupon payments. The GPA client portal will be available to all clients to access this information directly at any time.

Market Price: Generally, GPA has set all securities market pricing to match custodial bank pricing. There may be certain securities that will require pricing override due to inaccurate custodial bank pricing that will otherwise distort portfolio performance returns. GPA may utilize Refinitiv pricing source for commercial paper, discount notes and supranational bonds when custodial bank pricing does not reflect current market levels. The pricing variances are obvious when market yields are distorted from the current market levels.

Performance Calculation: Historical returns are presented as time-weighted total return values and are presented gross and net of fees.

Amortized Cost: The original cost on the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discounts or premiums are amortized on a straight-line basis on all securities. This can be changed at the client's request.

Callable Securities: Securities subject to redemption in whole or in part prior to the stated final maturity at the discretion of the security's issuer are referred to as "callable". Certain call dates may not show up on the report if the call date has passed or if the security is continuously callable until maturity date. Bonds purchased at a premium will be amortized to the next call date while all other callable securities will be amortized to maturity. If the bond is amortized to the call date, amortization will be reflected to that date and once the call date passes, the bond will be fully amortized.

Duration: The duration is the effective duration. Duration on callable securities is based on the probability of the security being called given market rates and security characteristics.

Benchmark Duration: The benchmark duration is based on the duration of the stated benchmark that is assigned to each account.

Rating: Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Coupon Payments and Maturities on Weekends: On occasion, coupon payments and maturities occur on a weekend or holiday. GPA's report settings are on the accrual basis so the coupon postings and maturities will be accounted for in the period earned. The bank may be set at a cash basis, which may result in a reconciliation variance.

Cash and Cash Equivalents: GPA has defined cash and cash equivalents to be cash, bank deposits, LGIP pools and repurchase agreements. This may vary from your custodial bank which typically defines cash and equivalents as all securities that mature under 90 days. Check with your custodial bank to understand their methodology.

Account Settings: GPA has the portfolio settings at the lot level, if a security is sold our setting will remove the lowest cost security first. First-in-first-out (FIFO) settings are available at the client's request.

Historical Numbers: Data was transferred from GPA's legacy system, however, variances may exist from the data received due to a change of settings on Clearwater. GPA is utilizing this information for historical return data with the understanding the accrual settings and pricing sources may differ slightly.

Financial Situation: In order to better serve you, GPA should be promptly notified of any material change in your investment objective or financial situation.


No Guarantee: The securities in the portfolio are not guaranteed or otherwise protected by GPA, the FDIC (except for non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested.



TREASURER'S REPORT OF ACCOUNT BALANCES

July 31, 2023

Fund Name	Beginning Balance 01/01/2023	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 07/31/2023	2023 Target Balance per Policy
Operating Fund	\$ 8,953,894	\$ 7,977,702	\$ (5,129,104)	\$ 1,948,601	\$ (1,835,267)	\$ 11,915,826	\$ 2,334,017
Operating Reserve	\$ 3,592,065	\$ -	\$ -	\$ -	\$ -	\$ 3,592,065	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
Capital Improvement Reserve	\$ 2,796,860	\$ -	\$ -	\$ -	\$ -	\$ 2,796,860	\$ 2,681,248
Restricted for Debt Service	\$ 536,963	\$ -	\$ -	\$ -	\$ -	\$ 536,963	N/A
Water Supply Reserve	\$ 2,623,173	\$ -	\$ -	\$ -	\$ -	\$ 2,623,173	N/A
Water Efficiency Reserve	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Water Meter Replacement Reserve	\$ 1,725,000	\$ -	\$ -	\$ -	\$ -	\$ 1,725,000	N/A
Water Main Reserve - Project 2030	\$ 1,189,350	\$ 659,065		\$ 112,207		\$ 1,960,621	N/A
Fleet Equipment Reserve	\$ 334,253	\$ -	\$ -	\$ -	\$ -	\$ 334,253	\$ 318,559
Employment-Related Benefits Reserve	\$ 986,962	\$ -	\$ -	\$ -	\$ -	\$ 986,962	\$ 986,962
	<u>\$ 23,938,519</u>	<u>8,636,767</u>	<u>\$ (5,129,104)</u>	<u>\$ 2,060,807</u>	<u>\$ (1,835,267)</u>	<u>\$ 27,671,723</u>	<u>\$ 7,520,786</u>



ANNIE Y. LIU, Treasurer

TREASURER'S REPORT OF FUND BALANCES
July 31, 2023

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 2,060,807	from funds collected in June 2023 per Treasurer's Report
	<u>\$ (1,835,267)</u>	disbursements made in June 2023 per Treasurer's Report
	\$ 225,541	

Citrus Heights Water District
Budget Performance Report
As of 7/31/2023

CC-06

	July Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
Revenues						
Metered Service Charges	\$999,581.83	\$6,750,517.72	\$6,460,178.06	\$290,339.66	4.49%	\$11,074,591.00
Metered Water Deliveries	716,583.98	2,757,737.92	2,601,840.00	155,897.92	5.99%	5,799,716.00
Water Main Replacement Revenue	112,206.60	771,271.75	801,557.75	(30,286.00)	-3.78%	1,374,099.00
Non-Metered Service Charges			81,669.00	(81,669.00)	-100.00%	140,000.00
Penalties	363.00	2,629.00	63,408.31	(60,779.31)	-95.85%	108,700.00
Interest	165,829.47	286,639.12	233,333.31	53,305.81	22.85%	400,000.00
Backflow Fees	5,309.00	42,976.80	43,575.00	(598.20)	-1.37%	74,700.00
Water Service Install & S&R		8,178.26	218,108.31	(209,930.05)	-96.25%	373,900.00
Grant Funds		937.50		937.50	0.00%	
Miscellaneous *	1,103.79	11,523.25		11,523.25	0.00%	1,607,000.00
Cost Reimbursements		4,942.64		4,942.64	0.00%	
Income - Wheeling Water	59,829.74	59,829.74	1,575.00	58,254.74	3698.71%	2,700.00
Total Revenue	2,060,807.41	10,697,183.70	10,505,244.74	191,938.96	1.83%	20,955,406.00
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water	736,104.37	1,900,375.45	1,869,875.00	30,500.45	1.63%	3,205,500.00
Ground Water	60,040.87	427,533.49	786,645.07	(359,111.58)	-45.65%	1,337,170.66
	796,145.24	2,327,908.94	2,656,520.07	(328,611.13)	-12.37%	4,542,670.66
Labor & Benefits						
Labor Regular	264,932.46	2,001,214.06	2,283,489.18	(282,275.12)	-12.36%	3,914,553.00
Labor Non-Regular			350.00	(350.00)	-100.00%	600.00
Labor Taxes	20,672.75	157,705.01	170,934.89	(13,229.88)	-7.74%	293,031.20
Labor Workers Comp	16,305.40	39,169.69	58,391.69	(19,222.00)	-32.92%	100,100.00
Labor External	900.00	9,750.00	58,017.26	(48,267.26)	-83.19%	99,458.00
Benefits Med/Den/Vis	40,587.29	291,658.05	301,059.36	(9,401.31)	-3.12%	516,101.70
Benefits LTD/Life/EAP	4,052.87	31,839.02	85,728.16	(53,889.14)	-62.86%	146,962.62
Benefits CalPers	25,324.34	157,140.48	208,216.75	(51,076.27)	-24.53%	356,943.01
Benefits Other	10,112.95	68,640.46	99,638.49	(30,998.03)	-31.11%	170,808.83
Benefits OPEB					0.00%	135,300.00
Benefit Retiree Expenses	4,761.60	30,335.57	34,484.38	(4,148.81)	-12.03%	59,116.10
Benefit Unemployment			5,385.66	(5,385.66)	-100.00%	9,232.67
Benefit GASB 68	219,317.50	451,556.50	224,587.25	226,969.25	101.06%	449,174.50
Capitalized Labor & Benefit Contra	(29,104.22)	(207,563.50)	(329,583.31)	122,019.81	-37.02%	(564,999.99)
	577,862.94	3,031,445.34	3,200,699.76	(169,254.42)	-5.29%	5,686,381.64
General & Administrative						
Fees & Charges	31,455.99	86,772.89	108,782.94	(22,010.05)	-20.23%	186,485.00

Citrus Heights Water District
Budget Performance Report
As of 7/31/2023

CC-06

	July Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
Regulatory Compliance/Permits	2,361.46	62,897.70	151,342.50	(88,444.80)	-58.44%	201,790.00
District Events & Recognition	2,850.09	17,772.12	35,217.56	(17,445.44)	-49.54%	60,373.00
Maintenance/Licensing	10,061.00	174,106.20	177,568.00	(3,461.80)	-1.95%	220,088.00
Equipment Maintenance	7,553.69	75,770.64	68,483.31	7,287.33	10.64%	117,400.00
Professional Development	7,752.00	38,945.66	96,243.56	(57,297.90)	-59.53%	164,989.00
Department Admin			6,241.76	(6,241.76)	-100.00%	10,700.00
Dues & Subscriptions	49,849.09	180,012.45	85,144.50	94,867.95	111.42%	110,187.00
Facility Improvements		2,625.00		2,625.00	0.00%	
Fuel & Oil	5,822.47	39,597.06	50,925.00	(11,327.94)	-22.24%	87,300.00
General Supplies	4,860.17	44,888.55	68,425.07	(23,536.52)	-34.40%	117,300.00
Insurance - Auto/Prop/Liab	15,154.13	99,411.66	84,150.00	15,261.66	18.14%	112,200.00
Leasing/Equipment Rental	4,247.37	17,630.03	19,483.38	(1,853.35)	-9.51%	33,400.00
Parts & Materials	62,641.68	319,693.59	93,333.31	226,360.28	242.53%	160,000.00
Postage/Shipping/Freight	10,682.35	48,272.38	79,859.50	(31,587.12)	-39.55%	136,902.00
Rebates & Incentives	750.00	4,941.49	18,666.69	(13,725.20)	-73.53%	32,000.00
Telecom/Network	6,028.47	26,921.77	40,016.69	(13,094.92)	-32.72%	68,600.00
Tools & Equipment	12,830.24	35,460.22	50,254.19	(14,793.97)	-29.44%	86,150.00
Utilities	3,356.83	22,761.94		22,761.94	0.00%	
Write-Off Bad Debt Exp		1.08	2,916.69	(2,915.61)	-99.96%	5,000.00
Capitalized G&A Contra	(26,956.12)	(197,828.34)	291.69	(198,120.03)	-67921.43%	500.00
Capitalized Equipment Contra	(28,563.97)	(247,724.82)		(247,724.82)	0.00%	
	182,736.94	852,929.27	1,237,346.34	(384,417.07)	-31.07%	1,911,364.00
Professional & Contract Services						
Support Services	182,819.05	677,700.28	818,202.56	(140,502.28)	-17.17%	1,402,633.00
Legal Services	58,219.59	263,966.69	187,251.75	76,714.94	40.97%	321,003.00
Printing Services	4,598.22	14,929.56	26,250.07	(11,320.51)	-43.13%	45,000.00
	245,636.86	956,596.53	1,031,704.38	(75,107.85)	-7.28%	1,768,636.00
Reserves & Debt Services						
Interest Expense	32,884.66	67,553.41	40,689.96	26,863.45	66.02%	69,754.17
Net Increase(Decrease) in Value of Investments		(272,062.66)		(272,062.66)	0.00%	
	32,884.66	(204,509.25)	40,689.96	(245,199.21)	-602.60%	69,754.17
Total Operating Expenses	1,835,266.64	6,964,370.83	8,166,960.51	(1,202,589.68)	-14.73%	13,978,806.47
Net Income / (Expense)	225,540.77	3,732,812.87	2,338,284.23	1,394,528.64	59.64%	6,976,599.53

Citrus Heights Water District
Capital Projects Summary
Fiscal Period End as of 7/2023

CC-7

		BUDGET	AMOUNTS PAID			PROJECTION
Project Number	Project Name	Approved 2023 Budget	Month to Date	Year to Date	Project to Date	Remaining Budget for Total Project
C16-134	Auburn Blvd-Rusch Park Placer	\$407,370	\$0	\$161	\$8,946	\$398,424
C20-108	Corp Yard PreArchitecture StdY	\$98,324	\$0	\$0	\$1,676	\$96,648
C20-109	Corp Yard Plans Specs Estimate	\$0	\$0	\$0	\$0	\$0
Construction in Progress		\$505,694	\$0	\$161	\$10,622	\$495,072
C21-012	Water Service Connections	\$0	\$0	\$0	\$15,860	(\$15,860)
C23-010	Water Main Pipeline Replacemen	\$50,000	\$0	\$0	\$0	\$50,000
C23-011	Water Valve Replacements	\$115,000	\$8,681	\$54,733	\$54,733	\$60,267
C23-012	Water Service Connections	\$1,075,000	\$41,892	\$502,761	\$502,761	\$572,239
C23-013	Water Meter Replacements	\$120,000	\$1,079	\$20,160	\$20,160	\$99,840
C23-014	Fire Hydrants	\$175,000	\$26,728	\$88,489	\$88,489	\$86,511
Annual Infrastructure		\$1,535,000	\$78,381	\$666,143	\$682,003	\$852,997
C15-104B	Document Management System	\$127,639	\$2,915	\$62,690	\$178,921	(\$51,282)
C22-004	Technology Hardware/Software	\$0	\$0	\$0	\$9,888	(\$9,888)
C23-003	Fleet/Field Operations Equip	\$425,000	\$0	\$124,273	\$124,273	\$300,727
C23-004	Technology Hardware/Software	\$55,000	\$0	\$0	\$0	\$55,000
Fleet and Equipment		\$607,639	\$2,915	\$186,963	\$313,082	\$294,557
C20-105	Walnut Drive	\$0	\$0	\$143	\$28,279	(\$28,279)
C21-102	Old Auburn Road	\$0	\$0	\$0	\$2,029	(\$2,029)
C21-104	Mesa Verde HS	\$0	\$0	\$0	\$747,517	(\$747,517)
C21-105	Madison Ave & Dewey Dr	\$3,093	\$0	\$3,093	\$78,746	(\$75,653)
C22-101	Carriage Drive	\$5,749	\$589	\$6,337	\$579,234	(\$573,485)
C22-104	Patton Ave Main	\$63,651	\$1,187	\$64,839	\$64,839	(\$1,188)
C22-105	Reno Ln Main	\$63,387	\$2,602	\$65,990	\$66,168	(\$2,781)
C23-040A	City of Citrus Heights Wachtel	\$16,217	\$0	\$16,217	\$16,217	\$0
Water Mains		\$152,097	\$4,378	\$156,618	\$1,583,029	(\$1,430,932)
C17-103	Operations Building Remodel	\$10,851	\$0	\$0	\$21,180	(\$10,329)
C21-040	Other City Partnerships	\$0	\$0	\$0	\$0	\$0
C21-040B	Elec. Greenway Bike Trail	\$0	\$0	\$0	\$1,797	(\$1,797)
C21-041	Other Misc Infrastructure	\$50,000	\$0	\$0	\$0	\$50,000
C21-041B	Greenback Acquisition	\$45,445	\$0	\$46,445	\$346,918	(\$301,473)
C22-005	Facilities Improvements	\$0	\$0	\$0	\$44,748	(\$44,748)

C22-040	Other City Partnerships	\$0	\$0	\$0	\$0	\$0
C22-040D	SACOG 22 AC Overlay P1	\$0	\$0	\$0	\$174	(\$174)
C22-040E	San Juan Ave Complete Streets	\$0	\$0	\$0	\$0	\$0
C22-041	Other Misc Infrastructure	\$0	\$0	\$0	\$0	\$0
C22-102	Well Site Acquisition	\$7,782	\$0	\$7,782	\$265,468	(\$257,686)
C23-005	Facilities Improvements	\$21,637	\$0	\$21,637	\$21,637	\$1
C23-040	Other City Partnerships	\$83,783	\$0	\$0	\$0	\$83,783
C23-041	Misc Infrastructure Projects	\$100,000	\$0	\$0	\$0	\$100,000
C23-104	Patton/Pardal/Alondra/Perdez	\$1,010,000	\$0	\$0	\$0	\$1,010,000
C23-105	Reno Lane 8-inch	\$705,000	\$0	\$0	\$0	\$705,000
C23-106	Admiral & Anchor 8-inch	\$75,000	\$569	\$569	\$569	\$74,431
Miscellaneous Projects		\$2,109,498	\$569	\$76,432	\$702,491	\$1,407,007
C17-104	Groundwater Well Property Acq	\$115,000	\$15	\$115,015	\$116,128	(\$1,128)
C17-104A	Well #7 Patton	\$0	\$0	\$0	\$67,434	(\$67,434)
C17-104B	Well #8 Highland	\$0	\$0	\$0	\$0	\$0
C18-106	Groundwater Well #7	\$0	\$0	\$0	\$10,780	(\$10,780)
C20-107	Well Design & Construction	\$3,045,500	\$66,403	\$203,170	\$530,532	\$2,514,968
C22-020	Groundwater Well Improvements	\$0	\$0	\$0	\$7,332	(\$7,332)
C22-102A	SJUSD Property	\$6,518	\$0	\$6,518	\$12,100	(\$5,582)
C22-103	Well Design Construct Highland	\$0	\$0	\$0	\$0	\$0
C23-020	Groundwater Well Improvements	\$148,753	\$0	\$0	\$0	\$148,753
C23-103	Highland Well	\$0	\$0	\$86	\$86	(\$86)
Wells		\$3,315,771	\$66,418	\$324,789	\$744,392	\$2,571,379
Grand Totals:		\$8,225,699	\$152,661	\$1,411,108	\$4,035,619	\$4,190,080

JULY 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
75805	ACWA JPIA	Workers Comp Insurance	\$99.20
75806	AICPA	Dues & Subscriptions	\$340.00
75807	BART RIEBES AUTO PARTS	Repair-Trucks	\$543.86
75808	BSK ASSOCIATES	Water Analysis	\$722.00
75809	ROBIN COPE	Health Insurance	\$495.00
75810	JARRETT FLINK	Professional Development	\$55.00
75811	INTEGRITY ADMINISTRATORS INC	Health Insurance	\$260.11
75812	PRIME AUTO REPAIR	Repair-Trucks	\$788.24
75813	REPUBLIC SERVICES 922	Utilities	\$406.37
75814	MARY LYNN SCHERRER	Retiree Insurance	\$164.90
75815	SIMON AND COMPANY INC	Contract Services-Other	\$1,000.00
75816	SMUD	Utilities	\$21,362.40
75817	SONITROL	Equipment Rental-Office	\$418.52
75818	WARREN CONSULTING ENGINEERS INC	Contract Services- Engineering	\$3,250.00
75819	WEST YOST ASSOCIATES	Contract Services- Engineering	\$4,452.00
75820	LANE OR SABRINA HOVERMALE	Customer Refund	\$16.81
75821	KIMBERLY K ZAPPE	Customer Refund	\$129.05
75822	DOROTHY L BELL	Customer Refund	\$1,039.65
75823	ABA DABA RENTAL	Supplies-Field	\$668.60
75824	ACWA JPIA	Workers Comp Insurance	\$16,305.40
75825	ANSWERNET	Telephone-Answering Service	\$367.35
75826	AREA PORTABLE SERVICES	Equipment Rental-Field	\$110.58
75827	CALIFORNIA NEVADA SECTION AWWA	Dues & Subscriptions	\$285.00
75828	BART RIEBES AUTO PARTS	Repair-Trucks	\$121.84
75829	BEST BEST AND KRIEGER	Legal & Audit	\$9,662.23
75830	BLUE JAY TRUCKING INC	Contract Services-Other	\$4,158.00
75831	CALIFORNIA LANDSCAPE ASSOCIATES INC	Janitorial	\$509.00
75832	CITY OF CITRUS HEIGHTS	Equipment Rental-Office	\$1,750.58
75833	COGSDALE	Contract Services-Other	\$1,600.00
75834	COLANTUONO HIGHSMITH WHATLEY PC	Legal & Audit	\$5,986.50
75835	CONSOLIDATED	Telephone-Local/Long Distance	\$2,888.05
75836	CORELOGIC INFORMATION SOLUTIONS INC	Dues & Subscriptions	\$225.10
75837	COUNTY OF SACRAMENTO	Permit Fees	\$234.00
75838	TAMAR DAWSON	Professional Development	\$366.24
75839	FERGUSON ENTERPRISES INC 1423	Material	\$18,035.68
75840	JOHN HOPE	Toilet Rebate Program	\$75.00
75841	ICONIX WATERWORKS	Material	\$315.72
75842	JENNIFER INFANTINO	Toilet Rebate Program	\$50.00
75843	J4 SYSTEMS	Contract Services-Other	\$2,297.50
75844	MIKAELA OR JOSEPH MEDEIROS	Toilet Rebate Program	\$75.00
75845	MITCHS CERTIFIED CLASSES	Professional Development	\$800.00
75846	NAVIAIT	Maintenance Agreement-Software	\$2,915.00
75847	NOWSPEED INC	Contract Services-Other	\$250.00
75848	PRIME AUTO REPAIR	Repair-Trucks	\$125.00
75849	REGIONAL GOVERNMENT SERVICES	Contract Services-Consulting	\$10,014.01
75850	ROAD TECH SAFETY SERVICES INC	Contract Services-Other	\$2,000.00
75851	SAGENT	Contract Services-Other	\$11,713.45
75852	ALVINUS SERIEUX	Toilet Rebate Program	\$50.00
75853	T MOBILE	Telephone-Wireless	\$918.86
75854	TEE JANITORIAL MAINTENANCE	Janitorial	\$2,989.00
75855	UNITED RENTALS NORTH AMERICA INC	Equipment Rental-Field	\$2,721.77
75856	VORTEX INDUSTRIES	Contract Services-Office Repair/Mainte	\$975.00
75857	WATER SYSTEMS CONSULTING INC	Contract Services-Other	\$37,477.79
75858	WEX BANK	Gas & Oil	\$3,716.58
75859	COGSDALE	Contract Services-Other	\$2,150.00
75860	REGIONAL GOVERNMENT SERVICES	Contract Services-Consulting	\$12,535.00
75861	DONALD OR TERRY CRANSTON	Customer Refund	\$165.96
75862	ELMER FAMILY TRUST	Customer Refund	\$16.38
75863	MICHAEL E OR SUSAN HURST	Customer Refund	\$172.95
75864	SANDRA OR JERRY C BUTLER	Customer Refund	\$83.00
75865	CHADWELL TRUST	Customer Refund	\$80.00
75866	TERRANCE J/PATSY A BOURASSA	Customer Refund	\$60.87
75867	CPR PROPERTIES LLC	Customer Refund	\$59.24
75868	RICHARD OR BESS W BRINTON	Customer Refund	\$120.84
75869	JASON OR SARA ROUSH	Customer Refund	\$49.36
75870	MARK ORLANDO	Customer Refund	\$40.27
75871	CRAIG OR JENNIFER COULTER	Customer Refund	\$1,192.28
75872	JENNIFER LYNN SANCHEZ	Customer Refund	\$15.40

JULY 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
75873	OLEG SHATOV	Customer Refund	\$78.31
75874	LAUREN E HALL	Customer Refund	\$24.88
75875	RONALD E DEEZEUV	Customer Refund	\$52.24
75876	RAYMOND OR HELEN DAVID DINKHA	Customer Refund	\$19.20
75877	ANITA E CRESS	Customer Refund	\$217.84
75878	MICHAEL N LILLARD	Customer Refund	\$87.72
75879	JOHN A OR KELLY LYNN OR JOHN A BAXTER	Customer Refund	\$9.93
75880	TEICHERT PIPELINES INC	Customer Refund	\$1,654.32
75881	ALL PHASE CONSTRUCTION INC	Customer Refund	\$1,178.73
75882	ABA DABA RENTAL	Supplies-Field	\$402.92
75883	ADVANCED CHEMICAL TRANSPORT INC	Contract Services-Other	\$1,008.30
75884	ALEXANDERS CONTRACT SERVICES	Contract Services-Meter Reads	\$6,817.02
75885	AUL HEALTH BENEFIT TRUST	Health Insurance	\$3,526.80
75886	BART RIEBES AUTO PARTS	Repair-Trucks	\$35.55
75887	BEST BEST AND KRIEGER	Legal & Audit	\$14,407.40
75888	BSK ASSOCIATES	Water Analysis	\$1,249.50
75889	COMCAST	Equipment Rental-Office	\$93.45
75890	ADAM OR HEATHER MEYER	Customer Refund	\$116.88
75891	COUNTY OF SACRAMENTO MUNICIPAL SERVICES	Field Miscellaneous	\$167.50
75892	COUNTY OF SACRAMENTO	Permit Fees	\$204.00
75893	GRAINGER	Small Tools	\$402.04
75894	FERGUSON ENTERPRISES INC 1423	Material	\$536.86
75895	HUNT AND SONS INC	Gas & Oil	\$2,105.89
75896	ICONIX WATERWORKS	Material	\$5,565.56
75897	MOONLIGHT BPO LLC	Contract Services-Bill Print/Mail	\$1,605.92
75898	PACE SUPPLY CORP	Material	\$12,745.90
75899	QUICK QUACK CAR WASH	Maintenance Agreement-Equipment	\$298.30
75900	RDO EQUIPMENT	Repair-Trucks	\$1,847.30
75901	REGIONAL GOVERNMENT SERVICES	Contract Services-Consulting	\$27,757.90
75902	REGIONAL WATER AUTHORITY	Dues & Subscriptions	\$46,726.00
75903	SACRAMENTO GROUNDWATER AUTHORITY	Dues & Subscriptions	\$50,994.00
75904	US BANK CORPORATE TRUST SERVICES	Bank Fee	\$1,441.60
75905	WATERWISE CONSULTING INC	Contract Services- Conservation	\$650.00
75906	WOLF CONSULTING	Contract Services-Other	\$1,875.00
75907	WYJO SERVICES CORP	Repair-Trucks	\$3,835.81
75908	WESLEY OR ELIZABETH R WITT TRUST	Customer Refund	\$21.60
75909	ADAM G MCDONALD	Customer Refund	\$219.46
75910	SHEREEN G EASTLICK	Customer Refund	\$223.20
75911	NICK OR ALICIA STURGEON	Customer Refund	\$265.17
75912	TRESHA INVESTMENTS LLC	Customer Refund	\$105.65
75913	MASALOSALO IA	Customer Refund	\$336.73
75914	JESSICA R BOOK	Customer Refund	\$103.66
75915	ABA DABA RENTAL	Supplies-Field	\$21.07
75916	ACWA JPIA	Workers Comp Insurance	\$1,695.00
75917	ALEXANDERS CONTRACT SERVICES	Contract Services-Meter Reads	\$1,609.48
75918	AQUA SIERRA CONTROLS	Wells Maintenance	\$1,785.40
75919	BART RIEBES AUTO PARTS	Repair-Trucks	\$375.27
75920	BEST BEST AND KRIEGER	Legal & Audit	\$14,548.86
75921	BSK ASSOCIATES	Water Analysis	\$449.00
75922	KRISTEN CHAVANNES	Toilet Rebate Program	\$150.00
75923	COUNTY OF SACRAMENTO PARCEL VIEWER	Contract Services-Other	\$3,134.89
75924	FAST ACTION PEST CONTROL	Contract Services-Other	\$184.80
75925	DARCY FLATHMANN	Toilet Rebate Program	\$150.00
75926	GRAYBAR ELECTRIC CO	Supplies-Field	\$257.54
75927	FERGUSON ENTERPRISES INC 1423	Material	\$33,424.07
75928	J4 SYSTEMS	Contract Services-Other	\$855.00
75929	KARELIUS, MICHAEL R OR MELISSA M KARELIUS	Toilet Rebate Program	\$75.00
75930	CHERYL KINZEL	Toilet Rebate Program	\$50.00
75931	LOWES	Supplies-Field	\$1,111.99
75932	MOSAIC PUBLIC PARTNERS LLC	Contract Services-Consulting	\$31,500.00
75933	NOR CAL PERLITE INC	Supplies-Field	\$2,739.80
75934	OCCU MED	Contract Services-Miscellaneous	\$94.50
75935	ODP BUSINESS SOLUTIONS LLC	Office Expense	\$85.20
75936	PACE SUPPLY CORP	Material	\$2,035.71
75937	PACIFIC GAS AND ELECTRIC	Utilities	\$47.32
75938	RED WING SHOE STORE	Small Tools	\$295.75
75939	REGIONAL GOVERNMENT SERVICES	Contract Services-Consulting	\$19,034.61
75940	SCARSDALE SECURITY SYSTEMS INC	Contract Services-Other	\$284.97
75941	UNDERGROUND SERVICE ALERT OF NORTHERN CA/NEVADA	Dues & Subscriptions	\$15,518.61

JULY 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
75942	VERIZON WIRELESS	Telephone-Wireless	\$751.56
75943	WATER SYSTEMS CONSULTING INC	Contract Services-Other	\$27,628.89
Total			<u>\$545,948.82</u>
ACH	1168-2023-6 IC	Bank Fee	\$6,590.15
ACH	ADP 636841991	Contract Services-Financial	\$42.30
ACH	ADP 638405274	Contract Services-Financial	\$297.35
ACH	ADP 6637327874	Contract Services-Financial	\$436.75
ACH	CALIFORNIA CHOICE AUGUST 2023	Health Insurance	\$44,381.92
ACH	ICMA 7/20/23 PAYDAY	Deferred Compensation	\$10,707.03
ACH	ICMA 7/6/23 PAYDAY	Deferred Compensation	\$10,606.95
ACH	PERS 6/22/23 PAYDAY	PERS	\$23,087.16
ACH	PERS 7/6/23 PAYDAY	PERS	\$25,482.79
ACH	PERS UAL 2023/2024	PERS	\$438,635.00
ACH	PRINCIPAL AUGUST 2023	Health Insurance	\$9,694.85
ACH	VALIC 7/6/23 PAYDAY	Deferred Compensation	\$2,920.99
ACH	VALIC 7/20/23 PAYDAY	Deferred Compensation	\$2,920.99
ACH	CHASE JUNE 2023	Bank Fee	\$5,335.92
ACH	US BANK	Debt Svs Pymt 7/2023	\$32,043.75
ACH	PRINCIPAL AUGUST 2023 FICA	Health Insurance	\$441.49
ACH	BOW JUNE 2023	Bank Fee	\$564.74
ACH	JP MORGAN JUNE 2023	See July Agenda Item CC-9	\$7,050.00
Total			<u>\$621,240.13</u>
Grand Total			<u><u>\$1,167,188.95</u></u>

JP Morgan Purchase Card Distributions
Jul-23

Name	General Supplies	District Events & Recognition	Professional Development	Dues & Subscription	Equipment Maintenance	Printing Services	Tools & Equipment	Maintenance/Licensing	CIP	Total Bill
Shockley	\$ 420.57	\$ 885.88	\$ 5,451.04	\$ 183.00		\$ 1,005.95	\$ 816.91			\$ 8,763.35
Abaya				\$ 56.49	\$ 258.60		\$ 170.14	\$ 2,215.00		\$ 2,700.23
Cutler		\$ 57.94								\$ 57.94
Pieri		\$ 196.01								\$ 196.01
Nunes	\$ 72.08									\$ 72.08
Moore		\$ 290.55								\$ 290.55
Spiers					\$ 1,874.00					\$ 1,874.00
Scott		\$ 10.25								\$ 10.25
Liu		\$ 49.80								\$ 49.80
Shepard		\$ 240.41								\$ 240.41
Straus									\$ 30.00	\$ 30.00
Total Bill	\$ 492.65	\$ 1,730.84	\$ 5,451.04	\$ 239.49	\$ 2,132.60	\$ 1,005.95	\$ 987.05	\$ 2,215.00	\$ 30.00	\$ 14,284.62

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2023 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : August 1, 2023
 PREPARED BY : Brittney Moore, Administrative Services Manager/Chief Board Clerk
 Kayleigh Shepard, Management Analyst/Deputy Board Clerk

The following District employees were recognized for perfect attendance during May and/or June 2023, and outstanding customer service and quality of work during the month of June and/or July 2023.

Administrative Services

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Bryan Abaya	Yes (May)		Collaborated with customer service staff to generate an accurate customer account list to distribute Tax Levy Notification letters (405 accounts total). Bryan also worked with Cogsdale to build a Smartlist to make this future process more efficient.
Dana Mellado			<p>Attended the Citrus Heights Chamber of Commerce Best of Citrus Heights Awards Event.</p> <p>Received a commendation from staff at the Placer County Auditor-Controller's office for submitting accurate direct charge levy files before the required deadline. The email from Placer County stated their appreciation and said the "CHWD team nailed it".</p>
Brittney Moore			<p>Assisted with the District budget process.</p> <p>Provided an overview of the OnBase Agenda Management to the staff user group.</p>

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Viviana Munoz	Yes	<p>6/6 – A resident on Trajan Drive complimented Viviana for being friendly and kind answering all his questions. The resident is a new District customer and appreciated Viviana’s help. He also stated we run a good ship here at Citrus Heights Water District.</p> <p>7/10 – Resident on Putcie Lane commended Viviana for her prompt actions to dispatch staff to the residence to assist a private plumber with locating a leak. The customer was extremely appreciative of how fast we were able to respond.</p>	<p>Attended the Citrus Heights Chamber of Commerce Best of Citrus Heights Awards Event.</p> <p>Collaborated with IT staff to generate an accurate customer account list to distribute Tax Levy Notification letters (405 accounts total).</p> <p>Received a commendation from staff at the Placer County Auditor-Controller’s office for submitting accurate direct charge levy files before the required deadline. The email from Placer County stated their appreciation and said the “CHWD team nailed it”.</p>
Kayleigh Shepard	Yes	Assisted Customer Service staff with bank site log in issues.	<p>Configured automated documents in the WorkForceNow system to streamline the new hire onboarding process.</p> <p>Assisted communications consultants in coordinating a video shoot with Operations staff.</p> <p>Participated in Communications video shoot due to a staff outage.</p> <p>Created a how-to document for the OnBase Agenda Management Module and provided an overview to the staff user group.</p>
Beth Shockley	Yes		

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Desiree Smith			<p>6/22/2023 identified additional accounts that should have been included in the tax levy notification process, and alerted finance and IT staff that report parameters needed to be updated.</p> <p>7/3/23 during a staff outage Desiree worked with IT to get Aged Trial Balance functionality reinstalled after it had been inadvertently removed during a system upgrade. Desiree was then able to run the Month End process for June 2023.</p> <p>Received a commendation from staff at the Placer County Auditor-Controller's office for submitting accurate direct charge levy files before the required deadline. The email from Placer County stated their appreciation and said the "CHWD team nailed it".</p>

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes (June)		
Tim Katkanov	Yes (May)	Provided IT support at the 6/15/23 & 06/21/23 Board meetings.	Attended the Citrus Heights Chamber of Commerce Best of Citrus Heights Awards Event.
Neil Tamagni	Yes (June)		

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
James Buford	Yes (May)		
Aaron Cater	Yes (June)		
Brady Chambers	Yes (June)		
Kelly Drake	Yes (June)		Worked with the District's meter and billing vendors to resolve a software communication issue between the two systems
James Ferro		7/18 - Customer on Madison Avenue called to say that James and the crew were so helpful and super informative in working so hard to locate a leak and talking to their plumber as it ended up being a private leak.	
Jarrett Flink	Yes (June)		6/6 – Assisted stand-by with shutting off water from unknown service connection on Old Auburn Road
Brandon Goad	Yes		
Brian Hensley	Yes		
Ricky Kelley	Yes (May)	7/18 - Customer on Madison Avenue called to say that Ricky and the crew were so helpful and super informative in working so hard to locate a leak and talking to their plumber as it ended up being a private leak.	7/22 (Sat) – Assisted with an emergency water main repair on Quailwood Way.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Mike Mariedth		7/18 - Customer on Madison Avenue called to say that Mike and the crew were so helpful and super informative in working so hard to locate a leak and talking to their plumber as it ended up being a private leak.	
Chris Nichols	Yes (May)		
Jace Nunes	Yes		
John Spinella	Yes (June)	7/10 – Resident on Putcie Lane commended John for his prompt attention to assist a private plumber with locating a leak. The customer was extremely appreciative of how fast we were able to respond.	

AGENDA ITEM: CC-11

CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
AUGUST 16, 2023 MEETING

SUBJECT : LONG RANGE AGENDA
STATUS : Consent/Information Item
REPORT DATE : AUGUST 9, 2023
PREPARED BY : Brittney Moore, Administrative Services Manager/Chief Board Clerk

OBJECTIVE:
Listed below is the current Long Range Agenda.

Legend	
S	Study Session
CC	Consent Calendar
P	Presentation
B	Business
PH	Public Hearing
CL	Closed Session

CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA					
MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
September 20, 2023					
September 20, 2023		CIP Overview	Pieri	P	I/D
October 18, 2023					
October 18, 2023		Customer Advisory Committee Survey Results	Metzger	SS	A
October 18, 2023		Award of Contract for Patton Lane Water Main Project	Pieri	CC	A
October 18, 2023		Customer Advisory Committee Member Appointments	Metzger	B	A
October 18, 2023		Misc Charges and Fees Proposed	Finance Staff	B	A
November 15, 2023					
December 20, 2023					
December 20, 2023	Annual	Committee Assignments	Moore	B	A
December 20, 2023	Annual	District Officers	Moore	B	A
December 20, 2023	Annual	Selection of President and Vice President	Straus	B	A
December 20, 2023		Development Standards & Procedures	Pieri	SS	I

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2023 REGULAR MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : August 1, 2023
 PREPARED BY : Missy Pieri, Director of Engineering/District Engineer

Significant assignments and activities for the Engineering Department are summarized below. I will be available at the meeting to answer questions and/or provide additional details.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project - Pipeline Condition Assessment	Engineering	Director of Engineering	Yes, updates as necessary	Yes	Pipeline Condition Assessment	Phase 3 of Segment 1 Transmission Main condition assessment underway. Begin Phase 1 of Segment 3.
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Director of Engineering	Yes, 07/17/19 (Award of Contract)	Yes	Masterplan for office space requirements through 2045.	Pre-Architectural Alternatives Analysis underway. Space Needs Assessment in progress.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT - Reno Lane Water Main Project	Engineering	Director of Engineering and Assistant Engineer	Yes, 08/07/23 (Anticipate Award of Contract)	No	2023 design, 2023 construction	Bid opening on 07/19/23. Award of Contract on 08/07/23.
CAPITAL IMPROVEMENT PROJECT - Patton Ave Water Main Project	Engineering	Director of Engineering and Assistant Engineer	Yes, 10/18/23 (Anticipate Award of Contract)	No	2023 design, 2023 construction	Preparing 90% plans. Anticipated Award of Contract on 10/18/23.
CAPITAL IMPROVEMENT PROJECT - Admiral Ave and Anchor Cir Water Main Project	Engineering	Director of Engineering and Assistant Engineer	Yes, TBD	No	2023 design, 2023/2024 construction	Survey work completed in 05/2023. Coordinate potholing for project.
PRIVATE DEVELOPMENT Mitchell Village - 7925 Arcadia Dr	Engineering	Director of Engineering and Senior Construction Inspector	Yes, 03/30/20, 04/15/20 (Deferment of Fees)	No	200-300 unit development by Watt Communities.	Project re-started on 07/14/20. Water portion 99% Complete. CHWD sent conditional project acceptance on 01/12/22. Finalizing punchlist items.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Lawrence Ave Wyatt Ranch	Engineering	Senior Construction Inspector, Director of Engineering and Assistant Engineer	Yes, 01/20/21 (Deferment of Fees)	No	23 lot subdivision.	District signed plans on 12/04/19. All fees paid. Construction 100% Complete.
PRIVATE DEVELOPMENT 12057 Fair Oaks Blvd Fair Oaks Senior Apartments	Engineering	Senior Construction Inspector, Director of Engineering and Assistant Engineer	No	No	Seniors apartment complex with 42 one bedroom and 68 two bedroom units.	All fees paid on 10/18/21. District signed plans on 10/19/21. Construction 95% complete.
PRIVATE DEVELOPMENT 8043 Holly Dr Parcel Split 1 - 3	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 3 for 3 home subdivision.	Plan check fees paid 04/13/21. Plans signed 06/07/22. Awaiting payment of fee balance.
PRIVATE DEVELOPMENT 208 Langley Ave Parcel Split 1 - 2	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 2 lots. New single family home construction on one lot.	District sent correspondence to property owner on 04/20/20. New will serve letter sent on 10/17/22.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Livoti Development	Engineering	Senior Construction Inspector and Assistant Engineer	No	No	Six Parcel Subdivision.	All fees paid. Plans signed on 11/09/21. Construction 99% complete.
PRIVATE DEVELOPMENT 8556 Pheasant Ridge Ln Fire Improvements	Engineering	Director of Engineering and Assistant Engineer	No	No	Extension of water main, addition of fire hydrant, and fire sprinklers.	All fees paid on 03/11/21. District approved plans on 01/24/22. Awaiting construction.
PRIVATE DEVELOPMENT 6031 Sunrise Vista Dr Apartments	Engineering	Director of Engineering and Assistant Engineer	No	No	Proposed apartments.	Plan check fees paid. Received third submittal on 07/05/23. Submitted comments on 07/27/23.
PRIVATE DEVELOPMENT 8136 Auburn Blvd Self Service Coin Laundry	Engineering	Director of Engineering and Assistant Engineer	No	No	Redevelopment of existing building to a self-service coin laundry.	Plan check fees paid. Plans signed on 07/19/21. Awaiting construction.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Talbot Way Citrus Place Subdivision	Engineering	Director of Engineering and Assistant Engineer	No	No	8 lot subdivision.	Plan check fees paid 6/2022. Plans signed on 6/21/22. Awaiting remaining fees and construction.
PRIVATE DEVELOPMENT 7311 Hickory Ave Single Family Home	Engineering	Director of Engineering and Assistant Engineer	No	No	Customer requesting water service for a recently split lot.	Verify lot is split prior to initiating new water service.
PRIVATE DEVELOPMENT 8207 Oak Ave Parcel Split, Annexation & Single Family Home	Engineering	Director of Engineering and Assistant Engineer	Yes, Inclusion approved by Board on 05/18/22.	No	Parcel Split, Annexation & 2 single family homes.	Plan check fees paid. Annexation/Inclusion fees paid and approved by Board on 05/18/22. Plans signed on 08/02/22. Awaiting payment of fee balance and construction.
PRIVATE DEVELOPMENT 8099 Greenback Ln Citrus Heights Pet Hospital	Engineering	Director of Engineering and Assistant Engineer	No	No	Tenant Improvements of Pet Hospital. Domestic backflow installation.	All fees paid. Plans approved & signed on 03/02/23.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7803 Madison Ave MD Health	Engineering	Director of Engineering and Assistant Engineer	No	No	Tenant Improvements of Building. Domestic backflow installation.	Submitted comments on first submittal 03/02/23. Awaiting resubmittal.
PRIVATE DEVELOPMENT 7975 Twin Oaks Ave	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel Split - 1 to 3 lot split; 3 single family homes with frontage improvements.	Plans submitted on 03/17/23. District provided comments on 03/23/23. Awaiting resubmittal.
PRIVATE DEVELOPMENT 7501 Greenglen Ave	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel Split - 1 to 2 lot split per SB9; 2 single family homes	District provided Will Serve letter in 2022. Received submittal from developer on 04/10/23. District provided comments on 04/24/23.
PRIVATE DEVELOPMENT 7641 Poplar Ave	Engineering	Director of Engineering and Associate Engineer	No	No	Parcel Split - 1 parcel to 2 parcels	Received Project Review Request from City on 6/29/23. District provided a Will Serve letter on 07/10/23.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 6245 Sunrise Blvd	Engineering	Director of Engineering and Associate Engineer	No	No	Tenant Improvements & upgrade to fire system & supply.	Received plans on 06/29/23. District reviewing plans.
CITY OF CITRUS HEIGHTS PROJECT Auburn Blvd - Complete Streets Phase 2	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Frontage Improvements and Utility relocation on Auburn Blvd from Rusch Park to north. 3 new irrigation services.	Final plans signed on 02/24/23. Awaiting construction by the City.
CITY OF CITRUS HEIGHTS PROJECT Arcade-Cripple Creek Trail Project	Engineering	Director of Engineering and Assistant Engineer	No	No	District & City finalized Cost Liability. Awaiting final submittal.	Construction in progress. Coordinating with the City on portion of bike trail through District easement.
CITY OF CITRUS HEIGHTS PROJECT San Juan Ave (Madison Ave to Spicer) Road Improvements	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Road Improvements	City finalizing plans. District and City finalized Cost Liability.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Wachtel Way Road & Storm Drain Improvements	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Road & Storm Drain Improvements (Citrus Heights Water District Water Main Relocation - 2 Locations)	Water facility relocation occurred in April 2023. Awaiting finalization of City's road improvements.
COUNTY OF SACRAMENTO AC Overlay Project SACOG 2022 Phase 1 to 3	Engineering	Director of Engineering and Assistant Engineer	No	No	County of Sacramento Road Improvements along Greenback Lane from Fair Oaks Blvd. to Hazel Ave.	Anticipate construction summer of 2023. CHWD will need to perform valve box adjustments. Cost Liability letter was sent to the County.
District-wide Easement Project (Phase 4)	Engineering	Director of Engineering and Assistant Engineer	Yes, updates as necessary	Yes	Obtaining easements for District-owned facilities.	Group 1 Easement Acquisitions in progress.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2023 REGULAR MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : July 10, 2023
 PREPARED BY : Jace Nunes, Management Analyst
 Rebecca Scott, Director of Operations

The Citrus Heights Water District has 20 employees in its Operations Department. The following report summarizes their work during June.

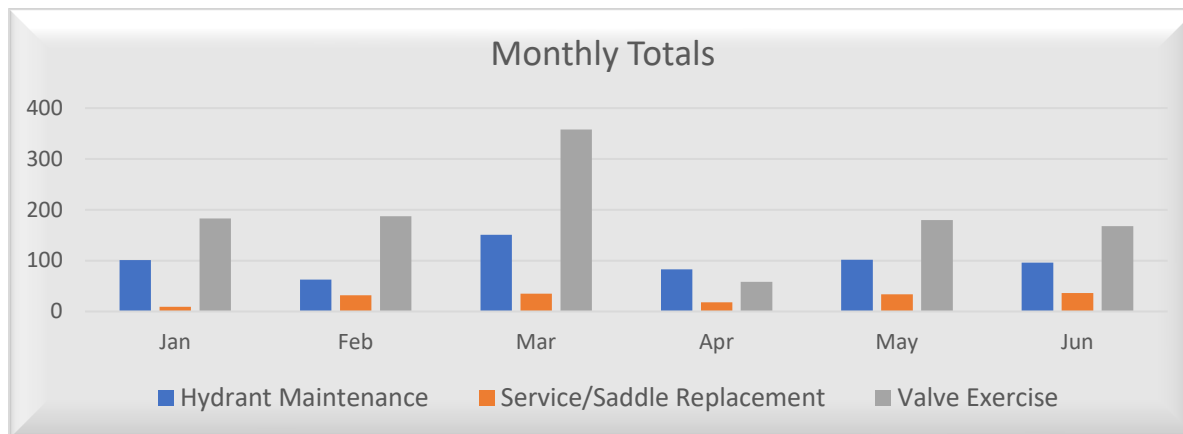
OPERATIONS MONTHLY ACTIVITIES

A. Distribution Division

The Operations Department consists of 10 Distribution Operators who perform the necessary maintenance to keep over 250 miles of pipelines and more than 20,000 service connections functioning properly. The table below summarizes noteworthy common tasks they perform.

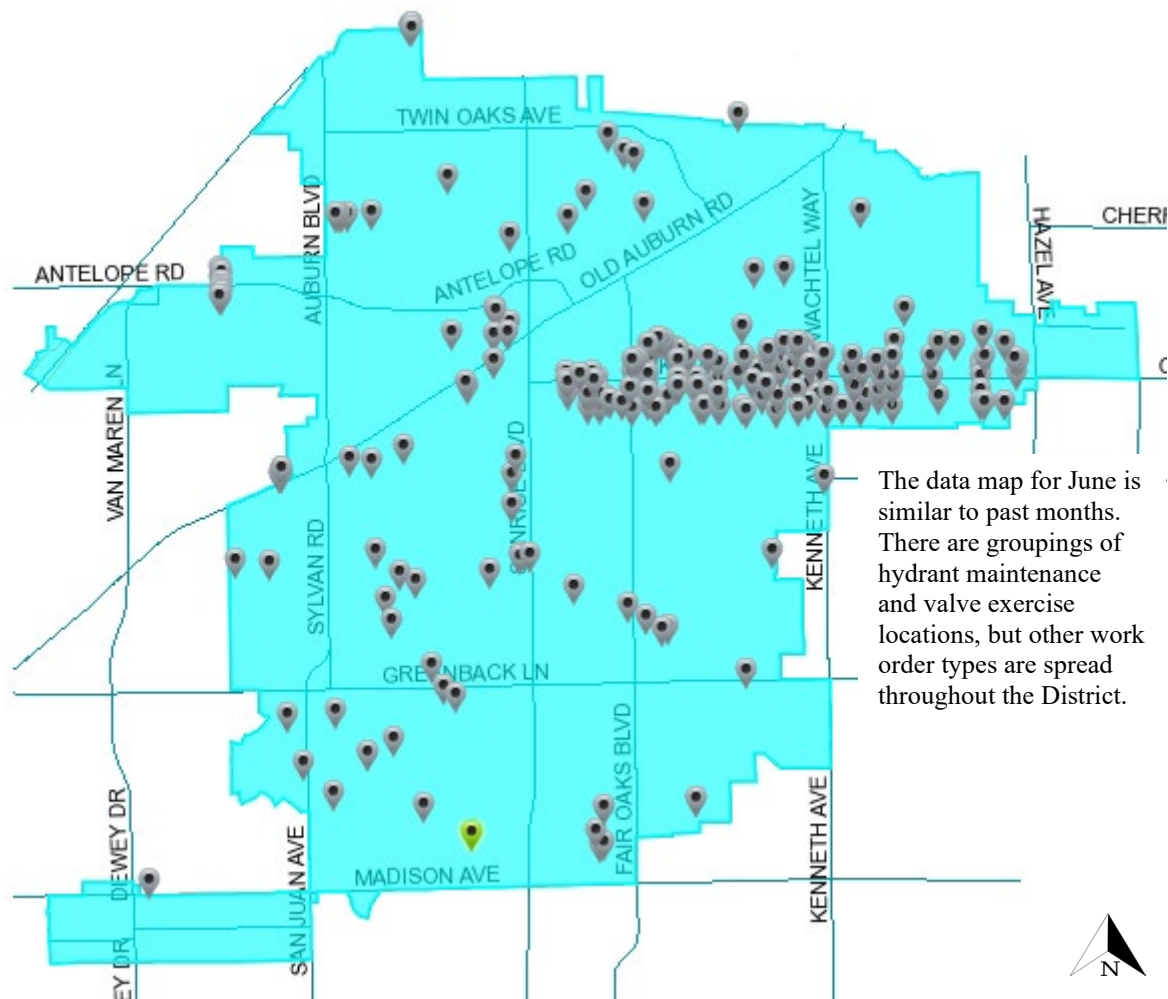
Distribution Maintenance	June 2023	Total CY 2023	Total # in System
Air Valve Inspection	0	2	147
Hydrant Maintenance	96	596	2,170
Mainline Repair/Maintenance	0	2	
Meter Box Maintenance	3	23	21,007
Meter Register Replacement	25	84	21,007
Service/Saddle Replacement	36	167	21,007
Valve Exercise	168	1,124	4,631
Total	328	1,998	69,969

CIP Projects	June 2023	Total CY 2023
C23-010 Water Mainline	0	0
C23-011 Water Valves	2	17
C23-012 Water Services	37	194
C23-013 Water Meters	7	26
C23-014 Fire Hydrants	3	11
C23-103 Pothole Main	0	0
Total	49	248



The map below shows the locations the Operations Crews worked in the month of June.

Locations Worked within the Citrus Heights Water District



B. Standby Summary

The Operations Department assigns employees to weekly standby duty to provide 24-hour coverage in case of water emergencies within the District. A 2023 summary of standby activity is provided below.

Standby Summary			
Standby Reporting Month	Total Calls to After-Hours Answering Service	Site Visits	Resolutions Via Phone Call
January	34	16	18
February	18	8	10
March	13	7	6
April	23	13	10
May	27	18	9
June	38	21	17

C. Operations Specialist

The District's Operations Specialist performs the USA markings. USA markings help protect the District's distribution system by identifying CHWD utilities for entities working in our area. The Operations Specialist also responds to leak investigations; requests to locate meters; and water turn ons/off (additional information in the chart below).

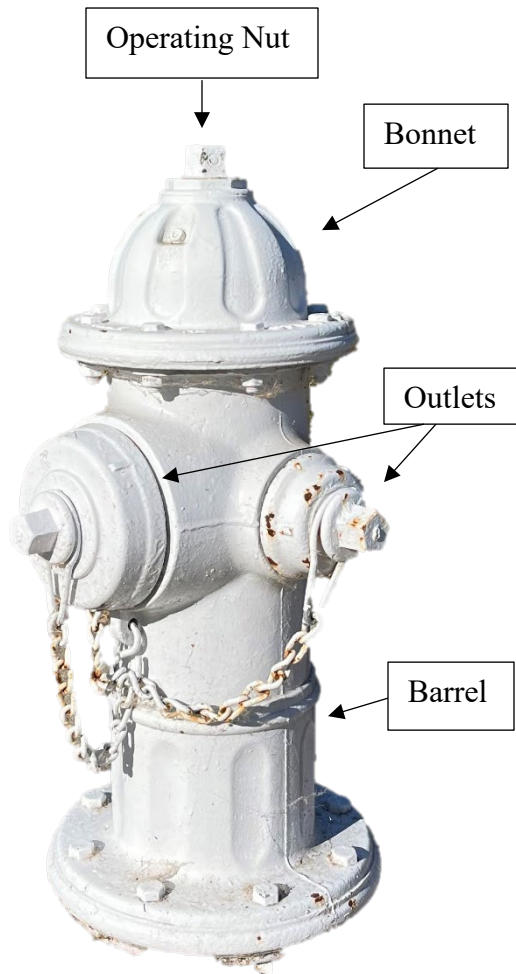
Operations Specialist Summary		
Work Description	June 2023	Total CY 2023
USA Markings	357	1,931
Check for Leak	20	192
Fire Hydrant Investigation	0	3
Locate a Meter	0	1
Turn Water On/Off	7	51
Total	384	2,178

D. Water Quality/Sampling Summary

The Water Resources Division oversees routine monthly bacteriological testing as required by the California Division of Drinking Water. In June, 72 samples were collected with no positive results.

Fire Hydrant Maintenance:

The Citrus Heights Water District has an estimated 2,170 fire hydrants throughout our service area. The District follows Fire Code spacing requirements mandating hydrants should not exceed a distance of 500 feet apart. In 2022, our Operations staff performed maintenance checks on 625 hydrants and replaced/installed 16 new hydrants. During a routine maintenance check our staff operates the hydrant to verify all components are working properly, regreases all outlets, then cleans and repaints it.



CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2023 REGULAR MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : August 1, 2023
 PREPARED BY : Jace Nunes, Management Analyst
 Rebecca Scott, Director of Operations

The Citrus Heights Water District has 20 employees in its Operations Department. The following report summarizes their work during July.

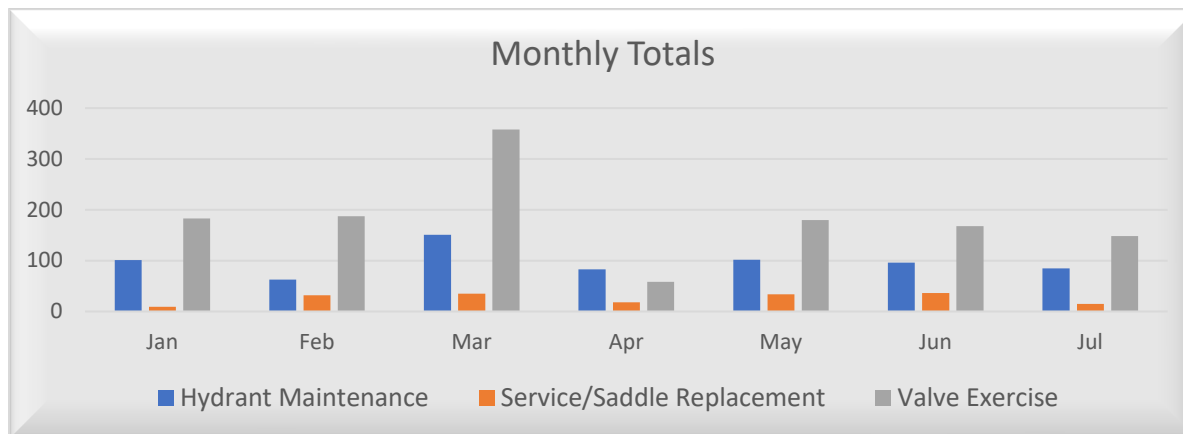
OPERATIONS MONTHLY ACTIVITIES

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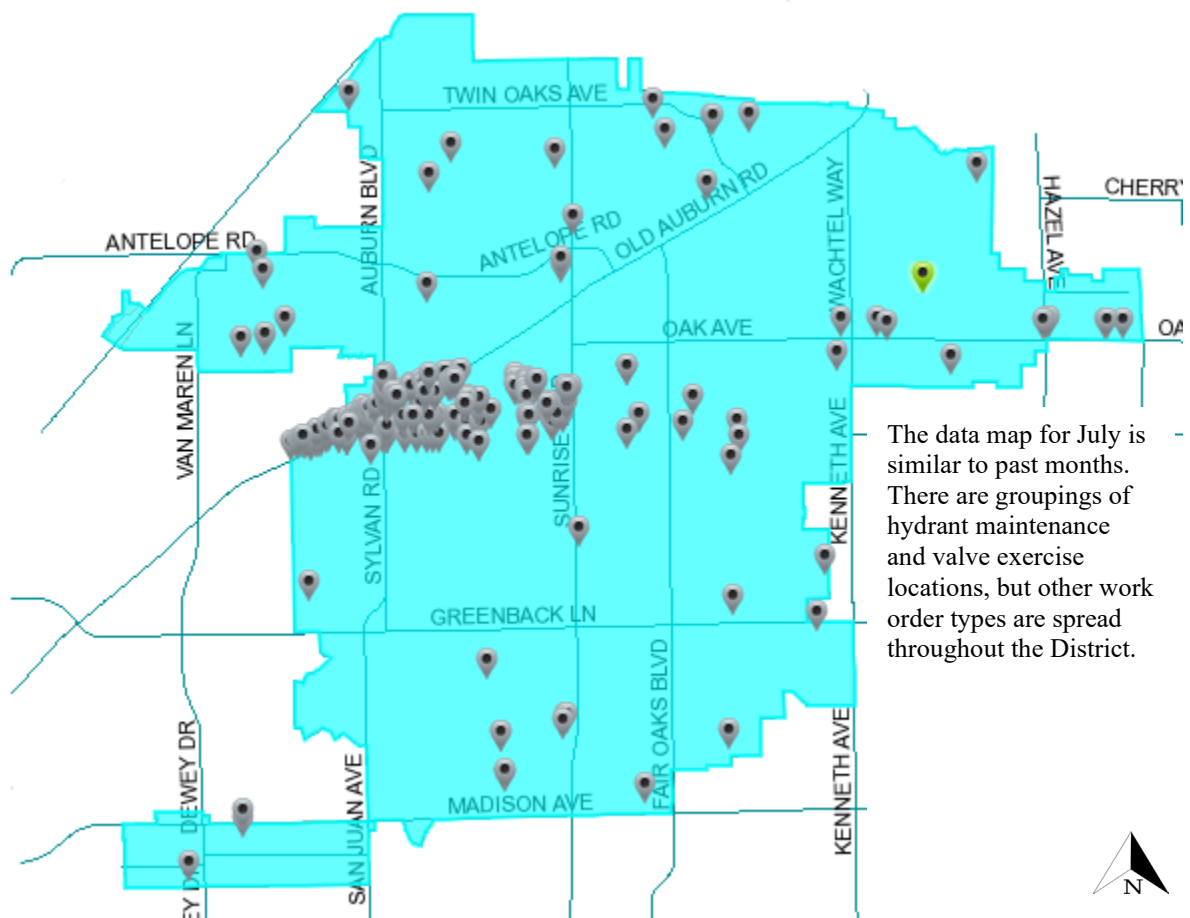
Distribution Maintenance	July 2023	Total CY 2023	Total # in System
Air Valve Inspection	0	2	147
Hydrant Maintenance	85	681	2,170
Mainline Repair/Maintenance	1	3	
Meter Box Maintenance	5	28	21,007
Meter Register Replacement	16	100	21,007
Service/Saddle Replacement	15	182	21,007
Valve Exercise	148	1,272	4,631
Total	270	2,268	69,969

CIP Projects	July 2023	Total CY 2023
C23-010 Water Mainline	0	0
C23-011 Water Valves	1	18
C23-012 Water Services	20	214
C23-013 Water Meters	1	26
C23-014 Fire Hydrants	1	12
C23-103 Pothole Main	0	0
Total	23	270



The map below shows the locations the Operations Crews worked in the month of July.

Locations Worked within the Citrus Heights Water District



B. Standby Summary

The Operations Department assigns employees to weekly standby duty to provide 24-hour coverage in case of water emergencies within the District. A 2023 summary of standby activity is provided below.

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Standby Reporting Month	Total Calls to After-Hours Answering Service	Site Visits	Resolutions Via Phone Call
January	34	16	18
February	18	8	10
March	13	7	6
April	23	13	10
May	27	18	9
June	38	21	17
July	37	22	15

C. Operations Specialist

The District's Operations Specialist performs the USA markings. USA markings help protect the District's distribution system by identifying CHWD utilities for entities working in our area. The Operations Specialist also responds to leak investigations; requests to locate meters; and water turn ons/off (additional information in the chart below).

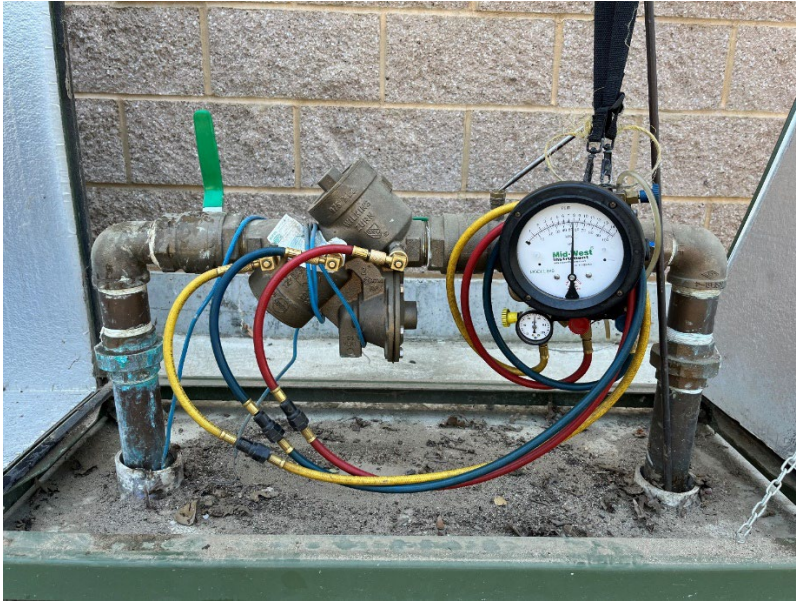
Operations Specialist Summary		
Work Description	July 2023	Total CY 2023
USA Markings	288	2,219
Check for Leak	24	216
Fire Hydrant Investigation	0	3
Locate a Meter	1	2
Turn Water On/Off	11	62
Total	324	2,502

D. Water Quality/Sampling Summary

The Water Resources Division oversees routine monthly bacteriological testing as required by the California Division of Drinking Water. In July, 90 samples were collected with no positive results.

Backflow Devices:

Backflow devices act as a barrier to prevent water from private water service lines from entering our distribution system. When high pressure changes occur within the distribution system, reverse flows containing potentially contaminated water could occur. There are 920 backflows in the Citrus Heights Water District service area. CHWD tests each backflow annually to ensure they function properly and protect our distribution system. The image below shows a differential pressure gauge attached to a backflow device to test and ensure the device is working properly.



CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
AUGUST 16, 2023 REGULAR MEETING

SUBJECT : 2023 WATER SUPPLY - PURCHASED & PRODUCED
STATUS : Information Item
REPORT DATE : August 2, 2023
PREPARED BY : Brian M. Hensley, Water Resources Supervisor
: Rebecca Scott, Director of Operations

OBJECTIVE:

Monthly water supply report, including a comparison to the corresponding month in the prior 5 years. The 2013 data is included for reference as it is the baseline consumption year for water conservation mandates.

Month	2013	2018	2019	2020	2021	2022	2023				Year-to-Date Comparison to 2013	
	Total Water Monthly						Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual	acre feet	
	acre feet						acre feet				acre feet	%
Jan	602.52	531.38	520.86	519.03	575.54	528.73	450.70	51.22	501.92	501.92	-100.60	-16.7%
Feb	606.36	525.73	447.48	589.8	485.17	605.17	370.11	117.19	487.30	989.22	-219.66	-18.2%
Mar	819.55	540.78	516.87	654.31	601.02	774.74	376.25	96.40	472.65	1,461.87	-566.56	-27.9%
Apr	1,029.73	646.09	682.90	767.24	1,001.96	763.83	556.28	142.56	698.84	2,160.71	-897.45	-29.3%
May	1,603.43	1,072.27	977.41	1,168.99	1,277.33	1,133.06	833.35	182.72	1,016.07	3,176.78	-1,484.81	-31.9%
Jun	1,816.73	1,387.03	1,328.07	1,475.82	1,541.32	1,288.62	1,106.47	158.78	1,265.25	4,442.03	-2,036.29	-31.4%
Jul	2,059.21	1,737.13	1,582.40	1,682.83	1,643.73	1,536.69	1,445.97	67.05	1,513.02	5,955.05	-2,582.48	-30.2%
Aug	1,924.28	1,583.78	1,603.36	1,660.59	1,538.76	1,461.15						
Sep	1,509.82	1,330.19	1,297.12	1,381.14	1,333.29	1,228.49						
Oct	1,297.42	1,061.88	1,083.17	1,185.00	972.09	1,065.99						
Nov	911.55	807.7	839.06	779.34	576.37	637.25						
Dec	700.94	558.97	548.17	620.34	536.97	541.93						
Total	14,881.54	11,782.93	11,426.87	12,484.43	12,083.55	11,565.65	5,139.13	815.92	5,955.05	5,955.05		
% of Total							86.30%	13.70%				

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2023 REGULAR MEETING

SUBJECT	: WATER SUPPLY RELIABILITY
STATUS	: Information Item
REPORT DATE	: July 6, 2023
PREPARED BY	: Brian Hensley, Water Resources Supervisor Rebecca Scott, Director of Operations

OBJECTIVE:

Receive and file status report on surface water supplies available to the Citrus Heights Water District (District).

BACKGROUND AND ANALYSIS:

As of July 1, 2023, storage in Folsom Lake was at 928,008 acre-feet, ninety-five percent (95%) of the total capacity of 977,000 acre-feet. This represents an increase in storage of 29,600 acre-feet in the past month.

The District's total water use during June 2023 (1,265.25 acre-feet) was thirty percent (30%) below that of June 2013 (1,816.73 acre-feet).

The District's groundwater production wells: Bonita, Skycrest, Mitchell Farms, and Sylvan are operational and used on a rotational or as-needed basis. Other District groundwater production wells, Palm and Sunrise, are available for emergency use.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2023 REGULAR MEETING

SUBJECT	: WATER SUPPLY RELIABILITY
STATUS	: Information Item
REPORT DATE	: August 2, 2023
PREPARED BY	: Brian Hensley, Water Resources Supervisor Rebecca Scott, Director of Operations

OBJECTIVE:

Receive and file status report on surface water supplies available to the Citrus Heights Water District (District).

BACKGROUND AND ANALYSIS:

As of August 1, 2023, storage in Folsom Lake was at 847,612 acre-feet, eighty-seven percent (87%) of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 80,396 acre-feet in the past month.

The District's total water use during July 2023 (1,513.02 acre-feet) was twenty-six percent (26%) below that of July 2013 (2,059.21 acre-feet).

The District's groundwater production wells: Bonita, Skycrest, Mitchell Farms, and Sylvan are operational and used on a rotational or as-needed basis. Other District groundwater production wells, Palm and Sunrise, are available for emergency use.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2023 REGULAR MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
 STATUS : Information Item
 REPORT DATE : July 10, 2023
 PREPARED BY : Jace Nunes, Management Analyst
 Rebecca Scott, Director of Operations

Water Efficiency, Safety and Meter Program updates are summarized below.

ACTIVITIES AND PROGRESS REPORT

- Water Efficiency activities during the month of June 2023 included the following:
 - Three High Efficiency Clothes Washer (HECW) rebates were processed.
 - Two smart irrigation controllers were installed.
 - Two Pressure Reducing Valve (PRV) rebates were issued.
- Twenty reports of water waste were received in June. Staff continues reaching out to customers concerning water waste violations.
- The District holds bi-monthly safety meetings. The June safety meetings covered Trench Safety, Tips to Protect Your Eyes From the Sun, UV Protection and Compressed Air Safety.
- The 2023 remaining WaterSmart classes are below:

Date	Title	Format
Saturday, Sept 9	Get in Line with Drip Irrigation	In-person at the Sylvan Ranch Community Garden (SRCG)
Wednesday, Sept 13	Plant into the Hydrozones for Healthy Plants and Water Savings	Webinar

The District has held three WaterSmart classes in 2023, all of which are posted to our YouTube channel. Furthermore, WaterSmart classes from 2021 to present are archived on CHWD's website and on YouTube, where they can be viewed any time.

- CHWD has three garden plots at the Sylvan Ranch Community Garden (SRCG) featuring water efficient landscaping. CHWD is working with a customer-based volunteer "Garden Corps," who maintains the plots by removing weeds and checking the irrigation system and controller timers. CHWD is currently exploring ways to expand the role of Garden Corps members. The dedicated webpage for the garden, chwd.org/garden, allows viewers to see detailed information about each plant in the District's plots, and create a customized plant list for their own residence.

The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD for 2023:

Month	R-GPCD 2022	R-GPCD 2023	% CHANGE
January	84	64	-24%
February	78	71	-10%
March	88	60	-32%
April	135	88	-37%
May	169	128	-24%
June	172	*159	-8%

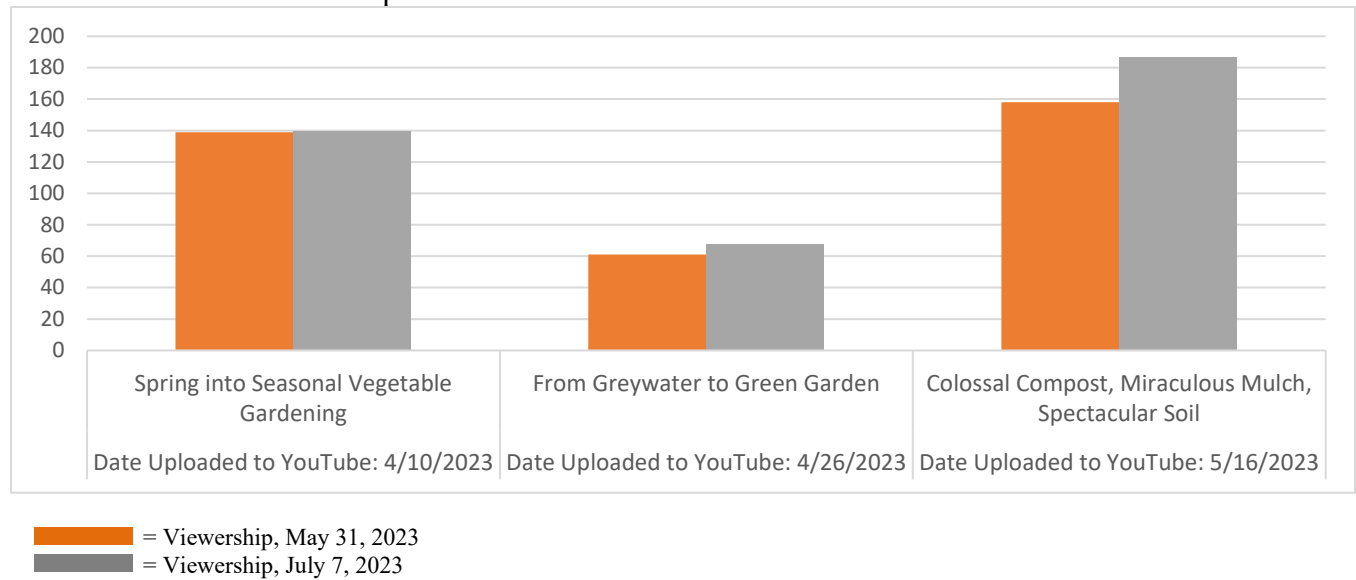
**Preliminary number as of the report date*

The following table summarizes the service requests and work orders of Water Efficiency staff for June 2023:

Work Orders	June 2023	June 2022
CHANGE TOUCH-READ TO RADIO READ	7	1
CONVERT TO RADIO-READ METER	13	3
METER BOX MAINTENANCE	3	1
METER REPAIR	0	0
METER REPLACEMENT	0	0
METER TESTING	0	0
REGISTER REPLACEMENT	25	12
RADIO-READ REGISTER REPLACEMENT	7	4
INSTALL METER	11	9
TOTAL	66	30

Service Requests	June 2023	June 2022
CONSERVATION REQUEST	20	42
CHECK FOR LEAK	1	1
UNABLE TO OBTAIN METER READ	60	42
TRIM SHRUBS	16	7
METER BURIED	15	28
METER MAINT.	62	14
LOCKED GATE	7	4
RE-READ METER	34	16
READ METER	0	0
METER BOX MAINT.	2	0
MOVE-IN/MOVE-OUT	10	35
CAR OVER METER	9	12
TOTAL	236	201

WaterSmart Class Viewership



CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2023 REGULAR MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
 STATUS : Information Item
 REPORT DATE : August 1, 2023
 PREPARED BY : Jace Nunes, Management Analyst
 Rebecca Scott, Director of Operations

Water Efficiency, Safety and Meter Program updates are summarized below.

ACTIVITIES AND PROGRESS REPORT

- Water Efficiency activities during the month of July 2023 included the following:
 - One High Efficiency Toilet (HET) rebate was processed.
 - Five High Efficiency Clothes Washer (HECW) rebates were processed.
 - One smart irrigation controller was installed.
 - One Pressure Reducing Valve (PRV) rebate was issued.
- Twenty-Two reports of water waste were received in July. Staff continues reaching out to customers concerning water waste violations.
- The District holds bi-monthly safety meetings. The July safety meetings covered Slip, Trip, and Fall Prevention, National Trench Safety, Before You Dig Call 811, and Housekeeping for Safety.
- The 2023 remaining WaterSmart classes are below:

Date	Title	Format
Saturday, Sept 9	Get in Line with Drip Irrigation	In-person at the Sylvan Ranch Community Garden (SRCG)
Wednesday, Sept 13	Plant into the Hydrozones for Healthy Plants and Water Savings	Webinar

The District has held three WaterSmart classes in 2023, all of which are posted to our YouTube channel. Furthermore, WaterSmart classes from 2021 to present are archived on CHWD's website and on YouTube, where they can be viewed any time.

- CHWD has three garden plots at the Sylvan Ranch Community Garden (SRCG) featuring water efficient landscaping. CHWD is working with a customer-based volunteer "Garden Corps," who maintains the plots by removing weeds and checking the irrigation system and controller timers. CHWD is currently exploring ways to expand the role of Garden Corps members. The dedicated webpage for the garden, chwd.org/garden, allows viewers to see detailed information about each plant in the District's plots, and create a customized plant list for their own residence.

The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD for 2023:

Month	R-GPCD 2022	R-GPCD 2023	% CHANGE
January	84	64	-24%
February	78	71	-10%
March	88	60	-32%
April	135	88	-37%
May	169	128	-24%
June	172	167	-3%
July	230	193*	-16%

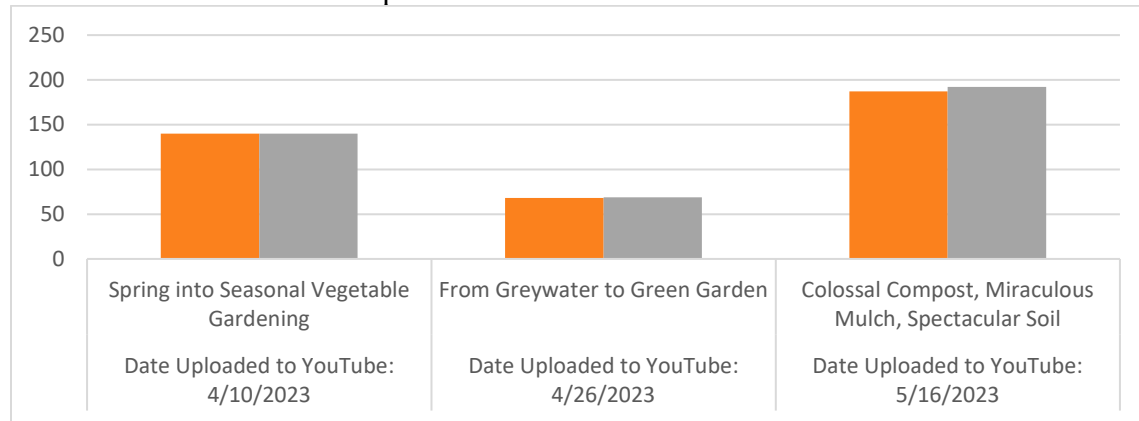
*Preliminary number as of the report date

The following table summarizes the service requests and work orders of Water Efficiency staff for July 2023:

Work Orders	July 2023	July 2022
CHANGE TOUCH-READ TO RADIO READ	1	2
CONVERT TO RADIO-READ METER	5	1
METER BOX MAINTENANCE	3	4
METER REPAIR	0	1
METER REPLACEMENT	0	1
METER TESTING	0	0
REGISTER REPLACEMENT	16	15
RADIO-READ REGISTER REPLACEMENT	9	7
INSTALL METER	1	0
TOTAL	35	31

Service Requests	July 2023	July 2022
CONSERVATION REQUEST	22	34
CHECK FOR LEAK	2	2
UNABLE TO OBTAIN METER READ	43	45
TRIM SHRUBS	12	22
METER BURIED	47	22
METER MAINT.	48	38
LOCKED GATE	2	1
RE-READ METER	18	7
READ METER	0	0
METER BOX MAINT.	2	1
MOVE-IN/MOVE-OUT	19	10
CAR OVER METER	8	16
TOTAL	223	198

WaterSmart Class Viewership



Orange bar = Viewership, July 7, 2023
Grey bar = Viewership, August 1, 2023

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2023 REGULAR MEETING

SUBJECT : 2023 STRATEGIC PLAN UPDATE AND 2024 STRATEGIC PLAN APPROVAL
STATUS : Discussion and Action Item
REPORT DATE : August 7, 2023
PREPARED BY : Brittney C. Moore, Administrative Services Manager/Chief Board Clerk

OBJECTIVE:

Receive an update to the 2023 Strategic Plan and consider approval of the Citrus Heights Water District’s 2024 Strategic Plan.

BACKGROUND AND ANALYSIS:

This is the eighth year that CHWD has engaged in a Strategic Planning process to help shape the development of its annual budget. The goal of Strategic Planning is to bring the Board of Directors and key District staff together to identify and prioritize the District’s high priority policy, program and project issues, and to identify what items, given limited resources (i.e., funding, time and staffing resources) the District should be working on over and above daily operations in the coming year.

The Strategic Planning process includes three major components: 1) Education/Issues Briefing; 2) Team Building; 3) Work Program Development.

The *Education/Issues Briefing Component* consisted of a 2022 Strategic Plan Update and 2023 Strategic Plan Preview by CHWD staff in a Study Session to the Board at its March 15, 2023, Regular Board Meeting. In addition, staff provides project and Strategic Planning updates in the monthly FYI Report.

The *Team Building* and *Work Program Development* components took place on May 23, 2023, in a session attended by the Board of Directors and key District staff, facilitated by Laura Mason-Smith.

Accompanying this staff report are additional 2023 Strategic Plan updates (Attachment 1), along with the 2024 Strategic Planning notes (Attachment 2), prepared by facilitator Laura Mason-Smith. In early 2024, leadership staff will present a 2024 Strategic Plan Preview, including who will serve as the Executive responsible for the project, the Project Lead, a project timeline, and who will serve on the Project Team to accomplish each objective within a projected timeframe.

District leadership staff will be reviewing progress on the Strategic Plan several times each month and will update the Board of Directors quarterly or more often as required.

RECOMMENDATION:

1. Receive and file an update of the 2023 Strategic Plan.
2. Approve the 2024 Strategic Plan, and direct that Strategic Planning Objectives be included in the 2024 proposed budget, which will be considered by the Board of Directors for adoption later in 2023 for the 2024 budget year.

ATTACHMENT:

1. 2023 Strategic Plan Update
2. 2024-2027 Strategic Plan Session Summary

Moved by Director _____, Seconded by Director _____, Carried _____

ATTACHMENT 1

2023 Strategic Plan Update

CITRUS HEIGHTS WATER DISTRICT ⚙ 2023 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: *Manage and Diversify a Dependable Water Supply and Empower Customers to Use Water in an Efficient Manner*

Objectives to be Completed in the 2023 Year					
#	START	END	WHAT	WHO	COMMENTS
1	Q1	Q4	Participate in the Hinkle Reservoir Cover Replacement Project	Brian Hensley (Lead); Rebecca Scott	Project is 100% complete.
2	Q1	Q4	Complete construction for Well Site 7, which will include Aquifer Storage and Recovery (ASR) technology	Brian Hensley (Lead); Rebecca Scott	Equipping phase scheduled for late 2023/2024
3	Q1	Q4	Pursue acquisition of 1-2 potential sites for Wells/Water Storage	Brian Hensley (Lead); Rebecca Scott	Looking into potential additional sites.
4	Q1	Q4	Develop and promote Water Smart Classes to Increase CHWD Customer attendance by 10%	Jace Nunes, Communications Staff (Lead), Rebecca Scott	One in-person and one virtual class to be held in September.

CITRUS HEIGHTS WATER DISTRICT ✪ 2023 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: *Manage the Improvement of and Reinvestment in District Infrastructure and Facilities*

Objectives to be Completed in the 2023 Year					
#	START	END	WHAT	WHO	COMMENTS
1	Q1	Q4	Implement a District meter testing program.	Kelly Drake, Rebecca Scott (Lead), Tim Cutler	200 meters are scheduled to arrive in early 2024 due to supply chain delays, testing to be completed in 2024.
2	Q1	Q4	Establish a regional water meter program or participate in selected agency partnerships	Rebecca Scott (Lead)	RWA GM lunch scheduled for 8/21
3	Q1	Q4	Complete the Corporation Yard Pre-Architectural Study and develop design alternatives for consideration	Missy Pieri	Study is underway. Office space size determined. Determining supporting space sizes.
4	Q1	On-going	Pursue Easement Acquisitions as identified by the District-wide Easement Needs Assessment/Study	Missy Pieri	Staff developing an easement acquisition strategy including easement prioritization. Group 1 Easement Acquisition expected in September 2023.
5	Q1	On-going	Continue non-invasive condition assessments on selected District transmission mains	Missy Pieri	Phase 2 of Segment 1 Transmission Main condition assessment complete. Phase 3 (test station installation) completion expected in October 2023.
6	Q1	On-going	Pursue acquisition of 1-2 potential sites for Project 2030 material storage and staging	Missy Pieri	Looking into potential additional sites.

CITRUS HEIGHTS WATER DISTRICT ⚙ 2023 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: *Promote Organizational Effectiveness to Enhance Customer Service*

Objectives to be Completed in the 2023 Year					
#	START	END	WHAT	WHO	COMMENTS
1	Q1	Q4	Implement study for information technology (IT) federated services and single sign on	Bryan Abaya (Lead), Annie Liu	Implementation began 6/2023. IT is investigating identified issues.
2	Q1	On-going	Increase number of customer emails on email listserv by 5%	Communications staff	Email notice with WaterSmart class recording links were sent to Constant Contact listserv.
3	Q1	Q4	Implement new solution for Automated Clearing House (ACH) vendor payments	Annie Liu (Lead)	Bank transition in progress. Project to resume Q4.
4	Q1	Q4	Continue to enhance employee recruitment and retention initiatives by providing additional resources (e.g., an advanced training and education program)	Brittney Moore (Lead), Hilary Straus, Annie Liu	Professional Services Agreement executed with Mosaic Public Partners 06/2023. Actively recruiting for Principal Civil Engineer, Senior Accountant, Accounting Manager, and Communications and Public Engagement Manager.
5	Q1	On-going	Continue analyses of regional water agency activity and impacts on CHWD	Hilary Straus (Lead), Communications staff, Annie Liu	District staff working to coordinate 2x2x2 meetings.

CITRUS HEIGHTS WATER DISTRICT ☼ 2023 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: *Engage Customers and Communicate the District's Value-Added Services/benefits, and Key Factors Affecting Its Operations*

<i>Objectives to be Completed in the 2023 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1	Q3	Q4	Increase customer contact through traditional and digital media and in-person opportunities and evaluate effectiveness	Communications staff (Lead), Hilary Straus	Effectiveness will mean different measure(s) unique to the issue being evaluated
2	Q1	Q4	Continue outreach and engagement on Project 2030 by publishing at least two relevant communications materials every month	Communications staff (Lead), Missy Pieri, Hilary Straus	Summer WaterLine distributed with Project 2030 feature.
3	Q3	Q4	Educate customers through traditional and digital media and in-person opportunities on state and regional policies, operations, capital, and finances that impact CHWD's operations and water supply	Communications staff (Lead), Hilary Straus	Customer survey in progress. Results to Board September/October 2023.

ATTACHMENT 2

2024-2027 Strategic Plan Session Summary



2024-2027 STRATEGIC PLAN SESSION SUMMARY

Tuesday, May 23, 2023

designed and facilitated by

Mason-Smith
S U C C E S S
S T R A T E G I E S

Laura Mason-Smith
916-485-3582
www.masonsmith.com

Citrus Heights Water District
2024-2027 STRATEGIC PLAN SESSION SUMMARY
Tuesday, May 23, 2023

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Citrus Heights Water District
2024-2027 STRATEGIC PLAN SESSION SUMMARY
Tuesday, May 23, 2023

OVERVIEW

On Tuesday, May 23, 2023, the following members of the Board and Management of the Citrus Heights Water District met to develop the District's 2024-2027 Strategic Plan:

Raymond Riehle	President of the Board
David Wheaton	Vice President of the Board
Caryl Sheehan	Board Member
Hilary Straus	General Manager
Josh Nelson	Assistant General Counsel
Missy Pieri	Director of Engineering
Rebecca Scott	Director of Operations
Annie Liu	Director of Administrative Services
Brittney Moore	Administrative Services Manager
Kayleigh Shepard	Management Analyst
Jace Nunes	Management Analyst
Tim Cutler	Water Distribution Supervisor
Bryan Abaya	Principal Information Technology Analyst
Brian Hensley	Water Resources Supervisor
Ashley Metzger	Communications Advisor

Members of the District's Customer Advisory Committee (CAC) and customers:

Jodi Ash	Member Residential
Regina Cave	Member Institutional, City of Citrus Heights
Andrew Johnson	Member Residential
Jay Martinez	District Customer
Kathy Morris	District Customer
Richard Moses	Member Residential
Mike Nishimura	Member Residential

The session was facilitated by Laura Mason-Smith of Mason-Smith SUCCESS STRATEGIES. Outlined on the following pages is a summary of the Strategic Planning Session.

INTRODUCTION

Board Chair Raymond Riehle welcomed everyone, called the meeting to order, and explained that the purpose of the session was to develop the District's 2024-2027 Strategic Plan.

DISTRICT ACCOMPLISHMENTS AND STRENGTHS

The participants identified the following District accomplishments and strengths over the past year *(not in priority order)*:

1. Demonstrating foresight and taking positive actions.
2. The team of people working day to day who maintain the water system.
3. Customer education and outreach on the District's three key pillars—Project 2030, meter replacement program, and groundwater expansion.
4. Board Vice President David Wheaton elected to the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) Executive Committee.
5. Director Caryl Sheehan appointed to the Regional Water Authority (RWA) Executive Committee.
6. Others who represent the District on water industry Boards and committees.
7. The District is very engaged with stakeholders and focused on being solution oriented; one example is engaging with San Juan Water District and other agencies on a cost allocation plan.
8. Performed the Project 2030 condition assessment of the 42-inch transmission main.
9. Met designated reserve targets.
10. Selected an Investment Advisory consultant.
11. Continued success with multi-agency projects including a storm drain project in April 2023.
12. Completed the District-wide Easement Needs Assessment Study.
13. Completed easement acquisition for a San Juan Unified School District property for future storage and a potential well site.
14. Advocated for and received \$1.5 million in Federal Congressional funding for Well #8.

Citrus Heights Water District
2024-2027 STRATEGIC PLAN SESSION SUMMARY
Tuesday, May 23, 2023

DISTRICT ACCOMPLISHMENTS AND STRENGTHS *(continued)*

15. Submitted for Congressional funding for the 2023-24 budget year.
16. Developed the new Garden webpage and recruited two new Garden Corps members.
17. The District's Board of Directors works together so well as a team.
18. Successfully recruited our new Director of Administrative Services, Annie Liu.
19. Recruiting for key technical staff – Associate Civil Engineer, Senior Accountant, and Accounting Manager.
20. Maintained strong continuity of operations during staffing transitions.
21. Engaged stakeholders and the District team.
22. Updated the framework for Customer Advisory Committee (CAC) engagement.
23. The CAC's work and support to engage the community.
24. Utilizing the ACWA JPIA to provide education for the staff and also support high staff morale.
25. Taking care of our employees.
26. Outstanding legal team who provides invaluable wisdom, advice, and support.
27. Completed a new meter test pilot program.
28. Working closely with other water agencies to address issues with our water supplier.
29. Excellent financial statements, budget, and reserve policy.
30. Completed IT Policies and Procedures.
31. Implemented two-tiered washing machine rebate program.
32. Began single sign-on implementation.
33. Timely accountability for achieving the District's goals and objectives.
34. Successful drilling phase for the new Well #7.
35. Completed a test drill for potential well.
36. Outreach to citizens to get involved to understand water issues.
37. The District is very supportive of staff.
38. Completed the first phase of On-Base implementation.
39. Professional services agreement with SDI Presence LLC for cybersecurity support.

Citrus Heights Water District
2024-2027 STRATEGIC PLAN SESSION SUMMARY

Tuesday, May 23, 2023

DISTRICT ACCOMPLISHMENTS AND STRENGTHS (continued)

- 40. Completed successful groundwater substitution transfer.
- 41. Distributed 2022 WaterLine publication and video.

DISTRICT MISSION, VISION AND CORE VALUES

The participants reviewed the District's Mission, Vision, and Core Values as the foundation of their strategic planning work.

MISSION STATEMENT

It is the mission of the Citrus Heights Water District to furnish a dependable supply of safe, quality water delivered to its customers in an efficient, responsive, and affordable manner.

VISION STATEMENT

The Citrus Heights Water district will continue to evolve as a dynamic provider of municipal water service to assure that our customers receive the best value without giving it a second thought.

CORE VALUES

not in priority order

Integrity

Teamwork

Dependability

Accountability

Professionalism

Citrus Heights Water District
2024-2027 STRATEGIC PLAN SESSION SUMMARY

Tuesday, May 23, 2023

ISSUES, FACTORS, AND TRENDS

The participants identified the following key issues, factors, and trends that do or could affect the District:

1. State and Federal regulations and unfunded mandates; for example, agency water budgets, electric vehicle (EV) mandates, and charging station requirements.
2. State and Federal decisions related to the operation of Folsom Lake and how much water is released.
3. Lead/Copper Rule changes are a big burden.
4. Impacts of the Federal administration and likely expansion of environmental regulations.
5. Threats to upending long-standing water rights.
6. Impact of State-wide Voluntary Agreements, which are very likely to return.
7. Increased construction costs and the availability of building materials impact all District construction projects.
8. Water supply and availability.
9. San Juan Wholesale's future costs and impacts to retail agencies; the need for a cost-benefit analysis for San Juan Wholesale sales of water to agencies outside the San Juan Family of Agencies.
10. Recruitment and retention challenges—staff, Board, and community leaders.
11. Challenges related to being an employer of choice.
12. Unfunded California Public Employees' Retirement System (CalPERS) and Other Post-Employment Benefits (OPEB) liabilities, system changes, and city/county/district impacts.
13. A trend toward collaborative partnerships for mutual benefit while maintaining agency autonomy.
14. More alternative water technologies/impacts and the need for more attention to Aquifer Storage.
15. Confusing and sometimes contradictory messages to customers regarding water availability, water usage, and drought which can make it difficult for water agencies to maintain credibility.
16. Increasing need for public engagement and challenges in connecting with customers on key issues about their water system when they cannot see it (it is buried underground).
17. Customers have additional competing priorities related to the after-effects of both COVID and drought.
18. Need for additional customer outreach and education on unfunded mandates; for example, with regard to organic waste implementation and the perception that it was a choice by agencies to raise rates.

Citrus Heights Water District
2024-2027 STRATEGIC PLAN SESSION SUMMARY

Tuesday, May 23, 2023

ISSUES, FACTORS, AND TRENDS *(continued)*

19. Difficulty building relationships with customers who mostly interact with the District solely by paying their bill.
20. Increased public awareness of the value of quality water.
21. Talks at a Federal level related to water, potential funding opportunities, and the return of earmark funding.
22. Water Agencies have different business models, for example, wholesale and retail.
23. Proposed water district merger talks between regional agencies.
24. Pre-1914 water rights discussions.
25. Reliance on rate-payer funding for Irrigation Districts.
26. Utilizing the localized press to highlight local issues.
27. Emerging groundwater contaminant issues, and more groundwater regulations.
28. Increase in Statewide activity regarding well drilling; drillers are so busy that it is difficult to get a well drilled.
29. Competition for contractors and supply chain issues cause delays.
30. Price increases of 30-50 percent on standard parts.
31. Economic uncertainty.
32. Sunrise Mall redevelopment.
33. City of Citrus Heights pavement restoration requirements.
34. Cybersecurity issues.
35. Environmental Protection Agency (EPA) compliance issues.
36. Analytics related to response rates to electronic bill pay options.
37. Delivering water continues to be more and more complicated.
38. Potential impacts of Artificial Intelligence (AI).

THREE-YEAR GOALS – 2024-2027

(not in priority order)

After discussion, the participants prioritized the District's four top Three-Year Goals as:

- ***Manage and Diversify a Dependable Water Supply and Empower Customers to Use Water in an Efficient Manner***
- ***Manage the Improvement of and Reinvestment in District Infrastructure and Facilities***
- ***Promote Organizational Effectiveness and Enhance Customer Service***
- ***Engage Customers and Communicate the District's Priorities and Value-Added Programs***

CITRUS HEIGHTS WATER DISTRICT ⚙ 2024 STRATEGIC OBJECTIVES

- **THREE-YEAR GOAL:** ***Manage and Diversify a Dependable Water Supply and Empower Customers to Use Water in an Efficient Manner***

<i>Objectives to be Completed in the 2024 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1			Complete construction for Well Site 7, which will include Aquifer Storage and Recovery (ASR)	Water Resources Supervisor (Lead), Director of Operations	
2			Begin design for Well Site 8	Water Resources Supervisor (Lead), Director of Operations	
3			Pursue acquisition of 1-2 potential sites for wells/water/asset storage	Water Resources Supervisor (Lead), Director of Operations	
4.			Host three in-person and two online Water Smart classes	Communications and Public Engagement staff (Lead), Director of Operations, Management Analyst-Ops	

CITRUS HEIGHTS WATER DISTRICT ⚙ 2024 STRATEGIC OBJECTIVES

- **THREE-YEAR GOAL:** ***Manage the Improvement of and Reinvestment in District Infrastructure and Facilities***

<i>Objectives to be Completed in the 2024 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1			Implement a District meter testing program	Director of Operations (Lead), Water Distribution Supervisor, Senior Water Efficiency Specialist	
2			Implement a joint purchasing program (which may include water meters) and/or participate in selected agency partnerships	Director of Operations (Lead), Management Analyst-Ops	
3			Complete 75% design of the selected alternative for the Corporation Yard and develop financing options	Director of Engineering (Lead), Engineering staff, Technical Advisory Committee	
4			Continue Easement Acquisitions as identified by the District-wide Easement Needs Assessment/Study	Director of Engineering (Lead), Engineering staff	
5.			Continue non-invasive condition assessments on selected District transmission mains	Director of Engineering (Lead), Engineering staff, Management Analyst-Ops	

CITRUS HEIGHTS WATER DISTRICT ✨ 2024 STRATEGIC OBJECTIVES

- **THREE-YEAR GOAL:** ***Promote Organizational Effectiveness and Enhance Customer Service***

<i>Objectives to be Completed in the 2024 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1			Complete implementation of information technology (IT) federated services and single sign on	Principal IT Analyst (Lead), Director of Administrative Services	
2			Increase the number of customer emails on the email listserv by 5% (400 customers)	Director of Administrative Services (Lead), Communications and Public Engagement staff	
3			Continue to enhance employee recruitment and retention initiatives by providing additional resources (e.g., an advanced training and education program)	Administrative Services Manager (Lead), General Manager	
4			Continue analyses of regional water agency activity and impacts on CHWD	General Manager (Lead), Administrative Services Manager, Communications and Public Engagement staff	

CITRUS HEIGHTS WATER DISTRICT ⚙ 2024 STRATEGIC OBJECTIVES

- **THREE-YEAR GOAL:** ***Engage Customers and Communicate the District's Priorities and Value-Added Programs***

<i>Objectives to be Completed in the 2024 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1			Increase customer awareness and impressions of the District through traditional and digital media and in-person opportunities, and evaluate effectiveness with a benchmark survey to be performed in 2024. Special focus on CHWD key pillars: <ul style="list-style-type: none"> • Groundwater expansion and reinvestment, • Water meter asset management, and • Project 2030 Water Main Replacement. 	Communications and Public Engagement staff (Lead), Director of Engineering, Director of Operations	
2			Educate customers through traditional and digital media and in-person opportunities on intergovernmental activities that could impact CHWD's policies, operations, capital, finances, and water supply.	Communications and Public Engagement staff (Lead)	
3			Engage stakeholders via the Garden Corps and Customer Advisory Committee (CAC) and develop an enhanced experience for participants. Empower members to act as CHWD ambassadors.	Communications and Public Engagement staff (Lead), Director of Operations, Management Analyst-Ops	

ATTACHMENT A

BENEFITS OF THE STRATEGIC PLANNING PROCESS

Each of the participants identified their learnings and take-away's from the Strategic Planning session as:

1. It is impressive that the Board and Management are so proactive and forward-looking.
2. Customer Advisory Committee (CAC) member involvement provides such invaluable input.
3. Appreciate that the District has three-year goals that are adjusted as appropriate.
4. It's rewarding that the value of the Community Garden is appreciated; it is a very valuable tool.
5. It is so valuable to hear from community and CAC members.
6. The 2024-2027 three-year goals are similar to the previous goals, which shows that the District is on the right track.
7. Community outreach and involvement are a high priority for the District.
8. Tonight really helped me learn more.
9. There is so much commitment by everyone in the room.
10. I appreciate the ideas for staff training.
11. We have such a good connection as a community, and the City's involvement is so appreciated.
12. I have so much admiration for all the commitment of everyone involved in this Strategic Planning session.
13. It's so inspiring to see everyone in the room.
14. All facets of technology are a big part of our work going forward.
15. We had an overwhelming harmony among all of us tonight.
16. I feel enthusiasm and gratitude to be part of this and be with all of the participants to make the District all it can be.
17. I'm fascinated with all the care that everyone demonstrates; it's so inspirational that everyone cares so much about the District.
18. I have incredible respect for the staff, Board, and CAC; it's reassuring to know that everyone is working together so well.

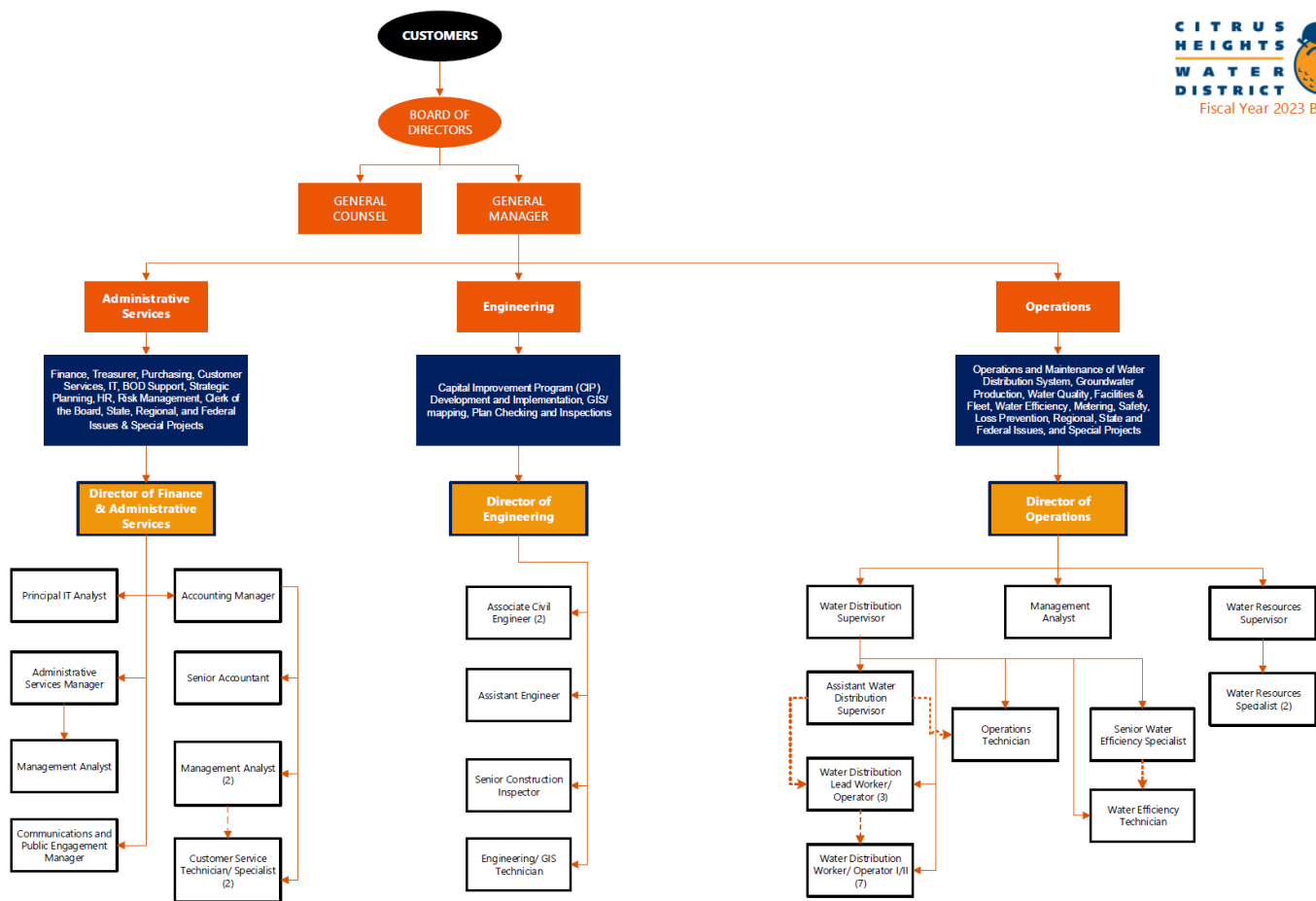
Citrus Heights Water District
2024-2027 STRATEGIC PLAN SESSION SUMMARY

Tuesday, May 23, 2023

BENEFITS OF THE STRATEGIC PLANNING PROCESS *(continued)*

19. The District is very modest about doing all that it does.
20. There is a real sense of optimism and enthusiasm; there's nothing we can't do.
21. We talked about so many complex issues; there is tremendous breadth and depth of what the District does and everyone we work with.
22. Tonight demonstrates that "it really does take a Village."
23. I appreciate everyone in this room and that everyone's voice can be heard.
24. The information and discussion of external factors and trends was very impactful; it is really helpful to see all of the issues that do or could affect the District.
25. I feel tremendous gratitude; communities work well because of people like all of us.
26. We're the best water district in the State with great leadership that always does the right thing.
27. The District's leadership is so thankful for everyone who participated tonight.

ATTACHMENT B
DISTRICT ORGANIZATION CHART



CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2023 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION 13-2023 ESTABLISHING A GRIEVANCE PROCEDURE TO ASSURE THE PROMPT AND FAIR RESOLUTION OF COMPLAINTS THAT ALLEGE UNLAWFUL DISCRIMINATION UNDER SECTION 7.90 OF TITLE 40 OF THE CODE OF FEDERAL REGULATIONS (“C.F.R.”)

STATUS : Action Item

REPORT DATE : August 7, 2023

PREPARED BY : Brittney Moore, Administrative Services Manager

OBJECTIVE:

Consider adoption of Resolution 13-2023 Establishing a Grievance Procedure to Assure the Prompt and Fair Resolution of Complaints that Allege Unlawful Discrimination Under Section 7.90 of Title 40 of the Code of Federal Regulations (“C.F.R.”)

BACKGROUND AND ANALYSIS:

In June 2023, Citrus Heights Water District (CHWD or District) staff received correspondence from the United States Environmental Protection Agency (EPA) related to responses submitted on EPA Form 4700-4, “Pre-award Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance”. These forms were submitted by CHWD staff as part of the application for EPA grants #CG-98T78601-0 and #CG-98T79901-0.

The EPA’s review indicated that CHWD needs to implement policies to comply with federal non-discrimination regulations in the following areas:

- Providing methods of notice to accommodate those with impaired vision or hearing.
- Identifying a designated civil rights coordinator to provide information regarding discrimination lawsuits, and complaints to the EPA when requested.
- Maintaining demographic data on the race, color, national origin, sex, age, or disability status of the population CHWD serves.

On July 12, 2023 CHWD staff entered into a six month agreement with the EPA to address all identified areas to comply with the nondiscrimination regulatory requirements listed in Form 4700-4. The proposed updates are required to complete the draw-down process of the Federal grants awarded for CHWD well development.

CHWD’s Employment Practices Counsel, Teresa Highsmith advises that to comply with statutes mandated under 40 CFR 7.90, and to be eligible to receive federal funds, the District must adopt a grievance procedure that assures the prompt and fair resolution of complaints alleging nondiscrimination violations.

In addition to staff’s recommendation for the Board to adopt Resolution 13-2023, staff is working with legal counsel and Sagent Marketing to:

- Create a page on the District’s website addressing nondiscrimination and;
- Execute a subscription with Language World Service Line Solutions to provide telephone and video on-demand interpreting services to customers (multi-lingual and American Sign Language (ASL) offerings)

RECOMMENDATION:

Adopt Resolution 13-2023 Establishing a Grievance Procedure to Assure the Prompt and Fair Resolution of Complaints that Allege Unlawful Discrimination Under Section 7.90 of Title 40 of the Code of Federal Regulations (“C.F.R.”)

ATTACHMENT:

Resolution 13-2023

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 13-2023

RESOLUTION OF THE BOARD OF DIRECTORS ESTABLISHING A GRIEVANCE PROCEDURE
TO ASSURE THE PROMPT AND FAIR RESOLUTION OF COMPLAINTS THAT ALLEGE
UNLAWFUL DISCRIMINATION UNDER SECTION 7.90 OF TITLE 40 OF THE CODE OF
FEDERAL REGULATIONS ("C.F.R.")

WHEREAS, Citrus Heights Water District ("CHWD") is a recipient of funding from the United States Environmental Protection Agency; and

WHEREAS, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving EPA assistance on the basis of race, color, national origin, or on the basis of sex in any program or activity receiving EPA assistance under 40 C.F.R. section 7.30; and

WHEREAS, in accordance with 40 C.F.R. section 7.90, CHWD desires to establish procedures to assure the prompt and fair resolution of complaints which allege unlawful discrimination under Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and section 13 of the Federal Water Pollution Control Act Amendments of 1972, Public Law 92-500; and

WHEREAS, the Grievance Procedure provides individuals with a formal means for addressing civil rights complaints and provides a mechanism for CHWD to discover incidents of discrimination as early as possible and to effectively resolve individual and systemic issues in its programs and activities.

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE CITRUS HEIGHTS WATER DISTRICT DOES RESOLVE AS FOLLOWS:

1. Section One. The Board finds that the above recitals are true and correct, and further incorporates herein by reference.
2. Section Two. The Grievance Procedure, attached hereto as Exhibit A, is hereby established to assure the prompt and fair resolution of complaints which allege discrimination on the basis of race, color, national origin, sex, disability, or age in the administration of CHWD's programs or activities.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 16th day of August 2023 by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

SEAL

Raymond A. Riehle, President
Board of Directors
Citrus Heights Water District

ATTEST

Brittney C. Moore, Chief Board Clerk
Citrus Heights Water District

Exhibit A

Grievance Procedure

In accordance with 40 C.F.R. Section 7.90, the Citrus Heights Water District (“CHWD”) has established a grievance procedure to assure the prompt and fair resolution of complaints which allege discrimination on the basis of race, color, national origin, sex, disability, or age in the administration of the CHWD’s programs or activities.

The following procedures provide individuals with a formal means for addressing civil rights complaints. They also provide a mechanism for CHWD to discover incidents of discrimination as early as possible and to effectively resolve individual and systemic issues in its programs and activities. However, the procedures do not apply to administrative actions that are being pursued in another forum.

Submission of Complaint

1. Filing of Complaint. A person (or the authorized representative of a person) who believes that they or a class of persons have been discriminated against may file a complaint with CHWD’s Administrative Services Manager, the designated Civil Rights Coordinator. All complaints should:
 - a. Be in writing, submitted to the address below;
 - b. Be filed within 60 days of an alleged violation (except as otherwise indicated in the following paragraph);
 - c. Describe with specificity the action(s) allegedly resulting in discrimination in violation of 40 C.F. R Parts 5 and 7;
 - d. Describe with specificity the discrimination that allegedly occurred or will occur as the result of such action(s);
 - e. Identify the parties impacted or potentially impacted by the alleged discrimination.

CHWD may request additional information from the complainant if this information is needed to meet the requirements described above. CHWD may waive requirement 1(b) in its discretion in order to address allegations of potential discrimination caused by pending actions at the earliest appropriate and feasible juncture, or, for good cause, to address complaints filed more than 60 days after an alleged violation.

All written complains shall be addressed to:
Administrative Services Manager c/o
Citrus Heights Water District
P.O. Box 286.
Citrus Heights, CA 95611

Within 10 days of receiving a written complaint, CHWD will provide the complainant with written notice of receipt. At this time, CHWD may request any additional information needed to meet the complaint requirements above. Within 10 days of

receiving any additional information, CHWD will provide the complainant with written notice that the complaint filing is complete.

Determination of Jurisdiction and Investigative Merit

1. CHWD, based on information in the complaint and other information available, will determine if it has jurisdiction to pursue the matter and whether the complaint has sufficient merit to warrant an investigation. A complaint shall be regarded as meriting investigation unless:
 - a. It clearly appears to be frivolous or trivial;
 - b. Within the time allotted for making the determination of jurisdiction and investigative merit, CHWD concedes noncompliance and agrees to take appropriate remedial action or reaches an informal resolution with the complainant;
 - c. Within the time allotted for making the determination of jurisdiction and investigative merit, the complainant withdraws the complaint;
 - d. It is not timely and good cause does not exist for waiving the timing requirement under section 1.b.
2. The preponderance of evidence standard will be applied during the analysis of the complaint.

Disposition of Complaints

1. Within 120 days of accepting a written complaint, CHWD will respond in writing to the complainant with resolution.
2. It is strictly prohibited for CHWD or any other person to intimidate, threaten, coerce, or discriminate against any individual or group for the purpose of interfering with any right or privilege guaranteed under applicable state and federal law. CHWD or any other person also may not intimidate, threaten, coerce, or discriminate against any individual or group because the individual has filed a complaint; has testified, assisted, or participated in any way in an investigation, proceeding, or hearing related to a CHWD matter; or has opposed any practices made unlawful by CHWD's nondiscrimination policy.

Access to Information and Services

1. CHWD provides free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.), to communicate meaningfully and effectively with persons with disabilities, such as impaired vision or hearing.
2. CHWD provides free language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.
3. If you need these services, please call the Administrative Services Manager at 916-725-6873 or email hello@chwd.org

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2023 REGULAR MEETING

SUBJECT : 2023 COMPENSATION STUDY
REPORT DATE : August 9, 2023
PREPARED BY : Brittney Moore, Administrative Services Manager

OBJECTIVE:

Receive and file the 2023 Total Compensation Study conducted by Bryce Consulting, Inc

BACKGROUND AND ANALYSIS:

This item is a follow up to the August 7, 2023 Study Session with the Board of Directors concerning the District's 2023 Total Compensation Study conducted by Bryce Consulting, Inc.

Per Policy 4101, the District periodically surveys a labor market of agencies, including local water utilities, cities, and Sacramento County. These agencies are surveyed as they are similar in nature and scope, and/or these agencies are a direct employment competitor.

The District's last compensation study was finalized in August 2022. The 2022 survey results showed that the proactive changes implemented from the 2019 study have helped the District stay consistent with the labor marketplace, and staff did not recommend any salary range or title changes. Board direction was provided to conduct an annual market survey for the upcoming year and beyond, to analyze the increased cost of living and rising inflation.

For 2023, the 17 surveyed agencies are: Carmichael Water District, City of Citrus Heights, City of Davis, City of Folsom, City of Lincoln, City of Roseville, City of Sacramento, City of Woodland, El Dorado Irrigation District, Elk Grove Water District, Fair Oaks Water District, Rancho Murieta Community Services District, Regional Water Authority, Rio Linda Elverta Community Water District, Sacramento County, Sacramento Suburban Water District, and San Juan Water District.

The methodology of the District's compensation study was to collect data from the local market of agencies to ensure benefits and salaries are consistent and competitive. Job descriptions and budget documents were collected to confirm comparability. Other data elements that were analyzed during the study include: entry and top step monthly salaries, employer contributions to deferred compensation and insurance programs, certification pay, longevity pay, employee and employer portions for PERS, social security, cost of living increases, leave benefits, cash out policies, and retirement practices.

The 2023 survey results showed that four of the District's survey classifications (Director of Finance and Administrative Services, General Manager, Information Technology Technician, and Water Resources Specialist) are below the labor market. Past District practice has been to adjust classifications and linked career ladders if they fall more than 5% below market. Two of the four classifications noted above are more than 5% below market. At the August 7, 2023 study session Staff recommended a 6.2% market adjustment for the Water Resources series. No recommendation was made from staff to adjust the General Manager's salary range; this series is currently 12.06% below the labor market.

The Board provided consensus direction for staff to implement the market adjustment for the Water Resources series in December 2023 with the annual update of Policy 4101.A1- Salary Schedule; and to

conduct a compensation study in 2024.

RECOMMENDATION:

Receive and file the 2023 Total Compensation Study

ATTACHMENT:

2023 Compensation Study

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

BRYCE
CONSULTING

CITRUS HEIGHTS WATER DISTRICT 2023 COMPENSATION STUDY REPORT

Prepared By
Bryce Consulting, Inc.
1024 Iron Point Road, Suite 100
Folsom, CA 95630
916-974-0199



June 2023

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SECTION I - PROJECT OVERVIEW

Bryce Consulting was retained by the Citrus Heights Water District to conduct a comprehensive compensation study of District classifications. This report presents the compensation study and includes:

- Section I Project Overview
- Section II Compensation Survey Parameters
- Section III Compensation Survey Results

STUDY OBJECTIVES

The study consisted of the following objectives:

- Review and confirm the survey parameters including survey agencies, survey classifications, and data elements.
- Collect and analyze base salary and benefit data for the survey classifications.
- Prepare and present a comprehensive report outlining the methodology and results.

SECTION II – COMPENSATION SURVEY PARAMETERS

This section of the report presents the compensation survey parameters and includes:

- Selection of labor market employers and survey classes
- Survey scope
- Survey methodology

SURVEY EMPLOYERS

The overall objective in selecting survey employers is to define as accurately as possible the District's "Labor Market." A labor market consists of those employers with whom the District might compete with for employees. The criteria typically utilized in identifying those employers include the following:

- **EMPLOYER SIZE** - As a general rule, the more similar employers are in size and complexity, the greater the likelihood that comparable positions exist within both organizations. Specifically, agencies of similar size to the District are likely to have departmental structures and organization of positions more similar to the District than organizations that are significantly larger or smaller in size.
- **NATURE OF SERVICES PROVIDED** - As a general rule, similar organizations are selected as survey employers, because they provide similar services. This is important for the following reasons:
 - Employers who provide similar services are most likely to compete with one another for employees.
 - These employers are most likely to have comparable jobs.
 - These employers are most likely to have similar organizational characteristics.
- **GEOGRAPHIC PROXIMITY** - Geographic proximity is another factor utilized in identifying an appropriate labor market. This factor is particularly important because it identifies those employers that the District must directly compete with to recruit and retain quality staff.

LABOR MARKET

Table 1 displays the 17 survey agencies. All of the agencies surveyed participated in the study.

TABLE 1 SURVEY AGENCIES
Carmichael Water District
City of Citrus Heights
City of Davis
City of Folsom
City of Lincoln
City of Roseville
City of Sacramento
City of Woodland
El Dorado Irrigation District
Elk Grove Water District
Fair Oaks Water District
Rancho Murieta Community Services District
Regional Water Authority
Rio Linda Elverta Community Water District
Sacramento County
Sacramento Suburban Water District
San Juan Water District

SURVEY CLASSES

Survey classes, as displayed in **Table 2**, are generally selected utilizing the following criteria:

- The survey classifications should have a significant relationship to other classes in their occupational group. This ensures that they will make good reference points in relating and establishing salaries for other classes within their occupational group.
- They should be reasonably well known and able to be clearly and concisely described. This enables the employer to more easily communicate with survey employers in establishing accurate comparabilities for the survey classes.
- They should be classes for which counterparts can readily be found in other agencies so that sufficient compensation data can be gathered.

TABLE 2 SURVEY CLASSIFICATIONS
Accountant
Associate Civil Engineer
Communications and Public Engagement Analyst
Customer Services Technician
Director of Engineering-District Engineer
Director of Finance and Administrative Services
Director of Operations
Engineering/GIS Specialist
General Manager
Information Technology Analyst
Information Technology Technician
Management Analyst
Senior Construction Inspector
Water Distribution Operator II
Water Distribution Supervisor
Water Efficiency Specialist
Water Resources Specialist

SURVEY SCOPE

The scope of the survey included the labor market agencies previously presented. The data collected for each survey class included:

- Title of each comparable class
- Minimum and maximum monthly salary
- Cash add-ons to base salary including:
 - ◆ Employer pick-up of the employee contribution for retirement for new “classic” employees
 - ◆ Deferred compensation contribution made by the employer
 - ◆ Longevity pay at year 10
 - ◆ Education/Certification incentive pay
- Employer contributions for insurances (cafeteria, health, dental, vision, life, and long-term disability)
- Social Security
- Employer contribution to Retiree Health Savings Plan
- Employer cost to retirement
- Amount the employee pays towards the employer’s portion of retirement
- Date and amount of next cost of living increase

SURVEY METHODOLOGY

The survey methodology utilized by Bryce Consulting included:

- The agencies' websites were utilized to collect salary and benefit data and to compare job descriptions, where available.
- The consultant followed up the survey agencies to collect additional information and seek clarification.

In addition to the collection of base salary and benefit information, careful efforts were made to analyze the full range of duties and requirements of the job classes determined to be comparable to the District's classes. This included the collection of:

- Reporting relationships
- Functional areas of responsibility
- The class's relationship to other classes in the series

For each classification using maximum base salary, total cash, and total compensation as the basis of comparison, the District's position was compared to the labor market to determine the percentage the District is above or below the labor market. The data is effective May 2023.

SECTION III – COMPENSATION SURVEY RESULTS

This section of the report presents the compensation survey findings including base salary, total cash, and total compensation. In addition, date and amount of next cost of living was collected

As indicated in the previous section, the survey involved the collection of compensation information for each of the survey classes from the labor market employers identified. **Table 3** displays the comparability for each survey classification.

TABLE 3 COMPARABILITY	
Survey Classification	Number of Comparable Classes
Accountant	12
Associate Civil Engineer	12
Communications and Public Engagement Analyst	6
Customer Services Technician	16
Director of Engineering-District Engineer	8
Director of Finance and Administrative Services	12
Director of Operations	6
Engineering/GIS Specialist	10
General Manager (Max Range)	8
General Manager (Actual salary)	9
Information Technology Analyst	8
Information Technology Technician	11
Management Analyst	10
Senior Construction Inspector	12
Water Distribution Operator II	15
Water Distribution Supervisor	12
Water Efficiency Specialist	8
Water Resources Specialist	5

BASE SALARY SURVEY RESULTS

The data has been organized into a series of tables that summarize the District's relationship to the labor market for each class. The detailed market compensation survey datasheets are presented in Appendix A of this report. **Table 4** summarizes for each classification how the District's base salaries compare to the labor market. It should be noted that for the General Manager, maximum of the range and actual salary was compared since many of the agencies do not have a salary range for the General Manager. The following data is presented:

- Title of the District's classification
- The District's current maximum monthly base salary for each classification
- The labor market for maximum monthly base salary
- Percentage the District's maximum base salary is above or below the labor market

TABLE 4
SUMMARY OF BASE SALARY

Survey Classification	CHWD Maximum Base Salary	Labor Market	% CHWD IS Above or Below Labor Market
Accountant	\$9,169	\$8,861	3.36%
Associate Civil Engineer	\$13,301	\$12,184	8.40%
Communications and Public Engagement Analyst	\$9,431	\$9,018	4.38%
Customer Services Technician	\$6,552	\$6,256	4.52%
Director of Engineering-District Engineer	\$17,702	\$17,464	1.34%
Director of Finance and Administrative Services	\$16,094	\$17,464	-8.51%
Director of Operations	\$16,094	\$14,328	10.97%
Engineering/GIS Specialist	\$9,240	\$8,022	13.18%
General Manager (Maximum of Range)	\$21,139	\$19,601	7.28%
General Manager (Actual Salary)	\$20,209	\$25,415	-25.77%
Information Technology Analyst	\$9,505	\$9,799	-3.09%
Information Technology Technician	\$7,902	\$8,764	-10.91%
Management Analyst	\$9,431	\$9,506	-0.80%
Senior Construction Inspector	\$8,985	\$8,431	6.17%
Water Distribution Operator II	\$8,249	\$7,483	9.29%
Water Distribution Supervisor	\$12,206	\$10,495	14.01%
Water Efficiency Specialist	\$7,559	\$7,263	3.92%
Water Resources Specialist	\$8,676	\$9,327	-7.50%

TOTAL CASH SURVEY RESULTS

Total cash represents the maximum base salary plus the agencies' contribution towards the employees' share of retirement, the agencies' contribution towards deferred compensation, longevity pay, up to and including year 10, and education/certification incentive pay. **Table 5** displays how the District compares to the labor market with respect to total cash for each classification. The following data is presented:

- Title of the District's classification
- The District's current total cash for each classification

- The labor market for total cash
- Percentage the District's total cash is above or below the labor market

TABLE 5 SUMMARY OF TOTAL CASH			
Survey Classification	CHWD Total Cash	Labor Market	% CHWD is Above or Below Labor Market
Accountant	\$9,444	\$9,145	3.17%
Associate Civil Engineer	\$13,700	\$12,184	11.07%
Communications and Public Engagement Analyst	\$9,714	\$10,073	-3.69%
Customer Services Technician	\$6,749	\$6,458	4.30%
Director of Engineering-District Engineer	\$18,233	\$17,631	3.30%
Director of Finance and Administrative Services	\$16,577	\$17,631	-6.36%
Director of Operations	\$16,577	\$14,328	13.56%
Engineering/GIS Specialist	\$9,657	\$8,022	16.93%
General Manager (Maximum of Range)	\$21,773	\$20,063	7.86%
General Manager (Actual Salary)	\$20,815	\$25,415	-22.10%
Information Technology Analyst	\$9,790	\$10,523	-7.49%
Information Technology Technician	\$8,139	\$9,239	-13.51%
Management Analyst	\$9,714	\$10,380	-6.86%
Senior Construction Inspector	\$9,395	\$9,159	2.50%
Water Distribution Operator II	\$8,636	\$7,943	8.03%
Water Distribution Supervisor	\$12,712	\$11,160	12.21%
Water Efficiency Specialist	\$7,926	\$7,497	5.41%
Water Resources Specialist	\$9,076	\$9,327	-2.76%

TOTAL COMPENSATION SURVEY RESULTS

Total compensation represents the elements included in total cash plus the agencies' contribution towards cafeteria plan, health, dental, vision, life insurance, long-term disability, retiree health savings plan, and Social Security/Medicare, minus the employers' share of retirement paid by the employee. **Table 6** displays total compensation without the employer's cost to retirement and **Table 7** includes the employer's retirement costs for Classic employees. The following data is presented:

- Title of the District's classification
- The District's current total compensation for each classification
- The labor market for total compensation
- Percentage the District's total compensation is above or below the labor market

TABLE 6
SUMMARY OF TOTAL COMPENSATION WITHOUT EMPLOYER'S COST OF RETIREMENT

Survey Classification	CHWD Total Compensation	Labor Market	% CHWD is Above or Below Labor Market
Accountant	\$13,054	\$12,469	4.48%
Associate Civil Engineer	\$17,646	\$16,064	8.96%
Communications and Public Engagement Analyst	\$13,345	\$11,810	11.50%
Customer Services Technician	\$10,145	\$9,921	2.20%
Director of Engineering-District Engineer	\$22,254	\$21,046	5.43%
Director of Finance and Administrative Services	\$20,575	\$21,046	-2.29%
Director of Operations	\$20,575	\$17,793	13.52%
Engineering/GIS Specialist	\$13,273	\$11,559	12.91%
General Manager (Maximum of Range)	\$25,844	\$23,824	7.82%
General Manager (Actual Salary)	\$24,872	\$28,960	-16.43%
Information Technology Analyst	\$13,427	\$12,665	5.67%
Information Technology Technician	\$11,646	\$11,843	-1.69%
Management Analyst	\$13,345	\$12,807	4.03%
Senior Construction Inspector	\$12,989	\$12,002	7.60%
Water Distribution Operator II	\$12,171	\$10,974	9.83%
Water Distribution Supervisor	\$16,569	\$14,241	14.05%
Water Efficiency Specialist	\$11,404	\$10,735	5.87%
Water Resources Specialist	\$12,646	\$13,430	-6.20%

TABLE 7
SUMMARY OF TOTAL COMPENSATION WITH EMPLOYER'S COST OF RETIREMENT

Survey Classification	CHWD Total Compensation	Labor Market	% CHWD is Above or Below Labor Market
Accountant	\$14,000	\$13,756	1.74%
Associate Civil Engineer	\$19,019	\$17,835	6.23%
Communications and Public Engagement Analyst	\$14,318	\$12,226	14.61%
Customer Services Technician	\$10,821	\$10,552	2.49%
Director of Engineering-District Engineer	\$24,081	\$22,850	5.11%
Director of Finance and Administrative Services	\$22,236	\$22,850	-2.76%
Director of Operations	\$22,236	\$19,391	12.79%
Engineering/GIS Specialist	\$14,226	\$12,724	10.56%
General Manager (Maximum of Range)	\$28,026	\$25,992	7.26%
General Manager (Actual Salary)	\$26,958	\$31,586	-17.17%
Information Technology Analyst	\$14,408	\$13,658	5.21%
Information Technology Technician	\$12,461	\$12,923	-3.70%
Management Analyst	\$14,318	\$13,799	3.63%
Senior Construction Inspector	\$13,917	\$13,227	4.95%
Water Distribution Operator II	\$13,023	\$12,061	7.38%
Water Distribution Supervisor	\$17,829	\$15,766	11.57%
Water Efficiency Specialist	\$12,184	\$11,791	3.23%
Water Resources Specialist	\$13,541	\$14,392	-6.29%

RELATIONSHIP TO THE MARKET

On average, for all of the classifications surveyed, the District is 1.68% above market for base salary, 1.42% above of the market for total cash, and 4.85% above the market for total compensation without the employer's retirement cost, and 3.71% above market with the employer's retirement cost.

COST OF LIVING INCREASE DATA – APPENDIX B

With respect to cost of living, the District's does not have a future cost of living increase scheduled at this time. With respect to the responding agencies, six of the agencies have an increase scheduled for June or July of 2023 with the amount ranging from 1% to 5%.

In addition to the data collected, the District wishes to compare retirement benefits which can be difficult to accomplish as the retirement calculation is specific to each employee, their work history, including time at multiple public employers, length of service, and salary. In an effort to compare the value of the agencies' retirement benefits, the calculations below assume an employee has 20 years of service with

one employer, a salary of \$100,000, and is a tier 2 Classic. For those with a benefit that requires retirement at age 60, five additional years have been added. It should be noted that Sacramento County's retirement benefit is not calculated as they are not part of CalPERS.

Agency	Benefit	Retirement Received
Citrus Heights Water District	2% @ 55 Assumes 20 years of service credit	\$3,333
Carmichael Water District City of Citrus Heights City of Folsom City of Sacramento Elk Grove Water District El Dorado Irrigation District Fair Oaks Water District Rancho Murieta Community Services District Rio Linda Elverta Community Water District Regional Water Authority Sacramento Suburban Water District	2% @ 55 Assumes 20 years of service credit	\$3,333
City of Davis	2.5% @ 55 Assumes 20 years of service credit	\$4,166
City of Lincoln City of Woodland	2% @ 60 Assumes 25 years of service credit	\$4,166 (with 5 additional years)
City of Roseville	2.7% @ 55 Assumes 20 years of service credit	\$4,500
San Juan Water District	3% @ 60 Assumes 25 years of service credit	\$6,250 (with 5 additional years)

APPENDIX A

DETAILED MARKET DATASHEETS

	Base Salary			Total Cash			Total Compensation			Total Compensation (w/ PERS Cost)			
	CHWD Maximum Base Salary	Labor Market	% CHWD IS Above or Below Labor Market	CHWD Total Cash	Labor Market	% CHWD is Above or Below Labor Market	CHWD Total Compensation (w/o PERS Cost)	Labor Market	% CHWD is Above or Below Labor Market	CHWD Total Compensation (w/ PERS Cost)	Labor Market	% CHWD is Above or Below Labor Market	Comparability
Survey Classification													
Accountant	\$9,169	\$8,861	3.36%	\$9,444	\$9,145	3.17%	\$13,054	\$12,469	4.48%	\$14,000	\$13,756	1.74%	12
Associate Civil Engineer	\$13,301	\$12,184	8.40%	\$13,700	\$12,184	11.07%	\$17,646	\$16,064	8.96%	\$19,019	\$17,835	6.23%	12
Communications and Public Engagement Analyst	\$9,431	\$9,018	4.38%	\$9,714	\$10,073	-3.69%	\$13,345	\$11,810	11.50%	\$14,318	\$12,226	14.61%	6
Customer Services Technician	\$6,552	\$6,256	4.52%	\$6,749	\$6,458	4.30%	\$10,145	\$9,921	2.20%	\$10,821	\$10,552	2.49%	16
Director of Engineering- District Engineer	\$17,702	\$17,464	1.34%	\$18,233	\$17,631	3.30%	\$22,254	\$21,046	5.43%	\$24,081	\$22,850	5.11%	8
Director of Finance and Administrative Services	\$16,094	\$17,464	-8.51%	\$16,577	\$17,631	-6.36%	\$20,575	\$21,046	-2.29%	\$22,236	\$22,850	-2.76%	12
Director of Operations	\$16,094	\$14,328	10.97%	\$16,577	\$14,328	13.56%	\$20,575	\$17,793	13.52%	\$22,236	\$19,391	12.79%	6
Engineering/GIS Specialist	\$9,240	\$8,022	13.18%	\$9,657	\$8,022	16.93%	\$13,273	\$11,559	12.91%	\$14,226	\$12,724	10.56%	10
General Manager (Max Range)	\$21,139	\$25,415	-20.23%	\$21,773	\$25,415	-16.73%	\$25,844	\$28,960	-12.06%	\$28,026	\$31,586	-12.70%	9
General Manager (Actual salary)	\$21,139	\$25,415	-20.23%	\$21,773	\$25,415	-16.73%	\$25,844	\$28,960	-12.06%	\$28,026	\$31,586	-12.70%	9
Information Technology Analyst	\$9,505	\$9,799	-3.09%	\$9,790	\$10,523	-7.49%	\$13,427	\$12,665	5.67%	\$14,408	\$13,658	5.21%	8
Information Technology Technician	\$7,902	\$8,764	-10.91%	\$8,139	\$9,239	-13.51%	\$11,646	\$11,843	-1.69%	\$12,461	\$12,923	-3.70%	11
Management Analyst	\$9,431	\$9,506	-0.80%	\$9,714	\$10,380	-6.86%	\$13,345	\$12,807	4.03%	\$14,318	\$13,799	3.63%	10
Senior Construction Inspector	\$8,985	\$8,431	6.17%	\$9,395	\$9,159	2.50%	\$12,989	\$12,002	7.60%	\$13,917	\$13,227	4.95%	12
Water Distribution Operator II	\$8,249	\$7,483	9.29%	\$8,636	\$7,943	8.03%	\$12,171	\$10,974	9.83%	\$13,023	\$12,061	7.38%	15
Water Distribution Supervisor	\$12,206	\$10,495	14.01%	\$12,712	\$11,160	12.21%	\$16,569	\$14,241	14.05%	\$17,829	\$15,766	11.57%	12
Water Efficiency Specialist	\$7,559	\$7,263	3.92%	\$7,926	\$7,497	5.41%	\$11,404	\$10,735	5.87%	\$12,184	\$11,791	3.23%	8
Water Resources Specialist	\$8,676	\$9,327	-7.50%	\$9,076	\$9,327	-2.76%	\$12,646	\$13,430	-6.20%	\$13,541	\$14,392	-6.29%	5
		Average	0.46%			0.35%			3.99%			2.85%	

Appendix A

Citrus Heights Water District
Total Compensation Study
5/2023

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Comp	Longevity Pay (Year 10)	Education / Certification Pay (\$)	Education / Certification Pay (notes)	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	RHSA	Social Security - Medicare	Total Comp.	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Comp Less Employer Share of Retirement Paid by Employee (w/o PERS cost)	22/23 Employer's Normal Cost to Retirement (minus any cost sharing)	Total Comp Less Employer Share of Retirement Paid by Employee (w/ PERS cost)	Comments
Citrus Heights Water District	Accountant	\$6,794	\$9,169	0%	\$0	\$275	\$0	\$0		\$9,444	\$0	\$2,674	\$149	\$25	\$15	\$45	\$0	\$701	\$13,054	0%	\$0	\$13,054	\$946	\$14,000	
Carmichael Water District	Senior Accountant	\$6,625	\$8,053	0%	\$0	\$0	\$0	\$0		\$8,053	\$0	\$2,311	\$115	\$29	\$48	\$19	\$0	\$616	\$11,191	0%	\$0	\$11,191	\$938	\$12,129	
City of Citrus Heights	Accountant	\$6,183	\$7,720	0%	\$0	\$0	\$0	\$0		\$7,720	\$0	\$1,600	\$150	\$15	\$4	\$22	\$0	\$112	\$9,623	0%	\$0	\$9,623	\$797	\$10,420	
City of Davis	Accountant II	\$6,677	\$8,116	0%	\$0	\$0	\$203	\$0		\$8,319	\$0	\$2,046	\$210	\$0	\$29	\$40	\$0	\$118	\$10,762	1.7%	\$138	\$10,624	\$671	\$11,295	
City of Folsom	No Comparable Class																								
City of Lincoln	Accountant II	\$5,364	\$7,188	0%	\$0	\$0	\$0	\$0		\$7,188	\$0	\$1,901	\$110	\$7	\$7	\$0	\$0	\$550	\$9,763	3%	\$216	\$9,547	\$405	\$9,952	
City of Roseville	Accountant II	\$5,818	\$8,187	6.197%	\$507	\$246	\$205	\$0		\$9,145	\$2,020	inc	inc	inc	\$25	\$17	\$100	\$119	\$11,425	6.197%	\$507	\$10,917	\$378	\$11,295	
City of Sacramento	Accountant-Auditor	\$6,155	\$8,077	0%	\$0	\$323	\$0	\$0		\$8,400	\$0	\$1,777	\$0	\$0	\$5	\$10	\$0	\$618	\$10,809	1%	\$81	\$10,729	\$624	\$11,352	
City of Woodland	Accountant II	\$5,887	\$7,514	0%	\$0	\$150	\$50	\$0		\$7,714	\$0	\$2,196	\$163	\$19	\$8	\$16	\$100	\$109	\$10,326	3%	\$225	\$10,100	\$573	\$10,673	
El Dorado Irrigation District	Accountant	\$6,944	\$8,440	0%	\$0	\$0	\$0	\$0		\$8,440	\$0	\$2,156	\$131	\$15	\$15	\$0	\$0	\$646	\$11,404	0%	\$0	\$11,404	\$872	\$12,276	
Elk Grove Water District	No Comparable Class																								
Fair Oaks Water District	No Comparable Class																								
Rancho Murieta Community Services District	Accountant	\$5,346	\$6,822	0%	\$0	\$0	\$0	\$0		\$6,822	\$0	\$1,901	\$224	\$12	inc	DNA	\$0	\$99	\$9,058	0%	\$0	\$9,058	\$742	\$9,799	
Regional Water Authority	No Comparable Class																								
Rio Linda Elverta Community Water District	No Comparable Class																								
Sacramento County	Accountant	\$5,949	\$7,230	0%	\$0	\$0	\$181	\$362	5% max	\$7,772	\$0	\$1,689	\$119	inc	\$1	\$0	\$54	\$553	\$10,188	1.71%	\$124	\$10,064	\$797	\$10,862	
Sacramento Suburban Water District	Accountant II	\$5,933	\$8,476	0%	\$0	\$0	\$0	\$0		\$8,476	\$0	\$2,124	\$195	\$20	\$31	\$23	\$0	\$648	\$11,517	0%	\$0	\$11,517	\$937	\$12,454	
San Juan Water District	Accountant	\$7,384	\$8,861	0%	\$0	\$0	\$0	\$0		\$8,861	\$0	\$2,692	\$149	\$19	\$30	\$41	\$0	\$678	\$12,469	0%	\$0	\$12,469	\$1,287	\$13,756	
Labor Market		\$8,861								\$9,145									\$12,469			\$12,469			\$13,756
% CHWD is above or below Labor Market		3.36%								3.17%									4.48%			4.48%			1.74%
Comparability		12																							

NOTES:
Rancho Murieta CSD- ER contribution towards dental/vision is 2022 rate; Interim GM unable to provide data

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Comp	Longevity Pay (Year 10)	Education / Certification Pay (\$)	Education / Certification Pay (notes)	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	RHSA	Social Security - Medicare	Total Comp.	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Comp Less Employer Share of Retirement Paid by Employee (w/o PERS cost)	22/23 Employer's Normal Cost to Retirement (minus any cost sharing)	Total Comp Less Employer Share of Retirement Paid by Employee (w/ PERS cost)	Comments
Citrus Heights Water District	Associate Civil Engineer	\$9,853	\$13,301	0%	\$0	\$399	\$0	\$0		\$13,700	\$0	\$2,674	\$149	\$25	\$15	\$66	\$0	\$1,018	\$17,646	0%	\$0	\$17,646	\$1,373	\$19,019	
Carmichael Water District	No Comparable Class																								PE not required
City of Citrus Heights	Associate Civil Engineer	\$7,388	\$9,226	0%	\$0	\$277	\$0	\$0		\$9,503	\$0	\$1,600	\$150	\$15	\$8	\$26	\$0	\$134	\$11,436	0%	\$0	\$11,436	\$952	\$12,388	PE
City of Davis	Associate Civil Engineer	\$7,313	\$8,889	0%	\$0	\$0	\$222	\$0		\$9,111	\$0	\$2,046	\$210	\$0	\$9	\$40	\$0	\$129	\$11,545	1.7%	\$151	\$11,394	\$735	\$12,129	PE
City of Folsom	Associate Civil Engineer	\$7,920	\$10,033	0%	\$0	\$325	\$251	\$300	\$300 MA	\$10,909	\$0	\$1,695	\$113	\$19	\$9	\$36	\$50	\$768	\$13,599	0%	\$0	\$13,599	\$1,068	\$14,666	PE
City of Lincoln	Associate Engineer	\$7,398	\$9,914	0%	\$0	\$0	\$0	\$0		\$9,914	\$0	\$1,901	\$110	\$7	\$7	\$0	\$0	\$758	\$12,697	3%	\$297	\$12,400	\$558	\$12,958	PE
City of Roseville	Associate Engineer (PE)	\$7,320	\$10,301	6.197%	\$638	\$309	\$258	\$0		\$11,506	\$2,020	inc	inc	inc	\$31	\$21	\$100	\$149	\$13,827	6.197%	\$638	\$13,188	\$475	\$13,664	PE
City of Sacramento	Associate Civil Engineer	\$7,327	\$10,310	0%	\$0	\$206	\$0	\$258	2.5% for possession of 2 PEs	\$10,774	\$0	\$1,777	\$0	\$0	\$3	\$0	\$0	\$789	\$13,343	1%	\$103	\$13,240	\$796	\$14,035	PE
City of Woodland	Associate Civil Engineer	\$7,725	\$9,859	0%	\$0	\$197	\$50	\$0		\$10,106	\$0	\$2,196	\$163	\$19	\$8	\$16	\$100	\$143	\$12,752	3%	\$296	\$12,456	\$751	\$13,207	PE
El Dorado Irrigation District	Associate Civil Engineer	\$9,363	\$11,380	0%	\$0	\$0	\$0	\$0		\$11,380	\$0	\$2,156	\$131	\$15	\$20	\$0	\$0	\$871	\$14,574	0%	\$0	\$14,574	\$1,176	\$15,749	PE
Elk Grove Water District	Associate Civil Engineer	\$8,996	\$10,934	1%	\$109	\$0	\$273	\$0		\$11,317	\$0	\$2,500	\$128	\$23	\$50	\$0	\$0	\$159	\$14,176	0%	\$0	\$14,176	\$1,128	\$15,305	PE
Fair Oaks Water District	No Comparable Class																								No PE required
Rancho Murieta Community Services District	No Comparable Class																								
Regional Water Authority	No Comparable Class																								
Rio Linda Elverta Community Water District	No Comparable Class																								
Sacramento County	Associate Civil Engineer	\$9,241	\$11,233	0%	\$0	\$0	\$281	\$0		\$11,514	\$0	\$1,689	\$119	inc	\$1	\$0	\$0	\$859	\$14,182	1.71%	\$192	\$13,990	\$1,239	\$15,229	PE
Sacramento Suburban Water District	Associate Engineer	\$7,829	\$11,184	0%	\$0	\$0	\$0	\$0		\$11,184	\$0	\$2,124	\$195	\$20	\$40	\$31	\$0	\$856	\$14,449	0%	\$0	\$14,449	\$1,237	\$15,686	PE
San Juan Water District	Associate Engineer	\$10,154	\$12,184	0%	\$0	\$0	\$0	\$0		\$12,184	\$0	\$2,692	\$149	\$19	\$41	\$49	\$0	\$932	\$16,064	0%	\$0	\$16,064	\$1,770	\$17,835	PE
Labor Market		\$12,184								\$12,184									\$16,064			\$16,064			\$17,835
% CHWD is above or below Labor Market		8.40%								11.07%									8.96%			8.96%			6.23%
Comparability		12																							

NOTES:

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Comp	Longevity Pay (Year 10)	Education / Certification Pay (\$)	Education / Certification Pay (notes)	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	RHSA	Social Security - Medicare	Total Comp.	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Comp Less Employer Share of Retirement Paid by Employee (w/o PERS cost)	22/23 Employer's Normal Cost to Retirement (minus any cost sharing)	Total Comp Less Employer Share of Retirement Paid by Employee (w/ PERS cost)	Comments			
Citrus Heights Water District	Communications and Public Engagement Analyst	\$6,983	\$9,431	0%	\$0	\$283	\$0	\$0		\$9,714	\$0	\$2,674	\$149	\$25	\$15	\$47	\$0	\$721	\$13,345	0%	\$0	\$13,345	\$973	\$14,318				
Carmichael Water District	No Comparable Class																											
City of Citrus Heights	Communications Officer	\$6,800	\$8,493	0%	\$0	\$255	\$0	\$0		\$8,748	\$0	\$1,600	\$150	\$15	\$8	\$24	\$0	\$123	\$10,668	0%	\$0	\$10,668	\$876	\$11,544				
City of Davis	No Comparable Class																											
City of Folsom	Communications and Marketing Specialist	\$6,483	\$8,213	0%	\$0	\$100	\$205	\$250	\$250 MA	\$8,768	\$0	\$1,695	\$113	\$19	\$9	\$29	\$50	\$628	\$11,312	0%	\$0	\$11,312	\$874	\$12,186				
City of Lincoln	Administrative Analyst II - PIO	\$5,724	\$7,671	0%	\$0	\$0	\$0	\$0		\$7,671	\$0	\$1,901	\$110	\$7	\$7	\$0	\$0	\$587	\$10,283	3%	\$230	\$10,053	\$432	\$10,484				
City of Roseville	Marketing and Communications Analyst II	\$6,409	\$9,018	6.197%	\$559	\$271	\$225	\$0		\$10,073	\$2,020	inc	inc	inc	\$27	\$19	\$100	\$131	\$12,369	6.197%	\$559	\$11,810	\$416	\$12,226				
City of Sacramento	Media and Communications Specialist	\$6,573	\$8,625	0%	\$0	\$345	\$0	\$0		\$8,970	\$0	\$1,777	\$0	\$0	\$5	\$10	\$0	\$660	\$11,422	1%	\$86	\$11,335	\$666	\$12,001				
City of Woodland	No Comparable Class																											
El Dorado Irrigation District	No Comparable Class																											
Elk Grove Water District	No Comparable Class																											
Fair Oaks Water District	No Comparable Class																											
Rancho Murieta Community Services District	No Comparable Class																											
Regional Water Authority	No Comparable Class																											
Rio Linda Elverta Community Water District	No Comparable Class																											
Sacramento County	Public Information Specialist	\$5,314	\$6,459	0%	\$0	\$0	\$161	\$323	5% MA	\$6,943	\$0	\$1,689	\$119	inc	\$1	\$0	\$54	\$494	\$9,300	1.71%	\$110	\$9,190	\$712	\$9,902				
Sacramento Suburban Water District	No Comparable Class																											
San Juan Water District	No Comparable Class																											
Labor Market		\$9,018								\$10,073									\$12,369				\$11,810				\$12,226	
% CHWD is above or below Labor Market		4.38%								-3.69%									7.31%				11.50%				14.61%	
Comparability		6																										

NOTES:

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Comp	Longevity Pay (Year 10)	Education / Certification Pay (\$)	Education / Certification Pay (notes)	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	RHSA	Social Security - Medicare	Total Comp.	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Comp Less Employer Share of Retirement Paid by Employee (w/o PERS cost)	22/23 Employer's Normal Cost to Retirement (minus any cost sharing)	Total Comp Less Employer Share of Retirement Paid by Employee (w/ PERS cost)	Comments	
Citrus Heights Water District	Customer Services Technician	\$4,854	\$6,552	0%	\$0	\$197	\$0	\$0		\$6,749	\$0	\$2,674	\$149	\$25	\$15	\$32	\$0	\$501	\$10,145	0%	\$0	\$10,145	\$676	\$10,821		
Carmichael Water District	Billing Specialist II	\$4,716	\$5,732	0%	\$0	\$0	\$0	\$0		\$5,732	\$0	\$2,311	\$115	\$29	\$34	\$13	\$0	\$439	\$8,673	0%	\$0	\$8,673	\$668	\$9,341		
City of Citrus Heights	Financial Assistant II	\$3,565	\$4,453	0%	\$0	\$0	\$0	\$0		\$4,453	\$0	\$1,600	\$150	\$15	\$4	\$13	\$0	\$65	\$6,299	0%	\$0	\$6,299	\$460	\$6,758		
City of Davis	Finance Assistant II	\$3,959	\$4,812	0%	\$0	\$0	\$120	\$0		\$4,932	\$0	\$2,046	\$210	\$0	\$9	\$40	\$0	\$70	\$7,307	1.7%	\$82	\$7,225	\$398	\$7,623	No longer have Accounting Assistant	
City of Folsom	Revenue Technician II	\$4,497	\$5,697	0%	\$0	\$100	\$142	\$250	\$250 MA	\$6,189	\$0	\$1,695	\$113	\$19	\$9	\$20	\$50	\$436	\$8,532	0%	\$0	\$8,532	\$606	\$9,138		
City of Lincoln	Account Clerk II	\$3,584	\$4,802	0%	\$0	\$0	\$0	\$0		\$4,802	\$0	\$1,901	\$110	\$7	\$7	\$0	\$0	\$367	\$7,194	3%	\$144	\$7,050	\$270	\$7,320		
City of Roseville	Utility Customer Service Specialist II	\$3,647	\$5,132	6.197%	\$318	\$154	\$128	\$0		\$5,732	\$2,020	inc	inc	inc	\$15	\$11	\$100	\$74	\$7,953	6.197%	\$318	\$7,635	\$237	\$7,871		
City of Sacramento	Customer Service Representative	\$3,505	\$4,931	0%	\$0	\$0	\$0	\$0		\$4,931	\$0	\$1,777	\$0	\$0	\$2	\$0	\$0	\$377	\$7,087	1%	\$49	\$7,038	\$381	\$7,419		
City of Woodland	Finance Clerk II	\$3,699	\$4,721	0%	\$0	\$94	\$50	\$0		\$4,865	\$0	\$2,464	\$163	\$19	\$8	\$10	\$50	\$68	\$7,649	1%	\$47	\$7,601	\$454	\$8,056		
El Dorado Irrigation District	Finance Assistant II	\$4,529	\$5,505	0%	\$0	\$0	\$0	\$0		\$5,505	\$0	\$2,156	\$131	\$15	\$10	\$0	\$0	\$421	\$8,239	0%	\$0	\$8,239	\$569	\$8,808		
Elk Grove Water District	Utility Billing Specialist III	\$5,136	\$6,240	1%	\$62	\$0	\$156	\$0		\$6,458	\$0	\$2,500	\$128	\$23	\$37	\$0	\$0	\$90	\$9,238	0%	\$0	\$9,238	\$644	\$9,882	III is journey level	
Fair Oaks Water District	Customer Service Representative II	\$4,508	\$6,086	0%	\$0	\$0	\$0	\$0		\$6,086	\$0	\$3,182	\$128	\$24	\$17	\$19	\$0	\$466	\$9,921	0%	\$0	\$9,921	\$628	\$10,549		
Rancho Murieta Community Services District	Accounting Technician	\$4,557	\$5,816	0%	\$0	\$0	\$0	\$0		\$5,816	\$0	\$1,901	\$224	\$12	inc	DNA	\$0	\$84	\$8,037	0%	\$0	\$8,037	\$632	\$8,669		
Regional Water Authority	No Comparable Class																									
Rio Linda Elverta Community Water District	Customer Service Technician II	\$4,694	\$5,711	3.5%	\$200	\$0	\$0	\$0		\$5,911	\$1,877	inc	inc	inc	\$12	\$0	\$0	\$437	\$8,237	0%	\$0	\$8,237	\$589	\$8,826		
Sacramento County	Utility Billing Services Representative II	\$3,887	\$4,724	0%	\$0	\$0	\$118	\$236	5% max	\$5,078	\$0	\$1,689	\$119	inc	\$1	\$0	\$54	\$361	\$7,302	1.71%	\$81	\$7,222	\$521	\$7,743		
Sacramento Suburban Water District	Customer Service Representative II	\$4,746	\$5,932	0%	\$0	\$0	\$0	\$43	\$0.25/hour for one cert	\$5,975	\$0	\$2,124	\$195	\$20	\$21	\$16	\$0	\$454	\$8,805	0%	\$0	\$8,805	\$656	\$9,461		
San Juan Water District	Customer Services Technician II	\$5,212	\$6,256	0%	\$0	\$0	\$0	\$0		\$6,256	\$0	\$2,692	\$149	\$19	\$21	\$29	\$0	\$479	\$9,643	0%	\$0	\$9,643	\$909	\$10,552		
Labor Market		\$6,256								\$6,458								\$9,921				\$9,921				\$10,552
% CHWD is above or below Labor Market		4.52%								4.30%								2.20%				2.20%				2.49%
Comparability		16																								

NOTES:
Rancho Murieta CSD- ER contribution towards dental/vision is 2022 rate; Interim GM

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Comp	Longevity Pay (Year 10)	Education / Certification Pay (\$)	Education / Certification Pay (notes)	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	RHSA	Social Security - Medicare	Total Comp.	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Comp Less Employer Share of Retirement Paid by Employee (w/o PERS cost)	22/23 Employer's Normal Cost to Retirement (minus any cost sharing)	Total Comp Less Employer Share of Retirement Paid by Employee (w/ PERS cost)	Comments	
Citrus Heights Water District	Director of Engineering-District Engineer	\$13,111	\$17,702	0%	\$0	\$531	\$0	\$0		\$18,233	\$0	\$2,674	\$149	\$25	\$15	\$74	\$0	\$1,084	\$22,254	0%	\$0	\$22,254	\$1,827	\$24,081	PE; D2 and T1 may be required	
Carmichael Water District	Engineering Manager	\$12,822	\$15,585	0%	\$0	\$0	\$0	\$0		\$15,585	\$0	\$2,311	\$115	\$29	\$50	\$20	\$0	\$1,054	\$19,163	0%	\$0	\$19,163	\$1,816	\$20,978	PE	
City of Citrus Heights	No Comparable Class																									
City of Davis	City Engineer	\$11,201	\$13,615	0%	\$0	\$0	\$340	\$0		\$13,955	\$0	\$2,046	\$210	\$0	\$29	\$40	\$0	\$197	\$16,478	1.7%	\$231	\$16,246	\$1,126	\$17,372	PE	
City of Folsom	No Comparable Class																									
City of Lincoln	No Comparable Class																								Lincoln has been removed as a comparable class as they list the same broad range for managers, department directors and the City Manager. Given that we cannot determine where each class would be paid within the range, it is not an accurate reflection of the salary for the classification	
City of Roseville	Engineering Manager	\$11,188	\$14,993	6.197%	\$929	\$450	\$0	\$0		\$16,372	\$2,020	inc	inc	inc	\$45	\$13	\$100	\$217	\$18,768	6.197%	\$929	\$17,838	\$692	\$18,530	PE	
City of Sacramento	Engineering Manager	\$11,650	\$15,286	0%	\$0	\$611	\$0	\$0		\$15,898	\$0	\$1,777	\$0	\$0	\$5	\$18	\$0	\$1,049	\$18,747	1%	\$153	\$18,594	\$1,180	\$19,774		
City of Woodland	City Engineer	\$10,915	\$13,931	0%	\$0	\$279	\$50	\$0		\$14,260	\$0	\$2,196	\$163	\$19	\$8	\$16	\$100	\$202	\$16,964	3%	\$418	\$16,546	\$1,062	\$17,608	PE	
El Dorado Irrigation District	Director of Engineering	\$14,368	\$17,464	0%	\$0	\$167	\$0	\$0		\$17,631	\$0	\$2,156	\$131	\$15	\$31	\$0	\$0	\$1,081	\$21,046	0%	\$0	\$21,046	\$1,804	\$22,850	PE	
Elk Grove Water District	No Comparable Class																									
Fair Oaks Water District	No Comparable Class																								PE not required	
Rancho Murieta Community Services District	No Comparable Class																									
Regional Water Authority	No Comparable Class																									
Rio Linda Elverta Community Water District	No Comparable Class																									
Sacramento County	No Comparable Class																									
Sacramento Suburban Water District	Engineering Manager	\$10,205	\$14,578	0%	\$0	\$0	\$0	\$0		\$14,578	\$0	\$2,124	\$195	\$20	\$52	\$40	\$0	\$1,039	\$18,048	0%	\$0	\$18,048	\$1,612	\$19,660	PE; D2; T1	
San Juan Water District	Director of Engineering Services	\$13,685	\$16,423	0%	\$0	\$0	\$0	\$0		\$16,423	\$0	\$2,692	\$149	\$19	\$55	\$49	\$0	\$1,066	\$20,452	0%	\$0	\$20,452	\$2,386	\$22,839	PE (New title)	
Labor Market			\$17,464							\$17,631							\$21,046			\$21,046			\$22,850			
% CHWD is above or below Labor Market			1.34%							3.30%							5.43%			5.43%			5.11%			
Comparability			8																							

NOTES:

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Comp	Longevity Pay (Year 10)	Education / Certification Pay (\$)	Education / Certification Pay (notes)	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	RHSA	Social Security - Medicare	Total Comp.	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Comp Less Employer Share of Retirement Paid by Employee (w/o PERS cost)	22/23 Employer's Normal Cost to Retirement (minus any cost sharing)	Total Comp Less Employer Share of Retirement Paid by Employee (w/ PERS cost)	Comments
Citrus Heights Water District	Director of Finance and Administrative Services	\$11,921	\$16,094	0%	\$0	\$483	\$0	\$0		\$16,577	\$0	\$2,674	\$149	\$25	\$15	\$74	\$0	\$1,061	\$20,575	0%	\$0	\$20,575	\$1,661	\$22,236	
Carmichael Water District	Finance Manager	\$11,299	\$13,734	0%	\$0	\$0	\$0	\$0		\$13,734	\$0	\$2,311	\$115	\$29	\$50	\$20	\$0	\$1,027	\$17,284	0%	\$0	\$17,284	\$1,600	\$18,884	
City of Citrus Heights	Administrative Services Director	\$11,905	\$15,744	0%	\$0	\$787	\$0	\$0		\$16,532	\$0	\$1,600	\$150	\$15	\$8	\$44	\$0	\$228	\$18,577	0%	\$0	\$18,577	\$1,625	\$20,202	
City of Davis	Finance Director	\$11,425	\$13,887	0%	\$0	\$0	\$347	\$0		\$14,234	\$0	\$2,046	\$210	\$0	\$29	\$40	\$0	\$201	\$16,761	1.7%	\$236	\$16,524	\$1,148	\$17,673	
City of Folsom	Finance Director	\$12,500	\$15,833	0%	\$0	\$1,029	\$0	\$0		\$16,862	\$0	\$1,695	\$113	\$19	\$11	\$56	\$50	\$1,057	\$19,864	0%	\$0	\$19,864	\$1,685	\$21,548	
City of Lincoln	No Comparable Class																								Lincoln has been removed as a comparable class as they list the same broad range for managers, department directors and the City Manager. Given that we cannot determine where each class would be paid within the range, it is not an accurate reflection of the salary for the classification
City of Roseville	No Comparable Class																								Assistant City Manager/CFO
City of Sacramento	Finance Manager	\$9,585	\$12,577	0%	\$0	\$503	\$0	\$0		\$13,080	\$0	\$1,777	\$0	\$0	\$5	\$15	\$0	\$962	\$15,839	1%	\$126	\$15,713	\$971	\$16,684	
City of Woodland	Finance Officer	\$9,889	\$12,621	0%	\$0	\$252	\$50	\$0		\$12,923	\$0	\$2,196	\$163	\$19	\$8	\$16	\$100	\$183	\$15,609	3%	\$379	\$15,230	\$962	\$16,192	
El Dorado Irrigation District	Director of Finance	\$14,368	\$17,464	0%	\$0	\$167	\$0	\$0		\$17,631	\$0	\$2,156	\$131	\$15	\$31	\$0	\$0	\$1,081	\$21,046	0%	\$0	\$21,046	\$1,804	\$22,850	
Elk Grove Water District	Finance Manager	\$11,480	\$13,955	1%	\$140	\$0	\$349	\$0		\$14,444	\$0	\$2,500	\$128	\$23	\$50	\$0	\$0	\$202	\$17,347	0%	\$0	\$17,347	\$1,440	\$18,787	
Fair Oaks Water District	Finance Manager	\$9,767	\$12,960	0%	\$0	\$0	\$0	\$0		\$12,960	\$0	\$3,182	\$128	\$24	\$36	\$41	\$0	\$991	\$17,362	0%	\$0	\$17,362	\$1,337	\$18,700	
Rancho Murieta Community Services District	No Comparable Class																								
Regional Water Authority	Finance and Administrative Services Manager I	\$10,697	\$12,837	0%	\$0	\$0	\$0	\$0		\$12,837	\$0	\$2,692	\$211	\$33	\$0	\$115	\$0	\$982	\$16,869	0%	\$0	\$16,869	\$1,420	\$18,289	
Rio Linda Elverta Community Water District	No Comparable Class																								
Sacramento County	No Comparable Class																								
Sacramento Suburban Water District	Director of Finance and Administration	\$10,745	\$15,350	0%	\$0	\$0	\$0	\$0		\$15,350	\$0	\$2,124	\$195	\$20	\$55	\$41	\$0	\$1,050	\$18,835	0%	\$0	\$18,835	\$1,698	\$20,533	
San Juan Water District	Director of Finance	\$13,685	\$16,423	0%	\$0	\$0	\$0	\$0		\$16,423	\$0	\$2,692	\$149	\$19	\$55	\$49	\$0	\$1,066	\$20,452	0%	\$0	\$20,452	\$2,386	\$22,839	
Labor Market		\$17,464								\$17,631								\$21,046			\$21,046			\$22,850	
% CHWD is above or below Labor Market		-8.51%								-6.36%								-2.29%			-2.29%			-2.76%	
Comparability		12																							

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Comp	Longevity Pay (Year 10)	Education / Certification Pay (\$)	Education / Certification Pay (notes)	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	RHSA	Social Security - Medicare	Total Comp.	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Comp Less Employer Share of Retirement Paid by Employee (w/o PERS cost)	22/23 Employer's Normal Cost to Retirement (minus any cost sharing)	Total Comp Less Employer Share of Retirement Paid by Employee (w/ PERS cost)	Comments		
Citrus Heights Water District	Director of Operations	\$11,921	\$16,094	0%	\$0	\$483	\$0	\$0		\$16,577	\$0	\$2,674	\$149	\$25	\$15	\$74	\$0	\$1,061	\$20,575	0%	\$0	\$20,575	\$1,661	\$22,236	D3; T2		
Carmichael Water District	Distribution Superintendent	\$8,872	\$10,784	0%	\$0	\$0	\$0	\$0		\$10,784	\$0	\$2,311	\$115	\$29	\$50	\$20	\$0	\$825	\$14,133	0%	\$0	\$14,133	\$1,256	\$15,389	D4, T2, Cross Connection		
City of Citrus Heights	No Comparable Class																										
City of Davis	No Comparable Class																										
City of Folsom	No Comparable Class																										
City of Lincoln	No Comparable Class																										
City of Roseville	No Comparable Class																										
City of Sacramento	No Comparable Class																										
City of Woodland	No Comparable Class																										
El Dorado Irrigation District	No Comparable Class																										
Elk Grove Water District	Operations Manager	\$10,410	\$12,655	1%	\$127	\$0	\$316	\$0		\$13,098	\$0	\$2,500	\$128	\$23	\$50	\$0	\$0	\$183	\$15,983	0%	\$0	\$15,983	\$1,306	\$17,289	D3, T2		
Fair Oaks Water District	No Comparable Class																								Operations Manager is over distribution and customer service		
Rancho Murieta Community Services District	No Comparable Class																										
Regional Water Authority	No Comparable Class																										
Rio Linda Elverta Community Water District	Operations Superintendent	\$7,422	\$9,030	3.5%	\$316	\$0	\$0	\$271	3% max	\$9,617	\$1,877	inc	inc	inc	\$12	\$0	\$0	\$691	\$12,197	0%	\$0	\$12,197	\$932	\$13,129	T2: D3		
Sacramento County	Water Distribution Manager	\$8,806	\$10,704	0%	\$0	\$321	\$268	\$0		\$11,293	\$0	\$1,689	\$119	inc	\$2	\$0	\$54	\$819	\$13,975	1.71%	\$183	\$13,792	\$1,181	\$14,973	3.35% management differential added to base pay		
Sacramento Suburban Water District	Operations Manager	\$10,030	\$14,328	0%	\$0	\$0	\$0	\$0		\$14,328	\$0	\$2,124	\$195	\$20	\$52	\$39	\$0	\$1,035	\$17,793	0%	\$0	\$17,793	\$1,585	\$19,378	D4, T2		
San Juan Water District	Field Services Manager	\$11,216	\$13,459	0%	\$0	\$0	\$0	\$0		\$13,459	\$0	\$2,692	\$149	\$19	\$45	\$49	\$0	\$1,023	\$17,435	0%	\$0	\$17,435	\$1,956	\$19,391	D4		
Labor Market		\$14,328								\$14,328								\$17,793				\$17,793				\$19,391	
% CHWD is above or below Labor Market		10.97%								13.56%								13.52%				13.52%				12.79%	
Comparability		6																									

NOTES:

NOTES:

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Comp	Longevity Pay (Year 10)	Education / Certification Pay (\$)	Education / Certification Pay (notes)	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	RHSA	Social Security - Medicare	Total Comp.	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Comp Less Employer Share of Retirement Paid by Employee (w/o PERS cost)	22/23 Employer's Normal Cost to Retirement (minus any cost sharing)	Total Comp Less Employer Share of Retirement Paid by Employee (w/ PERS cost)	Comments		
Citrus Heights Water District	General Manager (Max Range)	\$15,657	\$21,139	0%	\$0	\$634	\$0	\$0		\$21,773	\$0	\$2,674	\$149	\$25	\$15	\$74	\$0	\$1,134	\$25,844	0%	\$0	\$25,844	\$2,182	\$28,026	Range listed		
Carmichael Water District	General Manager	\$16,829	\$16,829	7%	\$1,178	\$433	\$0	\$0		\$18,441	\$0	\$2,311	\$115	\$29	\$50	\$20	\$0	\$1,072	\$22,036	0%	\$0	\$22,036	\$1,961	\$23,997	No salary range		
City of Citrus Heights	No Comparable Class																										
City of Davis	No Comparable Class																										
City of Folsom	No Comparable Class																										
City of Lincoln	No Comparable Class																										
City of Roseville	No Comparable Class																										
City of Sacramento	No Comparable Class																										
City of Woodland	No Comparable Class																										
El Dorado Irrigation District	General Manager	\$25,415	\$25,415	0%	\$0	\$0	\$0	\$0		\$25,415	\$0	\$2,156	\$131	\$15	\$46	\$0	\$0	\$1,196	\$28,960	0%	\$0	\$28,960	\$2,625	\$31,586	No salary range		
Elk Grove Water District	General Manager	\$17,183	\$17,183	1%	\$172	\$0	\$430	\$0		\$17,784	\$0	\$2,500	\$128	\$23	\$50	\$0	\$0	\$249	\$20,735	0%	\$0	\$20,735	\$1,773	\$22,508	No salary range		
Fair Oaks Water District	General Manager	\$13,794	\$18,623	0%	\$0	\$0	\$0	\$0		\$18,623	\$0	\$3,182	\$128	\$24	\$51	\$59	\$0	\$1,098	\$23,165	0%	\$0	\$23,165	\$1,922	\$25,087	Range listed; actual salary is \$17,402		
Rancho Murieta Community Services District	General Manager	\$12,258	\$14,709	0%	\$0	\$0	\$0	\$0		\$14,709	\$0	\$2,376	\$280	\$15	inc	DNA	\$0	\$213	\$17,593	0%	\$0	\$17,593	\$1,599	\$19,192	CP Listed; Max is \$16,180; Currently have Interim GM-salary is \$15,600		
Regional Water Authority	Executive Director	\$19,601	\$19,601	0%	\$0	\$0	\$0	\$0		\$19,601	\$0	\$2,692	\$211	\$33	\$0	\$175	\$0	\$1,112	\$23,824	0%	\$0	\$23,824	\$2,168	\$25,992	No salary range		
Rio Linda Elverta Community Water District	General Manager	\$10,260	\$10,260	3.5%	\$359	\$103	\$0	\$0		\$10,722	\$2,076	inc	inc	inc	\$12	\$0	\$0	\$785	\$13,594	0%	\$0	\$13,594	\$1,059	\$14,653	No salary range; ER Contribution towards cafeteria is 2022 rate; contact did not provide updated amount		
Sacramento County	No Comparable Class																										
Sacramento Suburban Water District	General Manager	\$18,750	\$18,750	7%	\$1,313	\$0	\$0	\$0		\$20,063	\$0	\$2,124	\$195	\$20	\$68	\$41	\$0	\$1,100	\$23,609	0%	\$0	\$23,609	\$2,074	\$25,683	No salary range		
San Juan Water District	General Manager	\$17,333	\$17,333	0%	\$0	\$0	\$0	\$0		\$17,333	\$0	\$2,692	\$149	\$19	\$56	\$49	\$0	\$1,079	\$21,376	0%	\$0	\$21,376	\$2,519	\$23,895	No salary range		
Labor Market		\$25,415								\$25,415								\$28,960				\$28,960				\$31,586	
% CHWD is above or below Labor Market		-20.23%								-16.73%								-12.06%				-12.06%				-12.70%	
Comparability		9																									

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Comp	Longevity Pay (Year 10)	Education / Certification Pay (\$)	Education / Certification Pay (notes)	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	RHSA	Social Security - Medicare	Total Comp.	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Comp Less Employer Share of Retirement Paid by Employee (w/o PERS cost)	22/23 Employer's Normal Cost to Retirement (minus any cost sharing)	Total Comp Less Employer Share of Retirement Paid by Employee (w/ PERS cost)	Comments
Citrus Heights Water District	General Manager (Actual salary)	\$15,657	\$21,139	0%	\$0	\$634	\$0	\$0		\$21,773	\$0	\$2,674	\$149	\$25	\$15	\$74	\$0	\$1,134	\$25,844	0%	\$0	\$25,844	\$2,182	\$28,026	Actual salary \$19,723.60
Carmichael Water District	General Manager	\$16,829	\$16,829	7%	\$1,178	\$433	\$0	\$0		\$18,441	\$0	\$2,311	\$115	\$29	\$50	\$20	\$0	\$1,072	\$22,036	0%	\$0	\$22,036	\$1,961	\$23,997	No salary range
City of Citrus Heights	No Comparable Class																								
City of Davis	No Comparable Class																								
City of Folsom	No Comparable Class																								
City of Lincoln	No Comparable Class																								
City of Roseville	No Comparable Class																								
City of Sacramento	No Comparable Class																								
City of Woodland	No Comparable Class																								
El Dorado Irrigation District	General Manager	\$25,415	\$25,415	0%	\$0	\$0	\$0	\$0		\$25,415	\$0	\$2,156	\$131	\$15	\$46	\$0	\$0	\$1,196	\$28,960	0%	\$0	\$28,960	\$2,625	\$31,586	No salary range
Elk Grove Water District	General Manager	\$17,183	\$17,183	1%	\$172	\$0	\$430	\$0		\$17,784	\$0	\$2,500	\$128	\$23	\$50	\$0	\$0	\$249	\$20,735	0%	\$0	\$20,735	\$1,773	\$22,508	No salary range
Fair Oaks Water District	General Manager	\$13,794	\$17,402	0%	\$0	\$0	\$0	\$0		\$17,402	\$0	\$3,182	\$128	\$24	\$48	\$55	\$0	\$1,080	\$21,919	0%	\$0	\$21,919	\$1,796	\$23,715	Actual salary is \$17,402
Rancho Murieta Community Services District	General Manager	\$12,258	\$15,600	0%	\$0	\$0	\$0	\$0		\$15,600	\$0	\$2,376	\$280	\$15	inc	DNA	\$0	\$226	\$18,497	0%	\$0	\$18,497	\$1,696	\$20,193	Currently have Interim GM-salary is \$15,600
Regional Water Authority	Executive Director	\$19,601	\$19,601	0%	\$0	\$0	\$0	\$0		\$19,601	\$0	\$2,692	\$211	\$33	\$0	\$175	\$0	\$1,112	\$23,824	0%	\$0	\$23,824	\$2,168	\$25,992	No salary range
Rio Linda Elverta Community Water District	General Manager	\$10,260	\$10,260	3.5%	\$359	\$103	\$0	\$0		\$10,722	\$2,076	inc	inc	inc	\$12	\$0	\$0	\$785	\$13,594	0%	\$0	\$13,594	\$1,059	\$14,653	No salary range: ER Contribution towards cafeteria is 2022 rate; contact did not provide updated amount
Sacramento County	No Comparable Class																								
Sacramento Suburban Water District	General Manager	\$18,750	\$18,750	7%	\$1,313	\$0	\$0	\$0		\$20,063	\$0	\$2,124	\$195	\$20	\$68	\$41	\$0	\$1,100	\$23,609	0%	\$0	\$23,609	\$2,074	\$25,683	No salary range
San Juan Water District	General Manager	\$17,333	\$17,333	0%	\$0	\$0	\$0	\$0		\$17,333	\$0	\$2,692	\$149	\$19	\$56	\$49	\$0	\$1,079	\$21,376	0%	\$0	\$21,376	\$2,519	\$23,895	No salary range
Labor Market		\$25,415								\$25,415								\$28,960				\$28,960			\$31,586
% CHWD is above or below Labor Market		-20.23%								-16.73%								-12.06%				-12.06%			-12.70%
Comparability		9																							

NOTES:
Rancho Murieta CSD- ER contribution towards dental/vision is 2022 rate; Interim GM unable to provide data

NOTES:

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Comp	Longevity Pay (Year 10)	Education / Certification Pay (\$)	Education / Certification Pay (notes)	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	RHSA	Social Security - Medicare	Total Comp.	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Comp Less Employer Share of Retirement Paid by Employee (w/o PERS cost)	22/23 Employer's Normal Cost to Retirement (minus any cost sharing)	Total Comp Less Employer Share of Retirement Paid by Employee (w/ PERS cost)	Comments
Citrus Heights Water District	Information Technology Technician	\$5,853	\$7,902	0%	\$0	\$237	\$0	\$0		\$8,139	\$0	\$2,674	\$149	\$25	\$15	\$39	\$0	\$605	\$11,646	0%	\$0	\$11,646	\$815	\$12,461	
Carmichael Water District	No Comparable Class																								
City of Citrus Heights	No Comparable Class																								
City of Davis	Computer Support Technician II	\$4,363	\$5,303	0%	\$0	\$0	\$133	\$0		\$5,436	\$0	\$2,046	\$210	\$0	\$9	\$40	\$0	\$77	\$7,817	1.7%	\$90	\$7,727	\$439	\$8,166	
City of Folsom	Information Systems Analyst	\$6,807	\$8,623	0%	\$0	\$100	\$216	\$300	\$300 max	\$9,239	\$0	\$1,695	\$113	\$19	\$9	\$31	\$50	\$660	\$11,815	0%	\$0	\$11,815	\$917	\$12,733	
City of Lincoln	Information Technology Technician II	\$4,856	\$6,508	0%	\$0	\$0	\$0	\$0		\$6,508	\$0	\$1,901	\$110	\$7	\$7	\$0	\$0	\$498	\$9,031	3%	\$195	\$8,835	\$366	\$9,202	
City of Roseville	Information Technology Technician II	\$5,158	\$7,257	6.197%	\$450	\$218	\$181	\$0		\$8,106	\$2,020	inc	inc	inc	\$22	\$15	\$100	\$105	\$10,368	6.197%	\$450	\$9,918	\$335	\$10,253	
City of Sacramento	Information Technology Support Specialist II	\$6,228	\$8,764	0%	\$0	\$0	\$0	\$0		\$8,764	\$0	\$1,777	\$0	\$0	\$2	\$0	\$0	\$670	\$11,213	1%	\$88	\$11,125	\$677	\$11,802	
City of Woodland	Information Technology Technician II	\$5,357	\$6,837	0%	\$0	\$137	\$50	\$0		\$7,024	\$0	\$2,464	\$163	\$19	\$8	\$15	\$50	\$99	\$9,842	1%	\$68	\$9,774	\$658	\$10,432	
El Dorado Irrigation District	Information Technology Technician II	\$6,165	\$7,495	0%	\$0	\$0	\$0	\$0		\$7,495	\$0	\$2,156	\$131	\$15	\$13	\$0	\$0	\$573	\$10,385	0%	\$0	\$10,385	\$774	\$11,159	
Elk Grove Water District	No Comparable Class																								
Fair Oaks Water District	Information Technology Technician	\$5,822	\$7,861	0%	\$0	\$0	\$0	\$0		\$7,861	\$0	\$3,182	\$128	\$24	\$22	\$25	\$0	\$601	\$11,843	0%	\$0	\$11,843	\$811	\$12,654	
Rancho Murieta Community Services District	No Comparable Class																								
Regional Water Authority	No Comparable Class																								
Rio Linda Elverta Community Water District	No Comparable Class																								
Sacramento County	Information Technology Technician II	\$4,314	\$5,505	0%	\$0	\$0	\$138	\$138	2.5% MA	\$5,780	\$0	\$1,689	\$119	inc	\$1	\$0	\$54	\$421	\$8,064	1.71%	\$94	\$7,970	\$607	\$8,577	
Sacramento Suburban Water District	Information Technology Technician II	\$6,377	\$7,972	0%	\$0	\$0	\$0	\$43	\$0.25/hour for one cert	\$8,015	\$0	\$2,124	\$195	\$20	\$29	\$22	\$0	\$610	\$11,014	0%	\$0	\$11,014	\$882	\$11,895	
San Juan Water District	Information Technology Technician II	\$6,819	\$8,183	0%	\$0	\$0	\$0	\$0		\$8,183	\$0	\$2,692	\$149	\$19	\$27	\$38	\$0	\$626	\$11,734	0%	\$0	\$11,734	\$1,189	\$12,923	
Labor Market		\$8,764								\$9,239									\$11,843			\$11,843		\$12,923	
% CHWD is above or below Labor Market		-10.91%								-13.51%									-1.69%			-1.69%		-3.70%	
Comparability		11																							

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Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Comp	Longevity Pay (Year 10)	Education / Certification Pay (\$)	Education / Certification Pay (notes)	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	RHSA	Social Security - Medicare	Total Comp.	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Comp Less Employer Share of Retirement Paid by Employee (w/o PERS cost)	22/23 Employer's Normal Cost to Retirement (minus any cost sharing)	Total Comp Less Employer Share of Retirement Paid by Employee (w/ PERS cost)	Comments		
Citrus Heights Water District	Senior Construction Inspector	\$6,655	\$8,985	0%	\$0	\$270	\$0	\$140	\$40 T2; \$100 D5	\$9,395	\$0	\$2,674	\$149	\$25	\$15	\$44	\$0	\$687	\$12,989	0%	\$0	\$12,989	\$927	\$13,917	D2; T2		
Carmichael Water District	No Comparable Class																										
City of Citrus Heights	Construction/Maintenance Inspector II	\$5,327	\$6,653	0%	\$0	\$0	\$0	\$0		\$6,653	\$0	\$1,600	\$150	\$15	\$4	\$19	\$0	\$96	\$8,537	0%	\$0	\$8,537	\$687	\$9,223			
City of Davis	Public Works Inspector II	\$5,807	\$7,058	0%	\$0	\$0	\$176	\$0		\$7,234	\$0	\$2,046	\$210	\$0	\$9	\$40	\$0	\$102	\$9,641	1.7%	\$120	\$9,522	\$584	\$10,105	D2		
City of Folsom	Construction Inspector II	\$5,739	\$7,270	0%	\$0	\$100	\$182	\$300	\$300 max	\$7,852	\$0	\$1,695	\$113	\$19	\$9	\$26	\$50	\$556	\$10,320	0%	\$0	\$10,320	\$774	\$11,094			
City of Lincoln	Construction Inspector II	\$5,155	\$6,909	0%	\$0	\$0	\$0	\$0		\$6,909	\$0	\$1,901	\$110	\$7	\$7	\$0	\$0	\$529	\$9,462	3%	\$207	\$9,255	\$389	\$9,644			
City of Roseville	Construction Inspector II	\$5,373	\$7,560	6.197%	\$468	\$227	\$189	\$0		\$8,444	\$2,020	inc	inc	inc	\$23	\$16	\$100	\$110	\$10,712	6.197%	\$468	\$10,244	\$349	\$10,592			
City of Sacramento	Construction Inspector II	\$5,280	\$7,431	0%	\$0	\$0	\$0	\$0		\$7,431	\$0	\$1,777	\$0	\$0	\$2	\$0	\$0	\$568	\$9,778	1%	\$74	\$9,704	\$574	\$10,277			
City of Woodland	Engineering Technician II	\$4,853	\$6,194	0%	\$0	\$124	\$50	\$0		\$6,368	\$0	\$2,464	\$163	\$19	\$8	\$13	\$50	\$90	\$9,176	1%	\$62	\$9,114	\$596	\$9,710			
El Dorado Irrigation District	Construction Inspector II	\$6,290	\$7,646	0%	\$0	\$0	\$0	\$0		\$7,646	\$0	\$2,156	\$131	\$15	\$14	\$0	\$0	\$585	\$10,548	0%	\$0	\$10,548	\$790	\$11,337			
Elk Grove Water District	No Comparable Class																										
Fair Oaks Water District	Construction Inspector	\$5,822	\$7,861	0%	\$0	\$0	\$0	\$0		\$7,861	\$0	\$3,182	\$128	\$24	\$22	\$25	\$0	\$601	\$11,843	0%	\$0	\$11,843	\$811	\$12,654	D2; T2; Class B; Certified Cross Connection Control Specialist; California Certified Backflow Prevention Assembly Tester		
Rancho Murieta Community Services District	No Comparable Class																										
Regional Water Authority	No Comparable Class																										
Rio Linda Elverta Community Water District	No Comparable Class																										
Sacramento County	Construction Inspector	\$7,320	\$8,070	0%	\$0	\$0	\$202	\$888	6% cert + 5% BA	\$9,159	\$0	\$1,689	\$119	inc	\$1	\$0	\$54	\$617	\$11,639	1.71%	\$138	\$11,501	\$890	\$12,392			
Sacramento Suburban Water District	Senior Inspector	\$6,616	\$8,270	0%	\$0	\$0	\$0	\$87	\$0.50 per hour for one grade level above	\$8,357	\$0	\$2,124	\$195	\$20	\$30	\$23	\$0	\$633	\$11,380	0%	\$0	\$11,380	\$915	\$12,295	D2; T1		
San Juan Water District	Construction Inspector II	\$7,027	\$8,431	0%	\$0	\$0	\$0	\$0		\$8,431	\$0	\$2,692	\$149	\$19	\$28	\$39	\$0	\$645	\$12,002	0%	\$0	\$12,002	\$1,225	\$13,227	D3		
Labor Market		\$8,431								\$9,159								\$12,002				\$12,002				\$13,227	
% CHWD is above or below Labor Market		6.17%								2.50%								7.60%				7.60%				4.95%	
Comparability		12																									

NOTES:

NOTES:
Rancho Murieta CSD- ER contribution towards dental/vision is 2022 rate; Interim GM

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Comp	Longevity Pay (Year 10)	Education / Certification Pay (\$)	Education / Certification Pay (notes)	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	RHSA	Social Security - Medicare	Total Comp.	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Comp Less Employer Share of Retirement Paid by Employee (w/o PERS cost)	22/23 Employer's Normal Cost to Retirement (minus any cost sharing)	Total Comp Less Employer Share of Retirement Paid by Employee (w/ PERS cost)	Comments		
Citrus Heights Water District	Water Distribution Supervisor	\$9,041	\$12,206	0%	\$0	\$366	\$0	\$140	\$40 T2; \$100 D5	\$12,712	\$0	\$2,674	\$149	\$25	\$15	\$60	\$0	\$934	\$16,569	0%	\$0	\$16,569	\$1,260	\$17,829	D3; T1		
Carmichael Water District	No Comparable Class																										
City of Citrus Heights	No Comparable Class																										
City of Davis	Water Distribution Crew Supervisor	\$5,394	\$6,557	0%	\$0	\$0	\$164	\$0		\$6,721	\$0	\$2,046	\$210	\$0	\$9	\$40	\$0	\$95	\$9,121	1.7%	\$111	\$9,009	\$542	\$9,551	Class A; D3		
City of Folsom	Water Distribution Supervisor	\$8,114	\$10,278	0%	\$0	\$325	\$257	\$300	\$300 MA	\$11,160	\$0	\$1,695	\$113	\$19	\$9	\$36	\$50	\$786	\$13,869	0%	\$0	\$13,869	\$1,094	\$14,963			
City of Lincoln	Public Services Supervisor	\$6,794	\$9,104	0%	\$0	\$0	\$0	\$0		\$9,104	\$0	\$1,901	\$110	\$7	\$7	\$0	\$0	\$696	\$11,825	3%	\$273	\$11,552	\$513	\$12,065	D2		
City of Roseville	Water Distribution Supervisor	\$6,925	\$9,280	6.197%	\$575	\$278	\$0	\$0		\$10,133	\$2,020	inc	inc	inc	\$28	\$12	\$100	\$135	\$12,428	6.197%	\$575	\$11,853	\$428	\$12,281	D4		
City of Sacramento	Utilities Operations and Maintenance Supervisor	\$6,245	\$8,786	0%	\$0	\$176	\$0	\$439	5% for BA	\$9,401	\$0	\$1,777	\$0	\$0	\$3	\$0	\$0	\$672	\$11,854	1%	\$88	\$11,766	\$678	\$12,444	Class B; D3		
City of Woodland	No Comparable Class																										
El Dorado Irrigation District	Water Construction Supervisor	\$8,227	\$10,000	0%	\$0	\$0	\$0	\$0		\$10,000	\$0	\$2,156	\$131	\$15	\$18	\$0	\$0	\$765	\$13,086	0%	\$0	\$13,086	\$1,033	\$14,119	D3		
Elk Grove Water District	Water Distribution Supervisor	\$7,223	\$8,779	1%	\$88	\$0	\$219	\$0		\$9,087	\$0	\$2,500	\$128	\$23	\$50	\$0	\$0	\$127	\$11,915	0%	\$0	\$11,915	\$906	\$12,821	D3; T2		
Fair Oaks Water District	Operations Supervisor	\$6,909	\$9,327	0%	\$0	\$0	\$0	\$0		\$9,327	\$0	\$3,182	\$128	\$24	\$26	\$29	\$0	\$714	\$13,430	0%	\$0	\$13,430	\$963	\$14,392	D3; T2; Class A		
Rancho Murieta Community Services District	Utility Supervisor	\$6,241	\$7,801	0%	\$0	\$0	\$0	\$0		\$7,801	\$0	\$2,376	\$280	\$15	inc	DNA	\$0	\$113	\$10,585	0%	\$0	\$10,585	\$848	\$11,433	CP Listed; Max is \$8,668; D2; Backflow		
Regional Water Authority	No Comparable Class																										
Rio Linda Elverta Community Water District	No Comparable Class																										
Sacramento County	Water Distribution Supervisor	\$7,030	\$8,545	0%	\$0	\$0	\$214	\$427	1% Class A; 4% D5	\$9,186	\$0	\$1,689	\$119	inc	\$1	\$0	\$54	\$654	\$11,702	1.71%	\$146	\$11,556	\$943	\$12,499	D3; Class A		
Sacramento Suburban Water District	Foreman (Distribution)	\$7,441	\$9,301	0%	\$0	\$0	\$0	\$87	\$0.50 per hour for one grade level above	\$9,388	\$0	\$2,124	\$195	\$20	\$33	\$25	\$0	\$712	\$12,497	0%	\$0	\$12,497	\$1,029	\$13,525	D3, T2		
San Juan Water District	Distribution Leadworker	\$8,746	\$10,495	0%	\$0	\$0	\$0	\$0		\$10,495	\$0	\$2,692	\$149	\$19	\$35	\$49	\$0	\$803	\$14,241	0%	\$0	\$14,241	\$1,525	\$15,766	Supervisor, Class A; D4; Backflow, Cross Connection		
Labor Market		\$10,495								\$11,160								\$14,241				\$14,241				\$15,766	
% CHWD is above or below Labor Market		14.01%								12.21%								14.05%				14.05%				11.57%	
Comparability		12																									

		Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Comp	Longevity Pay (Year 10)	Education / Certification Pay (\$)	Education / Certification Pay (notes)	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	RHSA	Social Security - Medicare	Total Comp.	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Comp Less Employer Share of Retirement Paid by Employee (w/o PERS cost)	22/23 Employer's Normal Cost to Retirement (minus any cost sharing)	Total Comp Less Employer Share of Retirement Paid by Employee (w/ PERS cost)		
Agency	Classification																								Comments	
Citrus Heights Water District	Water Efficiency Specialist	\$5,596	\$7,559	0%	\$0	\$227	\$0	\$140	\$40 T2; \$100 D5	\$7,926	\$0	\$2,674	\$149	\$25	\$15	\$37	\$0	\$578	\$11,404	0%	\$0	\$11,404	\$780	\$12,184	D1; Possession of, or ability to obtain, a Level 1 or 2 Conservation Practitioner certificate from the American Water Works Association is preferred.	
Carmichael Water District	Water Efficiency Specialist II	\$5,410	\$6,576	0%	\$0	\$0	\$0	\$0		\$6,576	\$0	\$2,311	\$115	\$29	\$39	\$15	\$0	\$503	\$9,588	0%	\$0	\$9,588	\$766	\$10,354	Water Use Efficiency Grade 1 within one (1) year of hire; Irrigation Association Water Auditor Certification within two (2) years of employment; D1;In order to advance to step 5 within this classification an employee must complete the requirements to possess and maintain a valid AWWA Water Use Efficiency Grade 2 License.	
City of Citrus Heights	No Comparable Class																									
City of Davis	Water System Maintenance Worker	\$4,925	\$5,987	0%	\$0	\$0	\$150	\$0		\$6,137	\$0	\$2,046	\$210	\$0	\$9	\$40	\$0	\$87	\$8,528	1.7%	\$102	\$8,426	\$495	\$8,922	Class A; Backflow; D2	
City of Folsom	Water Utility Worker II	\$5,466	\$6,924	0%	\$0	\$100	\$173	\$300	\$300 max	\$7,497	\$0	\$1,695	\$113	\$19	\$9	\$25	\$50	\$530	\$9,938	0%	\$0	\$9,938	\$737	\$10,675		
City of Lincoln	No Comparable Class																									
City of Roseville	Meter Service Worker	\$3,901	\$5,489	6.197%	\$340	\$165	\$137	\$0		\$6,131	\$2,020	inc	inc	inc	\$16	\$11	\$100	\$80	\$8,358	6.197%	\$340	\$8,018	\$253	\$8,271		
City of Sacramento	Utilities Operations and Maintenance Serviceworker	\$4,933	\$6,942	0%	\$0	\$0	\$0	\$0		\$6,942	\$0	\$1,777	\$0	\$0	\$1	\$0	\$0	\$531	\$9,251	1%	\$69	\$9,182	\$536	\$9,717	Class A by assignment; D1 or higher	
City of Woodland	Meter Services Technician	\$4,619	\$5,896	0%	\$0	\$118	\$50	\$0		\$6,064	\$0	\$2,464	\$163	\$19	\$8	\$13	\$50	\$85	\$8,867	1%	\$59	\$8,808	\$567	\$9,375	D2; Collections Grade 1; Class B	
El Dorado Irrigation District	No Comparable Class																								Water Use Efficiency Technician does not do any meter work	
Elk Grove Water District	No Comparable Class																									
Fair Oaks Water District	Field Customer Service Representative II	\$4,508	\$6,086	0%	\$0	\$0	\$0	\$0		\$6,086	\$0	\$3,182	\$128	\$24	\$17	\$19	\$0	\$466	\$9,921	0%	\$0	\$9,921	\$628	\$10,549	D2; Class B; Water Use Practitioner within 2 years	
Rancho Murieta Community Services District	No Comparable Class																									
Regional Water Authority	No Comparable Class																									
Rio Linda Elverta Community Water District	No Comparable Class																									
Sacramento County	No Comparable Class																									
Sacramento Suburban Water District	No Comparable Class																								No Meter Work	
San Juan Water District	Water Efficiency Technician II	\$6,053	\$7,263	0%	\$0	\$0	\$0	\$0		\$7,263	\$0	\$2,692	\$149	\$19	\$24	\$34	\$0	\$556	\$10,735	0%	\$0	\$10,735	\$1,055	\$11,791	D1; QWEL certificate	
Labor Market		\$7,263								\$7,497								\$10,735				\$10,735				\$11,791
% CHWD is above or below Labor Market		3.92%								5.41%								5.87%				5.87%				3.23%
Comparability		8																								

NOTES:

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Comp	Longevity Pay (Year 10)	Education / Certification Pay (\$)	Education / Certification Pay (notes)	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	RHSA	Social Security - Medicare	Total Comp.	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Comp Less Employer Share of Retirement Paid by Employee (w/o PERS cost)	22/23 Employer's Normal Cost to Retirement (minus any cost sharing)	Total Comp Less Employer Share of Retirement Paid by Employee (w/ PERS cost)	Comments			
Citrus Heights Water District	Water Resources Specialist	\$6,424	\$8,676	0%	\$0	\$260	\$0	\$140	\$40 T2; \$100 D5	\$9,076	\$0	\$2,674	\$149	\$25	\$15	\$43	\$0	\$664	\$12,646	0%	\$0	\$12,646	\$895	\$13,541	D3; T2; Possession of an AWWA Backflow Prevention Assembly Tester certification; AWWA Cross Connection Specialist certification.			
Carmichael Water District	No Comparable Class																											
City of Citrus Heights	No Comparable Class																											
City of Davis	Water Production System Operator	\$5,172	\$6,286	0%	\$0	\$0	\$157	\$0		\$6,443	\$0	\$2,046	\$210	\$0	\$9	\$40	\$0	\$91	\$8,839	1.7%	\$107	\$8,732	\$520	\$9,252	Class B; T1; D3			
City of Folsom	No Comparable Class																											
City of Lincoln	Water Technician II	\$4,650	\$6,231	0%	\$0	\$0	\$0	\$300	\$300 max	\$6,531	\$0	\$1,901	\$110	\$7	\$3	\$0	\$0	\$477	\$9,029	3%	\$187	\$8,842	\$351	\$9,193	D2			
City of Roseville	No Comparable Class																											
City of Sacramento	No Comparable Class																											
City of Woodland	Water System Operator II	\$5,099	\$6,508	0%	\$0	\$130	\$50	\$0		\$6,688	\$0	\$2,464	\$163	\$19	\$8	\$14	\$50	\$94	\$9,501	1%	\$65	\$9,436	\$626	\$10,062	T2			
El Dorado Irrigation District	No Comparable Class																											
Elk Grove Water District	No Comparable Class																											
Fair Oaks Water District	Water Supply Operator	\$6,909	\$9,327	0%	\$0	\$0	\$0	\$0		\$9,327	\$0	\$3,182	\$128	\$24	\$26	\$29	\$0	\$714	\$13,430	0%	\$0	\$13,430	\$963	\$14,392	D2; T2; Cross Connection Specialist; Class A			
Rancho Murieta Community Services District	No Comparable Class																											
Regional Water Authority	No Comparable Class																											
Rio Linda Elverta Community Water District	No Comparable Class																											
Sacramento County	No Comparable Class																											
Sacramento Suburban Water District	Production Operator II	\$5,788	\$7,235	0%	\$0	\$0	\$0	\$87	\$0.50 per hour for one grade level above	\$7,322	\$0	\$2,124	\$195	\$20	\$26	\$20	\$0	\$553	\$10,260	0%	\$0	\$10,260	\$800	\$11,060	T2, D2			
San Juan Water District	No Comparable Class																											
Labor Market		\$9,327								\$9,327									\$13,430				\$13,430				\$14,392	
% CHWD is above or below Labor Market		-7.50%								-2.76%									-6.20%				-6.20%				-6.29%	
Comparability		5																										

NOTES:

APPENDIX B

COST OF LIVING INCREASE DATA

APPENDIX B - TABLE 1 COLA/Salary Range Increase Information	
Survey Agency	
<i>Citrus Heights Water District</i>	<i>None Scheduled</i>
Carmichael Water District	Unrepresented 7/2023- 1% - 5% AFSCME Represented 7/2023 1% - 5% General Manager DNA
City of Citrus Heights	TBD based on study/negotiation
City of Davis	TBD based on study/negotiations
City of Folsom	FMMG 1/2024-3% Local 39 7/2023-3% Dept. Heads Varies by contract
City of Lincoln	Local 39-Professional/Admin In negotiations Mid Management In negotiations Local 39-Classified 7/2023- 1% market adjustment + 3% COLA = 4%
City of Roseville	Local 39 None Scheduled Management None Scheduled IBEW 5/2024- TBD by study or 2% which ever greater

APPENDIX B - TABLE 1 COLA/Salary Range Increase Information	
Survey Agency	
City of Sacramento	
City of Woodland	Mid Management 7/2023-3% General None scheduled
El Dorado Irrigation District	EIDEA, Dept. Heads, Non Represented, Management/Supervisor 1/2024- 3% - 5% General Manager 1/2024-TBD
Elk Grove Water District	7/2023 TBD
Fair Oaks Water District	1/2024 0% - 4%
Rancho Murieta Community Services District	Represented None Scheduled Unrepresented Yes, increases are scheduled, but Interim GM is unable to provide data at this time
Regional Water Authority	1/2024 TBD
Rio Linda Elverta Community Water District	12/2024 Up to 3% max
Sacramento County	6/2023-4% (some classes also get equity adjustments)
Sacramento Suburban Water District	TBD based on study
San Juan Water District	Staff None Scheduled General Manager Usually in May/June 2023- TBD

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2023 REGULAR MEETING

SUBJECT	: ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR YEARS ENDED DECEMBER 31, 2022
STATUS	: Action Item
REPORT DATE	: August 16, 2023
PREPARED BY	: Annie Liu, Director of Administrative Services

OBJECTIVE:

Consider a motion to receive and file the following:

- Citrus Heights Water District's (District) Annual Comprehensive Financial Report for the Years Ended December 31, 2022 (Attachment 1); and
- Report on Internal Controls and Required Communications (Attachment 2).

BACKGROUND AND ANALYSIS:-

Attached for the Board's review is the District's Annual Comprehensive Financial Report (ACFR) for the year ended December 31, 2022.

In prior years, the District had issued Basic Financial Statements (BFS), which include the Independent Auditors' Report, the Management's Discussion and Analysis, and the District's financial statements. For the fifth year, District staff, with the assistance of the District's auditors, Lance, Soll & Lunghard, LLP (LSL), prepared the District's ACFR in accordance with guidelines established by the Government Finance Officers Association (GFOA). The ACFR includes information for a two fiscal period but is only dated for the audited fiscal period. The focus of the ACFR is the audited fiscal year. The immediately preceding year information is included for comparative purposes. Brandon Young, CPA, of LSL, will be available at the August Board meeting to answer questions related to the District's financial records and reporting.

The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (COA Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles and to prepare annual comprehensive financial reports in the interest of providing greater transparency and disclosure. Staff submitted its 2021 ACFR for consideration for the Certificate of Achievement and received the award in April 2023. Staff intends to submit the District's 2022 ACFR to the GFOA COA Program for consideration for the Certificate of Achievement. The additional effort required to prepare an ACFR helps to raise the District's financial statements to the next level in terms of financial reporting, transparency, and accountability.

An ACFR presentation differs from the previous financial statement reports in that it includes the following sections, in addition to the financial section:

- *Introductory Section* – introduces the basic financial statements and provides an analytical overview of the District's activities. This expanded analysis is useful in assessing regional economic and social conditions that may impact the District's financial outlook.
- *Statistical Section* – comprises ten years of comparative statistical data that includes information on financial trends, revenue capacity, debt capacity, socioeconomic factors, and water system

resources.

Some key highlights from the 2022 ACFR and related work include:

- Unqualified audit opinion – the District’s auditors, LSL issued an unqualified, or clean, opinion on the District’s financial statements.
- Ending net position of \$87,133,775 – the District’s net position increased by \$5.6 million over 2021.
- LSL noted as a minor but noteworthy issue on the 2022 Internal Controls Report that the District was unable to provide data to support the balances of Construction in Progress to meet the auditor’s work schedule for audit procedures. CHWD’s response time was due to its finance staffing turnover. After a transition/training meeting with pervious staff, current CHWD staff was able to provide the requested information to LSL. Moreover, the arrival of additional accounting staff in the coming months will further resolve the impact due to the recent finance staffing transition.

RECOMMENDATION:

Receive and File the District’s Annual Comprehensive Financial Statements for the Year Ended December 31, 2022.

ATTACHMENTS:

- 1) Annual Comprehensive Financial Statements for the Years Ended December 31, 2022.
- 2) Report on Internal Controls and Required Communications for the Year Ended December 31, 2022.

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

Attachment 1
Comprehensive Annual Financial Report
For the Year Ended December 31, 2022



ANNUAL COMPREHENSIVE FINANCIAL REPORT

For the Fiscal Year ending December 31, 2022



Sylvan Ranch Community Garden Initiative promoting water efficient garden practices.

ANNUAL COMPREHENSIVE FINANCIAL REPORT

For the Fiscal Year Ending December 31, 2022

Citrus Heights Water District
Citrus Heights, CA

Prepared by :
Citrus Heights Water District
Administrative Services Department

6230 Sylvan Road
Citrus Heights, CA 95610
www.chwd.org



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CITRUS HEIGHTS WATER DISTRICT

Annual Comprehensive Financial Report Years Ended December 31, 2022 and 2021

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CITRUS HEIGHTS WATER DISTRICT

Annual Comprehensive Financial Report Years Ended December 31, 2022 and 2021

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INTRODUCTORY SECTION

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Board of Directors
Raymond A. Riehle, President
David Wheaton, Vice President
Caryl F. Sheehan, Director

Hilary M. Straus, General Manager/Secretary
Annie Liu, Director of Administrative Services/Treasurer

July 31, 2023

Honorable Members of the Board of Directors:

We are pleased to present the Citrus Heights Water District's ("District" or "CHWD") sixth Annual Comprehensive Financial Report ("ACFR") for the fiscal year ending December 31, 2022. This report was prepared by District staff in conformity with Generally Accepted Accounting Principles ("GAAP") and audited in accordance with generally accepted auditing standards by a firm of certified public accountants.

The ACFR provides an assessment of the District's financial condition, informs readers about District services, includes information about capital improvement projects, and discusses current initiatives within the District's Basic Financial Statements. Financial and demographic trend information is provided within the statistical section located at the end of the report. District Management is responsible for the accuracy of the data presented and the completeness and fairness of the presentation, including all disclosures. As management, we assert that, to the best of our knowledge and belief, the information and data, as presented, is accurate in all material respects, and it is presented in a manner that provides a fair representation of the financial position and operations of the District. Furthermore, all disclosures that are necessary to enhance the Board's understanding of the financial condition of the District have been included.

The District's financial statements have been audited by Lance, Soll & Lunghard, LLP (LSL), a firm of independent certified public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements of the District for the fiscal year ending December 31, 2022 are free of material misstatements. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified ("clean") opinion that the District's financial statements for the fiscal year ending December 31, 2022, were fairly presented in conformity with GAAP. The Independent Auditors' Report is presented as the first component of the financial section of this report.

GAAP requires that management provide a narrative introduction, overview and analysis to accompany the financial statements in the form of the Management's Discussion and Analysis (MD&A) Section. This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The MD&A can be found immediately after the Independent Auditors' Report.

Profile of Citrus Heights Water District

The District was established in 1920 as the Citrus Heights Irrigation District, encompassing slightly more than 4.7 square miles and serving approximately 225 farms. CHWD currently serves water to a population of approximately 67,000 people within an approximate 12-square-mile service area.

The District carries out its mission with a highly motivated and competent staff that is empowered to conduct the District's business by placing the customers' needs and welfare first. Each day, the District's employees strive to carry out their work, mindful of the District's mission, "to furnish a dependable supply of safe, quality water delivered to its customers in an efficient, responsive, and affordable manner."

Governance and Organizational Structure

CHWD is a special district established by the State of California. The District is governed by a three-member Board of Directors that is elected to a four-year term by voters who reside in the District's service area. Since 2020, CHWD Board elections are "By-District," whereby only those customers who reside in the same CHWD District that a Board Member lives in will vote for that Board position. In 2022 The District was staffed by 36 full-time equivalent employees assigned to three departments: Administrative Services, Engineering, and Operations. The General Manager and District General Counsel are appointed by, and report directly to, the Board of Directors. All other staff members report to the General Manager or designee.

Water Supply

In 2022, the District purchased 68.9% of its water from San Juan Water District (SJWD) and delivered it to more than 20,000 residential and commercial service connections. Additionally, the District maintains six groundwater wells and approximately 253 miles of pipeline. CHWD has delivered groundwater to customers since 1943.

Accounting and Budget Structure

CHWD operates as an enterprise fund with a fiscal year that begins January 1 and ends on December 31. GAAP requires local governments to use a proprietary-type fund, such as an enterprise fund, to account for business-type activities similar to those found in the private sector. An enterprise fund is one in which the expenditures are supported by fees collected primarily through charging users in exchange for services. CHWD operations are supported entirely by fees collected from customers in exchange for providing water service and managing the groundwater basin.

CHWD's management is responsible for the establishment and maintenance of the internal control structure that ensures the assets of the District are protected from loss, theft or misuse. The internal control structure ensures that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with GAAP. CHWD's internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived, and the valuation of costs and benefits requires estimates and judgments by management.

CHWD's Board adopts a budget prior to each fiscal year. The budget authorizes and provides the basis for reporting and control of financial operations, accountability for CHWD's enterprise operations, and capital projects. The budget is presented on the accrual basis of accounting and is consistent with the presentation of CHWD's ACFR. As part of the budget process, a Financial Model is updated annually to analyze revenue and expenses along with capital improvements. Also, beginning in FY2018, CHWD's Board adopted an accelerated payoff schedule to reduce the District's unfunded actuarial liability to the following: 20 years (other post-employment benefits) and 15 years (pension) amortizations. This accelerated payoff will result in savings to the District's customers versus the previous, longer amortization.

Financial Policies

The CHWD financial policies include many of the District's financial management practices that are used for operational and strategic decision making. These policies also allow the Board of Directors and community stakeholders to monitor how effectively the District is managing its financial responsibilities, as well as providing a means for holding the District fiscally accountable. These policies are reviewed annually to incorporate minor changes to existing policy, or major shifts in financial priorities at the discretion of the Board of Directors.

- Investment Policy – The Board has adopted an investment policy that conforms to state law, CHWD's ordinances and resolutions, prudent money management, and the "prudent person" standards. The objectives of the Investment Policy are safety, liquidity, and then yield. During 2022, funds have been invested in various securities as authorized by CHWD's Investment Policy, with most of the District's funds invested in California's Local Agency Investment Fund (LAIF).
- Reserve Policies – During 2022, the District has 10 Reserve accounts with supported policies to balance ongoing operations to capital improvement programs. These funds are allocated to the maintenance, repair, replacement, or improvement of water system infrastructure. Adequate reserves, along with sound financial policies, provide financial flexibility to counter unanticipated expenditures or revenue fluctuations.

Audit and Financial Reporting

State Law and bond covenants require CHWD to obtain an annual audit of its financial statements by an independent Certified Public Accountant. The accounting firm of LSL conducted the audit of CHWD's financial statements. Their unmodified Independent Auditor's Report appears in the Financial Section.

Risk Management

CHWD participates in the Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) for the purchase of workers' compensation, liability, property, automobile, and fidelity insurance. The typical liability limits are \$5 million per incident/occurrence.

Economic Condition, Outlook and Major Initiatives

CHWD is primarily a residential community, with some commercial enterprises within its boundaries. The District's service area is largely built out; therefore, the District does not anticipate a significant growth in revenue based upon significant new development. The District is forecasting a slow but steady revenue increase based on 0.5% growth per year from the demand in small in-fill of housing or commercial development within District boundaries.

CHWD operates as an enterprise fund, meaning the costs of providing water service and protecting groundwater resources are financed by rates and fees charged to District customers. Since the District does not receive tax revenue, operating revenues consist primarily of water sales and bi-monthly service charges. Water use has stayed relatively consistent with the decrease in usage from state-wide drought mandates enacted in 2013. The District expects consumption to continue decreasing in the next few years. This drop in demand created a gap between the amount of water customers were projected to use, and the amount they used, and contributed to the need for a new rate study and Financial Model rebuild.

CHWD and its wholesale water supplier, San Juan Water District (SJWD), continue to encounter changes in operations due to new regulations. The impact of current and future regulations, and the resulting cost impact on water supply operations, are an ongoing challenge for the District. The District will see a cost increase from its wholesale water supplier in 2024 from proposed changes to the rate methodology and issuing debt for the lifecycle replacement of the liner of the Hinkle Reservoir, which serves CHWD and neighboring agencies.

As of January 1, 2023, CHWD charges a uniform commodity rate of \$1.43 per unit of water and a bi-monthly fixed charge of \$94.69 for a 1-inch water meter. The average CHWD customer water rate bill remains below the regional Sacramento average cost at 6.43%. The District continues to repair and replace aging infrastructure throughout its system. In 2022, the Operations Department completed 373 service replacements and replaced 90 linear feet of water mains. The Engineering Department also completed the design, installation, and inspection of 3,750 linear feet of water mains ranging in size from 6-inch to 18-inch, 13 valves and 2 water services.

Capital projects scheduled for 2023 total \$8.2 million and include design and commencement of construction of the District's seventh well. In the last few years, the District has secured approximately \$3.1 million for the construction of the District's next two wells.

Long-Term Financial Planning

Citrus Heights Water District utilizes several planning strategies when considering long-term financial forecasts.

- **Strategic Plan** – Strategic planning involves establishing a vision for the future and a clear mission statement to provide direction and define what the organization stands for and what it has pledged to accomplish. Since 2016, CHWD has held an annual strategic planning workshop for the Board of Directors, management, and at-large customers. The purpose of the workshop has been to review the District's mission

statement and values, and to implement the District's mission and values through an Annual Work Program. The Work Program includes three-year goals and one-year objectives, which emphasize the District's commitment to promoting the efficient use of water, managing CHWD's water supply, completing capital improvements, and optimizing organizational efficiency. The Strategic Plan and its accompanying Annual Work Program form the basis for the District's priority-based budgeting efforts.

- **Project 2030 Water Main Replacement Plan** – This plan was identified during the strategic planning process as a key strategy for engaging customers in long-range water main replacement planning and funding efforts. The purpose of this plan is to inform customers about challenges and opportunities, and the current actions being undertaken to ensure water supply reliability, and prepare for the replacement of aging infrastructure.
- **Capital Improvement Plan** – The Strategic Plan lays the groundwork for the Capital Improvement Plan, which includes project schedules and projected costs for production and water supply facilities identified in a 1999 Facilities Master Plan. The Capital Improvement Plan is a ten-year forecast and a capital reinvestment plan.
- **10-Year Financial Planning Model** – The District analyzes 10-year financial projections to assist with long term operational and capital planning, and funding, including Prop 218 rates and wheeling rates.
- **Annual Budget** – A key component of financial planning is the budget, which is prepared, reviewed and adopted annually. During the 2nd and 3rd quarter each year, District Finance staff prepares a draft budget, based upon an analysis of the Financial Planning Model and revenue/expenditure submissions from CHWD's departments. The budget is presented to the Board of Directors for approval prior to the beginning of the next fiscal year. The annual budget includes forecasts for revenues, operating expenditures, and capital expenditures, and is formulated using a priority-based budgeting approach.
- **Water Meter Replacement Program**– As CHWD's first generation of meters age-out, the District, along with a consortium of 11 agencies, completed a Meter Replacement Program Study to identify opportunities for partnership and strategies for each agency in the short and long-term to optimally manage meter replacements. Currently, the District is working with the Regional Water Authority to develop a potential regional purchasing program to achieve economies of scale when purchasing meters or other parts and materials.

Awards and Acknowledgements

Government Finance Officers Association (GFOA) of the United States and Canada awarded a Certificate of Achievement for Excellence in Financial Reporting to the Citrus Heights Water District for its ACFR for the fiscal year ending December 31, 2021. This was the fourth consecutive year that the District achieved this prestigious award. To be awarded a Certificate of Achievement, a governmental agency must publish an easily readable and efficiently organized ACFR. The report must satisfy both GAAP and applicable legal requirements.

A Certificate of Achievement is valid for a one-year period. CHWD believes that this ACFR continues to meet the Certificate of Achievement Program's requirements and is submitting it to the GFOA to determine its eligibility for another certificate.

Preparation of this report was accomplished through the combined efforts of the staff from Regional Government Services (RGS), CHWD's staff, including support from the various departmental directors, managers, and supervisors. RGS and CHWD staff's dedicated efforts, professionalism, and contributions to CHWD's ACFR is greatly appreciated. We would also like to thank the CHWD Board of Directors for their continued support in planning and implementing the District's fiscal policies.

Respectfully submitted,



Hilary M. Straus
General Manager/Secretary



Annie Y. Liu
Director of Administrative Services/
Treasurer



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

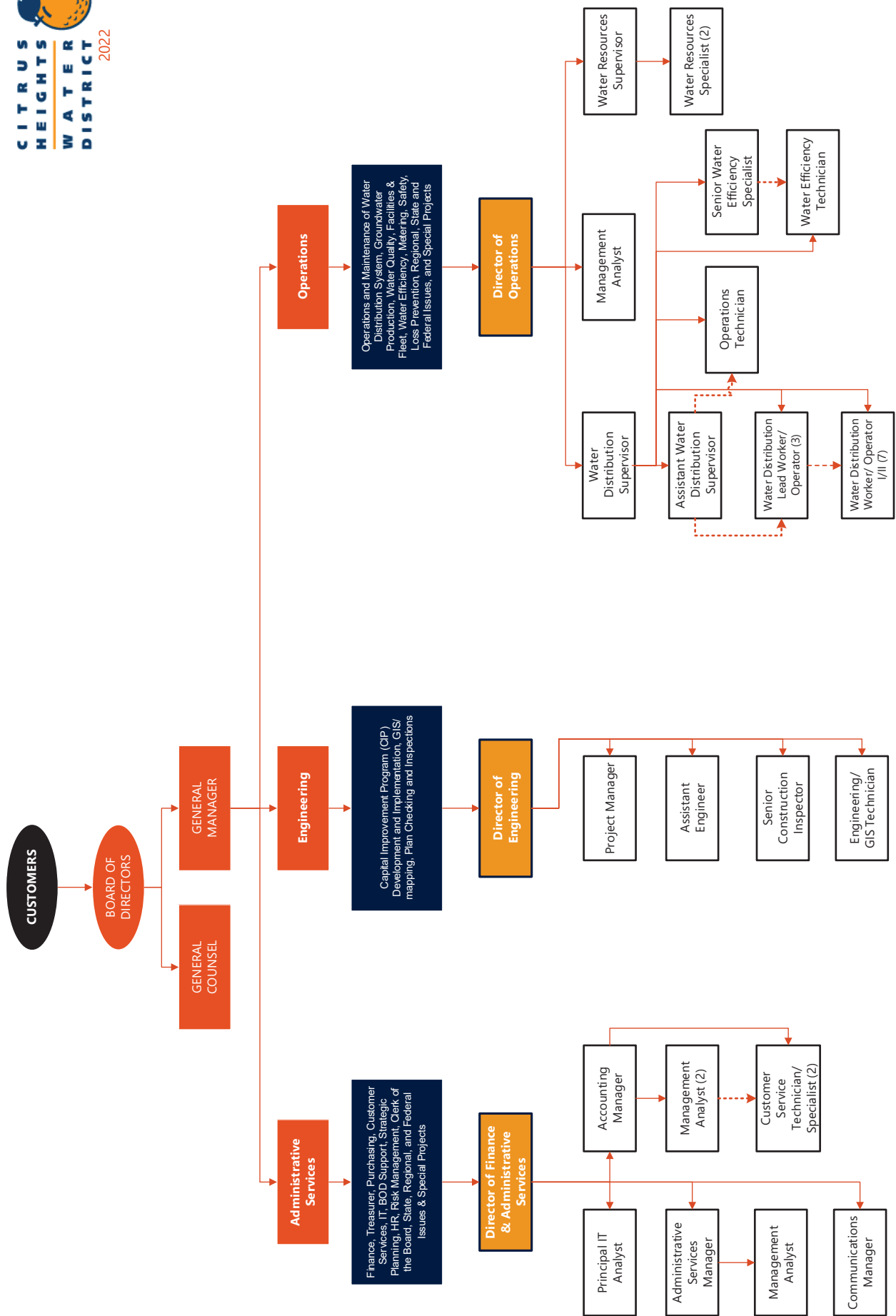
**Citrus Heights Water District
California**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

December 31, 2021

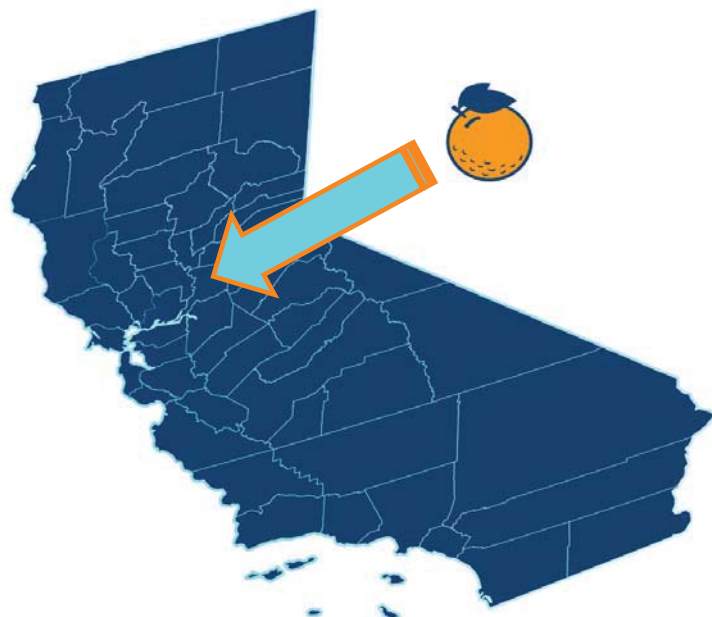
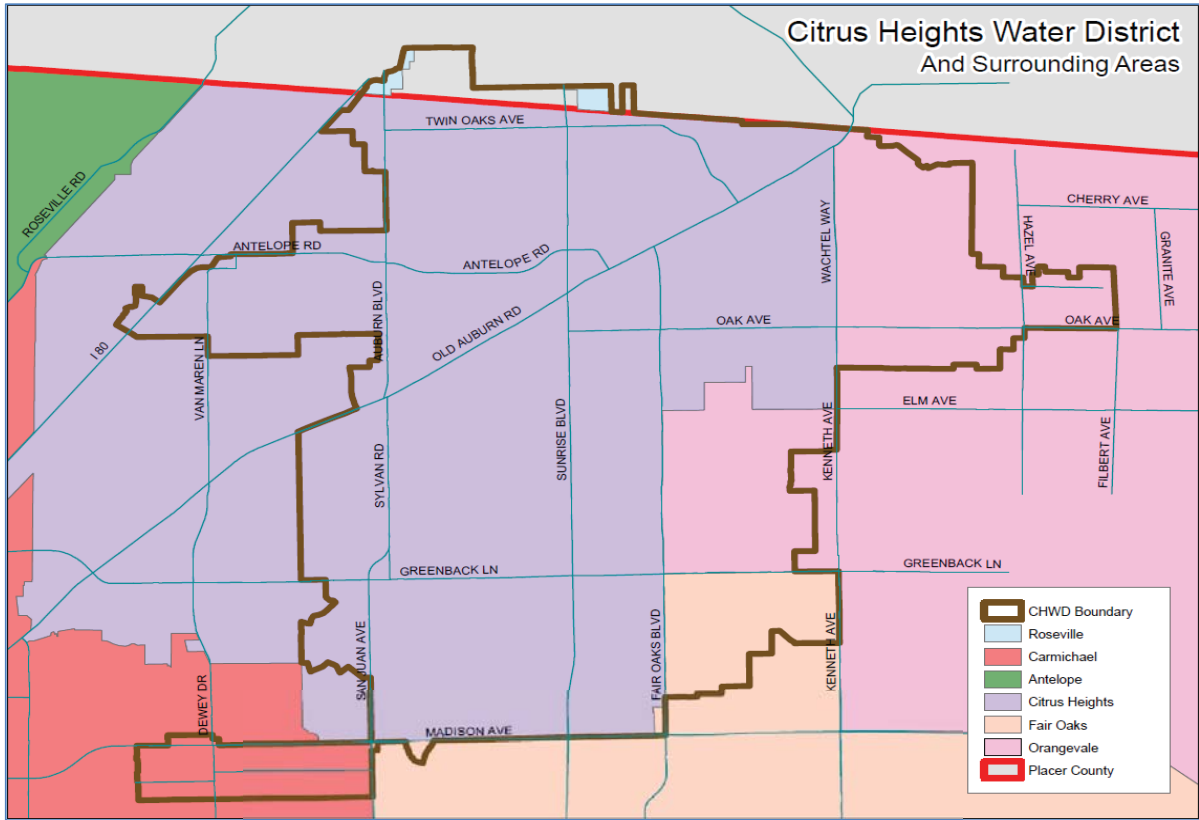
Christopher P. Morrell

Executive Director/CEO



CITRUS HEIGHTS WATER DISTRICT

Service Area Map with Cities Served



CITRUS HEIGHTS WATER DISTRICT

Board of Directors and Principal Officers

Board of Directors

President	Raymond A. Riehle	Division Two
Vice President	David C. Wheaton	Division Three
Director	Caryl F. Sheehan	Division One

Executive Staff

General Manager	Hilary M. Straus
Director of Engineering	Melissa Pieri
Director of Finance and Administrative Services	Annie Liu
Director of Operations	Rebecca Scott

Appointed Officers

Secretary	Hilary M. Straus
Treasurer	Annie Liu
Assessor Collector	Annie Liu



FINANCIAL SECTION

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Independent Auditor's Report



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INDEPENDENT AUDITORS' REPORT

To the Honorable Members of the Board of Directors
Citrus Heights Water District
Citrus Heights, California

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the Citrus Heights Water District (the "District") as of and for the years ended December 31, 2022 and 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Citrus Heights Water District (the District) as of December 31, 2022 and 2021, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the State Controller's Minimum Audit Standards for California Special Districts. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore



To the Honorable Members of the Board of Directors
Citrus Heights Water District
Citrus Heights, California

is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the State Controller's Minimum Audit Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the State Controller's Minimum Audit Standards we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Reporting Responsibilities

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, and required pension and other post-employment benefits schedules, as listed on the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



To the Honorable Members of the Board of Directors
Citrus Heights Water District
Citrus Heights, California

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory section and statistical section but does not include the basic financial statements and our auditor's report thereon. Our opinions on the financial statements does not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated July 31, 2023, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Lance, Soll & Lughard, LLP".

Sacramento, California
July 31, 2023

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Management's Discussion and Analysis

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CITRUS HEIGHTS WATER DISTRICT
Management's Discussion and Analysis
For the Fiscal Year Ended December 31, 2022 and 2021

The following Management's Discussion and Analysis (MD&A) provides users of the Citrus Heights Water District (District) an analytical overview of the District's financial position for the fiscal years ended December 31, 2022, and 2021. The readers are encouraged to consider the information presented here in conjunction with the additional information furnished in the introductory section, financial statements, and related notes, which follow this section.

Financial Highlights

- ❖ The District's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources at the end of year 2022 by \$87,133,775. About 75 percent of the District's net position, \$64,942,772, is composed of the capital assets of the District – the water transmission and distribution system, water production facilities, land, buildings, and equipment. Unrestricted net position totaled \$22,191,003, up from \$18,723,042 at the end of year 2021. This increase is mainly the result of the District's operating revenues exceeding the operating expenditure. The major factors in addition to the service charges that help the District to produce surplus this year are the Board's enacted a new water main replacement charge, effective January 2022, to fund the water main improvements, and allocation of 2022 groundwater substitution transfer proceeds, received from San Juan Water District.
- ❖ Capital improvement spending in the year 2022 slightly decreased by \$141,500 as compared with 2021. This decrease was anticipated based on the District's long-term capital improvement projects plan. Capital improvements capitalized in 2022 and 2021 amounted to \$3.5 and \$3.6 million, respectively.
- ❖ The District's operating revenues for 2022 were \$19,433,754, which is 11% higher than the prior year of \$17,517,961. The major factors contributed to this higher revenue are the Board's enacted a new water main replacement charge, and allocation of 2022 groundwater substitution transfer proceeds. About 97 percent of 2022 operating revenues, \$18,934,457, came from water sales to customers.
- ❖ The District's total net long-term liabilities at the end of 2022, including the 2012 Revenue Refunding bonds, pension liability, liability for other postemployment benefits (OPEB), and compensated absences is \$9,060,929. GASB Statement No. 68 required the recording of pension liability amounting to \$5,730,638. GASB Statement No. 75 required the recording of OPEB liability in the amount of \$1,529,657. Liabilities from Bond debt decreased by \$100,000 due to paying off the principal amount during 2022.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of a series of financial statements. The statement of net position, statement of revenues, expenses, and changes in net position including the notes to financial statements and required supplementary information.

The financial statements provide both long-term and short-term information about the District's overall financial status. The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The required supplementary information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) to provide more context regarding the financial statements from an appropriate operational, economic, or historical perspective.

The District's financial statements are prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units on an accrual basis. Under this basis, revenues are recognized in the period in which they are earned, expenses are recognized in the period in which they are incurred, and depreciation of assets is recognized in the Statement of Revenues, Expenses, and Changes in Net Position. All assets and liabilities associated with the operation of the District are included in the Balance Sheet.

CITRUS HEIGHTS WATER DISTRICT
Management's Discussion and Analysis
For the Fiscal Year Ended December 31, 2022 and 2021

The Balance Sheet presents the financial position of the District on a full accrual historical cost basis and provides information about the nature and amount of resources and obligations at year-end.

Balance Sheet

The following table summarizes assets, deferred outflows, liabilities, deferred inflows, and net position on December 31, 2022, 2021, and 2020:

				% Increase (Decrease)	
	FY 2022	FY 2021	FY 2020	FY 2022 vs FY 2021	FY 2021 vs FY 2020
Current assets	\$ 28,593,899	\$ 25,303,085	\$ 22,371,449	13.0%	13.1%
Capital assets, net	66,523,058	64,504,097	61,322,653	3.1%	5.2%
Total Assets	95,116,957	89,807,182	83,694,102	5.9%	7.3%
Deferred Outflows	3,056,673	1,464,785	1,480,824	108.7%	-1.1%
Current liabilities	1,495,019	1,660,601	1,526,560	-10.0%	8.8%
Non-current liabilities	9,060,929	5,814,856	8,213,325	55.8%	-29.2%
Total Liabilities	10,555,948	7,475,457	9,739,885	41.2%	-23.2%
Deferred Inflows	483,907	2,250,974	254,032	-78.5%	786.1%
Net Position					
Net investment in capital assets	64,942,772	62,822,494	59,531,355	3.4%	5.5%
Unrestricted	22,191,003	18,723,042	15,649,654	18.5%	19.6%
Total Net Position	\$ 87,133,775	\$ 81,545,536	\$ 75,181,009	6.9%	8.5%

The total net position of the District increased from \$75.2 million in 2020 to \$81.5 million in 2021, and increased to \$87.1 million in 2022. The District's total assets increased by \$5.6 million, or 6.9%, in 2022 compared to 2021, and \$6.4 million, or 8.5%, in 2021 compared to 2020.

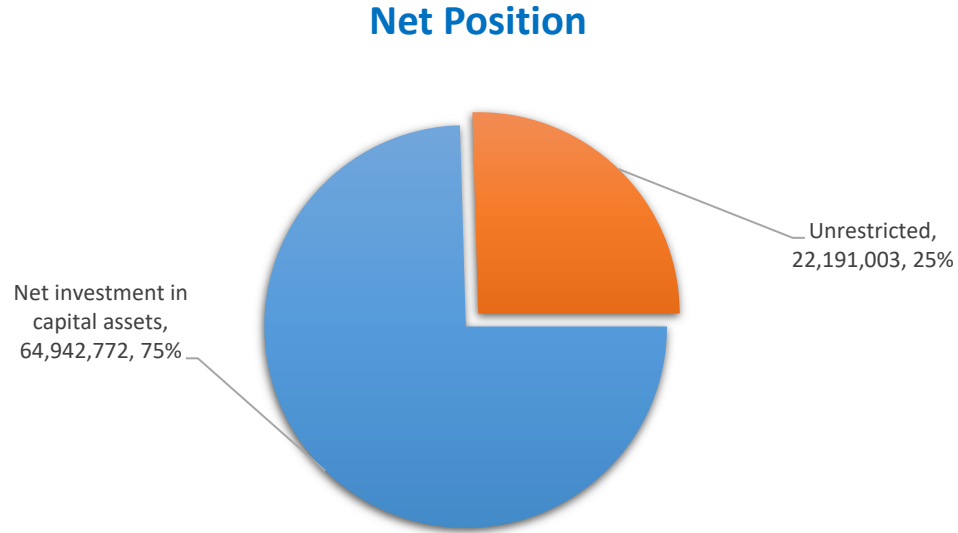
Deferred outflows increased by 109% from \$1.5 million in 2021 to \$3.1 million in 2022, due to changes in actuarial assumptions and the CalPERS recognized increased net pension liability over the measurement period. The most recent actuarial experience study used to update the assumptions, including for salary increase, mortality, and retirement rates.

In 2022, the total liabilities increased \$3.08 million, or 41.2%, compared to 2021 as a result of CalPERS' funded status has dropped, increasing the net pension liability; total non-current liabilities increased by \$3.2 million, or 55.8%, compared to 2021 mainly due to the increased in net pension liability, details can be reviewed in Note 8 of the accompanying Notes to Financial Statements.

Deferred inflows decreased by \$1.8 million, or (78.5%) because of changes in actuarial assumptions including return on pension plan investments affecting the calculation of the pension liability.

CITRUS HEIGHTS WATER DISTRICT
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The increase in net position over the three-year period totals \$11.9 million or 15.9% and is the result of the combination of net income and capital contributions.



CITRUS HEIGHTS WATER DISTRICT
Management's Discussion and Analysis
For the Fiscal Year Ended December 31, 2022 and 2021

Changes in Net Position

The following table summarizes the changes in net position for the fiscal years ended December 31, 2022, 2021, and 2020:

				% Increase (Decrease)	
				FY 2021 vs FY 2022	FY 2020 vs FY 2021
	2022	2021	2020		
Operating Revenues:					
Water sales	\$ 18,934,457	\$ 16,579,945	\$ 16,908,986	14.2%	-1.9%
Connection fees	49,685	427,859	290,182	-88.4%	47.4%
Other fees	449,612	510,156	2,004,589	-11.9%	-74.6%
Total Operating Revenues	19,433,754	17,517,961	19,203,757	10.9%	-8.8%
Operating Expenses:					
Customer service admin/general	4,481,946	4,044,426	4,999,639	10.8%	-19.1%
Water purchases	2,785,929	2,798,201	2,917,535	-0.4%	-4.1%
Transmission and distribution	2,637,991	2,350,969	2,490,474	12.2%	-5.6%
Pumping & well maintenance	996,949	1,047,987	826,804	-4.9%	26.8%
Water efficiency (conservation)	696,635	753,058	553,068	-7.5%	36.2%
Depreciation & amortization	2,594,333	2,485,902	2,469,339	4.4%	0.7%
Total Operating Expenses	14,193,783	13,480,543	14,256,859	5.3%	-5.4%
Operating income	5,239,971	4,037,418	4,946,898	29.8%	-18.4%
Nonoperating Revenues (Expenses):					
Investment income	(30,997)	(343)	116,981	8937.0%	-100.3%
Miscellaneous income	47,610	42,759	42,989	11.3%	-0.5%
Interest expense	(69,691)	(74,734)	(95,741)	-6.7%	-21.9%
Gain (loss) on disposal of capital assets	(39,333)	(115,032)	(73,310)	-65.8%	56.9%
Total Nonoperating Revenues (Expenses)	(92,411)	(147,350)	(9,081)	-37.3%	1522.6%
Net Income before Capital Contributions	5,147,560	3,890,068	4,937,817	32.3%	-21.2%
Capital Contributions					
Contributed Assets	440,679	2,474,459	290,182	-82.2%	752.7%
Total Capital Contributions	440,679	2,474,459	290,182	-82.2%	752.7%
Change in Net Position	5,588,239	6,364,527	5,227,999	-12.2%	21.7%
Net position, beginning of year	81,545,536	75,181,009	69,953,010	8.5%	7.5%
Net Position, End of Year	\$ 87,133,775	\$ 81,545,536	\$ 75,181,009	6.9%	8.5%

Net position increased \$5.6 million, or 6.9 percent from the prior year. Operating revenue exceeded operating expenses by \$5.2 million, which accounts for most of the increase in net position, and these funds were expended for the construction of capital improvements or set aside for that purpose. The receipt of \$440,679 in donated assets from private developer additions to the District's water distribution system accounted for about 7.9 percent of the increase in net position.

CITRUS HEIGHTS WATER DISTRICT
Management's Discussion and Analysis
For the Fiscal Year Ended December 31, 2022 and 2021

Total operating revenues increased in 2022 by \$1.9 million or 10.9 percent from 2021.

The factors contributed to this increase are the net result of Board's enacted a new water main replacement charge to fund the water main improvements that amounted to \$1.2 million, an allocation of 2022 groundwater substitution transfer proceeds of \$889,694, received from San Juan Water District; and a decreased of \$378,175 connection fees. The total nonoperating revenues slightly decreased compared to the prior year. The change is mostly the net result of the interest income, \$203,886 and a decrease of \$234,883.18 in the value of investments due to increasing interest rates, and a decrease of \$75,699 in the loss of capital assets disposal.

In 2022, the operating expenses increased by \$713,240, or 5.3% from 2021, primarily due to increased salaries and wages, and increased pension expense due to CalPERS recognized increased net pension liability over the measurement period. Total nonoperating expenses decreased by \$80,742 or 42.5% in 2022 to \$109,024 from \$189,766 in 2021 because of disposing assets that caused a lower loss on disposal of capital assets.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

As of December 31, 2022, 2020 and 2019, the District's investment in capital assets, net of related debt, were \$64,942,772, \$62,822,494, and \$59,531,355, respectively, including: the water transmission and distribution system (underground pipelines, water services, water meters, fire hydrants, and other components), water production facilities (groundwater wells), land, buildings and both mobile and fixed equipment.

Replacement of aging pipelines and water service connections throughout the District's system continued to represent the majority of the \$3.5 million additions to the District's capital assets in 2022, the \$3.6 million additions in 2021, and the \$3.8 million additions in 2020. Several private development projects resulted in the addition of \$440,679 in donated capital assets in 2022, \$2.5 million in 2021 and \$290,182 in 2020.

Additional information on the District's capital assets can be found in Note 3, Capital Assets, of the notes to the basic financial statements.

Debt Administration

The District continues to meet its debt obligations under its 2012 Revenue Refunding bonds. Through scheduled debt service payments, principal on its collective debt was reduced by \$113,370 during 2022, by \$108,370 during 2021, and by \$664,457 during 2020. The District's total debt from its bond issuances now stands at \$1.5 million.

Total compensated absences (long-term liability and current liability combined) are composed of leave hours earned by employees that are payable upon termination or retirement. The current compensated absence liability is \$199,578 and the non-current compensated absence liability is \$358,623 for a total of \$558,201 at the end of 2022. During 2021 current compensated absence liability was \$268,373 and the non-current compensated absence liability was \$191,514 for a total of \$459,887 at the end of 2021. Between 2021 and 2022 the current compensated absence liability increased by \$167,109 and the non-current compensated absence liability decreased by \$68,795 for a net overall increase of \$98,314. This overall increase is mainly due to seniority and low employee turnover, resulting in higher rates of leave balances and increased pay rates.

The net liability for other post-employment benefits (OPEB) decreased by \$198,019 in 2022, as a result of the annual cost of these benefits exceeding the amounts paid for premiums, and changes in actuarial assumptions. Additional information on the District's changes in net OPEB liability can be found in Note 9, Post – Employment Health Care Benefits, of the notes to the basic financial statements.

CITRUS HEIGHTS WATER DISTRICT
Management's Discussion and Analysis
For the Fiscal Year Ended December 31, 2022 and 2021

ECONOMIC FACTORS AND FUTURE BUDGET CONSIDERATIONS

The District continued to exercise fiscal restraint in spending for District operations. However, the adopted 2023 budget projected an overall increase of \$572,884 or 4% for the operations and maintenance expenses. The 2023 budget includes:

- ❖ Maintaining the current level of services and programs for District customers.
- ❖ Funding the implementation of strategic planning items and special projects identified by the Board as priorities for 2023.
- ❖ Addition of two new Full Time Equivalent Employees: A Senior Accountant position and a Senior/Associate Civil Engineer position.
- ❖ \$1.8 million transfer to reserves for prefunding the Project 2030 Water Mains Replacement Project., and \$4.5 million for operations and maintenance, including many Strategic Planning and Special Project items, such as organizational development, District policy review/updates, completion of the easement project, and providing content for the District's WaterSmart classes.

A 2023 Operating Budget Summary is included at the conclusion of this Management's Discussion and Analysis to provide an overview of the District's operating budget.

Total capital improvement expenditures budgeted for FY2023 are \$8.2 million compared with \$8.7 million in FY2022. This amount includes \$3.9 million in carry-over projects from prior years, and \$4.3 million in new projects for FY2023. The 2023 key projects include participate in the Hinkle Reservoir Cover Replacement, complete construction of Well Site #7, complete Water Main Replacement and Installation, Continue Project 2030 Implementation Plan, installation of new fire hydrants, as well as replacements and upgrades.

A 2023 Capital Improvement Budget Summary is included at the conclusion of this Management's Discussion and Analysis to provide an overview of the District's capital improvement budget.

A portion of the District's budget continues to be the repayment of long-term debt financing in the form of Certificates of Participation originally issued in 2003 (refunded as Revenue Refunding Bonds in 2012). The annual debt service for the 2012 Revenue Refunding Bonds is budgeted at \$105,000 for FY2023.

Focus on Long-Range Planning

CHWD has a long-standing tradition of planning and managing its long-term capital and operational needs and accompanying financial planning. CHWD's focus on long-range planning is exemplified by its water main master planning, 1999 Master Plan that focused on water main replacement, Project 2030-Water Main Replacement Program; Water Meter Replacement Study and Consortium-based Meter Replacement Asset Management Program; maintaining a 10-year financial forecast as a driver for annual budgeting; and the use of Strategic Planning, focusing on three-year goals and one-year objectives as a driver for annual budgeting.

Implementation of an Annual Budget Based on a 10-Years Budget Forecast

Given the significant capital and asset management-related one-time and ongoing expenses projected, CHWD has developed and maintained a 10-year budget forecast or Financial Model. The Financial Model is updated regularly with actual revenues and expenses, and serves as a key policy, operational capital and financial planning tools as the District considers policy, operational, capital and budget options.

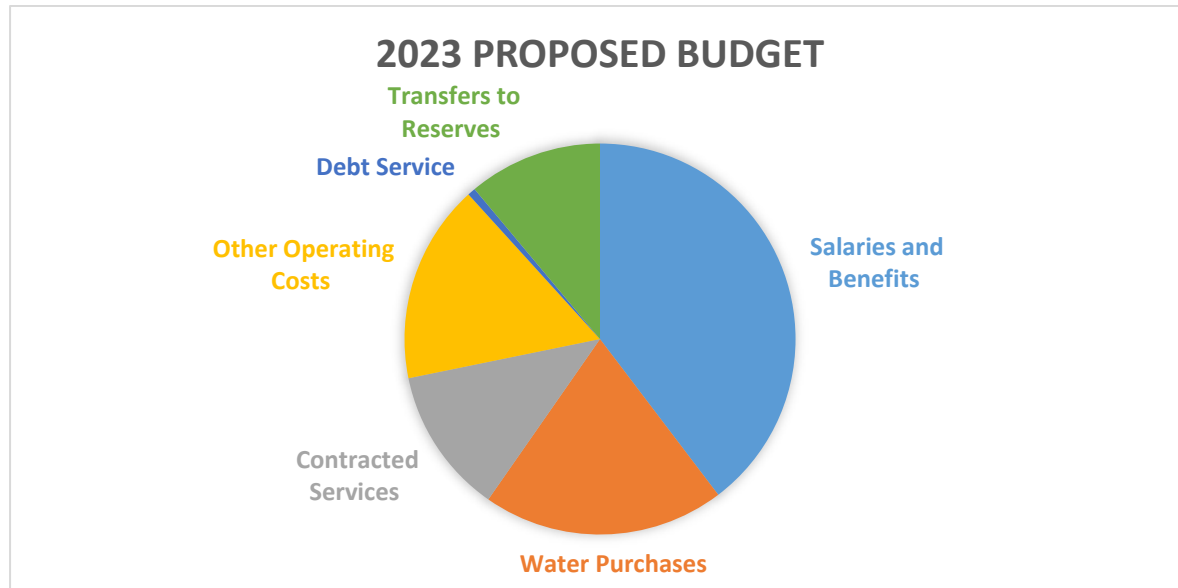
CITRUS HEIGHTS WATER DISTRICT
Management's Discussion and Analysis
For the Fiscal Year Ended December 31, 2022 and 2021

Reserve Policies and Special Funding

Each year, CHWD endeavors to transfer a portion of net revenue to both designated and undesignated reserves. Placing ratepayer dollars in reserves ensures that CHWD can smooth-out its expenses and minimize its use of debt financing, which can add significant expense, delay, complication, and result in a loss of local control to CHWD as it implements its Capital Improvement Program.

CITRUS HEIGHTS WATER DISTRICT ADOPTED BUDGET

	2021 Actual	2022 Projected	2023 Adopted
Revenues			
Water Sales	\$ 16,646,215	17,068,793	16,874,307
Connection and Other Fees	858,807	539,704	700,000
Project 2030 Designated Charge	-	1,374,099	1,374,099
Grant Revenue	-	-	1,607,000
Investment and Other Income	51,586	170,000	400,000
Total Revenues	17,556,609	19,152,596	20,955,406
Expenses			
Salaries and Benefits	5,059,291	5,427,557	6,345,892
Water Purchases	3,846,188	3,708,902	3,200,000
Contracted Services	1,625,125	1,877,257	1,934,596
Other Operating Costs	1,694,159	1,896,021	2,633,870
Debt Service	95,000	100,000	105,000
Transfers to Reserves	-	1,374,099	1,774,099
Total Expenses and Transfers	12,319,763	14,383,836	15,993,457
Operating Income before Capital Outlay	5,236,845	4,768,760	4,961,949
Capital Outlay	\$ 3,242,910	2,536,268	8,225,699



CITRUS HEIGHTS WATER DISTRICT
Management's Discussion and Analysis
For the Fiscal Year Ended December 31, 2022 and 2021

CITRUS HEIGHTS WATER DISTRICT ADOPTED CAPITAL PROJECTS BUDGET

Project Number	Description	2022 Adopted Budget	2023 Adopted Budget	2023 Project Budget Amendment Request
C15-104B	Document Management System	\$ 154,639	\$ 127,639	\$ -
C15-109	Blossom Hill Way 6" x 10" Interconnection w/ RV	27,777	-	-
C15-110	Crestmont Avenue 6" Interconnection w/ RV	24,888	-	-
C16-134	Auburn Blvd - Rusch Park to Placer County Line	299,143	407,370	250,000
C17-104	Groundwater Well Property Acquisition (# 7, 8, 9 & 10)	81,187	10,851	-
C19-108	6230 Sylvan Road - East Wall	233,252	233,252	-
C20-101	Fair Oaks Boulevard	425,137	425,137	-
C20-107	Water Supply Project Design and Construction of Well	3,225,500	3,045,500	840,000
C20-108	Pre-Architectural Study Corporation Yard/Master Plan	98,324	98,324	-
C20-109	Plans, Specifications, & Estimate for Preferred Alt - Corp Yard	400,000	-	-
C21-040	Other City Partnership Opportunities	73,051	112,551	-
C21-041	Other Misc Infrastructure Projects	112,551	115,464	-
C21-102	Old Auburn Road	86,459	-	-
C21-104	Mesa Verde High School	672,209	-	-
C21-105	Madison Aveue & Dewey Drive	79,654	-	-
C22-003	Annual Fleet and Field Operations Equipment	100,000	-	-
C22-004	Annual Technology Hardware and Software	55,000	-	-
C22-005	Annual Facilities Improvements	100,000	-	-
C22-010	Annual Water Main Pipeline Replacements (small)	50,000	-	-
C22-011	Annual Valve Replacements	75,000	-	-
C22-012	Annual Water Service Connections	825,000	-	-
C22-013	Annual Water Meter Replacements	100,000	-	-
C22-014	Annual Fire Hydrants - Repl, Upgrades, Infill, New	125,000	-	-
C22-020	Annual Groundwater Well Improvements	150,000	-	-
C22-040	Other City Partnership Opportunities	100,000	-	-
C22-041	Other Misc Infrastructure Projects	100,000	-	-
C21-103	Pratt Avenue	490,064	-	-
C22-101	Carriage Dr	427,104	-	-
Encumbered Projects Total		8,690,939	3,917,699	1,090,000
C23-003	Annual Fleet and Field Operations Equipment	-	425,000	-
C23-004	Annual Technology Hardware and Software	-	55,000	-
C23-005	Annual Facilities Improvements	-	103,000	-
C23-010	Annual Water Main Pipeline Replacements (small)	-	50,000	-
C23-011	Annual Valve Replacements	-	115,000	-
C23-012	Annual Water Service Connections	-	1,075,000	-
C23-013	Annual Water Meter Replacements	-	120,000	-
C23-014	Annual Fire Hydrants - Repl, Upgrades, Infill, New	-	175,000	-
C23-020	Annual Groundwater Well Improvements	-	200,000	-
C23-040	Other City Partnership Opportunities	-	100,000	-
C23-041	Other Misc Infrastructure Projects	-	100,000	-
2023 New Annual Capital Total		-	2,518,000	-
C23-xxx	Highland Well	-	-	-
C23-104	Patton Avenue 8-inch, Parda Ct, Alondra Ct, Perdez Ct 6-inch	-	1,010,000	-
C23-105	Reno Lane 8-inch	-	705,000	-
C23-xxx	Admiral & Anchor 8-inch	-	75,000	-
2023 New Projects Total		-	1,790,000	-
Totals		8,690,939	\$8,225,699	\$1,090,000

Previously-Approved Projects Carried Over from 2022:	2,827,699
Prior Years Project Amendment:	1,090,000
New Capital Projects Request for 2023:	4,308,000
Total 2023 Capital Improvements Budget:	\$8,225,699



Basic Financial Statements

CITRUS HEIGHTS WATER DISTRICT

STATEMENTS OF NET POSITION
DECEMBER 31, 2022 AND 2021

	2022	2021
Assets:		
Current:		
Cash and investments (Note 2)	\$ 23,855,881	\$ 21,676,526
Accounts receivable, net	3,523,017	2,627,271
Due from other governments	-	946
Accrued interest receivable	81,304	4,934
Inventories	546,237	439,389
Prepaid expenses and other deposits	587,460	554,019
Total Current Assets	28,593,899	25,303,085
Noncurrent:		
Non-depreciable capital assets (Note 3)	3,590,398	2,439,395
Depreciable capital assets, net (Note 3)	62,932,660	62,064,702
Total Noncurrent Assets	66,523,058	64,504,097
Total Assets	95,116,957	89,807,182
Deferred Outflows of Resources:		
Pension related (Noted 8)	2,553,774	910,520
OPEB related (Note 9)	502,899	554,265
Total Deferred Outflows of Resources	3,056,673	1,464,785
Liabilities:		
Current:		
Accounts payable	617,796	697,665
Retentions payable	13,378	17,995
Accrued payroll	153,332	168,988
Accrued interest payable	31,441	34,178
Deposits payable	374,494	373,402
Compensated absences (Note 7)	199,578	268,373
Long-term debt (Note 4)	105,000	100,000
Total Current Liabilities	1,495,019	1,660,601
Noncurrent:		
Compensated absences (Note 7)	358,623	191,514
Long-term debt (Note 4)	1,442,011	1,560,381
Net pension liability (Note 8)	5,730,637	2,335,284
Net OPEB liability (Note 9)	1,529,658	1,727,677
Total Noncurrent Liabilities	9,060,929	5,814,856
Total Liabilities	10,555,948	7,475,457
Deferred Inflows of Resources:		
Deferred amount from refunding debt	19,897	21,222
Pension related (Note 8)	301,018	2,189,017
OPEB related (Note 9)	162,992	40,735
Total Deferred Inflows of Resources	483,907	2,250,974
Net Position:		
Net investment in capital assets	64,942,772	62,822,494
Unrestricted	22,191,003	18,723,042
Total Net Position	\$ 87,133,775	\$ 81,545,536

CITRUS HEIGHTS WATER DISTRICT

**STATEMENTS OF REVENUES, EXPENSES
AND CHANGES IN NET POSITION
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

	2022	2021
Operating Revenues:		
Water sales	\$ 18,934,457	\$ 16,579,945
Connection and other fees	499,297	938,016
Total Operating Revenues	19,433,754	17,517,961
Operating Expenses:		
Customer service, administration and general	4,481,946	4,044,426
Water purchases	2,785,929	2,798,201
Transmission and distribution	2,637,991	2,350,969
Pumping and well maintenance	996,949	1,047,987
Conservation	696,635	753,058
Depreciation and amortization	2,594,333	2,485,902
Total Operating Expenses	14,193,783	13,480,543
Operating Income (Loss)	5,239,971	4,037,418
Nonoperating Revenues (Expenses):		
Investment income	(30,997)	(343)
Miscellaneous income	47,610	42,759
Interest expense	(69,691)	(74,734)
Gain (loss) on disposal of capital assets	(39,333)	(115,032)
Total Nonoperating Revenues (Expenses)	(92,411)	(147,350)
Income (Loss) Before Capital Contributions	5,147,560	3,890,068
Contributions	440,679	2,474,459
Changes in Net Position	5,588,239	6,364,527
Net Position:		
Beginning of Fiscal Year	81,545,536	75,181,009
End of Fiscal Year	\$ 87,133,775	81,545,536

CITRUS HEIGHTS WATER DISTRICT

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

	2022	2021
Cash Flows from Operating Activities:		
Cash receipts from customers	\$ 18,534,483	\$ 17,889,180
Cash paid to suppliers for goods and services	(11,122,027)	(10,256,602)
Cash paid to employees for services	(774,273)	(994,418)
Receipts from miscellaneous non operating income	34,551	57,489
Net Cash Provided (Used) by Operating Activities	6,672,734	6,695,649
Cash Flows from Capital and Related Financing Activities:		
Acquisition and construction of capital assets	(4,546,315)	(3,337,342)
Cash receipts from sales of capital assets	332,731	-
Principal payments on long-term debt	(100,000)	(95,000)
Interest payments on long-term debt	(72,428)	(77,635)
Net Cash Provided (Used) by Non-Capital Financing Activities	(4,386,012)	(3,509,977)
Cash Flows from Investing Activities:		
Interest earnings	(107,367)	9,916
Net Cash Provided (Used) by Investing Activities	(107,367)	9,916
Net Cash Flows	2,179,355	3,195,588
Cash, beginning of year	21,676,526	18,480,938
Cash, end of year	\$ 23,855,881	\$ 21,676,526

CITRUS HEIGHTS WATER DISTRICT

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

	<u>2022</u>	<u>2021</u>
Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities:		
Operating income (loss)	\$ 5,239,971	\$ 4,037,418
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation and amortization	2,594,333	2,485,902
Miscellaneous income	34,551	57,489
Change in assets and liabilities:		
(Increase) decrease in assets and deferred outflows of resources:		
Accounts Receivable	(894,800)	378,842
Inventory	(106,848)	(9,868)
Prepaid expenses and other assets	(33,441)	(115,281)
Increase (decrease) in liabilities and deferred inflows of resources:		
Accounts payable	(79,869)	109,623
Accrued payroll	(15,656)	(28,407)
Deposits payable	1,092	30,107
Retentions payable	(4,617)	(37,223)
Compensated absences	98,314	10,789
Net pension liability and related deferred inflows and outflows	(135,900)	(186,516)
Net OPEB liability and related deferred inflows and outflows	(24,396)	(37,226)
Net Cash Provided (Used) by Operating Activities	<u>\$ 6,672,734</u>	<u>\$ 6,695,649</u>
Supplemental Disclosure of Non-Cash Activities		
Receipt of contributed assets	\$ 440,679	\$ 2,474,459
Amortization of bond premiums	13,370	13,370
Amortization of deferred charges on refundings	1,325	1,325

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Note to the Basic Financial Statements



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CITRUS HEIGHTS WATER DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

Note 1: Reporting Entity and Summary of Significant Accounting Policies

Reporting Entity: The District was established on October 25, 1920 as an irrigation district under Division 11 of the Act of Legislature of the State of California. The District constructs and maintains waterworks and supplies domestic water in an area of approximately 12 square miles to over 20,000 connections in Sacramento and Placer counties with an estimated population of 66,000. The District is governed by a Board of Directors consisting of three directors elected by residents of the District. The accompanying basic financial statements present the District and its component unit. The component unit discussed below is included in the District's reporting entity because of the significance of its operational and financial relationship with the District.

The District has created the Citrus Heights Water District Financing Corporation (the Corporation) to provide assistance to the District in the issuance of debt. Although legally separate from the District, the Corporation is reported as if it were part of the primary government because it shares a common Board of Directors with the District and its sole purpose is to provide financing to the District under the debt issuance documents of the District. Debt issued by the Corporation is reflected as debt of the District in these financial statements. The Corporation has no other transactions and does not issue separate financial statements.

Basis of Presentation – Fund Accounting: The basic financial statements of the Citrus Heights Water District (District) have been prepared in conformity with generally accepted accounting principles as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The District is accounted for as an enterprise fund and applies all applicable GASB pronouncements in its accounting and reporting. The more significant of the District's accounting policies are described below.

The District's resources are allocated to and accounted for in these basic financial statements as an enterprise fund type of the proprietary fund group. The enterprise fund is used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other policies. Net position for the enterprise fund represents the amount available for future operations.

Basis of Accounting: The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The enterprise fund type is accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets, deferred outflows, liabilities, and deferred inflows associated with the operation of this fund are included on the balance sheet. Net position is segregated into net investment in capital assets, amounts restricted and amounts unrestricted. Enterprise fund type operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in net total position.

The District uses the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. When such funds are received they are recorded as unearned revenue until earned. Earned but unbilled water services are accrued as revenue.

CITRUS HEIGHTS WATER DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED) FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

Note 1: Reporting Entity and Summary of Significant Accounting Policies (Continued)

Water lines are constructed by private developers and then dedicated to the District, which is then responsible for their future maintenance. These lines are recorded as capital contributions when they pass inspection by the District, and the estimated costs are capitalized as donated pipelines.

Operating revenues and expenses consist of those revenues and expenses that result from the ongoing principal operations of the District. Operating revenues consist primarily of charges for services. Nonoperating revenues and expenses consist of those revenues and expenses that are related to financing and investing types of activities and result from nonexchange transactions or ancillary activities.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Fair Value Measurements: Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels based on the extent to which inputs used in measuring fair value are observable in the market.

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 inputs are inputs – other than quoted prices included within level 1 – that are observable for an asset or liability, either directly or indirectly.

Level 3 inputs are unobservable inputs for an asset or liability.

If the fair value of an asset or liability is measured using inputs from more than one level of the fair value hierarchy, the measurement is considered to be based on the lowest priority level input that is significant to the entire measurement.

Cash and Cash Equivalents: For purposes of the statement of cash flows, the District considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. Cash and cash equivalents held include bank deposits and restricted and unrestricted investments in money market mutual funds and LAIF.

Restricted Assets: Certain proceeds of the District's long-term debt are classified as restricted investments on the balance sheet because their use is limited by applicable debt covenants.

Investments: Investments are stated at their fair value, which represents the quoted or stated market value. Investments that are not traded on a market, such as investments in external pools, are valued based on the stated fair value as represented by the external pool.

CITRUS HEIGHTS WATER DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED) FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

Note 1: Reporting Entity and Summary of Significant Accounting Policies (Continued)

Inventory: Inventory consists primarily of materials used in the construction and maintenance of the water distribution facilities and is valued on a first-in, first-out basis.

Prepays: Prepays consist primarily of insurance, maintenance agreements and other prepaid assets.

Capital Assets: Capital assets are recorded at historical cost. Donated capital assets, works of art and similar items, and capital assets received in a service concession arrangement are reported at acquisition value rather than fair value. Self-constructed assets are recorded based on the amount of direct labor, material, and certain overhead charged to the asset construction. Depreciation is calculated using the straight-line method over the following estimated useful lives:

Description	Useful Life
Pipeline and infrastructure	20-40 years
Equipment and machinery	5-10 years
Buildings	15-40 years
Well improvements	40 years
Donated pipelines	40 years
Improvements	40 years

Depreciation expense aggregated to \$2,595,658 and \$2,487,227 for the years ended December 31, 2022 and 2021, respectively, and is included with depreciation and amortization expense.

Maintenance and repairs are charged to operations when incurred. It is the District's policy to capitalize all capital assets with a cost of more than \$5,000 for tangible personal property and \$15,000 for infrastructure, building or improvements. Costs of assets sold or retired (and the related amounts of accumulated depreciation) are eliminated from the balance sheet in the year of sale or retirement, and the resulting gain or loss is recognized in operations.

Bond Premiums and Bond Issuance Costs: Bond premiums are deferred and amortized over the lives of the bonds. Long-term liabilities are reported net of the applicable bond premiums. Bond issuance costs are recognized as an expense in the period incurred.

Deferred Amount from Refunding Debt: The difference between the reacquisition price of refunded debt and the net carrying amount of the previously outstanding debt is deferred and reported as either a deferred outflow or deferred inflow on the balance sheet. These amounts are amortized over the shorter of the term of the old debt or the new debt.

Deferred Outflows: In addition to assets, the balance sheet reports a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net assets that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense) until then.

CITRUS HEIGHTS WATER DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED) FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

Note 1: Reporting Entity and Summary of Significant Accounting Policies (Continued)

Deferred Inflows: In addition to liabilities, the balance sheet reports a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net assets that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time.

Compensated Absences: The District's policy allows employees to accumulate earned but unused annual leave, management leave and compensatory time-off which will be paid to employees upon separation from service to the District. The cost of annual leave, management leave and compensatory time-off is recognized in the period earned.

Upon death while employed by the District or retirement from the District, employees are paid one-third of their accumulated sick leave time. This amount is also recognized in the period earned.

Note 2: Cash and Investments

Cash and investments as of December 31 are classified in the accompanying financial statements as follows:

	2022	2021
Cash and investments	\$ 23,855,881	\$ 21,676,526
Total cash and investments	\$ 23,855,881	\$ 21,676,526

Cash and investments as of December 31 consisted of the following:

	2022	2021
Cash on Hand	\$ 850	\$ 850
Deposits with financial institutions	8,957,102	6,646,281
Total cash	8,957,952	6,647,131
Investments in Local Agency Investment Fund (LAIF)	14,347,103	14,485,373
Money Market Mutual Funds	550,826	544,022
Total investments	14,897,929	15,029,395
Total cash and investments	\$ 23,855,881	\$ 21,676,526

Investment Policy: California statutes authorize districts to invest idle, surplus, or reserve funds in a variety of credit instruments as provided for in the California Government Code, Section 53600. The table below identifies the investment types that are authorized for the District by the California Government Code (or the District's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by the bond trustee that are governed by the provisions of debt agreements of the District, rather than the general provisions of the California Government Code or the District's investment policy. During the year ended December 31, 2022, the District's permissible investments included the following instruments:

CITRUS HEIGHTS WATER DISTRICT

**NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

Note 2: Cash Investments (Continued)

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio*	Maximum Investment in One Issuer
Local Agency Investment Program	5 Years	None	None
U.S. Treasury Obligations	5 Years	None	None
U.S. Agency Securities	5 Years	None	None
State of California Obligations	5 Years	None	None
Bankers' Acceptance	180 Days	40%	30%
Commercial Paper	270 Days	40%	10%
Negotiable Certificates of Deposit	5 Years	30%	None
Medium Term Corporate Notes	5 Years	30%	None
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-through Securities	5 Years	20%	No Limit
LAIF	N/A	None	No Limit
Passbook Deposits	45 Days	None	None
Supranationals	5 Years	30%	None

* Excluding amounts held by the bond trustee that are not subject to California Government Code restrictions

The District complied with the provisions of the California Government Code (or the District's investment policy, where more restrictive) pertaining to the types of investments held, the institutions in which deposits were made, and the security requirements. The District will continue to monitor compliance with applicable statutes pertaining to public deposits and investments.

Investments Authorized by Debt Agreements: Investment of debt proceeds held by the bond trustee are governed by provisions of the debt agreements, rather than the general provisions of the California Government Code or the District's investment policy. The Certificates of Participation debt agreements contain certain provisions that address interest rate risk and credit risk, but not concentration of credit risk.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Investment Program	None	None	None
U.S. Treasury Obligations	None	None	None
U.S. Agency Securities	None	None	None
Bankers' Acceptance	1 Year	None	None
Commercial Paper	None	None	None
Negotiable Certificates of Deposit	None	None	None
Investment Agreements	None	None	None
Repurchase Agreements	None	None	None
Money Market Mutual Funds	N/A	None	None
LAIF	N/A	None	None

CITRUS HEIGHTS WATER DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED) FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

Note 2: Cash Investments (Continued)

Fair Value Hierarchy: The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure fair value of the assets. Level 1 inputs are quoted prices in an active market for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

The following is a summary of the fair value hierarchy of the fair value of investments of the District as of December 31, 2022:

	Total
Investments Measured at Amortized Cost:	
Money Market Mutual Fund	\$ 550,826
Cash in banks and on hand	8,957,952
Total Cash and Investments	9,508,778
Investments not subject to Fair Value Hierarchy	
California Local Agency Investment Fund (LAIF)	14,347,103
Total Cash and Investments	\$ 23,855,881

The following is a summary of the fair value hierarchy of the fair value of investments of the District as of December 31, 2021:

	Total
Investments Measured at Amortized Cost:	
Money Market Mutual Fund	\$ 544,022
Cash in banks and on hand	6,647,131
Total Cash and Investments	7,191,153
Investments not subject to Fair Value Hierarchy	
California Local Agency Investment Fund (LAIF)	14,485,373
Total Cash and Investments	\$ 21,676,526

Interest Rate Risk: Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways the District manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments, and by timing cash flows from maturities so that a portion of the portfolio is maturing, or coming close to maturity, evenly over time, as necessary to provide the cash flow and liquidity needed for operations. All of the District's investments mature in 12 months or less.

Credit Risk: Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the District's investment policy, or debt agreements, and the actual rating as of year-end for each investment type for the year ended December 31, 2022.

CITRUS HEIGHTS WATER DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED) FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

Note 2: Cash Investments (Continued)

	Minimum Legal Rating	Not Rated	Total
LAIF	N/A	\$ 14,347,103	\$ 14,347,103
		<u>\$ 14,347,103</u>	<u>\$ 14,347,103</u>

The following is a summary of the minimum rating required by (where applicable) the California Government Code, the District's investment policy, or debt agreements, and the actual rating as of year-end for each investment type for the year ended December 31, 2021.

	Minimum Legal Rating	Not Rated	Total
LAIF	N/A	\$ 14,485,373	\$ 14,485,373
		<u>\$ 14,485,373</u>	<u>\$ 14,485,373</u>

Concentration of Credit Risk: The investment policy of the District limits the amount that can be invested in any one issuer to the lesser of the amount stipulated by the California Government Code or 5% of total investments, with the exception of U.S. Treasury obligations, U.S. Agency Securities, and LAIF. There are no investments in any one issuer (other than mutual funds and external investment pools) that represent 5% or more of total District investments.

Custodial Credit Risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the District will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. Under California Government Code Section 53651, depending on specific types of eligible securities, a bank must deposit eligible securities posted as collateral with its Agent having a fair value of 105% to 150% of the District's cash on deposit. All of the District's deposits are either insured by the Federal Depository Insurance Corporation (FDIC) or collateralized with pledged securities held in the trust department of the financial institutions in the District's name.

Investment in LAIF: The District is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The District reports its investment in LAIF at the fair value amount provided by LAIF. The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, and corporations. At December 31, 2022 and 2021, these investments matured in an average of 340 and 165 days, respectively.

CITRUS HEIGHTS WATER DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED) FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

Note 3: Capital Assets

Capital asset activity for the years ended December 31, 2022 and 2021 are as follows:

	Balance December 31, 2021	Additions	Deletions	Transfers	Balance December 31, 2022
Business-Type Activities:					
Capital assets not being depreciated:					
Land	\$ 1,937,372	\$ 371,725	\$ -	\$ -	\$ 2,309,097
Right of ways	26,080	-	-	-	26,080
Construction in Progress	475,943	4,174,590	(304,609)	(3,090,703)	1,255,221
Total capital assets not being depreciated	2,439,395	4,546,315	(304,609)	(3,090,703)	3,590,398
Capital assets being depreciated:					
Improvements	1,275,136	-	-	-	1,275,136
Pipelines and infrastructure	67,102,515	-	(196,451)	3,000,746	69,906,810
Equipment and machinery	4,713,953	-	-	89,957	4,803,910
Buildings and improvements	4,281,371	-	-	-	4,281,371
Well improvements	7,947,746	-	-	-	7,947,746
Donated Pipelines	21,196,367	440,679	-	-	21,637,046
Total capital assets, being depreciated	106,517,088	440,679	(196,451)	3,090,703	109,852,019
Less accumulated depreciation for:					
Improvements	(130,137)	(31,265)	-	-	(161,402)
Pipelines and infrastructure	(25,798,990)	(1,577,333)	128,996	-	(27,247,327)
Equipment and machinery	(3,253,782)	(272,832)	-	-	(3,526,614)
Buildings and improvements	(1,241,969)	(102,792)	-	-	(1,344,761)
Well improvements	(2,389,218)	(198,320)	-	-	(2,587,538)
Donated Pipelines	(11,638,290)	(413,427)	-	-	(12,051,717)
Total accumulated depreciation	(44,452,386)	(2,595,969)	128,996	-	(46,919,359)
Total capital assets being depreciated, net	62,064,702	(2,155,290)	(67,455)	3,090,703	62,932,660
Capital assets, net	\$ 64,504,097	\$ 2,391,025	\$ (372,064)	\$ -	\$ 66,523,058
	Balance December 31, 2020	Additions	Deletions	Transfers	Balance December 31, 2021
Business-Type Activities:					
Capital assets not being depreciated:					
Land	\$ 1,128,223	\$ -	\$ -	\$ 809,149	\$ 1,937,372
Right of ways	26,080	-	-	-	26,080
Construction in Progress	742,551	3,337,342	-	(3,603,950)	475,943
Total capital assets not being depreciated	1,896,854	3,337,342	-	(2,794,801)	2,439,395
Capital assets being depreciated:					
Improvements	1,275,136	-	-	-	1,275,136
Pipelines and infrastructure	65,477,900	-	(644,298)	2,268,913	67,102,515
Equipment and machinery	4,527,488	-	(76,368)	262,833	4,713,953
Buildings and improvements	4,087,644	-	-	193,727	4,281,371
Well improvements	7,878,418	-	-	69,328	7,947,746
Donated pipelines	18,789,254	2,474,459	(67,346)	-	21,196,367
Total capital assets, being depreciated	102,035,840	2,474,459	(788,012)	2,794,801	106,517,088
Less accumulated depreciation for:					
Improvements	(98,872)	(31,265)	-	-	(130,137)
Pipelines and infrastructure	(24,786,780)	(1,535,715)	523,505	-	(25,798,990)
Equipment and machinery	(3,069,124)	(258,864)	74,206	-	(3,253,782)
Buildings and improvements	(1,142,601)	(99,368)	-	-	(1,241,969)
Well improvements	(2,192,486)	(196,732)	-	-	(2,389,218)
Donated pipelines	(11,320,178)	(365,283)	47,171	-	(11,638,290)
Total accumulated depreciation	(42,610,041)	(2,487,227)	644,882	-	(44,452,386)
Total capital assets being depreciated, net	59,425,799	(12,768)	(143,130)	2,794,801	62,064,702
Capital assets, net	\$ 61,322,653	\$ 3,324,574	\$ (143,130)	\$ -	\$ 64,504,097

CITRUS HEIGHTS WATER DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED) FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

Note 3: Capital Assets (Continued)

Capacity Entitlements: From 1993 through 1998, the District participated with four other water agencies in a cooperative transmission pipeline project for the construction of additional transmission pipeline facilities. The District's share of these pipeline costs totaled \$5,636,711. The Capacity Entitlements asset represents the capacity rights the District has purchased in the cooperative transmission pipeline project owned by San Juan Water District. The asset is being amortized over the pipeline's estimated useful life of forty years.

Note 4: Long-Term Liabilities

Long-term liabilities consist of the following:

2012 Revenue Refunding Bonds: In April 2012, the District issued \$2,275,000 of Revenue Refunding Bonds with interest rates ranging from 3.00% to 5.25%. These 2012 Revenue Refunding Bonds were issued to retire the 2003 Certificates of Participation, which were issued to finance the cost of certain capital improvements to the District's water system. The District is required to collect rates and charges from its water system that will be sufficient to yield net revenues equal to 110% of debt service payments on any future debt issued, and to deposit the net revenues in a revenue fund pledged for such future debt service payments. Annual principal payments, ranging from \$70,000 to \$160,000 are due on February 1 through February 1, 2033, and semi-annual interest payments, ranging from \$4,200 to \$48,600 are due on February 1 and August 1, through February 1, 2033.

The activity of the District's long-term liabilities during the years ended December 31, 2022 and 2021 was as follows:

	Balance December 31, 2021	Additions	Retirements	Balance December 31, 2022	Current Portion
2012 Revenue Refunding Bonds					
3-5.25%, due 2-1-33	\$ 1,520,000	\$ -	\$ 100,000	\$ 1,420,000	\$ 105,000
Less: Unamortized premium	140,381	-	13,370	127,011	-
Total Long-Term Liabilities	<u>\$ 1,660,381</u>	<u>\$ -</u>	<u>\$ 113,370</u>	<u>\$ 1,547,011</u>	<u>\$ 105,000</u>

	Balance December 31, 2020	Additions	Retirements	Balance December 31, 2021	Current Portion
2012 Revenue Refunding Bonds					
3-5.25%, due 2-1-33	\$ 1,615,000	\$ -	\$ 95,000	\$ 1,520,000	\$ 100,000
Less: Unamortized premium	153,751	-	13,370	140,381	-
Total Long-Term Liabilities	<u>\$ 1,768,751</u>	<u>\$ -</u>	<u>\$ 108,370</u>	<u>\$ 1,660,381</u>	<u>\$ 100,000</u>

The annual requirements to amortize the outstanding debt as of December 31, 2022 are as follows:

Fiscal Year Ending December 31,	2012 Revenue Refunding Bonds		
	Principal	Interest	Total
2023	\$ 105,000	\$ 69,338	\$ 174,338
2024	110,000	64,088	174,088
2025	110,000	60,788	170,788
2026	115,000	57,488	172,488
2027	120,000	54,188	174,188
2028-2032	545,000	190,575	735,575
2033	315,000	24,935	339,935
Total	<u>\$ 1,420,000</u>	<u>\$ 521,400</u>	<u>\$ 1,941,400</u>

CITRUS HEIGHTS WATER DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED) FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

Note 4: Long-Term Liabilities (Continued)

Pledged Revenue: The District pledged future water system revenues, net of specified expenses, to repay the 2012 Revenue Refunding Bonds in an original amount of \$2,275,000. Proceeds of the Revenue Refunding Bonds were used to refund the 2003 Certificates of Participation to finance capital improvements to the District's water system. The Revenue Refunding Bonds are payable solely from water customer net revenues, and are payable through February 2033. Annual principal and interest payments on the Bonds are expected to require less than 80% of net revenues. Total principal and interest remaining to be paid on the Revenue Refunding Bonds was \$1,941,400 and \$2,061,550 at December 31, 2022 and 2021, respectively.

Total principal and interest paid on all debt payable from net revenues was \$172,635 and \$172,428 and the total water system net revenues were \$5,694,031 and \$5,479,567 for the years ended December 31, 2022 and 2021, respectively. At December 31, 2022 and 2021, the District's net revenues were 3,302% and 3,174% of debt service payments, respectively.

Events of Default: The 2012 Revenue Refunding Bonds from direct borrowings related to business-type activities, contain events of default that declare the principal of all of the 2012 bonds then outstanding and the interest accrued thereon to be due and payable immediately as specified in the terms of the agreement if any of the following conditions occur: default on debt service payments; the failure of the District to observe or perform the conditions, covenants, or agreement terms of the debt; bankruptcy filing by the District; or if any court or competent jurisdiction shall assume custody or control of the District. There were no such events occurred during the fiscal year ending December 31, 2022.

Note 5: Arbitrage Rebate Liability

Section 148(f) of the Internal Revenue Code requires issuers of tax-exempt state and local bonds to remit to the federal government amounts equal to (a) the excess of the actual amounts earned on all "Nonpurpose Investments" allocable to "Gross Proceeds" of an issue of municipal obligations less the amount that would have been earned if the investments bore a rate equal to the amount that would have been earned if the investments bore a rate equal to the yield on the issue, plus (b) all income attributable to the excess. Issuers must make rebate payments at least once every five years and upon final retirement or redemption of the bonds. There was no arbitrage liability at December 31, 2022 and 2021.

Note 6: Net Position

Designations: Designations of unrestricted net position may be imposed by the Board of Directors to reflect future spending plans or concerns about the availability of future resources. Designations may be modified, amended or removed by Board action.

The designations are for the following:

Designated for rate stabilization represents the amount to be used to ensure financial and customer rate stability in responding to certain conditions.

Designated for operating reserve is maintained for operating funds collected in advance for the following year, accrued leave reserve, self-insurance reserve, unanticipated operating expenses, unanticipated economic shortfall, and unallocated funds.

CITRUS HEIGHTS WATER DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED) FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

Note 6: Net Position (Continued)

Designated for debt services reserve represents amounts set aside for use in maintaining debt coverage ratios in accordance with bond covenants or other agreements or requirements associated with the issuance of debt by the District.

Designated for capital improvement reserve represents amounts set aside for use in evaluating and constructing new capital facilities to benefit existing District customers. This reserve had a negative balance in past years due to large capital expenditures, including the meter retrofit program and well construction.

Designated for fleet equipment reserve represents amounts set aside to replace fleet equipment at the end of its useful life.

Designated for employment-related benefits reserve represents amounts set aside to pay the costs of employment-related benefits for existing and retired District employees.

Designated for water meter replacement reserve represents amounts set aside for use in evaluating, designing, and replacing or rehabilitating capital facilities pertaining to water meters to benefit existing District customers.

Designated for water supply reserve represents amounts set aside for evaluating, acquiring, and constructing capital facilities related to water supply, such as groundwater production wells, aquifer storage and recovery wells, surface water projects, recycled/reclaimed water projects, and land and right-of-way acquisition.

Designated for water main replacement reserve represents amounts set aside for evaluating, planning, designing, constructing, replacing or rehabilitating capital facilities to benefit District customers.

Designated for water efficiency reserve represents amounts set aside for use in a water supply shortage, water supply interruption, Federal/State/Regional/Local mandates, or other programmatic needs.

Note 7: Compensated Absences

The following is a summary of changes in the District's compensated absences for the year ended December 31, 2022 and 2021:

	December 31, 2021	Additions	Reductions	December 31, 2022	Current Portion
District	\$ 459,887	\$ 167,109	\$ 68,795	\$ 558,201	\$ 199,578
Total	<u>\$ 459,887</u>	<u>\$ 167,109</u>	<u>\$ 68,795</u>	<u>\$ 558,201</u>	<u>\$ 199,578</u>

	December 31, 2020	Additions	Reductions	December 31, 2021	Current Portion
District	\$ 449,098	\$ 223,137	\$ 212,348	\$ 459,887	\$ 268,373
Total	<u>\$ 449,098</u>	<u>\$ 223,137</u>	<u>\$ 212,348</u>	<u>\$ 459,887</u>	<u>\$ 268,373</u>

Note 8: Defined Benefit Pension Plan

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Plans and additions to/deductions from the Plans' fiduciary net position have

CITRUS HEIGHTS WATER DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED) FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

Note 8: Defined Benefit Pension Plan (Continued)

been determined on the same basis as they are reported by the CalPERS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

a. General Information about the Pension Plans

Plan Description and Summary of Balances by Plan – All qualified permanent and probationary employees are eligible to participate in the District's Miscellaneous (all other) Employee Pension Rate Plan. The District's Miscellaneous Rate Plan is part of the public agency cost-sharing multiple-employer defined benefit pension plan (PERF C), which is administered by the California Public Employees' Retirement System (CalPERS). PERF C consists of a miscellaneous pool and a safety pool (also referred to as "risk pools"), which are comprised of individual employer miscellaneous and safety rate plans, respectively. Individual employers may sponsor more than one miscellaneous and safety rate plan. The employer participates in one cost-sharing multiple-employer defined benefit pension plan regardless of the number of rate plans the employer sponsors. The District sponsors one rate plan (miscellaneous).

Benefit provisions under the Plan are established by State statute and District resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Below is a summary of the deferred outflows of resources, net pension liabilities, and deferred inflows of resources by Plan for the year ended December 31, 2022:

	Deferred Outflows of Resources	Liability/ Proportionate Share of Net Pension	Deferred Inflows of Resources
Miscellaneous	\$ 2,553,774	\$ 5,730,637	\$ (301,018)

Benefits Provided – CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law. The Pension Reform Act of 2013 (PEPRA), Assembly Bill 340, is applicable to employees new to CalPERS and hired after December 31, 2012.

CITRUS HEIGHTS WATER DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED) FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

Note 8: Defined Benefit Pension Plan (Continued)

The Plans' provisions and benefits in effect at December 31, 2022, are summarized as follows:

	Miscellaneous Tier 1	Miscellaneous Tier 2	Miscellaneous PEPRA
	Prior to January 1, 2013	Prior to January 1, 2013	On or after January 1, 2013
Hire date			
Benefit formula	2.0% @ 55	2.0% @ 55	2.0% @ 62
Benefit vesting schedule	5 years service	5 years service	5 years service
Benefit payments	monthly for life	monthly for life	monthly for life
Retirement age	50 - 63	50 - 63	52 - 67
Monthly benefits, as a % of eligible compensation	1.43% to 2.42%	1.43% to 2.42%	1.0% to 2.5%
Required employee contribution rates	6.9%	6.9%	6.8%
Required employer contribution rates	10.0%	9.7%	7.0%

Beginning in fiscal year 2017, CalPERS collects employer contributions for the cost-sharing plan as a percentage of payroll for the normal cost portion as noted in the rates above and as a dollar amount for contributions toward the unfunded liability and side fund. The dollar amounts are billed on a monthly basis. The District's required contribution for the unfunded liability was \$464,478 in fiscal year 2022.

Contributions – Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended December 31, 2022, the District's contributions to the Plan were as follows:

	Miscellaneous		
	Tier 1	Tier 2	PEPRA
Contributions - employer	\$ 269,143	\$ 280,315	\$ 72,348

b. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

As of December 31, 2022, the District reported \$5,730,637 in net pension liabilities for its proportionate shares of the net pension liability of the Plan.

CITRUS HEIGHTS WATER DISTRICT

**NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

Note 8: Defined Benefit Pension Plan (Continued)

The District's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2022, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2021 rolled forward to June 30, 2022 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension liability for the Plan as of June 30, 2021 and 2022 was as follows:

	Miscellaneous
Proportion - June 30, 2021	0.04318%
Proportion - June 30, 2022	0.49610%
Change - Increase (Decrease)	0.45292%

For the year ended December 31, 2022, the District recognized pension expense of \$510,900. At December 31, 2022, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 621,806	\$ -
Differences between actual and expected experience	115,082	(77,077)
Changes in assumptions	587,223	-
Changes in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions	179,963	(223,941)
Net differences between projected and actual earnings on plan investments	1,049,700	-
Total	<u>\$ 2,553,774</u>	<u>\$ (301,018)</u>

The \$621,806 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ended December 31,	Annual Amortization
2023	\$ (408,843)
2024	(372,499)
2025	(207,577)
2026	(642,031)

CITRUS HEIGHTS WATER DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED) FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

Note 8: Defined Benefit Pension Plan (Continued)

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the District's proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1- percentage point higher than the current rate:

	Miscellaneous
1% Decrease	5.90%
Net Pension Liability	\$ 5,563,530
Current Discount Rate	6.90%
Net Pension Liability/(Asset)	\$ 5,730,637
1% Increase	7.90%
Net Pension Liability/(Asset)	\$ 2,948,166

Actuarial Assumptions – For the measurement period ended June 30, 2022, the total pension liabilities were determined by rolling forward the June 30, 2021 total pension liability based on the following actuarial methods and assumptions:

	Miscellaneous
Valuation Date	June 30, 2021
Measurement Date	June 30, 2022
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Amortization	
Discount Rate	6.90%
Inflation	2.30%
Projected Salary Increase	Varies by Entry Age and Service
Investment Rate of Return	7.15% (1)
Post Retirement Benefit Increase	Contract COLA up to 2.50% until Purchasing Power Protection Allowance Floor on Purchasing Power applies
Mortality	Derived using CalPers Membership Data for all Funds (2)

¹ Net of pension plan investment and administrative expenses, including inflation

² The mortality table used was developed based on CalPERS' specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MO 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

All other actuarial assumptions used in the June 30, 2021 valuation were based on the results of a December 2017 actuarial experience study for the period 1997 to 2015. Further details of the Experience Study can be found on the CalPERS website.

Discount Rate – The discount rate used to measure the total pension liability for the Plan was 6.90%. The projection of cash flows used to determine the discount rate for the Plan assumed that contributions from all plan members in the Public Employees Retirement Fund (PERF) will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially

CITRUS HEIGHTS WATER DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED) FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

Note 8: Defined Benefit Pension Plan (Continued)

determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11- 60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the expected real rate of return by asset class.

Asset Class ¹	New Strategic Allocation	Real Return Years 1 - 10(a) ²
Global Equity	42.00%	8.38%
Private Equity	13.00%	7.28%
Treasury	5.00%	0.27%
Real Estate	5.00%	0.50%
Investment Grade		
Corporates	10.00%	0.16%
High Yield	5.00%	0.23%
Emerging Market Debt	5.00%	0.25%
Private Debt	5.00%	0.36%
Real Assets	15.00%	0.32%
Leverage	-5.00%	-0.59%

Pension Plan Fiduciary Net Position – Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

CITRUS HEIGHTS WATER DISTRICT

**NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

Note 9: Post – Employment Health Care Benefits

a. General Information about the District's Other Post Employment Benefit (OPEB) Plan

Plan Description – The District provides post-employment healthcare benefits for certain groups of employees that retire from the District, under the Retiree Healthcare Plan (OPEB Plan), an agent multiple-employer plan administered by the District. The OPEB Plan provides benefits for all permanent, full-time employees of the District. The OPEB Plan's assets are held in trust with the California Employers' Retiree Benefit Trust Fund (CERBT), an agent multiple-employer Section 115 trust fund plan administered by California Public Employees' Retirement System (CalPERS), which acts as a common investment and administrative agent for participating public employers within the State of California. Benefit provisions are established through District policy and may be amended through action of the District's Board of Directors. In order to qualify for participation in the OPEB Plan, employees must meet three conditions: (1) completion of 20 years of service with the District; (2) retirement from the District; and (3) employed with the District by January 30, 2019.

Benefits Provided – The following is a summary of Plan benefits by employee group as of December 31, 2021:

Hired before January 31, 2019			
	Retired from District between June 3, 1992 and March 19, 1996	Retired from District after March 19, 1996	Hired After January 30, 2019
20+ Years of Service	Health insurance provided to employee at District expense	Maximum monthly reimbursement of \$359.00 to retiree, spouse/dependents.	
25+ Years of Service	Health insurance provided to retiree, and spouse/dependents at the time of retirement. If no spouse/dependents, or if retiree does not wish to cover spouse/dependents, retiree may select benefit of 30+ years of service.	Maximum monthly reimbursement of \$403.00 to retiree, spouse/dependents.	Employees hired after January 30, 2019 are not eligible to receive any benefit under the OPEB plan.
30+ Years of Service	Health, dental, vision insurance provided at District expense for retiree. Health and dental insurance provided at District expense for spouse/dependents at time of retirement.	Maximum monthly reimbursement of \$450.00 to retiree, spouse/dependents.	

For the year ended December 31, 2022, the District's contributions to the OPEB Plan were \$145,837.

Employees Covered by Benefit Terms – Membership in the OPEB Plan consisted of the following at the census date of December 31, 2020:

Inactive Employees or Beneficiaries Currently Receiving Benefits	20
Inactive Employees Entitled to but not yet Receiving Benefits	0
Active Employees	26
Total	<u>46</u>

CITRUS HEIGHTS WATER DISTRICT

**NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

Note 9: Post – Employment Health Care Benefits (Continued)

b. Net OPEB Liability

Actuarial Methods and Assumptions – The District’s net OPEB liability was measured as of December 31, 2021, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation dated December 31, 2020 to determine the total OPEB liability as of December 31, 2021, based on the following actuarial methods and assumptions:

	Actuarial Assumptions
Valuation Date	December 31, 2020
Measurement Date	December 31, 2021
Actuarial Cost Method	Entry - Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	5.87%
Inflation	2.30%
Payroll Growth	2.80%
Healthcare Trend	7.0%, trending down to 4.10%
Mortality Rate	CalPers 1997-2015 Experience Study

The underlying mortality assumptions were based on the CalPERS 1997-2015 Experience Study, and all other actuarial assumptions used in the December 31, 2020 valuation were based on the results of a December 31, 2020 actuarial experience study for the period January 1, 2021 to December 31, 2021.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long Term Expected Real Rate of Return Year
Global Equity	40.00%	8.14%
Fixed Income	43.00%	3.40%
TIPS	5.00%	2.40%
Commodities	4.00%	5.71%
REITs	8.00%	6.90%
Total	100.00%	

Discount Rate – The discount rate used to measure the total OPEB liability was 5.87%. The projection of cash flows used to determine the discount rate assumed that District contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan’s fiduciary net position was

CITRUS HEIGHTS WATER DISTRICT

**NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

Note 9: Post – Employment Health Care Benefits (Continued)

projected to be available to make all projected OPEB payments for current active and inactive employees and beneficiaries. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

c. Changes in Net OPEB Liability

The changes in the net OPEB liability are as follows:

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability/(Asset) (a) - (b)
Balance at December 31, 2021 (measurement date December 31, 2020)	\$ 2,076,585	\$ 348,908	\$ 1,727,677
Changes Recognized for the Measurement Period:			
Service Cost	50,011	-	50,011
Interest on the total OPEB liability	114,224	-	114,224
Changes in benefit terms	-	-	-
Difference between expected and actual experience	(1,948)	-	(1,948)
Changes in assumptions	(130,213)	-	(130,213)
Contributions from the employer*	-	189,734	(189,734)
Net investment income	-	40,575	(40,575)
Administrative Expenses	-	(216)	216
Benefit payments and refunds	(46,036)	(46,036)	-
Other changes	-	-	-
Net changes	(13,962)	184,057	(198,019)
Balance at December 31, 2022 (measurement date December 31, 2021)	\$ 2,062,623	\$ 532,965	\$ 1,529,658

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate and Healthcare Cost Trend Rates – The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (4.87%) or 1- percentage-point higher (6.87%) than the current discount rate:

Plan's Net OPEB Liability		
Discount Rate - 1% (4.87%)	Current Discount Rate (5.87%)	Discount Rate1% (6.87%)
\$ 1,890,522	\$ 1,529,658	\$ 1,240,468

The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (6.0% to 4.0%) or 1-percentage-point higher (8.0% to 6.0%) than the current healthcare cost trend rates:

Plan's Net OPEB Liability		
Health Care Cost Trend Rate -1%	Health Care Cost Trend Rates	Health Care Cost Trend Rate +1%
\$ 1,196,920	\$ 1,529,658	\$ 1,955,220

CITRUS HEIGHTS WATER DISTRICT**NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021****Note 9: Post – Employment Health Care Benefits (Continued)****d. OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB**

For the year ended December 31, 2022, the District recognized OPEB expense of \$165,265. At December 31, 2022, the District reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 23,930	\$ (15,024)
Changes of assumptions	289,303	(114,394)
Net difference between projected and actual earnings on OPEB plan investments	-	(33,574)
Employer contributions made subsequent to the measurement date	189,666	-
Total	<u>\$ 502,899</u>	<u>\$ (162,992)</u>

\$189,666 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the year ended December 31, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as pension expense as follows:

Year Ended December 31:	Annual Amortization
2023	\$ 22,612
2024	22,126
2025	24,962
2026	29,418
2027	33,173
Thereafter	17,950

e. Payable to the OPEB Plan

At December 31, 2022, the District reported a payable of \$0 for the outstanding amount of contributions to the OPEB plan required for the year ended December 31, 2022.

Note 10: Commitments and Contingencies

Various claims have been filed against the District. In the opinion of the District's management and legal counsel, the claims will not have a material impact on the basic financial statements.

The District has no capital project commitments as of December 31, 2022 and 2021.

Note 11: Economic Dependency

During 2022 and 2021, the District purchased 68.90% and 67.35%, respectively, of its water supply from the San Juan Water District (SJWD). Total purchases for the year ended December 31, 2022 and 2021 was \$2,783,319 and \$2,796,248, respectively. In addition, the District owns water transmission capacity entitlements through the cooperative transmission pipeline project owned and operated by SJWD.

CITRUS HEIGHTS WATER DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED) FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

Note 12: Insurance

The District participates in the Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) a public entity risk pool of California water agencies, for general and auto liability, public officials liability, property damage, fidelity insurance and workers compensation liability. ACWA/JPIA provides insurance through the pool up to a certain level, beyond which group purchased commercial excess insurance is obtained.

The District pays an annual premium to ACWA/JPIA that includes its pro-rata share of excess insurance premiums, charges for the pooled risk, claims adjusting and legal costs, and administrative and other costs to operate the ACWA/JPIA. The District's deductibles and maximum coverage are as follows:

Type of Coverage (Deductible)	ACWA/JPIA	Deductible
General and Auto Liability (Includes Public Officials Liability)	\$5,000,000	None
Property Damage*	100,000	\$2,500-5,000
Crime	100,000	1,000
Workers Compensation Liability	2,000,000	None
Employers Liability	2,000,000	None

* The District has additional \$500,000,000 in property damage coverage via ACWA/JPIA through the commercial insurance policy

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Required Supplementary Information



CITRUS HEIGHTS WATER DISTRICT

COST SHARING MULTIPLE-EMPLOYER PLAN

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

AS OF DECEMBER 31, FOR THE LAST TEN YEARS (1)

<i>Measurement Date</i>	<u>6/30/2014</u>	<u>6/30/2015</u>	<u>6/30/2016</u>	<u>6/30/2017</u>
Plan Proportion of the Net Pension Liability	0.05398%	0.12216%	0.11962%	0.11866%
Plan Proportionate Share of the Net Pension Liability	\$ 3,358,940	\$ 3,351,422	\$ 4,155,588	\$ 4,677,711
Plan Covered Payroll	\$ 2,279,406	\$ 2,289,027	\$ 2,270,540	\$ 2,606,536
Plan Proportionate Share of the Net Pension Liability as Percentage of Covered Payroll	147.36%	146.41%	183.02%	179.46%
The Pension Plan's (PERF-C) Fiduciary Net Position as a Percentage of the Total Pension Liability	80.43%	78.40%	74.06%	73.31%

Notes to Schedule:

Benefit Changes: There were no changes to benefit terms. However, the figures above do not include any liability impact that may have resulted from plan changes which occurred after the measurement dates. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a. Golden Handshakes).

Changes of Assumptions: There were no changes to the assumptions.

(1) Historical information is required only for measurement for which GASB 68 is applicable. Fiscal Year 2015 was the first year of implementation, therefore only nine years are shown.

(2) CalPERS information is provided based on a June 30 fiscal year-end.

<u>6/30/2018</u>	<u>6/30/2019</u>	<u>6/30/2020</u>	<u>6/30/2021</u>	<u>6/30/2022</u>
0.11673%	0.04500%	0.04483%	0.04318%	0.49610%
\$ 4,399,273	\$ 4,611,042	\$ 4,877,315	\$ 2,335,284	\$ 5,730,637
\$ 2,941,557	\$ 3,442,952	\$ 3,399,842	\$ 3,513,707	\$ 3,473,459
149.56%	133.93%	143.46%	66.46%	164.98%
75.26%	75.26%	75.10%	88.29%	76.90%

CITRUS HEIGHTS WATER DISTRICT

**COST SHARING MULTIPLE-EMPLOYER PLAN
SCHEDULE OF PLAN CONTRIBUTIONS
AS OF DECEMBER 31, FOR THE LAST TEN YEARS (1)**

	2015	2016	2017	2018
Actuarially Determined Contribution	\$ 468,974	\$ 347,181	\$ 572,724	\$ 700,242
Contribution in Relation to the Actuarially Determined Contribution	(468,974)	(347,181)	(572,724)	(700,242)
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -
Covered Payroll	\$ 2,129,887	\$ 2,362,614	\$ 2,667,190	\$ 3,046,586
Contributions as a Percentage of Covered Payroll	22.02%	14.69%	21.47%	22.98%

(1) Historical information is required only for measurement for which GASB 68 is applicable. Fiscal Year 2015 was the first year of implementation, therefore only eight years are shown.

Note to Schedule:

Valuation Date: June 30, 2018

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method
Amortization method

Entry Age Normal Cost Method

Level percentage of pay, a summary of the current policy is provided in the table below:

Driver	Source				
	(Gain)/Loss		Assumption/ Method Change	Benefit Change	Golden Handshake
	Investment	Non-investment			
Amortization Period	30 years	30 Years	20 Years	20 Years	5 Years
Escalation Rate					
- Active Plans	2.750%	2.750%	2.750%	2.750%	2.750%
- Inactive Plans	0%	0%	0%	0%	0%
Ramp Up	5	5	5	0	0
Ramp Down	5	5	5	0	0

Asset valuation method
Inflation
Payroll Growth
Projected Salary Increases
Investment Rate of Return
Retirement Age

Direct rate smoothing

2.50%

2.75%

Varies by Entry Age and Service

7.00% (net of pension plan investment and administrative expenses, includes inflation)

All other actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period from 1997 to 2015, including updates to salary increase, mortality and retirement rates. The Experience Study report may be accessed on the CalPERS website at www.calpers.ca.gov under Forms and Publications.

Mortality

The mortality table used was developed based on CalPERS' specific data. The table includes 15 years of mortality improvements using 90 percent of Society of Actuaries' Scale 2016. For more details on this table, please refer to the 2017 experience study report.

2019	2020	2021	2022
\$ 663,989	\$ 716,803	\$ 754,362	\$ 762,686
(663,989)	(716,803)	(754,362)	(762,686)
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
\$ 3,537,549	\$ 3,466,168	\$ 3,362,270	\$ 3,473,459
18.77%	20.68%	22.44%	21.96%

CITRUS HEIGHTS WATER DISTRICT

**SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS
AS OF DECEMBER 31, FOR THE LAST TEN YEARS (1)**

Measurement Date	12/31/2017	12/31/2018	12/31/2019	12/31/2020	12/31/2021
Total OPEB Liability					
Service cost	\$ 25,905	\$ 26,682	\$ 37,106	\$ 47,435	\$ 50,011
Interest on the total OPEB liability	83,640	87,918	96,977	102,103	114,224
Change in benefit terms	-	-	-	(572)	-
Differences between expected and actual experiences	-	41,338	(17,427)	(1,841)	(1,948)
Changes in assumptions	-	23,239	-	364,838	(130,213)
Benefit payments	(41,228)	(42,527)	(46,768)	(43,184)	(46,036)
Net change in total OPEB liability	68,317	136,650	69,888	468,779	(13,962)
Total OPEB liability - beginning	1,332,951	1,401,268	1,537,918	1,607,806	2,076,585
Total OPEB liability - ending (a)	1,401,268	1,537,918	1,607,806	2,076,585	2,062,623
Plan Fiduciary Net Position					
Contribution - employer	41,228	122,527	128,540	145,837	189,734
Net investment income	-	(1,658)	24,089	39,073	40,575
Benefit payments	(41,228)	(42,527)	(46,768)	(43,184)	(46,036)
Other miscellaneous income/(expense)	-	-	-	23,195	-
Administrative expense	-	(6)	(83)	(127)	(216)
Net change in plan fiduciary net position	-	78,336	105,778	164,794	184,057
Plan fiduciary net position - beginning	-	-	78,336	184,114	348,908
Plan fiduciary net position - ending (b)	-	78,336	184,114	348,908	532,965
Net OPEB Liability - ending (a) - (b)	\$ 1,401,268	\$ 1,459,582	\$ 1,423,692	\$ 1,727,677	\$ 1,529,658
Plan fiduciary net position as a percentage of the total OPEB liability	0.00%	5.09%	11.45%	16.80%	25.84%
Covered Payroll	\$ 2,915,351	\$ 3,278,242	\$ 3,658,217	\$ 3,677,546	\$ 3,689,171
Net OPEB liability as a percentage of covered-employee payroll	48.07%	44.52%	38.92%	46.98%	41.46%

(1) Historical information is required only for the measurement periods for which GASB 75 is applicable. Fiscal Year 2018 was the first year of implementation. Future years' information will be displayed up to 10 years as information becomes available.

CITRUS HEIGHTS WATER DISTRICT

SCHEDULE OF OPEB CONTRIBUTIONS

AS OF DECEMBER 31, FOR THE LAST TEN YEARS (1)

	2018	2019	2020	2021	2022
Actuarially Determined Contribution	\$ 122,000	\$ 130,652	\$ 170,121	\$ 158,425	\$ 189,666
Contribution in Relation to the Actuarially Determined Contributions	(122,527)	(128,530)	(146,814)	(189,734)	(140,592)
Contribution Deficiency (Excess)	<u>\$ (527)</u>	<u>\$ 2,122</u>	<u>\$ 23,307</u>	<u>\$ (31,309)</u>	<u>\$ 49,074</u>
Covered Payroll	\$ 3,278,242	\$ 3,658,217	\$ 3,677,546	\$ 3,689,171	\$ 3,946,896
Contributions as a percentage of covered-employee payroll	3.74%	3.51%	3.99%	5.14%	3.56%

(1) Historical information is required only for the measurement periods for which GASB 75 is applicable. Fiscal Year 2018 was the first year of implementation. Future years' information will be displayed up to 10 years as information becomes available.

Notes to Schedule:

Methods and assumptions used to determine contribution rates:

	December 31. 2016	December 31. 2018	December 31. 2020	December 31. 2022
Valuation Date	December 31. 2016	December 31. 2018	December 31. 2020	December 31. 2022
Actuarial Cost Method	Entry Age Normal, Level Percentage of Payroll	Entry Age Normal, Level Percentage of Payroll	Entry Age Normal, Level Percentage of Payroll	Entry Age Normal, Level Percentage of Payroll
Amortization Method	Level percent of pay	Level percent of pay	Level percent of pay	Level percent of pay
Amortization Period	19-year fixed period for 2019	18-year fixed period for 2020	22 years	22 years
Asset Valuation Method	n/a	n/a	n/a	n/a
Discount Rate	6.25%	6.25%	5.43%	5.87%
General Inflation	2.75% annually	2.75% annually	2.50% annually	2.30%
Medical Trend	7.0% for 2018, decreasing to an ultimate rate of 5.0% in 2022	7.5% for 2018, decreasing to an ultimate rate of 4.0% in 2076	7.0% for 2021, decreasing to an ultimate rate of 4.04% in 2077	7.0% for 2021, decreasing to an ultimate rate of 4.01% in 2077
Mortality	CalPERS 1997-2011 experience study	CalPERS 1997-2015 experience study	CalPERS 1997-2015 experience study	CalPERS 1997-2015 experience study
Mortality Improvement	Mortality projected fully generational with Scale MP-16	Mortality projected fully generational with Scale MP-18	Mortality projected generational with Scale MP-18	Mortality projected fully generational with Scale MP-18

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STATISTICAL SECTION

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CITRUS HEIGHTS WATER DISTRICT

Statistical Section

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This section of the Citrus Heights Water District's (District) annual comprehensive financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the government's overall financial health.

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These schedules contain trend information to help the reader understand how the District's financial performance and well-being have changed over time.	
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Financial Trends

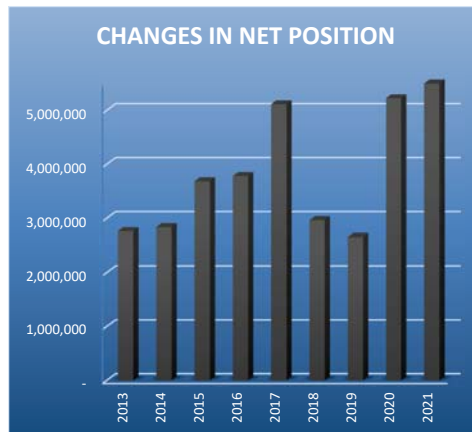
CITRUS HEIGHTS WATER DISTRICT

Changes in Net Position and Net Position by Component

Last Ten Fiscal Years

Schedule 1

	2013	2014	2015	2016
Changes in net position:				
Operating revenues (see Schedule 2)	\$ 11,358,086	11,331,301	10,884,550	12,325,057
Operating expenses (see Schedule 3)	(6,598,323)	(6,358,613)	(6,023,057)	(7,043,963)
Depreciation and amortization	(1,898,303)	(2,003,488)	(2,098,944)	(2,203,170)
Operating income(loss)	2,861,460	2,969,200	2,762,549	3,077,924
Non-operating revenues(expenses)				
Investment income	24,586	15,547	19,093	38,313
Miscellaneous income	13,616	12,716	28,606	68,203
Groundwater transfers and sales	-	-	-	-
Interest expense	(206,480)	(195,210)	(173,462)	(155,214)
(Loss) gain on disposal of capital assets	1,595	(30,669)	4,834	(137,567)
Total non-operating revenues(expenses), net	(166,683)	(197,616)	(120,929)	(186,265)
Net income before capital contributions	2,694,777	2,771,584	2,641,620	2,891,659
Capital Contributions				
Grant Revenues	3,178	10,310	610,431	715
Capital contributions	70,657	59,248	438,567	896,688
Changes in net position	\$ 2,768,612	2,841,142	3,690,618	3,789,062
Net position by component:				
Prior Year adjustment	\$ -	-	(3,728,767)	-
Net investment in capital assets	42,108,244	45,931,665	50,895,005	51,801,433
Restricted	536,973	536,963	533,350	533,796
Unrestricted	10,414,469	9,432,200	4,434,324	7,316,512
Total net position	\$ 53,059,686	55,900,828	52,133,912	59,651,741

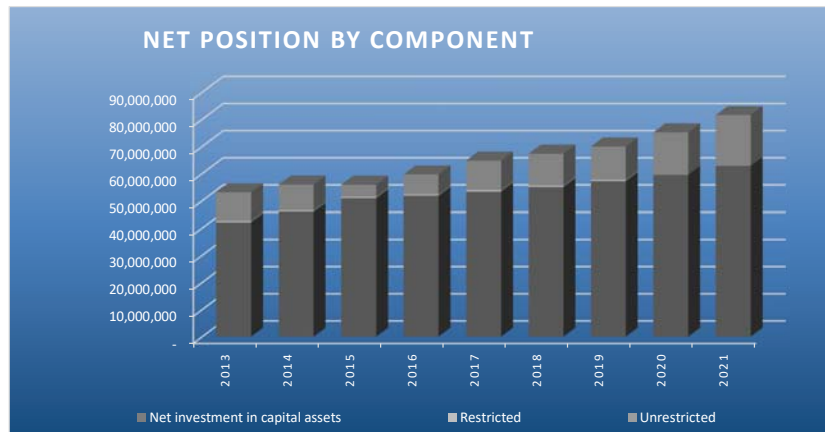


Source: District Administrative Services Department

CITRUS HEIGHTS WATER DISTRICT
Changes in Net Position and Net Position by Component

Last Ten Fiscal Years
Schedule 1 (Continued)

2017	2018	2019	2020	2021	2022	
						Changes in net position:
\$ 14,043,049	14,375,044	15,340,476	19,203,757	17,517,961	19,433,754	Operating revenues (see Schedule 2)
(7,534,381)	(9,531,439)	(11,230,314)	(11,787,520)	(10,994,641)	(11,599,450)	Operating expenses (see Schedule 3)
(2,345,281)	(2,388,634)	(2,435,900)	(2,469,339)	(2,485,902)	(2,594,333)	Depreciation and amortization
4,163,387	2,454,971	1,674,262	4,946,898	4,037,418	5,239,971	Operating income(loss)
63,531	159,437	214,962	116,981	(343)	(30,997)	Non-operating revenues(expenses)
77,074	107,546	69,322	42,989	42,759	47,610	Investment income
1,058,793	347,583	38,316	-	-	-	Miscellaneous income
(145,911)	(147,540)	(124,346)	(95,741)	(74,734)	(69,691)	Groundwater transfers and sales
(155,343)	(164,842)	(105,755)	(73,310)	(115,032)	(39,333)	Interest expense
898,144	302,184	92,499	(9,081)	(147,350)	(92,411)	(Loss) gain on disposal of capital assets
5,061,531	2,757,155	1,766,761	4,937,817	3,890,068	5,147,560	Total non-operating revenues(expenses), net
-	-	-	-	-	-	Net income before capital contributions
55,813	213,121	898,084	290,182	2,474,459	440,679	Capital Contributions
5,117,344	2,970,276	2,664,845	5,227,999	6,364,527	5,588,239	Grant Revenues
						Capital contributions
						Changes in net position
						Net position by component:
-	-	-	-	-	-	Prior Year adjustment
53,350,420	55,029,058	57,193,152	59,531,355	62,822,494	64,942,772	Net investment in capital assets
535,733	541,475	542,660	-	-	-	Restricted
10,882,932	11,717,632	12,217,198	15,649,654	18,723,042	22,191,003	Unrestricted
64,769,085	67,288,165	69,953,010	75,181,009	81,545,536	87,133,775	Total net position



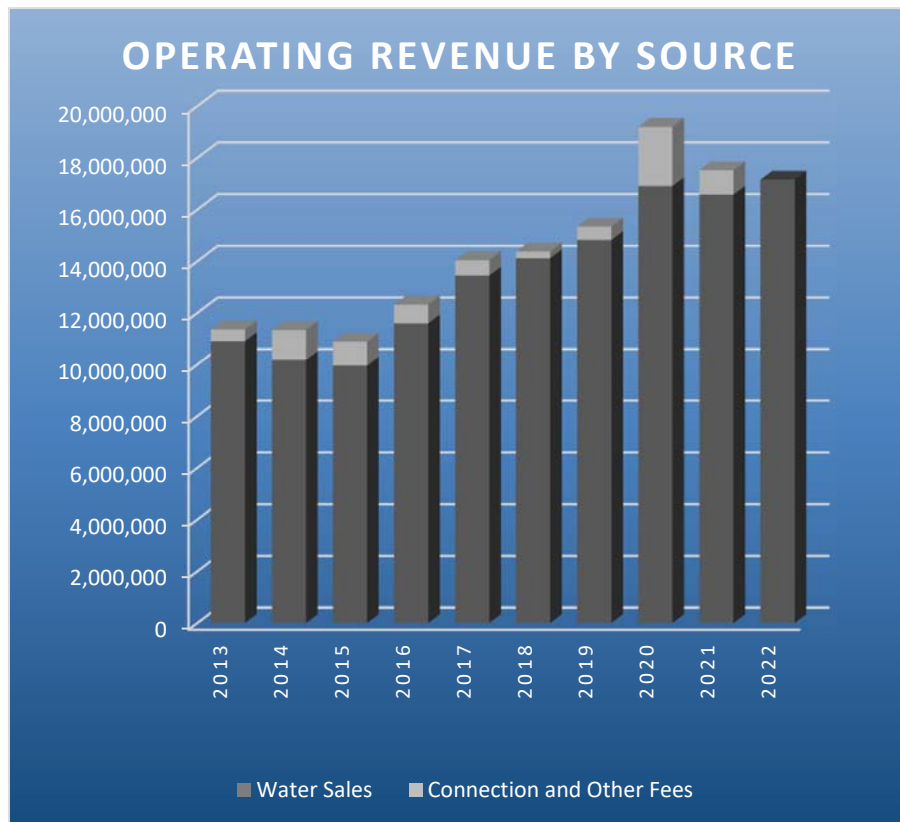
CITRUS HEIGHTS WATER DISTRICT

Operating Revenue By Source

Last Ten Fiscal Years

Schedule 2

Fiscal Year	Water Sales	Connection and Other	Total Operating
2013	10,905,197	452,889	11,358,086
2014	10,171,473	1,159,828	11,331,301
2015	9,953,864	930,686	10,884,550
2016	11,602,622	722,435	12,325,057
2017	13,448,691	594,358	14,043,049
2018	14,119,865	255,179	14,375,044
2019	14,823,207	517,269	15,340,476
2020	16,908,986	2,294,771	19,203,757
2021	16,579,945	938,016	17,517,961
2022	17,157,092	1,587,314	18,744,406



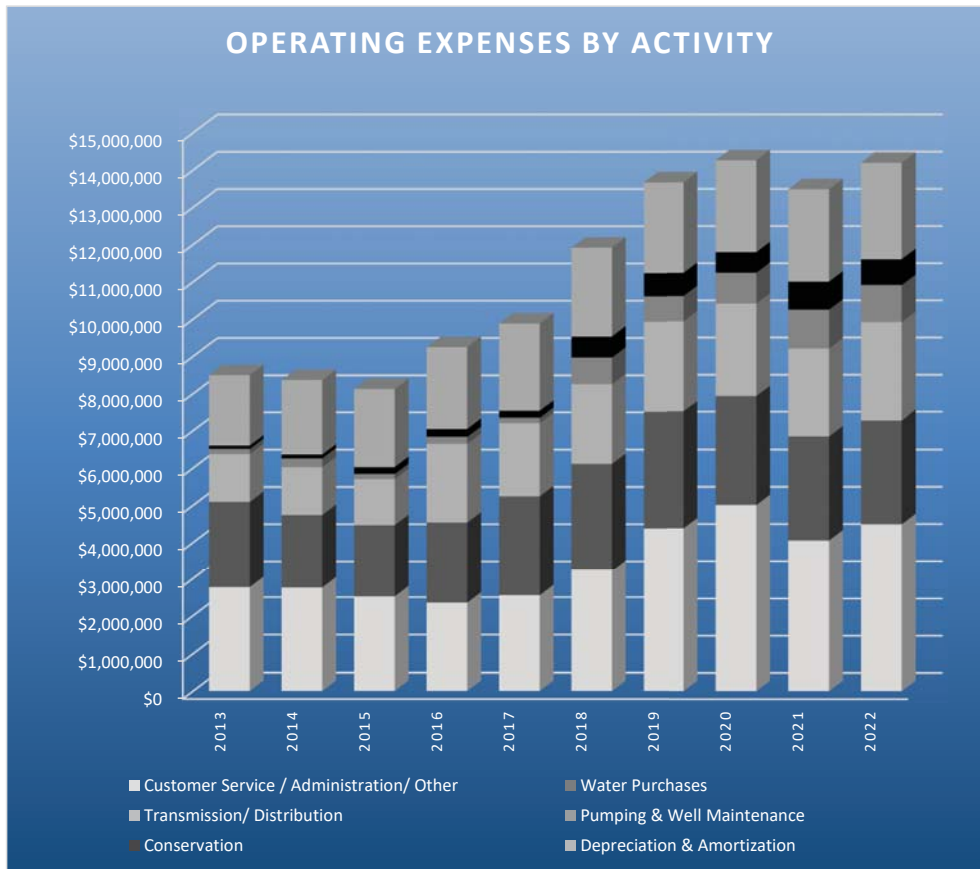
Source: District Administrative Services Department

CITRUS HEIGHTS WATER DISTRICT

Operating Expenses by Activity

Last Ten Fiscal Years
Schedule 3

Fiscal Year	Customer Service / Administration/ Other	Water Purchases	Transmission/ Distribution	Pumping & Well Maintenance	Conservation	Depreciation & Amortization	Total Operating Expenses
2013	2,763,786	2,322,002	1,289,768	133,950	88,817	1,898,303	8,496,626
2014	2,752,172	1,984,921	1,282,941	239,344	99,235	2,003,488	8,362,101
2015	2,514,087	1,950,627	1,239,387	132,842	186,114	2,098,944	8,122,001
2016	2,342,957	2,190,061	2,114,019	184,776	212,150	2,203,170	9,247,133
2017	2,543,736	2,692,482	1,963,750	145,077	189,336	2,345,281	9,879,662
2018	3,228,919	2,878,799	2,142,451	717,562	563,708	2,388,634	11,920,073
2019	4,371,420	3,131,903	2,425,827	683,432	617,732	2,435,900	13,666,214
2020	4,999,639	2,917,535	2,490,474	826,804	553,068	2,469,339	14,256,859
2021	4,044,426	2,798,201	2,350,969	1,047,987	753,058	2,485,902	13,480,543
2022	4,481,946	2,785,929	2,637,991	996,949	696,635	2,594,333	14,193,783



Source: District Administrative Services Department

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Revenue Capacity

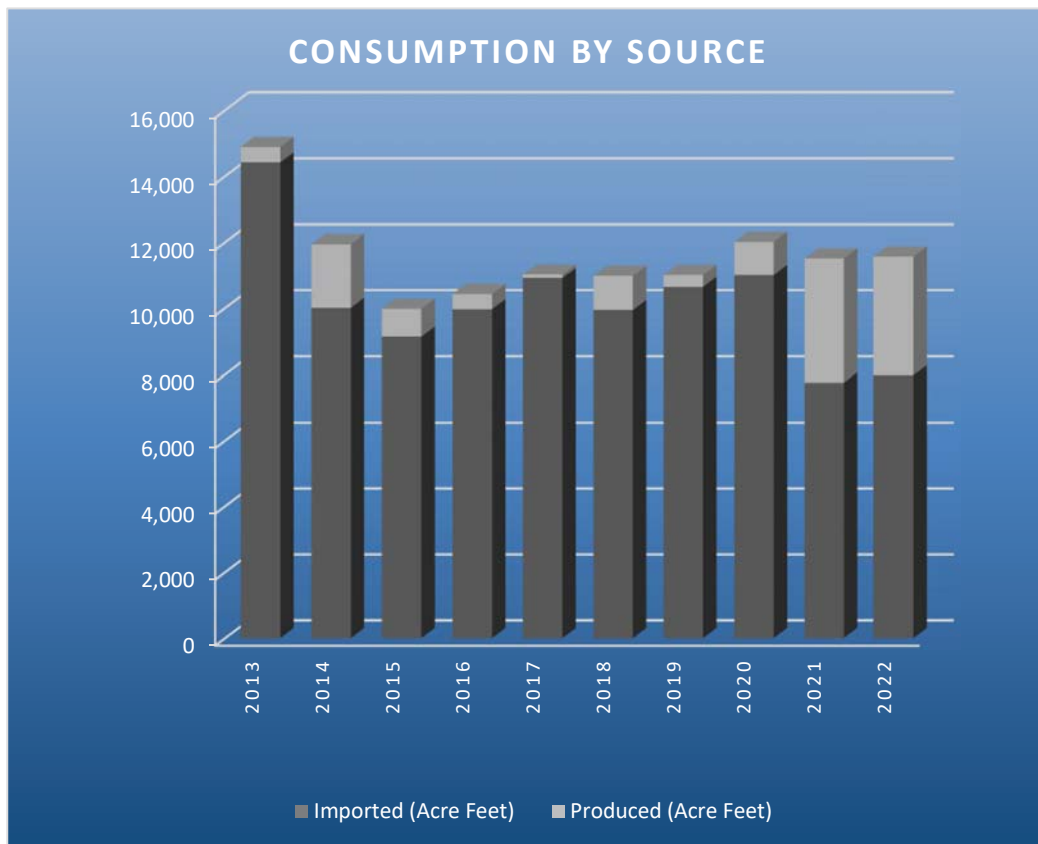


CITRUS HEIGHTS WATER DISTRICT

Revenue Base

Last Ten Fiscal Years Schedule 4

Fiscal Year	Consumption (Acre Feet)	Water Supply		% Water Imported
		Imported (Acre Feet)	Produced (Acre Feet)	
2013	14,881.54	14,416.21	465.33	96.87%
2014	11,937.24	10,007.61	1,929.63	83.84%
2015	9,973.47	9,132.60	840.87	91.57%
2016	10,422.44	9,964.89	457.55	95.61%
2017	11,014.52	10,909.88	104.64	99.05%
2018	10,981.66	9,940.53	1,041.13	90.52%
2019	11,001.23	10,642.14	359.09	96.74%
2020	12,003.53	11,001.81	1,001.72	91.65%
2021	11,505.25	7,749.12	3,756.13	67.35%
2022	11,565.65	7,968.36	3,597.29	68.90%



Source: District Operations Department

CITRUS HEIGHTS WATER DISTRICT

Water Rates

Last Ten Fiscal Years

Schedule 5

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Flat Rate Accounts (Bimonthly) ⁽¹⁾										
Single Dwelling	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Duplex Dwelling (per duplex side)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Condominium Dwelling	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Apartments/Mobile Homes	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Irrigation Rate	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Metered Accounts ⁽²⁾										
Consumption (per unit ccf)										
Tier 1	\$ 0.6954	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Tier 2	0.8182	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Tier 3	0.8961	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Per Unit CCF (No tiers)	n/a	0.7440	0.7663	0.8735	\$ 0.9871	\$ 1.0167	\$ 1.0674	\$ 1.1800	\$ 1.1800	\$ 1.1900
Service Charge (bimonthly)										
Commercial/Domestic 3/4"	\$ 35.93	\$ 35.82	\$ 36.89	\$ 42.05	\$ 47.52	\$ 48.94	\$ 51.38	\$ 57.54	\$ 57.54	\$ 56.08
Commercial/Domestic 1"	51.54	54.50	56.13	63.98	72.30	74.46	78.18	87.29	87.29	91.33
Commercial/Domestic 1-1/2"	89.91	66.95	68.95	78.60	88.82	91.48	96.05	136.86	136.86	150.08
Commercial/Domestic 2"	136.49	129.20	133.07	151.69	171.41	176.55	185.37	196.35	196.35	220.58
Commercial/Domestic 3"	243.90	203.91	210.02	239.42	270.54	278.65	292.58	384.74	384.74	443.82
Commercial/Domestic 4"	397.46	403.13	415.22	473.35	534.89	550.93	578.47	662.36	662.36	773.14
Irrigation 3/4"	17.96	35.82	36.89	42.05	47.52	48.94	51.38	57.54	57.54	56.08
Irrigation 1"	25.77	54.50	56.13	63.98	72.30	74.46	78.18	87.29	87.29	91.33
Irrigation 1-1/2"	44.95	66.95	68.95	78.60	88.82	91.48	96.05	136.86	136.86	150.08
Irrigation 2"	68.24	129.20	133.07	151.69	171.41	176.55	185.37	196.35	196.35	220.58
Irrigation 3"	121.95	203.91	210.02	239.42	270.54	278.65	292.58	384.74	384.74	443.82
Irrigation 4"	198.73	403.13	415.22	473.35	534.89	550.93	578.47	662.36	662.36	773.14

Notes:

(1) The District completed the migration of Flat-Rate customers to meters in Fiscal Year 2012, and the Flat-Rate was eliminated for Fiscal Year 2013.

(2) The District abolished its tiered consumption charge beginning in 2014.

Source:

District Administrative Services Department

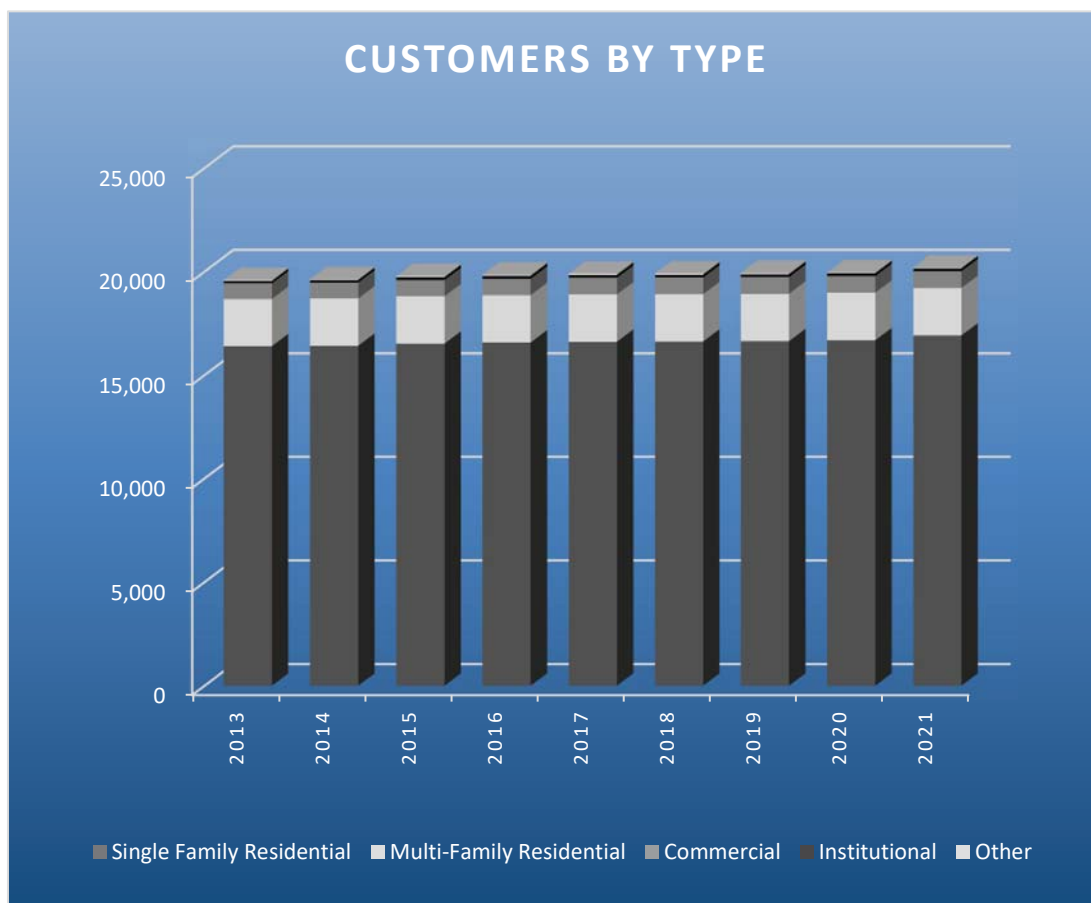
CITRUS HEIGHTS WATER DISTRICT

Customers by Type

Last Ten Fiscal Years

Schedule 6

Fiscal Year	Single Family Residential	Multi-Family Residential	Commercial	Institutional	Other	Total
2013	16,402	2,275	758	111	45	19,591
2014	16,425	2,280	771	118	51	19,645
2015	16,527	2,285	785	130	58	19,785
2016	16,576	2,283	802	131	59	19,851
2017	16,615	2,284	807	132	64	19,902
2018	16,627	2,284	807	132	61	19,911
2019	16,645	2,286	810	132	64	19,937
2020	16,691	2,288	809	132	38	19,958
2021	16,922	2,289	812	133	45	20,201
2022	16,978	2,289	807	133	44	20,251



Source: District Administrative Services Department
District Water Efficiency Department

CITRUS HEIGHTS WATER DISTRICT

Principal Customers

Current Fiscal Year and Nine Years Ago
Schedule 7

Customer	2022	
	Billed Units (ccf's)	Percentage of Total
San Juan Unified School Distri	112,859	2.40%
Sunrise Recreation Park Dist	77,623	1.65%
JMK Investments	73,952	1.57%
JRK Investors	51,117	1.09%
Mt Vernon Memorial Park	45,073	0.96%
Conference Claimants Endowment	29,154	0.62%
Wedgewood Commons Apts LLC	26,216	0.56%
Salishan Apartments	25,166	0.54%
Knaggs Meadows LLC	25,140	0.54%
Greenback Manor	21,913	0.47%
Total Billed Units: Principal customers	488,213	10.39%
Total Billed Units	4,696,817	100.00%

Customer	2013	
	Billed Units (ccf's)	Percentage of Total
San Juan Unified School District	123,462	2.02%
Sunrise Recreation Park Dist	90,650	1.49%
JMK Investments	80,262	1.32%
JRK Investors	67,255	1.10%
Conference Claimants Endowment	39,728	0.65%
Mt Vernon Memorial Park	36,618	0.60%
City of Citrus Heights	34,940	0.57%
Salishan Apartments	33,047	0.54%
Big Oak Investments	30,134	0.49%
Vertus Properties Inc	27,235	0.45%
Total Billed Units: Principal customers	563,331	9.24%
Total Billed Units	6,099,109	100.00%

Source:

District Administrative Services Department

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Debt Capacity

CITRUS HEIGHTS WATER DISTRICT

Ratios of Outstanding Debt by Type

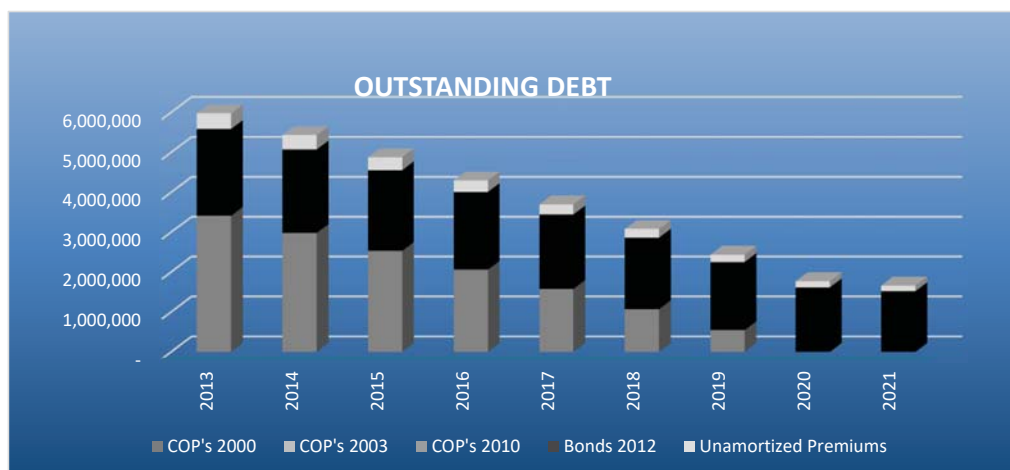
Last Ten Fiscal Years

Schedule 8

Fiscal Year	Certificates of Participation 2000 ⁽¹⁾	Certificates of Participation 2003 ⁽²⁾	Certificates of Participation 2010 ⁽³⁾	Refunding Revenue Bonds 2012 ⁽⁴⁾	Unamortized Premiums	Total		Debt Per Capita (Rounded) ⁽⁵⁾
						Total Debt	No. of Connections ⁽⁵⁾	
2013	-	-	3,415,000	2,170,000	392,125	5,977,125	19,591	305
2014	-	-	2,980,000	2,095,000	357,305	5,432,305	19,645	277
2015	-	-	2,530,000	2,025,000	322,486	4,877,486	19,785	247
2016	-	-	2,060,000	1,950,000	287,666	4,297,666	19,851	216
2017	-	-	1,575,000	1,870,000	252,847	3,697,847	19,902	186
2018	-	-	1,070,000	1,790,000	218,027	3,078,027	19,911	155
2019	-	-	545,000	1,705,000	183,208	2,433,208	19,937	122
2020	-	-	-	1,615,000	153,751	1,768,751	19,958	89
2021	-	-	-	1,520,000	140,381	1,660,381	20,201	82
2022	-	-	-	1,420,000	127,011	1,547,011	20,251	76

Notes:

- (1) In October 2000, the District issued \$7,900,000 of Certificates of Participation, Series 2000 to finance the cost of capital improvement projects.
- (2) In December 2003, the District issued \$2,915,000 of Certificates of Participation, Series 2003 to finance the cost of capital improvement projects.
- (3) In September 2010, the District issued \$5,155,000 of Revenue Certificates of Participation, Series 2010 to retire the outstanding 2000 Certificates of Participation.
- (4) In April 2012, the District issued \$2,275,000 of Revenue Refunding Bonds, Series 2012 to retire the outstanding 2003 Certificates of Participation.



Source: District Administrative Services Department

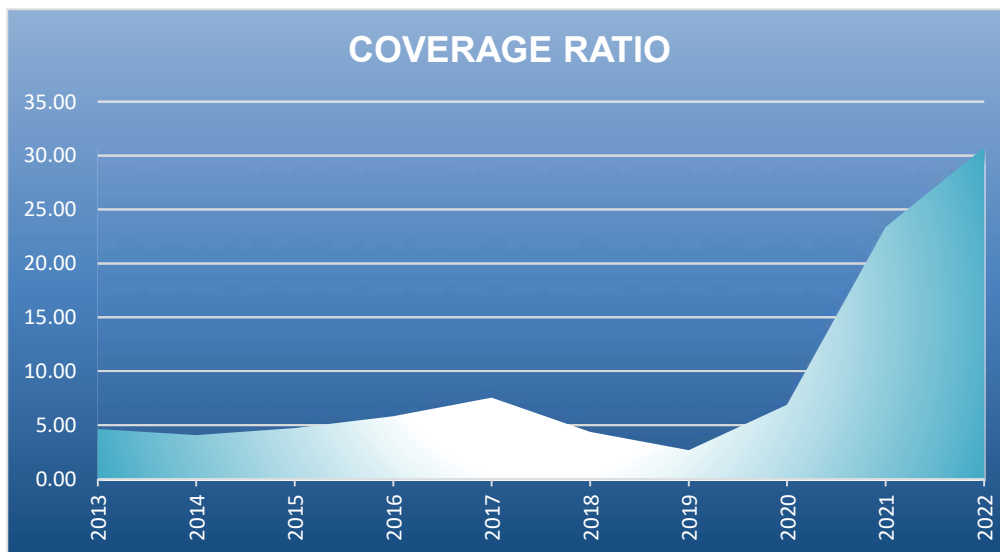
CITRUS HEIGHTS WATER DISTRICT

Debt Coverage

Last Ten Fiscal Years

Schedule 9

Fiscal Year	Net Revenues	Operating Expenses	Net Available Revenues	Debt Service			Coverage Ratio
				Principal	Interest	Total	
2013	\$ 11,397,883	\$ (8,496,626)	\$ 2,901,257	\$ 420,000	\$ 206,480	\$ 626,480	4.63
2014	11,328,895	(8,362,101)	2,966,794	530,000	195,210	725,210	4.09
2015	11,357,402	(8,122,001)	3,235,401	510,000	173,462	683,462	4.73
2016	13,190,694	(9,247,133)	3,943,561	520,000	155,214	675,214	5.84
2017	15,087,104	(9,879,662)	5,207,442	545,000	145,911	690,911	7.54
2018	15,037,889	(11,920,073)	3,117,816	565,000	147,540	712,540	4.38
2019	15,557,321	(13,666,214)	1,891,107	585,000	124,346	709,346	2.67
2020	19,290,417	(14,256,859)	5,033,558	635,000	95,741	730,741	6.89
2021	17,445,345	(13,480,543)	3,964,802	95,000	74,734	169,734	23.36
2022	19,411,034	(14,193,783)	5,217,251	100,000	69,691	169,691	30.75



Source: District Administrative Services Department

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Demographic and Economic Information

CITRUS HEIGHTS WATER DISTRICT

Demographics and Economic Statistics

Last Ten Calendar Years

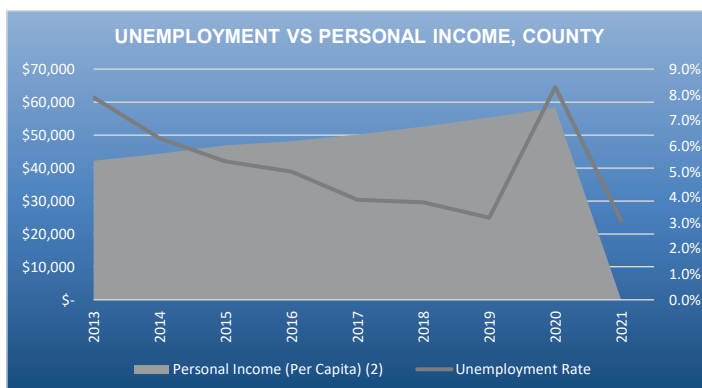
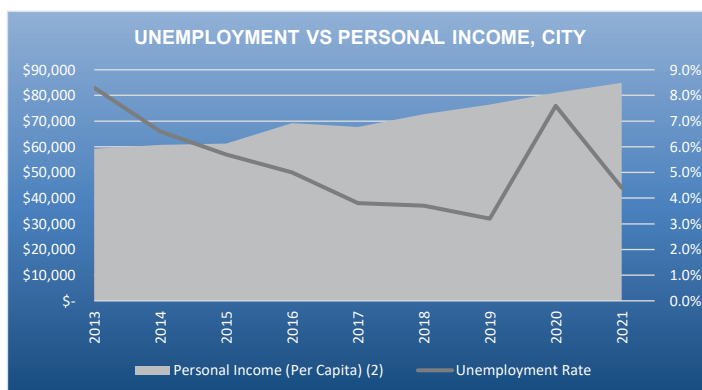
Schedule 10

Fiscal Year	Total Number of Connections	City of Citrus Heights ⁽¹⁾				County of Sacramento ⁽¹⁾			
		Population ⁽³⁾	Unemployment Rate	Personal Income (thousands of dollars) ⁽²⁾	Personal Income (Per Capita) ⁽²⁾	Population ⁽³⁾	Unemployment Rate	Personal Income (thousands of dollars) ⁽²⁾	Personal Income (Per Capita) ⁽²⁾
2013	19,591	85,123	8.3%	5,044,729	59,264	1,460,023	7.9%	61,654,690	42,229
2014	19,645	85,891	6.6%	5,212,811	60,691	1,478,137	6.3%	65,486,553	44,303
2015	19,785	86,759	5.7%	5,308,263	61,184	1,496,644	5.4%	70,110,138	46,845
2016	19,851	87,380	5.0%	6,043,288	69,161	1,514,460	5.0%	72,878,458	48,122
2017	19,902	87,931	3.8%	5,952,753	67,698	1,530,615	3.9%	76,832,120	50,197
2018	19,911	87,910	3.7%	6,388,859	72,675	1,540,975	3.8%	80,969,087	52,544
2019	19,937	87,796	3.2%	6,710,775	76,436	1,552,058	3.2%	85,775,621	55,266
2020	19,958	87,583	7.6%	7,102,719	81,097	1,559,146	8.3%	90,908,707	58,307
2021	20,201	87,404	4.4%	n/a	84,907	1,588,106	3.1%	n/a	n/a
2022	20,251	87,708	3.8%	n/a	n/a	1,584,169	3.5%	n/a	n/a

Notes: (1) Demographic and economic statistics are provided for the City of Citrus Heights (City) and the County of Sacramento (County) because these statistics are not separately available for the District's service area. As the District is primarily comprised of some areas of the City, and unincorporated areas of the County, the District believes that data from the City and the County is representative of the conditions and experience of the District.

(2) Personal income and per capita personal income is not yet available for Fiscal Year 2021.

(3) Population data is not yet available for Fiscal Year 2021.



Sources: U.S. Bureau of Economic Analysis
U.S. Bureau of Labor Statistics
U.S. Census Bureau

CITRUS HEIGHTS WATER DISTRICT

Principal Employers ⁽¹⁾

Current Fiscal Year and Nine Years Ago
Schedule 12

2022			
Employer	Employees	Rank	Percentage of Employment
State of California	82,894	1	11.59%
UC Davis Health	16,075	2	2.25%
County of Sacramento	12,760	3	1.78%
Kaiser Permanente	12,301	4	1.72%
United States Government	10,698	5	1.50%
Sutter Health	9,595	6	1.34%
Dignity Health	7,488	7	1.05%
Intel Corporation	5,300	8	0.74%
San Juan Unified School District	5,126	9	0.72%
Raley's	2,980	10	0.42%
<u>Total</u>	<u>165,217</u>		<u>23.11%</u>
Total County Employment	715,102		100.00%

2014 ⁽²⁾			
Employer	Employees	Rank	Percentage of Employment
State of California	72,220	1	10.10%
County of Sacramento	10,700	2	1.50%
United States Government	9,906	3	1.39%
UC Davis Health	9,905	4	1.39%
Sutter Health	7,352	5	1.03%
Dignity Health	6,212	6	0.87%
Intel Corporation	6,000	7	0.84%
Kaiser Permanente	5,421	8	0.76%
Elk Grove Unified School District	5,410	9	0.76%
Sacramento City Unified School District	4,200	10	0.59%
<u>Total</u>	<u>137,326</u>		<u>19.21%</u>
Total County Employment	673,727		100.00%

Notes:

(1) Data is not separately available for the District's service area. As the District serves an area comprising, in large part, the City of Citrus Heights, and unincorporated areas of the County of Sacramento, information for the County of Sacramento has been presented.

(2) Data is not available for the years prior to 2013.

Source:

Sacramento Business Journal
U.S. Bureau of Labor Statistics

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Operating Information

CITRUS HEIGHTS WATER DISTRICT

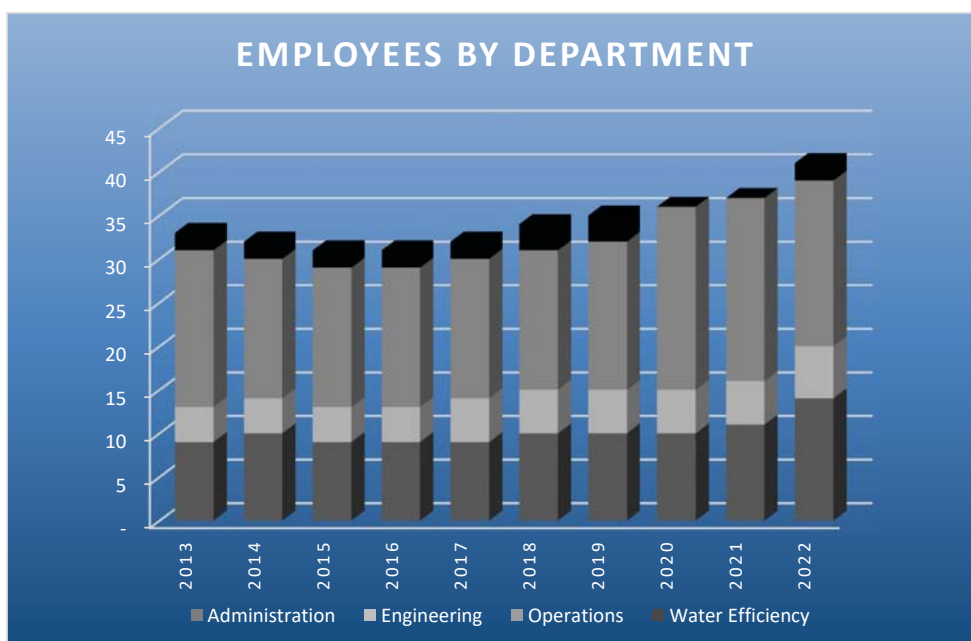
District Employees by Department

Last Ten Fiscal Years
Schedule 11

Department	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Administration	9	10	9	9	9	10	10	10	11	14
Engineering	4	4	4	4	5	5	5	5	5	6
Operations	18	16	16	16	16	16	17	21	21	19
Water Efficiency	2	2	2	2	2	3	3	-	-	2
Total	33	32	31	31	32	34	35	36	37	41

Notes:

(1) The Water Efficiency department was reorganized as part of the Operations department in 2020.



Source: District Administrative Services Department

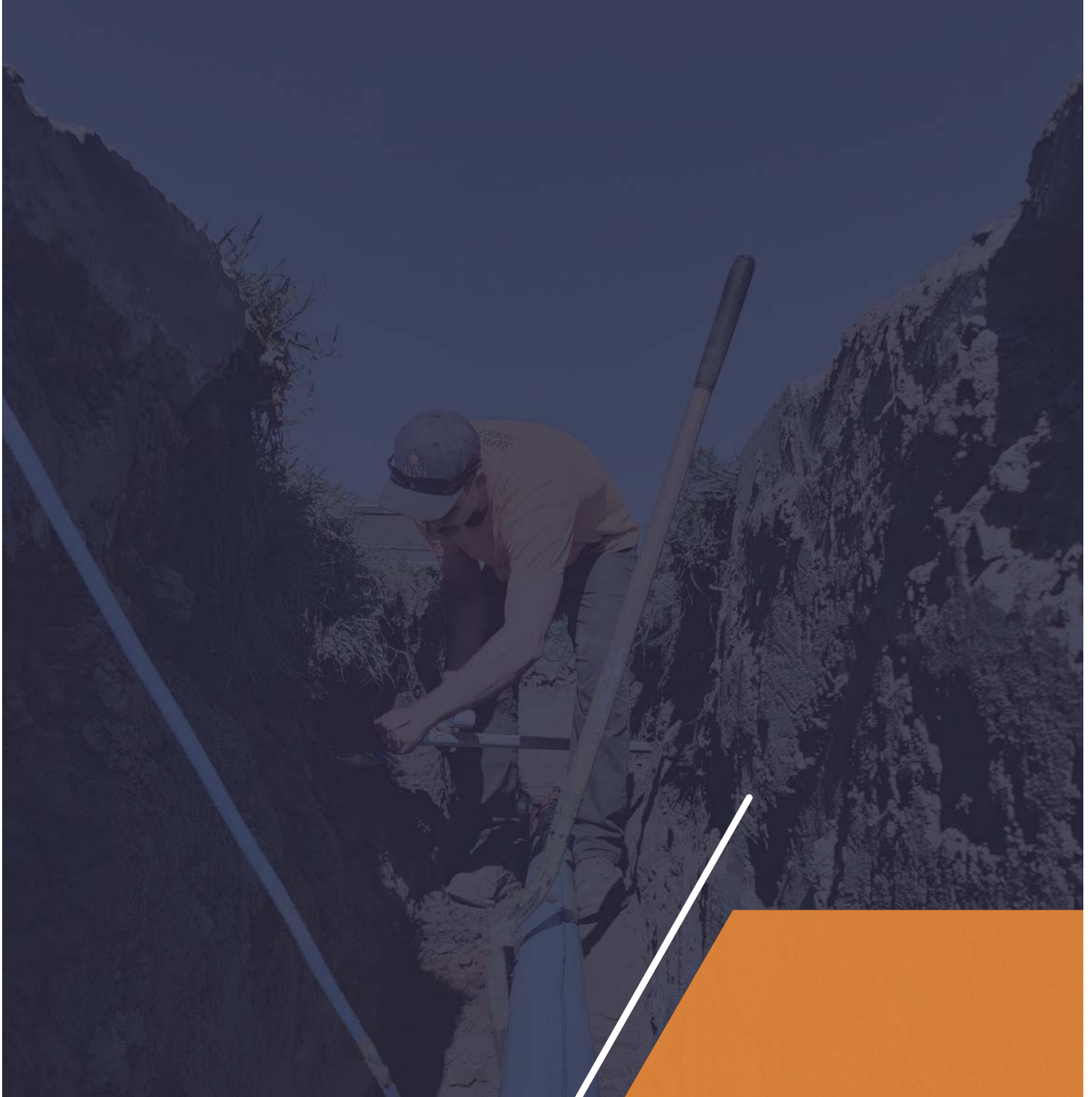
CITRUS HEIGHTS WATER DISTRICT

Other Operating and Capacity Indicators

Last Ten Fiscal Years
Schedule 13

Fiscal Year	Total Connections	Total Annual Demand (Acre Feet)	Pipeline (mi)	Wells	Meters	Hydrants
2013	19,591	14,881.54	242.51	4	19,488	2,037
2014	19,645	11,937.24	243.80	4	19,538	2,062
2015	19,785	9,973.47	245.56	4	19,594	2,087
2016	19,851	10,422.44	248.19	5	19,789	2,133
2017	19,902	11,014.52	249.31	6	19,912	2,160
2018	19,911	10,981.66	249.97	6	20,007	2,181
2019	19,937	11,001.23	250.26	6	20,043	2,368
2020	19,958	12,003.53	251.97	6	20,060	2,373
2021	20,201	11,505.25	252.57	6	20,282	2,367
2022	20,251	11,565.65	253.74	6	20,300	2,170

Source: District Administrative Services Department
District Engineering Department
District Water Efficiency Department



Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, CA 95610
916.725.6873
www.chwd.org

Attachment 2
Report on Internal Control
and Required Communications
For the Year Ended December 31, 2022



INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Members of the Board of Directors
Citrus Heights Water District
City of Citrus Heights, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Citrus Heights Water District (the "District"), as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated July 31, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified a certain deficiency in internal control, described in the accompanying as item 2022-001 that we consider to be a significant deficiency.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.



To the Honorable Members of the Board of Directors
Citrus Heights Water District
City of Citrus Heights, California

Citrus Height Water District's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Lance, Soll & Lughard, LLP

Sacramento, California
July 31, 2023



To the Honorable Members of the Board of Directors
Citrus Heights Water District
City of Citrus Heights, California

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Reference No.: 2022-001

Condition:

The District was unable to provide sufficient evidence to support the balances of Construction in Progress recognized during the fiscal year in a timely manner for audit procedures.

Criteria:

GAO-18-568g 1.03 states that management and officials of government programs are responsible for providing reliable, useful, and timely information for transparency and accountability of these programs and their operations.

Cause of Condition:

Sufficient supporting documentation for verification of Construction-in-Progress balances at year end was not able to be provided in a timely manner for the issuance of the financial statements due to turnover in the finance department at the utility.

Effect or Potential Effect of Condition:

Construction-in-Progress balances may be misstated at year end.

Other Information:

The District was able to provide supporting information relating to additions to the Construction-in-Progress balances at year end but the information was not in sufficient enough detail for auditors to properly assess the correct inclusion of all amounts recognized in a timely manner during the audit. The cause of this lack of timeliness was turnover in key positions. Supporting invoices were available but not in an organized manner which facilitated pulling sampled invoices to fully and properly support the balances at year-end.

Recommendation:

We recommend the District retain Construction-in-Progress documentation in an organized, easily accessible manner to easier facilitate substantiating the balances for audit purposes in the future. The primary cause of this problem was due to turnover in the positions which maintained these records, and the new employees in the position needing to research the balances during the audit to substantiate the balances. A system should be established which allows for any individual with sufficient accounting knowledge to easily and readily compile the information when requested.

Client Response:

The Citrus Heights Water District accepts the auditor's finding. The primary cause for the finding was due to key positions' turnover in the finance department. As a result of turnover, there was a temporary institutional knowledge gap. Therefore, it took longer than normal for the District to provide the required information to the auditor.

While the impact of turnover cannot be avoided, the District has been taking actions to minimize the potential future impact due to staff changes. The District Board approved to add one Accountant position in the 2023 budget and the District is currently in the process of recruiting for this position. The newly added position will allow the District to have more resources for cross training within its' finance/accounting team and to perform accounting functions more efficiently and effectively.

Evaluation of Finding:

Significant Deficiency	<u> x </u>
Material Weakness	<u> </u>
Material Noncompliance	<u> </u>
Other Matters	<u> </u>

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2023 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO CONSIDER SELECTION OF A
PRESIDENT AND VICE PRESIDENT FOR THE ASSOCIATION OF
CALIFORNIA WATER AGENCIES (ACWA) 2023 BOARD OFFICERS'
ELECTION

STATUS : Action Item

REPORT DATE : August 7, 2023

PREPARED BY : Brittney Moore, Administrative Services Manager

OBJECTIVE:

Consider casting a vote for the 2023 ACWA Board Officers' Election

BACKGROUND AND ANALYSIS:

At the June 15, 2023 Special Board Meeting, the Citrus Heights Water District (CHWD) Board of Directors designated Board President, Raymond Riehle as the District's voting delegate for ACWA's 2023 Board Officers' Election. This election will elect a President and Vice President for the 2024-2025 term.

As the authorized voter, President Riehle received an electronic ballot on July 17, 2023, that included the names of all qualified candidates.

The qualified candidates for the upcoming election are:

Cathy Green, Orange County Water District- for President
Ernesto Avila, Contra Costa Water District – for Vice President
Michael Saunders, Georgetown Divide Utility District – For Vice President

Staff recommends that the CHWD Board of Directors review the attached candidate materials at the August 16, 2023 CHWD Regular Board Meeting, and provide direction to President Riehle to cast a vote for President and Vice President during the election period (July 17-Sept. 15, 2023).

All ballots must be submitted electronically by Sept. 15, 2023 at 5 p.m. This process has replaced ACWA's former election procedures which occurred at their annual meeting at Fall Conference.

RECOMMENDATION:

Provide direction concerning the 2023 ACWA Board Officers' Election for the 2024- '25 term.

ATTACHMENTS:

1. Candidate profile for Cathy Green, Orange County Water District
2. Candidate profile for Ernesto Avila, Contra Costa Water District
3. Candidate profile for Michael Saunders, Georgetown Divide Utility District

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

ATTACHMENT 1
Candidate Profile: Cathy Green
Orange County Water District



COMMITMENT · EXPERIENCE · LEADERSHIP

ACWA BOARD MEMBER

- ACWA Vice President (2022-current)
- Executive Committee (2020-current)
- Region 10 Chair (2018-2019)
- Region 10 Vice Chair (2016-2017, 2020-2021)
- Region 10 Board Member (2012-2021)

ACWA COMMITTEES

- Water Quality Committee (2012-current)
- Energy Committee (2019-current)
- State Legislative Committee (2012-2015)

ORANGE COUNTY WATER DISTRICT

- President (2015-2016, 2022-current)
- 1st Vice President (2013, 2014, 2019-2022)
- Director (2010-current)
- Joint Planning Committee: Chair
- Labor Ad Hoc Committee: Chair
- Communications/Legislative Liaison Committee: Vice Chair

CIVIC AND PROFESSIONAL EXPERIENCE

- Santa Ana River Flood Protection Agency: Chair
- CalDesal: Director
- City of Huntington Beach Mayor (2003, 2009)
- Councilwoman (2002-2010)
- Registered Nurse
- Law degree

My vision for ACWA is to embrace its motto -- Bringing Water Together -- which, for me, is about unifying ACWA members and working collaboratively with diverse stakeholders to find smart solutions to the challenges we are now facing.



CATHY GREEN BIOGRAPHY

In December of 2021, Cathy Green was elected vice president of the Association of California Water Agencies (ACWA) for a two-year term. She has served as an active member of ACWA since 2012, including serving on ACWA's executive committee since 2020, the ACWA Board since 2016, and the Region 10 Board from 2012-2021. She held the position of ACWA Region 10 chair from 2018-2019 and served as vice chair from 2016-2017 and 2020-2021. Cathy Green has also served on several ACWA committees including the water quality committee since 2012, the energy committee since 2019, and the state legislative committee from 2012-2015.

Cathy Green was elected to the Orange County Water District (OCWD) Board of Directors in November 2010 and was re-elected in 2012, 2016 and 2020. She was selected by the Board to serve as its 2015, 2016 and 2023 president. She served as 1st vice president in 2013, 2014 and from 2020 to 2022.

Cathy Green currently serves as vice chair of National Water Research Institute, a 501c3 nonprofit that collaborates with water utilities, regulators, and researchers in innovative ways to help develop new, healthy, and sustainable sources of drinking water.

Prior to Cathy Green's service on OCWD's Board, she was elected to two consecutive terms on the Huntington Beach City Council where she served two terms as mayor. Cathy Green has been involved as a council liaison and committee member on many city boards, commissions and committees. She served on the Orange County Transportation Authority Board and was a director of OC Clean Tech.

Cathy Green serves on the boards of the Huntington Valley Boys and Girls Club and the Orange County Explorer Program; serves on the Huntington Beach City School District Medi-Cal Collaborative; is a director of the Prime Health Foundation and the Huntington Beach Hospital; is a member of the American Legion Unit 133 Auxiliary, Huntington Beach Community Emergency Response Team (CERT) and the Elks Lodge 1959; and is on the advisory board of the Bolsa Chica Conservancy. She is a founding member of Amigos de Bolsa Chica.

In addition, her community involvement has included serving as president of the Therapeutic Riding Center and the Huntington Beach Community Clinic, chair of the Orange County Emergency Medical Care Committee and of Explorer's/Learning for Life, first aid chair of Huntington Beach CERT, and board member of the OC Boy Scouts of America Council and American Family Housing.

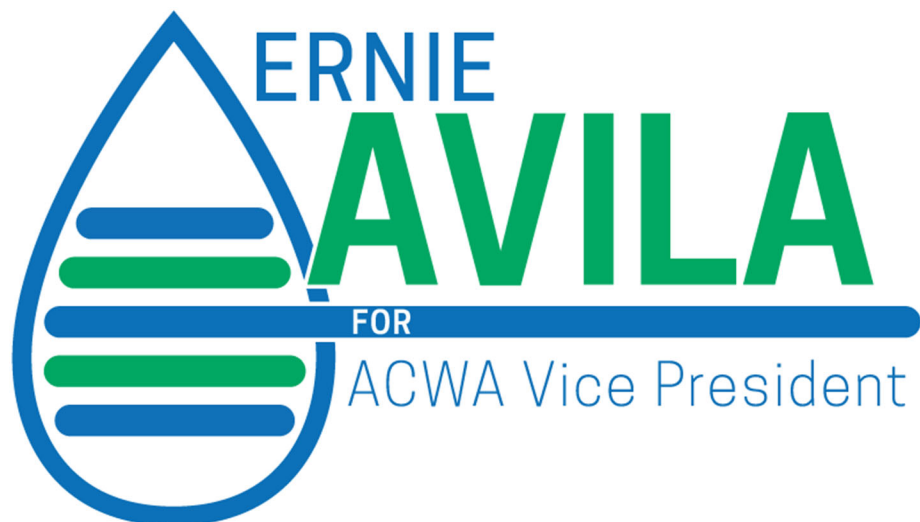


Cathy Green is the recipient of many awards. Her most recent is a 2020 Boys and Girls Clubs of America National Service to Youth Award. In 2010, she was the recipient of the Spurgeon Award, and, in 2005, she was named Woman of the Year by then State Senator John Campbell. Other awards include the 2006 United Way Excellence in Child Care Planning, the 2007 Peace Maker Award from the Greater Huntington Beach Interfaith Council and the Golden West College Pillar of Achievement Award. She has also been recognized as Huntington Beach's Citizen of the Year by the Huntington Beach Chamber of Commerce, a Huntington Beach Soroptimist's Woman of Distinction and a Bolsa Chica Conservancy Conservator of the Year.

Cathy Green is a registered nurse and holds a degree in law. As a nurse, she worked in the health care areas of intensive care, student health, community health, and patient advocacy. In addition to nursing, she gained experience with a variety of environmental projects while associated with Lockhart and Associates.

Cathy Green has been a resident of Huntington Beach since 1970 where she raised her two children, Teresa and Tom, with her late husband Peter.

ATTACHMENT 2
Candidate Profile: Ernesto Avila
Contra Costa Water District



“The Association of California Water Agencies (ACWA) truly represents the nexus of knowledge and leadership in water for California. We are emerging from difficult times on many fronts, notably a multi-year drought and we need to lock into strategies to keep water in the public eye with ACWA and member agencies as the trusted sources of information. With over 40 years of experience in the water world, I am dedicated to continuing ACWA’s leading role on state-wide water issues, including the protection of water rights. United between all water users, we can inform the needed investments state-wide in storage, groundwater recharge, conveyance, desalination, recycling, reuse and conservation to strengthen our water systems for future generations.” – Ernesto (Ernie) Avila, P.E.

ACWA BOARD MEMBER

- Executive Committee of the ACWA Board of Directors
- ACWA Board of Directors
- ACWA Region 5 Board of Directors
- ACWA Foundation Steering Committee

ACWA COMMITTEES

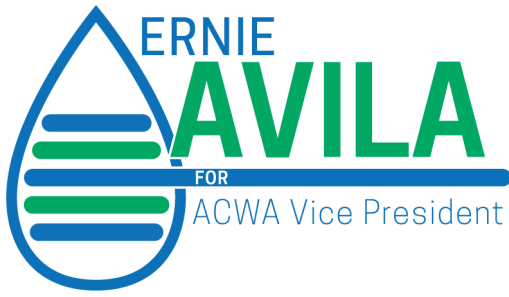
- Local Government Committee, Chair
 - Property Tax Working Group
 - Housing Densification Working Group
 - Paving Standards Working Group
- Federal Affairs Committee
- Foundation Fundraising Working Group

CONTRA COSTA WATER DISTRICT

- Contra Costa Water District, Board President
- Operations & Engineering, Committee Chair
- East Bay Leadership Council, Director
- Los Vaqueros Reservoir Joint Powers Authority, Director

PROFESSIONAL EXPERIENCE

- Vice-President, Avila and Associates Consulting Engineers, Inc.
- Monterey Peninsula Water Management District, General Manager
- Director of Engineering, Contra Costa Water District
- Northern California Salinity Coalition, Executive Director
- California Urban Water Agencies, Executive Director



Ernesto (Ernie) Avila, PE
Board President
Contra Costa Water District

Recent ACWA and Regional Water Coalition Experience

Association of CA Water Agencies (ACWA). I have had the pleasure of supporting ACWA over twenty years at the regional and state level. My recent ACWA experience has included serving on ACWA's:

- Executive Committee of the ACWA Board of Directors
- Board of Directors
- Region 5 Board
- Local Government Committee (Chair)
 - Property Tax Working Group
 - Housing Densification Working Group
 - Paving Standards Working Group
- Federal Affairs Committee
- Foundation Steering Committee
 - Foundation Fundraising Working Group



As part of these efforts, I led ACWA's assessment of potential water industry impacts associated with Sacramento-based housing initiatives including Auxiliary Dwelling Units, Commercial Properties and Transit Center Hubs and led a workshop to consider potential ACWA next steps associated with these new initiatives and their related changes to water agency fees and charges. I led the ACWA Region 5 session on *Safe Drinking Water Issues Affecting Disadvantaged Communities*, and helped with the development of the *ACWA New Water System Approval Fact Sheet*. I also participated in the ACWA Foundation Steering Committee including several related Ad Hoc committees and contributed to Federal Affairs Committee work groups associated with the Water Infrastructure Finance and Innovation Act (WIFIA) .

Multi-State Salinity Coalition (MSSC). For over 20 years, I have served as Program Director and Board member of MSSC which consists over 30+ water agencies from New Mexico, northern and southern California, Nevada, Colorado, Arizona and Texas. The MSSC mission is to promote advancements in technologies for desalination, reuse, salinity control strategies (watersheds and agriculture), water/energy efficiencies and related policies that will assist communities in meeting their water needs. I also helped to establish relationships regarding salinity management and desalination with water agencies in Australia, Mexico and Israel. In February 2023, the MSSC awarded me with the **MSSC "Salt of the Earth" National Award** for outstanding commitment, leadership, vision and dedication to our water industry.

Contra Costa Water District (CCWD). As President of CCWD, I helped to form the coalition of eight northern California water agencies that make up the Los Vaqueros Reservoir Joint Powers Authority (LVJPA). Once completed, the expanded reservoir will improve the Bay Area's regional water supply reliability and water quality while protecting Delta fisheries and providing additional Delta ecosystem benefits. I currently serve as the CCWD Director to the LVJPA.

California Urban Water Agencies (CUWA). As Executive Director, I led CUWA's effort in the development of Department of Water Resources (DWR) Methodologies for Calculating Baseline and Compliance Urban Per Capita Water Use as part of the Water Conservation Act of 2009 (Senate Bill X7-7) with our southern and northern California water agency members. I also made certain that CUWA's finances and practices were sound and transparent.

Northern California Salinity Coalition. As Executive Director, I led a coalition of ten San Francisco Bay Area water agencies in crafting grant application strategies and DWR outreach that would demonstrate the value of supporting watershed management, brackish desalination and groundwater project associated with salinity management. Working with the Coalition agencies, we secured the largest Proposition 50 grant funding for our region.

Professional Work Experience (40 years)

- Vice-President, Avila and Associates Consulting Engineers, Inc.
- General Manager, Monterey Peninsula Water Management District
- Director of Engineering, Contra Costa Water District
- Associate Engineer, East Bay Municipal Water District
- Construction Manager, CH2M Hill
- Professional Civil Engineer (California – C41727)

Community Service Experience

- Contra Costa Water District, President of the Board
- John Muir Community Health Fund Board of Directors (Treasurer)
- Association of California Engineering Companies – Chair of the Healthcare Trust (non-profit)
- Knights of Columbus, Scholarship Chair
- St. Francis of Assisi School Board, President
- City of Concord, CA – Planning Commission, Chair
- City of Concord, CA – Design Review Board
- City of Walnut Creek, CA – Transportation Commission, Vice-Chair

Education and Related Credentials

- B.S. – Civil Engineering, Santa Clara University
- M.B.A. – St. Mary's College of California
- Professional Civil Engineer (California – C41727)
- California Farm Bureau Member

ATTACHMENT 3
Candidate Profile: Michael Saunders
Georgetown Divide Utility District



Michael Saunders, MD
Georgetown Divide Utility District, Director
Candidate ACWA Vice-President
Outline and Statement of Qualifications

Appointed Offices:

Georgetown Divide Public Utility District - Finance Committee (2018)

Elected Offices:

Georgetown Divide Public Utility District - 5 years (2018-2022), (2022-2026)

Served as Treasurer, Vice-President, President

Currently Legislative Liaison

El Dorado County LAFCO - Alternate Special District Commissioner (2019 to present)

Budget Workgroup, Small to Medium Water District MSR workgroup, Recruitment Committee, Grand Jury committee

Regional Offices

Mountain Counties Water Resources Association - WUE workgroup

Regional Water Authority (RWA) - Board Member, Executive Board Member

Regional Activities:

Consumnes, American, Bear, Yuba (CABY) Integrated Regional Water Management Group

Participated in helping to define the vulnerability, economic, and support levels for the communities within El Dorado County.

State Level Workgroups

Department of Water Resources

DWR Workgroup Member for Water Use Efficiency Workgroups

- Water Loss Workgroup
- Annual Water Supply and Demand Assessment Workgroup

DWR Stakeholder participant

- County Drought Advisory Group
- Water Use Studies (LAM, Variances; Indoor, Outdoor, CII budgets)

Association of California Water Agencies (ACWA)

Workgroups:

- Diversity, Equity, and Inclusion Workgroup
- Headwaters Workgroup
- Water Use Efficiency Workgroup
- State Infrastructure Workgroup

Committees:

- Membership Committee

ACWA Region 3

- ACWA Region 3 Board Member (2022 - present)
- ACWA Region 3 Regional Issue Forum Planning workgroup
 - *"Protecting Communities in the New Era of Wildfire: The Important Role of Water Purveyors"*

My background includes a Bachelor of Science (BS) in Nutritional Biochemistry from Cornell University and a Doctor of Medicine (MD) from Howard University. My journey in water issues began with an empty horse water trough one hot summer day when there was no water. I began as a community volunteer on the Finance Committee where I began to learn about the finances of my water District. I was elected to the Georgetown Divide Public Utility District (GDPUD) Board in 2018. I am now in my 5th year as a Board member in my second term of office. I have served as the Treasurer, Vice-President, and President of the Board. I currently serve as the Board's Legislative Liaison.

I learned about water systems, delivery, infrastructure and our issues starting at the local level as a Board member, becoming more expansive through working with our Urban Water Management Plan and managing the District's water supply through drought mandates, water contingency plans, and wildfires. My understanding of the County water issues began as I actively participated in the Consumnes, American, Bear, Yuba (CABY) Integrated Regional Water Management Group including helping to define all of the vulnerability, economic, and support levels for the communities within El Dorado County. At the County level, I am the Alternate Special District Commissioner for LAFCO. I was part of the LAFCO workgroup for Small to Medium Water Districts Municipal Service Reviews and I have reviewed all the MSRs for the County learning of all of our County water districts infrastructures, finances, and challenges. As an Executive board member of the Regional Water Authority, I have had the opportunity to learn more on groundwater basins, and working on trying to get a Federally recognized water bank and working on conjunctive use efforts between surface water storage and groundwater storage.

At the State Level, I have worked on the Water Use Efficiency and County Drought Advisory Groups with the Department of Water Resources (DWR) beginning in 2019. This experience allowed me to understand about the challenges and issues throughout the State. This also gave me the opportunity to provide recommendations and solutions specific to rural, mountain counties that were not being addressed and began my active role in advocating for rural, mountain water agencies.

I have been an active participant with ACWA, attending conferences, workgroups, webinars, regional tours, board meetings, symposiums. I have been an advocate for issues attending State and Federal symposiums and legislative days, working and advocating through County, Regional, State and National committees, workgroups, task forces, legislative meetings, testimonies, letters, coalition letters, and hearings. The work with the DEI workgroup helped form ACWA's new foundation.

The ACWA Regional Board has allowed me to play a leadership role in our Region. Working closely with our regional board members and member agencies, we gathered information on issues in which we were able to work with ACWA staff to facilitate a meeting with State Water Resource Control Board members. I continue to outreach and work with our members and agencies to highlight the issues and challenges that our region faces and bring them to the various committees and workgroups.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2023 REGULAR MEETING

SUBJECT	: DISCUSSION AND POSSIBLE ACTION TO APPROVE DISTRICT POLICY UPDATES
STATUS	: Action Item
REPORT DATE	: August 7, 2023
PREPARED BY	: Teresa L. Highsmith, Special Counsel Josh Nelson, Assistant General Counsel Brittney Moore, Administrative Services Manager/ Chief Board Clerk Kayleigh Shepard, Management Analyst/ Deputy Board Clerk

OBJECTIVE:

Consider approving updates to the District's General policies (1000 series) and Human Resources policies (4000 series).

BACKGROUND AND ANALYSIS:

The Citrus Height's Water District's (CHWD or District) 2019 Strategic Plan established an objective to promote organizational effectiveness to enhance service levels to customers and staff. That objective included a Board-directed initiative to review and update the District's entire policy manual.

The Board of Directors approved a substantial overhaul of the District's Human Resources Policies (4000 series) in August 2019. As a continued long-term team effort, staff and employment practices legal counsel conduct an annual review and update of the 4000 series policies to reflect language clean-up, incorporate best practices, and to ensure any applicable changes to law are incorporated into the proposed revisions. In addition to the 4000 series review for 2023, staff and Counsel have reviewed and updated the District's General Policies (1000 series) for Board consideration.

SUMMARY OF EDITS TO 1000 SERIES

Proposed policy updates to the 1000 series largely consists of language edits and refinements to clarify existing policies and practices. One crucial aspect of policy management is the clear separation between policies and procedures within CHWD. Policies serve as overarching principles and guidelines that dictate the organization's approach to various aspects of its operations. Policies establish the overall direction, values, and standards to be followed by employees and stakeholders. As a reflection of their significance, policies are subject to approval by the Board of Directors, ensuring transparency, accountability, and alignment with CHWD's strategic goals and objectives. On the other hand, procedures are the detailed instructions and steps that outline how specific tasks and activities are to be executed. While policies provide the framework, procedures are developed and maintained by staff members to ensure consistent and efficient implementation on a day-to-day basis. This clear separation ensures that the Board retains its oversight role in policy-making while empowering staff to manage and refine procedures in response to operational needs and industry best practices. There are no new general policies proposed. The proposed changes to existing 1000 series are summarized below:

Policy 1000: Purpose of District Policies

Language edits to denote that Policies Manual and Administrative Procedures Manual are not combined.

Policy 1010: Adoption/Amendment of Policies

Updates to align with current position titles and reflect current practice of how the District's Policies Manual is stored.

Policy 1015: Mission, Vision and Core Values

Language updates to align with current terminology.

Policy 1020: Commitments

Language updates to align with current terminology.

Policy 1040: Chief Executive Officer

Updates to align with current position titles.

SUMMARY OF EDITS TO 4000 SERIES

CHWD's human resources policies: 1) set expectations for employee performance and professionalism; 2) ensure consistent treatment of employees by managers and supervisors; 3) reduce employer's liability; and 4) help define and strengthen the organization's culture of performance and accountability.

Last year's human resources policy updates consisted mostly of language edits or future refinement to clarify existing policies; there were only two new Policies proposed. This year's policy updates also consisted mostly of language edits or future refinement to clarify existing policies. There is one new Policy proposed.

The edits to these policies appear in "redline" format as an attachment to this staff report. Below is a summary of the policy edits. Grammatical edits and other minor corrections are not included in the summary below.

Policy 4010.01:

This Policy, entitled "Procedure" is edited to clarify that the District will not test for any substance except THC when it imposes a pre-employment drug screening for cannabis, pursuant to Assembly Bill No. 2188.

Policies 4011.00 and 4512.00:

These Policies, entitled "Equal Opportunity" and "Harassment and Discrimination Prevention Policy" are edited to add a protected class as per Senate Bill No. 523.

Policy 4012.01:

This Policy, entitled "Close Relative Defined" is edited to clarify that both current and former domestic partners and romantic partners who reside with the employee, and their children, are "close relatives."

Policy 4014.00:

This is a new Policy entitled "Disaster Service Worker" which clarifies that all District employees are Disaster Service Workers.

Policy 4101.12:

This Policy, entitled “Salary Survey” is edited to clarify that the General Manager shall determine employee compensation within new salary ranges as set by the District Board of Directors.

Policy 4102.00:

This Policy, entitled “Salary Cost of Living Adjustments (COLA)” is edited to add general factors which the District Board of Directors will consider in determining whether to approve a cost-of-living adjustment and also create a cap on any cost-of-living adjustment for fiscal control.

Policy 4111.00:

This Policy, entitled “Lunch and Rest Periods” is edited to clarify that it applies only to non-exempt employees.

Policy 4112.00:

This Policy, entitled “Overtime Pay” is edited to better conform to Labor Code sections 511(a) and (b), which require employers to pay overtime to alternate workweek employees working more than 10 hours or more than 12 hours per day even if the total hours worked in one week is equal to or less than 40 hours.

Policy 4112.02:

This Policy, entitled “Holiday Overtime Pay” is edited to better reflect current District Compensatory Time-Off Policy 4303.00.

Policy 4222.00:

This Policy, entitled “Disability Insurance” is edited to reflect the current District policy of continuing to accrue Annual and Sick Leave during a period of disability.

Policy 4308.00:

This Policy, entitled “Pregnancy Disability Leave” is edited to clarify that all employees are eligible for Pregnancy Disability Leave (“PDL”), regardless of length of service or hours worked in the past year. The Policy is also edited to clarify that health and other benefits are continued throughout the PDL leave.

Policy 4309.00:

This Policy, entitled “California Family Rights Act” is edited to add “designated person” to the list of people for whom an employee may take leave to care give under the California Family Rights Act (“CFRA”), pursuant to Assembly Bill No. 1041. The Policy is also edited to add that an employee may take CFRA leave to respond to a “qualifying exigency” for a family member in the Armed Forces, pursuant to Government Code section 12945.5.

Policy 4310.03:

This Policy, entitled “Permitted Usage” is edited to add certain other crime victimization to the permitted usage of sick days, as required under Labor Code section 230.2

Policy 4311.01:

This Policy, entitled “Close Family Relative Defined” is edited to increase internal consistency with Policy 4012.01 “Close Family Relative Defined.”

Policy 4401.01:

This Policy, entitled “Certification” is edited to include typical educational opportunities in which the District encourages its staff to take part.

Policy 4401.05:

This Policy, entitled “Conditions for Financial Assistance” is edited to update District policy regarding annual contribution limits for education financial assistance. The contribution limit is now a flexible administrative procedure, where previously Policy 4401.05 stated a dollar-figure limit to education financial assistance.

Policy 4703.00:

This Policy, entitled “Injury And Illness Reporting” is edited to clarify that the District has discretion to exclude employees exhibiting signs of injury or illness.

Policy 4740.00:

This Policy, entitled “Reasonable Accommodation” is edited to clarify employer and employee responsibilities.

Policy 4901.02:

This Policy, entitled “Employee Meal Expenses” is edited to clarify when the District will allow meal reimbursements

RECOMMENDATIONS:

1. Approve updates to the District’s General Policies (1000 Series)
2. Approve updates to the District’s Human Resources Policies (4000 Series)

ATTACHMENTS:

1. Red-lined Version of General Policies Updates (1000 series) with New Edits
2. Clean Version of General Policies Updates (1000 series) with New Edits
3. Red-lined Version of Human Resources Policies Updates (4000 series) with New Edits
4. Clean Version of Human Resources Policies Updates (4000 series) with New Edits

Moved by Director _____, Seconded by Director _____, Carried _____

ATTACHMENT 1
Red-lined Version of General Policies Updates (1000
series) with New Edits

CITRUS HEIGHTS WATER DISTRICT
POLICIES ~~AND PROCEDURES~~ MANUAL

POLICY TYPE : GENERAL
POLICY TITLE : PURPOSE OF DISTRICT POLICIES ~~AND PROCEDURES~~
POLICY NUMBER : 1000
DATE ADOPTED : JULY 24, 1995
DATE AMENDED : ~~OCTOBER 6, 1998~~ JUNE 21, 2023 AUGUST 16, 2023
AMENDMENTS : OCTOBER 6, 1998

1000.00 PURPOSE OF DISTRICT POLICIES ~~AND PROCEDURES~~

It is the intent of the Board of Directors of Citrus Heights Water District to maintain a Policies ~~and Procedures~~ Manual. Contained therein shall be a comprehensive listing of the District's current policies and approved rules, and regulations ~~and procedures~~ adopted by the Board of Directors. The Manual will serve as a resource for Directors, staff, and members of the public in determining the manner in which matters of District business is to be conducted.

If any policy ~~or procedure~~, or any portion thereof, contained within this Policies ~~and Procedures~~ Manual ~~is in conflict with~~ conflicts with rules, regulations, or legislation having authority over Citrus Heights Water District, said rules, regulations, or legislation shall prevail.

Accompanying administrative procedures for applicable District policies will be developed and maintained under direction of the General Manager or designee.

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CITRUS HEIGHTS WATER DISTRICT
POLICIES ~~AND PROCEDURES~~ MANUAL

POLICY TYPE : GENERAL
POLICY TITLE : ADOPTION/AMENDMENT OF POLICIES ~~AND PROCEDURES~~
POLICY NUMBER : 1010
DATE ADOPTED : JULY 24, 1995
DATE AMENDED : ~~JUNE 21, 2023~~ ~~NOVEMBER 19, 2014~~ AUGUST 16, 2023
AMENDMENTS : ~~(1) OCTOBER 6, 1998; (2) MAY 10, 2005; (3) DECEMBER 14, 2010;~~
(4) NOVEMBER 19, 2014

1010.00 ADOPTION/AMENDMENT OF POLICIES ~~AND PROCEDURES~~

The Board of Directors shall establish policies ~~and procedures~~ for the direction and functioning of the District. Policies are to be used as guidelines for operating and maintaining the District and therefore shall be periodically reviewed and amended to meet changing conditions.

1010.10 Procedure for Adoption/Amendment of Policies and Procedures

Actions by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or by the General Manager. The proposed policy or amendment to be considered may be initiated by submitting a draft of the proposed policy or amendment to each Director and the General Manager with a request that the item be included for consideration on the agenda of the appropriate meeting of the Board of Directors. A majority affirmative vote by the Board of Directors is required for approval.

1010.20 Review of Policies ~~and Procedures~~

Adopted policies ~~and procedures~~ shall be reviewed by the Board of Directors periodically as necessary or as otherwise specified to assure compliance with applicable laws, ethical and appropriate practices, and relevance to current District operations. Such a review could cause a policy ~~and procedure~~ to be readopted/reaffirmed without change, amended or discontinued.

1010.30 Maintenance and Distribution of Policies ~~and Procedures~~ Manual

The General Manager shall be in responsible charge for maintaining the District's master Policies ~~Manual and Procedures Manual~~. Policies ~~and Procedures~~ as adopted or amended shall be inserted into the Manual.

- A complete copy of the Manual shall be provided to each member of the Board of Directors, the General Manager, ~~Department Directors, the Assistant General Manager, the Operations Manager, the Project Manager, the~~ Human Resources ~~staff Specialist~~ and the District's Legal Counsel.
- A complete copy of the Manual shall be maintained ~~on in both~~ the District's ~~Administrative drive, Administrative Office Building and Operations Building~~ for access and reference by ~~the~~ District employees. Copies of the manual will be made available to ~~and~~ the public upon request.

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- All District employees shall ~~be provided with~~ have access to a complete Human Resources Policies and Procedures section (4000 Series) via the District's employee portal for personal reference.
- Other Policies and Procedures may be distributed to employees at the discretion of the General Manager.

The General Manager shall maintain a file for historical reference of all out-dated/amended Policies ~~and Procedures~~ or Policies ~~and Procedures~~ no longer in use.

CITRUS HEIGHTS WATER DISTRICT
POLICIES ~~AND PROCEDURES~~ MANUAL

POLICY TYPE : GENERAL
POLICY TITLE : MISSION, VISION AND CORE VALUES
POLICY NUMBER : 1015
DATE ADOPTED : APRIL 4, 1995
DATE AMENDED : ~~JUNE 21, 2023~~~~OCTOBER 11, 2005~~ AUGUST 16, 2023
AMENDMENTS : OCTOBER 11, 2005

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1015.00 MISSION, VISION AND CORE VALUES

The Board of Directors and Employees of Citrus Heights Water District shall collaborate to identify and thereby promote the mission, vision and core values for the District in order to provide a framework and direction for the operation and growth of the District.

1015.01 Mission

“IT IS THE MISSION OF THE CITRUS HEIGHTS WATER DISTRICT TO
FURNISH A DEPENDABLE SUPPLY OF SAFE, QUALITY WATER
DELIVERED TO ITS CUSTOMERS IN AN EFFICIENT, RESPONSIVE
AND AFFORDABLE MANNER”

Adopted: April 4, 1995

1015.02 Vision

“THE CITRUS HEIGHTS WATER DISTRICT WILL
CONTINUE TO EVOLVE
AS A DYNAMIC PROVIDER OF MUNICIPAL WATER SERVICE
TO ~~ENSURE~~~~ASSURE~~ THAT OUR CUSTOMERS RECEIVE THE BEST
VALUE

WITHOUT GIVING IT A SECOND THOUGHT”

Adopted: October 11, 2005

Commented [BM3]: Updated to match language on website

1015.03 Core Values

The Citrus Heights Water District values...

INTEGRITY
TEAMWORK
DEPENDABILITY
ACCOUNTABILITY
PROFESSIONALISM

Not in priority order
Adopted: October 11, 2005

CITRUS HEIGHTS WATER DISTRICT
POLICIES ~~AND PROCEDURES~~ MANUAL

POLICY TYPE : GENERAL
POLICY TITLE : COMMITMENTS
POLICY NUMBER : 1020
DATE ADOPTED : OCTOBER 11, 2005
DATE AMENDED : ~~JUNE 21, 2023~~ JULY 10, 2012 ~~AUGUST 16, 2023~~
AMENDMENTS : ~~JULY 10, 2012~~

1020.00 COMMITMENTS

The Board of Directors and Employees of Citrus Heights Water District will excel at fulfilling our mission and vision by adhering to our core values and dedicating ourselves to these commitments:

- We commit to being good stewards of our water supply and the environment.
- We commit to responsible resource management of the District's capital, fiscal and personnel assets.
- We commit to provide reliable and dependable water service at an affordable cost.
- We commit to provide a water supply that meets or exceeds State and federal water quality standards.
- We commit to provide customer service that is extraordinary to both our rate-payers and to our work team.
- We commit to be a valuable resource for our customers in consistently providing friendly, respectful service.
- We commit to provide information that is accurate, complete and relevant.
- We commit to excel beyond our commitments when moments of opportunity arise.
- We commit to conduct our affairs with the highest ethical standards.
- We commit to develop and implement reasonable policies and procedures that foster integrity and trust.
- We commit to have a friendly, courteous and professional person readily available through all channels of communication ~~to telephone~~ customers during business hours.
- We commit to have a well-trained staff that supports one another in opportunities for personal and professional growth.

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Commented [KS6]: Updated to match website language

- We commit to provide the equipment, technology and training necessary to ~~ensure~~ assure that our customers receive the best value in water service.

Commented [KS7]: Updated to match website language

- We commit to work together for each other and for our customers.

- We commit to provide employee compensation and benefits ~~that are competitive, affordable and retrain and attract high quality professionals to provide services to our customers. commensurate with the public agency marketplace in the Sacramento region.~~

Commented [KS8]: Updated to match website language

- We commit to an empowered staff that is accountable, team-oriented and supportive of each member's performance.
- We commit to create a positive and safe work environment that recognizes and rewards superior performance.
- We commit to hire progressive employees that will fulfill the mission of the District.

- We commit to support economic growth by ensuring water service ~~ample~~ adequate to meet new customer demand.

Commented [KS9]: Updated to match website language

- We commit to collaborate with other agencies in support of regional endeavors of mutual interest and benefit.
 - We commit to efficiently and effectively accomplish the day's business while preparing for the future.
 - We commit to choosing a great attitude.
-

CITRUS HEIGHTS WATER DISTRICT
POLICIES ~~AND PROCEDURES~~ MANUAL

POLICY TYPE : GENERAL
POLICY TITLE : CONFLICT OF INTEREST CODE
POLICY NUMBER : 1035
DATE ADOPTED : DECEMBER 8, 1992
DATE AMENDED : JUNE 19, 2019
AMENDMENTS : (1) NOVEMBER 1, 1994; (2) MARCH 18, 1997; (3) DECEMBER 13, 2002; (4)
OCTOBER 9, 2012

CONFLICT OF INTEREST CODE
FOR
CITRUS HEIGHTS WATER DISTRICT

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal Code of Regs. §18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Citrus Heights Water District (the District).

All officials and designated positions required to submit a statement of economic interests shall file their statements with the District, which will make the statements available for public inspection and reproduction during regular business hours. (Gov. Code Sec. 81008) All statements will be retained by the District.

CITRUS HEIGHTS WATER DISTRICT
POLICIES ~~AND PROCEDURES~~ MANUAL

POLICY TYPE : GENERAL
POLICY TITLE : CONFLICT OF INTEREST CODE-APPENDIX A
DESIGNATED OFFICIALS AND EMPLOYEES
POLICY NUMBER : 1035.A
DATE ADOPTED : DECEMBER 8, 1992
DATE AMENDED : AUGUST 17, 2022
AMENDMENTS : (1) NOVEMBER 1, 1994; (2) MARCH 18, 1997; (3) DECEMBER 13, 2002;
(4) JUNE 12, 2007; (5) AUGUST 14, 2012; (6) OCTOBER 9, 2012; (7) JANUARY 8, 2013;
(8) NOVEMBER 19, 2014; (9) APRIL 14, 2015; (10) APRIL 12, 2017; (11) JUNE 19, 2019

APPENDIX
CONFLICT OF INTEREST CODE
OF THE
CITRUS HEIGHTS WATER DISTRICT
PART A

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3, are NOT covered by the conflict of interest code because they must file statements of economic interests pursuant to Government Code Section 87200 and, therefore, are listed here for informational purposes only:

- Directors
- Treasurer
- Deputy Treasurer
- Consultants who manage public investments

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

CONFLICT OF INTEREST CODE OF THE
CITRUS HEIGHTS WATER DISTRICT

DESIGNATED POSITIONS

DESIGNATED POSITIONS' TITLE OR FUNCTION	DISCLOSURE CATEGORIES ASSIGNED
Accounting Manager/Assessor/Collector	1
Administrative Services Manager/Chief Board Clerk	1
Assistant Engineer	2, 4
Assistant General Manager	1, 2, 3
Assistant Water Distribution Supervisor	4
Director of Finance and Administrative Services	1, 2, 3
General Counsel	1, 2, 3
Communications and Public Engagement Manager	4
Construction Inspection Supervisor	2, 4
Construction Inspector (ALL)	2, 4
General Manager/Secretary	1, 2, 3
Information Technology Manager	4
Management Analyst Analyst (ALL)	1
Director of Operations	1, 2
Director of Engineering /District Engineer	1, 2
Information Technology Analyst (ALL)	4
Project Manager	2, 4
Senior Accountant	1
Civil Engineer (ALL)	2, 4
Water Distribution Supervisor	4
Water Efficiency Supervisor	4
Water Resources Supervisor/Chief Operator	4
Consultant/New Position	*

Note: General Counsel is filled by an outside consultant, but acts in a staff capacity.

*Individuals providing services as a Consultant defined in Regulation 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine that due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extant of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations of 18219 and 18734). The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Section 81008.)

CITRUS HEIGHTS WATER DISTRICT
POLICIES ~~AND PROCEDURES~~ MANUAL

POLICY TYPE : GENERAL
POLICY TITLE : CONFLICT OF INTEREST CODE-APPENDIX B
DISCLOSURE CATEGORIES
POLICY NUMBER : 1035.B
DATE ADOPTED : DECEMBER 8, 1992
DATE AMENDED : AUGUST 17, 2022
AMENDMENTS : (1) NOVEMBER 1, 1994; (2) MARCH 18, 1997; (3) DECEMBER 13, 2002;
(4) JUNE 12, 2007; (5) OCTOBER 9, 2012; (6) JANUARY 8, 2013 (7) FEBRUARY
12, 2013; (8) APRIL 12, 2017; (9) JUNE 19, 2019

CONFLICT OF INTEREST CODE OF THE
CITRUS HEIGHTS WATER DISTRICT
PART B-DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which the designated position is assigned. "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the District.

CATEGORY 1

All investments and business positions in business entities and sources of income, including gifts, loans, and travel payments, that are located in or doing business in the jurisdiction of the District and that has provided services, products, materials, machinery, or equipment of the type utilized by the District. Sources may include, but are not limited to engineering and environmental consulting firms, water and soil testing companies, products and service contractors, mechanical vendors, farmers, and their agents.

CATEGORY 2

Interests in real property, located in whole or in part within the boundaries of the District or within two miles of the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

CATEGORY 3

All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, from entities that have filed a claim, or have a claim pending against the District.

CATEGORY 4

All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Position's department, unit or division.

CITRUS HEIGHTS WATER DISTRICT
POLICIES ~~AND PROCEDURES~~ MANUAL

POLICY TYPE : GENERAL
POLICY TITLE : ~~CHIEF~~ EXECUTIVE OFFICER
POLICY NUMBER : 1040
DATE ADOPTED : JULY 24, 1995
DATE AMENDED : ~~JUNE 21, 2023~~ ~~MAY 12, 2009~~ AUGUST 16, 2023
AMENDMENTS : (1) AUGUST 10, 2004; (2) MAY 10, 2005; (3) NOVEMBER 12, 2008; ~~(4) MAY 12, 2009~~

1040.00 ~~CHIEF~~ EXECUTIVE OFFICER

The General Manager shall be the ~~Chief~~ Executive Officer of the Citrus Heights Water District.

1040.01 Responsibilities of the General Manager

The District's General Manager:

- (1) has full charge and control of the construction, maintenance and operation of the water system and other facilities of the District;
- (2) has full charge and control of the fiscal management, accounts receivable and accounting resources of the District;
- (3) has full power and authority to employ and discharge employees and assistants, consistent with District policy and other provisions of law;
- (4) prescribes the duties of employees and assistants including delegation of responsibility to subordinate supervisors for items (1) and (2) above, consistent with District policy;
- (5) fixes and alters the compensation of employees and assistants, consistent with District policy; and
- (6) has primary responsibility for ensuring compliance with the District's Human Resources Policies and Procedures and ensuring that District employees perform their assigned duties in support of the District's mission, values and vision.

1040.02 Terms of Employment for the General Manager

The terms and conditions of the General Manager's employment shall be by direction of the Board of Directors. The District's General Manager serves pursuant to an Employment Agreement between the District and the General Manager. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly-convened Board meetings.

1040.03 Acting General Manager

When absent from the District for work-related travel, extended leave (including annual, management, sick leave) or other reasons, the General Manager shall designate in writing ~~and~~ Acting General Manager to carry out the ~~Chief~~ Executive Officer's responsibilities in the General Manager's absence.

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The following ordered positions are designated to serve as the Acting General Manager unless otherwise designated in writing by the General Manager:

- First Designee: Director of Finance and Administrative Services / Director of Administrative Services
Second Designee: Assistant General Manager
Third Designee: Director of Operations
Operations Manager
Director of Engineering
Project Manager

In the absence of more than one higher-ordered designee, the remaining highest-ordered designee shall serve as the Acting General Manager unless otherwise designated in writing by the General Manager.

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INDEX

POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
1000	Purpose of District Policies and Procedures	JULY 24, 1995	OCTOBER 6, 1998 JUNE 21, 2023 AUGUST 16, 2023	(1) OCTOBER 6, 1998
1010	Adoption / Amendment of Policies and Procedures	JULY 24, 1995	JUNE 21, 2023 NOVEMBER 19, 2014 AUGUST 16, 2023	(1) OCTOBER 6, 1998; (2) MAY 10, 2005; (3) DECEMBER 14, 2010; (4) NOVEMBER 19, 2014
1015	Mission, Vision and Core Values	APRIL 4, 1995	JUNE 21, 2023 OCTOBER 11, 2005 AUGUST 16, 2023	(1) OCTOBER 11, 2005
1020	Commitments	OCTOBER 11, 2005	JUNE 21, 2023 JULY 10, 2012 AUGUST 16, 2023	(1) JULY 10, 2012
1035	Conflict of Interest Code	DECEMBER 8, 1992	JUNE 19, 2019 ^A	(1) NOVEMBER 1, 1994; (2) MARCH 18, 1997; (3) DECEMBER 13, 2002; (4) OCTOBER 9, 2012
1040	Chief Executive Officer Conflict of Interest Code	JULY 24, 1995	MAY 12, 2009 AUGUST 16, 2023	(1) AUGUST 10, 2004; (2) MAY 10, 2005; (3) NOVEMBER 12, 2008; (4) MAY 12, 2009

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ATTACHMENT 2
Clean Version of General Policies Updates (1000
series) with New Edits

CITRUS HEIGHTS WATER DISTRICT
POLICIES MANUAL

POLICY TYPE : GENERAL
POLICY TITLE : PURPOSE OF DISTRICT POLICIES
POLICY NUMBER : 1000
DATE ADOPTED : JULY 24, 1995
DATE AMENDED : AUGUST 16, 2023
AMENDMENTS : OCTOBER 6, 1998

1000.00 PURPOSE OF DISTRICT POLICIES

It is the intent of the Board of Directors of Citrus Heights Water District to maintain a Policies Manual. Contained therein shall be a comprehensive listing of the District's current policies and approved rules, and regulations adopted by the Board of Directors. The Manual will serve as a resource for Directors, staff, and members of the public in determining the manner in which matters of District business is to be conducted.

If any policy, or any portion thereof, contained within this Policies Manual conflicts with rules, regulations, or legislation having authority over Citrus Heights Water District, said rules, regulations, or legislation shall prevail.

Accompanying administrative procedures for applicable District policies will be developed and maintained under direction of the General Manager or designee.

CITRUS HEIGHTS WATER DISTRICT
POLICIES MANUAL

POLICY TYPE : GENERAL
POLICY TITLE : ADOPTION/AMENDMENT OF POLICIES
POLICY NUMBER : 1010
DATE ADOPTED : JULY 24, 1995
DATE AMENDED : AUGUST 16, 2023
AMENDMENTS : (1) OCTOBER 6, 1998; (2) MAY 10, 2005; (3) DECEMBER 14, 2010;
(4) NOVEMBER 19, 2014

1010.00 ADOPTION/AMENDMENT OF POLICIES

The Board of Directors shall establish policies for the direction and functioning of the District. Policies are to be used as guidelines for operating and maintaining the District and therefore shall be periodically reviewed and amended to meet changing conditions.

1010.10 Procedure for Adoption/Amendment of Policies and Procedures

Actions by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or by the General Manager. The proposed policy or amendment to be considered may be initiated by submitting a draft of the proposed policy or amendment to each Director and the General Manager with a request that the item be included for consideration on the agenda of the appropriate meeting of the Board of Directors. A majority affirmative vote by the Board of Directors is required for approval.

1010.20 Review of Policies

Adopted policies shall be reviewed by the Board of Directors periodically as necessary or as otherwise specified to assure compliance with applicable laws, ethical and appropriate practices, and relevance to current District operations. Such a review could cause a policy to be readopted/reaffirmed without change, amended or discontinued.

1010.30 Maintenance and Distribution of Policies Manual

The General Manager shall be in responsible charge for maintaining the District's master Policies Manual.. Policies as adopted or amended shall be inserted into the Manual.

- A complete copy of the Manual shall be provided to each member of the Board of Directors, the General Manager, Department Directors,, Human Resources staff and the District's Legal Counsel.
- A complete copy of the Manual shall be maintained on the District's Administrative drive for access and reference by District employees. Copies of the manual will be made available to the public upon request.

- All District employees shall have access to a complete Human Resources Policies and Procedures section (4000 Series) via the District's employee portal for personal reference.
- Other Policies and Procedures may be distributed to employees at the discretion of the General Manager.

The General Manager shall maintain a file for historical reference of all out-dated/amended Policies or Policies no longer in use.

CITRUS HEIGHTS WATER DISTRICT
POLICIES MANUAL

POLICY TYPE : GENERAL
POLICY TITLE : MISSION, VISION AND CORE VALUES
POLICY NUMBER : 1015
DATE ADOPTED : APRIL 4, 1995
DATE AMENDED : AUGUST 16, 2023
AMENDMENTS : OCTOBER 11, 2005

1015.00 MISSION, VISION AND CORE VALUES

The Board of Directors and Employees of Citrus Heights Water District shall collaborate to identify and thereby promote the mission, vision and core values for the District in order to provide a framework and direction for the operation and growth of the District.

1015.01 Mission

“IT IS THE MISSION OF THE CITRUS HEIGHTS WATER DISTRICT TO
FURNISH A DEPENDABLE SUPPLY OF SAFE, QUALITY WATER
DELIVERED TO ITS CUSTOMERS IN AN EFFICIENT, RESPONSIVE
AND AFFORDABLE MANNER”

Adopted: April 4, 1995

1015.02 Vision

“THE CITRUS HEIGHTS WATER DISTRICT WILL
CONTINUE TO EVOLVE
AS A DYNAMIC PROVIDER OF MUNICIPAL WATER SERVICE
TO ENSURE THAT OUR CUSTOMERS RECEIVE THE BEST VALUE
WITHOUT GIVING IT A SECOND THOUGHT”

Adopted: October 11, 2005

1015.03 Core Values

The Citrus Heights Water District values...

INTEGRITY
TEAMWORK
DEPENDABILITY
ACCOUNTABILITY
PROFESSIONALISM

Not in priority order
Adopted: October 11, 2005

CITRUS HEIGHTS WATER DISTRICT
POLICIES MANUAL

POLICY TYPE : GENERAL
POLICY TITLE : COMMITMENTS
POLICY NUMBER : 1020
DATE ADOPTED : OCTOBER 11, 2005
DATE AMENDED : AUGUST 16, 2023
AMENDMENTS : JULY 10, 2012

1020.00 COMMITMENTS

The Board of Directors and Employees of Citrus Heights Water District will excel at fulfilling our mission and vision by adhering to our core values and dedicating ourselves to these commitments:

- We commit to being good stewards of our water supply and the environment.
- We commit to responsible resource management of the District's capital, fiscal and personnel assets.
- We commit to provide reliable and dependable water service at an affordable cost.
- We commit to provide a water supply that meets or exceeds State and federal water quality standards.
- We commit to provide customer service that is extraordinary to both our rate-payers and to our work team.
- We commit to be a valuable resource for our customers in consistently providing friendly, respectful service.
- We commit to provide information that is accurate, complete and relevant.
- We commit to excel beyond our commitments when moments of opportunity arise.
- We commit to conduct our affairs with the highest ethical standards.
- We commit to develop and implement reasonable policies and procedures that foster integrity and trust.
- We commit to have a friendly, courteous and professional person readily available through all channels of communication customers during business hours.
- We commit to have a well-trained staff that supports one another in opportunities for personal and professional growth.

- We commit to provide the equipment, technology and training necessary to ensure that our customers receive the best value in water service.
 - We commit to work together for each other and for our customers.
 - We commit to provide employee compensation and benefits that are competitive, affordable and retrain and attract high quality professionals to provide services to our customers.
 - We commit to an empowered staff that is accountable, team-oriented and supportive of each member's performance.
 - We commit to create a positive and safe work environment that recognizes and rewards superior performance.
 - We commit to hire progressive employees that will fulfill the mission of the District.
 - We commit to support economic growth by ensuring water service ample to meet new customer demand.
 - We commit to collaborate with other agencies in support of regional endeavors of mutual interest and benefit.
 - We commit to efficiently and effectively accomplish the day's business while preparing for the future.
 - We commit to choosing a great attitude.
-

CITRUS HEIGHTS WATER DISTRICT
POLICIES MANUAL

POLICY TYPE : GENERAL
POLICY TITLE : CONFLICT OF INTEREST CODE
POLICY NUMBER : 1035
DATE ADOPTED : DECEMBER 8, 1992
DATE AMENDED : JUNE 19, 2019
AMENDMENTS : (1) NOVEMBER 1, 1994; (2) MARCH 18, 1997; (3) DECEMBER 13, 2002; (4)
OCTOBER 9, 2012

CONFLICT OF INTEREST CODE
FOR
CITRUS HEIGHTS WATER DISTRICT

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal Code of Regs. §18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Citrus Heights Water District (the District).

All officials and designated positions required to submit a statement of economic interests shall file their statements with the District, which will make the statements available for public inspection and reproduction during regular business hours. (Gov. Code Sec. 81008) All statements will be retained by the District.

CITRUS HEIGHTS WATER DISTRICT
POLICIES MANUAL

POLICY TYPE : GENERAL
POLICY TITLE : CONFLICT OF INTEREST CODE-APPENDIX A
DESIGNATED OFFICIALS AND EMPLOYEES
POLICY NUMBER : 1035.A
DATE ADOPTED : DECEMBER 8, 1992
DATE AMENDED : AUGUST 17, 2022
AMENDMENTS : (1) NOVEMBER 1, 1994; (2) MARCH 18, 1997; (3) DECEMBER 13, 2002;
(4) JUNE 12, 2007; (5) AUGUST 14, 2012; (6) OCTOBER 9, 2012; (7) JANUARY 8,
2013; (8) NOVEMBER 19, 2014; (9) APRIL 14, 2015; (10) APRIL 12, 2017; (11) JUNE
19, 2019

APPENDIX
CONFLICT OF INTEREST CODE
OF THE
CITRUS HEIGHTS WATER DISTRICT
PART A

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3, are NOT covered by the conflict of interest code because they must file statements of economic interests pursuant to Government Code Section 87200 and, therefore, are listed here for informational purposes only:

- Directors
- Treasurer
- Deputy Treasurer
- Consultants who manage public investments

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

CONFLICT OF INTEREST CODE OF THE
CITRUS HEIGHTS WATER DISTRICT

DESIGNATED POSITIONS

DESIGNATED POSITIONS' TITLE OR FUNCTION	DISCLOSURE CATEGORIES ASSIGNED
Accounting Manager/Assessor/Collector	1
Administrative Services Manager/Chief Board Clerk	1
Assistant Engineer	2, 4
Assistant General Manager	1, 2, 3
Assistant Water Distribution Supervisor	4
Director of Finance and Administrative Services	1, 2, 3
General Counsel	1, 2, 3
Communications and Public Engagement Manager	4
Construction Inspection Supervisor	2, 4
Construction Inspector (ALL)	2, 4
General Manager/Secretary	1, 2, 3
Information Technology Manager	4
Management Analyst (ALL)	1
Director of Operations	1, 2
Director of Engineering /District Engineer	1, 2
Information Technology Analyst (ALL)	4
Project Manager	2, 4
Senior Accountant	1
Civil Engineer (ALL)	2, 4
Water Distribution Supervisor	4
Water Efficiency Supervisor	4
Water Resources Supervisor/Chief Operator	4
Consultant/New Position	*

Note: General Counsel is filled by an outside consultant, but acts in a staff capacity.

*Individuals providing services as a Consultant defined in Regulation 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine that due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extant of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations of 18219 and 18734). The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Section 81008.)

CITRUS HEIGHTS WATER DISTRICT
POLICIES MANUAL

POLICY TYPE : GENERAL
POLICY TITLE : CONFLICT OF INTEREST CODE-APPENDIX B
DISCLOSURE CATEGORIES
POLICY NUMBER : 1035.B
DATE ADOPTED : DECEMBER 8, 1992
DATE AMENDED : AUGUST 17, 2022
AMENDMENTS : (1) NOVEMBER 1, 1994; (2) MARCH 18, 1997; (3) DECEMBER 13, 2002;
(4) JUNE 12, 2007; (5) OCTOBER 9, 2012; (6) JANUARY 8, 2013 (7) FEBRUARY
12, 2013; (8) APRIL 12, 2017; (9) JUNE 19, 2019

CONFLICT OF INTEREST CODE OF THE
CITRUS HEIGHTS WATER DISTRICT
PART B-DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which the designated position is assigned. "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the District.

CATEGORY 1

All investments and business positions in business entities and sources of income, including gifts, loans, and travel payments, that are located in or doing business in the jurisdiction of the District and that has provided services, products, materials, machinery, or equipment of the type utilized by the District. Sources may include, but are not limited to engineering and environmental consulting firms, water and soil testing companies, products and service contractors, mechanical vendors, farmers, and their agents.

CATEGORY 2

Interests in real property, located in whole or in part within the boundaries of the District or within two miles of the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

CATEGORY 3

All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, from entities that have filed a claim, or have a claim pending against the District.

CATEGORY 4

All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Position's department, unit or division.

CITRUS HEIGHTS WATER DISTRICT
POLICIES MANUAL

POLICY TYPE : GENERAL
POLICY TITLE : CHIEF EXECUTIVE OFFICER
POLICY NUMBER : 1040
DATE ADOPTED : JULY 24, 1995
DATE AMENDED : AUGUST 16, 2023
AMENDMENTS : (1) AUGUST 10, 2004; (2) MAY 10, 2005; (3) NOVEMBER 12, 2008; (4) MAY 12, 2009

1040.00 CHIEF EXECUTIVE OFFICER

The General Manager shall be the Chief Executive Officer of the Citrus Heights Water District.

1040.01 Responsibilities of the General Manager

The District's General Manager:

- (1) has full charge and control of the construction, maintenance and operation of the water system and other facilities of the District;
- (2) has full charge and control of the fiscal management, accounts receivable and accounting resources of the District;
- (3) has full power and authority to employ and discharge employees and assistants, consistent with District policy and other provisions of law;
- (4) prescribes the duties of employees and assistants including delegation of responsibility to subordinate supervisors for items (1) and (2) above, consistent with District policy;
- (5) fixes and alters the compensation of employees and assistants, consistent with District policy; and
- (6) has primary responsibility for ensuring compliance with the District's Human Resources Policies and Procedures and ensuring that District employees perform their assigned duties in support of the District's mission, values and vision.

1040.02 Terms of Employment for the General Manager

The terms and conditions of the General Manager's employment shall be by direction of the Board of Directors. The District's General Manager serves pursuant to an Employment Agreement between the District and the General Manager. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly-convened Board meetings.

1040.03 Acting General Manager

When absent from the District for work-related travel, extended leave (including annual, management, sick leave) or other reasons, the General Manager shall designate in writing an Acting General Manager to carry out the Chief Executive Officer's responsibilities in the General Manager's absence.

The following ordered positions are designated to serve as the Acting General Manager unless otherwise designated in writing by the General Manager:

First Designee:	Director of Finance and Administrative Services / Director of Administrative Services
Second Designee:	Director of Operations
Third Designee:	Director of Engineering

In the absence of more than one higher-ordered designee, the remaining highest-ordered designee shall serve as the Acting General Manager unless otherwise designated in writing by the General Manager.

INDEX

POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
1000	Purpose of District Policies and Procedures	JULY 24, 1995	AUGUST 16, 2023	(1) OCTOBER 6, 1998
1010	Adoption / Amendment of Policies and Procedures	JULY 24, 1995	AUGUST 16, 2023	(1) OCTOBER 6, 1998; (2) MAY 10, 2005; (3) DECEMBER 14, 2010; (4) NOVEMBER 19, 2014
1015	Mission, Vision and Core Values	APRIL 4, 1995	AUGUST 16, 2023	(1) OCTOBER 11, 2005
1020	Commitments	OCTOBER 11, 2005	AUGUST 16, 2023	(1) JULY 10, 2012
1035	Conflict of Interest Code	DECEMBER 8, 1992	JUNE 19, 2019	(1) NOVEMBER 1, 1994; (2) MARCH 18, 1997; (3) DECEMBER 13, 2002; (4) OCTOBER 9, 2012
1040	Chief Executive Officer	JULY 24, 1995	AUGUST 16, 2023	(1) AUGUST 10, 2004; (2) MAY 10, 2005; (3) NOVEMBER 12, 2008; (4) MAY 12, 2009

ATTACHMENT 3
Red-lined Version of Human Resources Policies
Updates (4000 series) with New Edits

CITRUS HEIGHTS WATER DISTRICT
HUMAN RESOURCES POLICIES MANUAL

4001.00 EMPLOYMENT STATUS DEFINITIONS

4001.01 Regular Employees

Employees holding a regularly-authorized District position who have completed any applicable probationary period. Regular employees may be full-time (budgeted to work 2,080 hours in a year) or part-time (budgeted to work at least 1,040 hours but less than 2,080 in a year). At the discretion of the General Manager, employment as a Regular Employee may or may not be subject to an Employment Agreement. If subject to an Employment Agreement, the nature, duration and conditions of employment will be established in writing at the onset of employment. Regular employees may be Fair Labor Standards Act (FLSA) exempt (paid on a salaried basis and not eligible for overtime compensation) or non-exempt (paid on an hourly basis and eligible for overtime compensation). Unless otherwise designated as “at will” at the time of appointment or in an applicable Employment Agreement, a regular employee may only be terminated or disciplined for cause.

4001.02 Temporary Employees

Employees hired to work fewer than 1,040 hours in a year or employees, often recruited and placed through a temporary agency, who work on a temporary basis for the District. The nature, duration, and conditions of employment will be established in writing at the onset of employment. Temporary Employees will not be eligible for benefits that accrue to Regular Employees, including vacation time, sick leave, or holidays except as required by law. Compensation shall be on an hourly basis.

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4001.03 Special Employment Categories

Employees hired for a special purpose or duration to meet a particular District need are “special employees” and may include: (a) provisional employees – those who meet the minimum qualifications for a regular position and who are appointed on an interim basis of at least two weeks’ duration to fill a vacancy until such position is filled; (b) specially- funded employees – those working in a full- or part-time capacity but in a limited term position funded by special, non-District revenues, or (c) interim employees— those existing employees who accept an interim promotional opportunity or a limited period of time, as specified in an employment agreement. “Interim employees” may be promoted into the regular position at the discretion of the General Manager upon completion of the applicable probationary period. Special employees are not eligible for benefits that accrue to regular employees except as required by law or as

otherwise specified in writing at the time of appointment to a special employment category.

4001.04 Non-Employee Services

The District may occasionally obtain services from external sources that are true independent contractors (e.g. law firms, engineering firms, environmental consulting firms, and the like.) Such arrangements will be made in writing and must be executed by the Board of Directors or the General Manager (or designee).

4001.06 Rehired Employees

Employees rehired after leaving employment with the District may be subject to employment at the discretion of the District. The nature, duration and conditions of employment will be established in writing at the onset of employment.

The ability to rehire California Public Employees' Retirement System (CalPERS) retirees is subject to the restrictions and guidelines set forth by the Public Employee's Retirement Law (PERL).

When an employee is rehired, his/her duration of District employment (see Policy 4050) shall not include any period of time while not a District employee (e.g. gaps in District Employment).

4001.20 Employment Agreements

The District will enter into an Employment Agreement with the General Manager (who is a direct report to the District Board) and such agreement will be approved and executed by the District Board and the General Manager employee. The District may also, at the discretion of the General Manager, employ persons who report to the General Manager to work for the District under a written Employment Agreement, which shall be signed by the General Manager and by the employee. The Employment Agreement shall specify the terms and conditions of the relationship between the District and the employee, and may include terms and conditions of employment that differ from those of other District employees.

4001.30 General Manager

The General Manager is the head of the District's personnel system and all operational departments. Where the term "General Manager" is used throughout the Human Resources policies in the District's Policies and Procedures manuals, as well as accompanying Administrative Procedures, the term shall mean the General Manager or designee(s).

4005.00 PROBATIONARY PERIOD DEFINED

A working test period of 12 months during which an employee is required to demonstrate his/her fitness for the duties to which he/she is appointed by actual performance of the duties of the position.

4005.01 Objective of Probationary Period/Positions Covered

The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work and for securing the most effective adjustment of a new employee to his/her position. All employees appointed to District positions that are not "at will" positions must successfully complete a probationary period.

4005.02 Probationary Periods/Appointments to Positions

All original employee appointments shall be subject to a probationary period of no less than twelve months of actual service, and may be extended an additional 90 days at the discretion of the General Manager. All promotional or lateral appointments shall be subject to a probationary period of six months, which may be extended an additional six months at the discretion of the General Manager. If a probationary employee's probationary period is extended, the employee shall be given written notice of the extension prior to the expiration of the probationary period.

4005.03 Extension of Probationary Period For Absences From Work

Absences from work for ten (10) or more work days during the probationary period, regardless of the reason or cause for the absence, shall automatically, and without further notice provided to the employee, cause the probationary period to be extended by the total number of calendar days of the absence. Approved vacation leave absences will not be considered for purposes of this section.

4005.04 Rejection from Probation

During the probationary period, an employee's District employment in that position is "at will," and he or she may be rejected at any time without cause and without the right of appeal. The probationary employee who is rejected will be notified in writing that he or she has not successfully completed the probationary period. If the rejection occurs during the original probationary period, the employee shall be discharged from employment. An employee who has previously completed an original probationary period, and who is rejected during a promotional or lateral probationary period, shall be reinstated to the employee's immediately former position unless he/she is rejected for a reason which would have constituted cause for the employee's discharge from the former position.

4005.05 Rejection of Probationary Employee

During a probationary period an employee may be rejected by the General Manager (or designee) at any time, with or without cause, and without the right of administrative appeal except as required by law.

4010.00 RECRUITING AND SELECTION

The following provisions apply to the recruitment and selection of Regular Employees. When such a personnel vacancy occurs, the General Manager will conduct a recruitment and selection program to identify and choose the most qualified individual for the position. The Board of Directors shall determine the procedures to be followed for recruitment and selection of the General Manager.

4010.01 Procedure

The following steps govern the recruiting and selection process:

- A. The District generally supports the practice of promoting from within. It also believes that employees have the primary responsibility for their own career development. To assist in both of these processes, any current employee has the opportunity to apply for any position the District may post.
- B. Upon the authorization of the General Manager, the District may waive the outside recruiting process on a case-by-case basis if it is determined to be in the best interest of the District to consider only internal candidates for the vacancy.
- C. Regular positions with the District generally will be subject to a competitive recruitment process, either as an internal or an external recruitment, as determined in the discretion of the General Manager. Vacancies will be advertised in the appropriate medium(s) in hard copy or electronic versions, at the discretion of the General Manager, as needed to ensure a sufficient pool of qualified applicants. Liberal use of low-cost, widely disseminated electronic resources and social media is encouraged as appropriate, in order to reach a broad and diverse candidate pool. Recruiting sources could also include local or regional newspapers, posting on the internet and/or District web site, professional journals, trade publications and/or public sector job recruitment bulletins. A period of time for accepting applications will be established that will be sufficient for interested persons from outside the District organization to obtain and submit applications for vacancies when they occur.
- D. Incoming applications or resumes will be screened to identify qualified candidates. For positions below the General Manager, screening will be done by the General Manager or designee(s). The Board will establish any applicable screening process for candidates applying for the General Manager position.
- E. Screening interviews will be conducted. Interview panel composition will vary based on the needs of the position and circumstances, and

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they may include evaluator(s) from outside of the District (e.g., management or supervisory employees from other public agencies) to ensure the impartiality of the evaluation process.

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- F. Once a candidate is selected, a conditional written offer will be made that identifies the position title, starting compensation, and other information about various terms and conditions of employment. Such offer will be conditioned on passing a reference and appropriate background check, as well as any applicable medical evaluation and drug/alcohol test. No candidate shall begin employment at the District prior to successful completion of the offer conditions.

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- G. Once a candidate has successfully passed all of the conditional offer conditions, arrangements for a start date of employment will be made.

- H. Pre-employment medical screenings and applicable drug/alcohol testing will be at the District's expense by a physician or testing facility designated by the District. Final offers of employment are contingent upon the results of this examination.

H. Effective January 1, 2024, pre-employment drug testing which includes screening for cannabis may only test for the presence of THC in the individual's bodily fluids, and may not include any test for non-psychoactive cannabis metabolites. These limitations do not apply to positions that require a federal government background or security clearance, such as for sworn employees, or employees who are required to participate in the City's District's "Federally Mandated Commercial Drivers License Holders Drug/Alcohol Testing Education Program."

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Commented [1]: Sworn does not apply. We are not a city

- I. Candidates who are conditionally offered employment must consent in writing to a Employment Background Investigation. This investigation will be at the District's expense by an investigator designated by the District and may include one or more of the following investigations: criminal court records; department of motor vehicles records; social security verification report; civil court index check; individual consumer credit check; bankruptcies, tax liens and judgments; sex offender registry; education and credential verification; employment verification; professional references; and workers' compensation history. Final offers of employment are contingent upon the results of this investigation.
- J. All employees must complete the Employment Verification Form I-9 issued by the Immigration and Naturalization Service and provide

appropriate documentation of eligibility to work in the U.S.

4010.02 Notice

The General Manager shall notify the Board of Directors, via written or verbal notice, of all new employees, appointees or promotions at the next Regular Meeting of the Board of Directors.

4011.00 EQUAL OPPORTUNITY

The District is committed to equal opportunity with respect to all employees and applicants for employment. The District hires and treats employees without regard to race, color, creed, religion, national origin, ancestry, sex (including pregnancy, childbirth and related medical conditions), sexual orientation, gender identity or expression, age, marital status, citizenship status, and status with regard to public assistance, physical or mental disability, medical condition, genetic information, veteran status, political affiliation, [reproductive health decision](#), or other basis protected by law. The District may make employment decisions on the basis of bona fide qualifications as permitted by law.

The District's human resources policies, including promotion, transfer, compensation, employee benefits, reassignment, layoff or termination of employment, training and development, and discipline will be administered in accordance with this Policy.

Any employee with a question or problem in the equal opportunity area should bring the question or problem to the attention of the General Manager or the General Counsel.

4012.00 EMPLOYMENT OF RELATIVES

The District reserves the right, in some situations and business requirements, to prohibit employment of close relatives in any circumstances where there is actual or potential adverse impact on supervision, safety, security, efficiency or morale. Some such circumstances would include employment of relatives within a direct management reporting chain or any other circumstances of shared supervision, shared job duties, or any other. The purpose of this policy is to promote public confidence in the integrity and efficiency of the District's forces, to promote consistent and equitable treatment of District employees, to prevent breaches in confidentiality, and to prevent favoritism and the perception of favoritism.

4012.01 Close Relative Defined

Close relatives include:

Spouses*

Parents

Children

Brother

Sister

Adopted Children

Grandparents

Aunts

Mother-in-law*

Father-in-law*

Brother-in-law*

Sister-in-law*

Stepchildren*

Stepparents*

[Domestic Partner, as defined in](#)

[Family Code section 297\(b\)*](#)

305781.v2
305781.v7

Commented [2]: Current and former partners?

Uncles
1st Cousins
Grandchildren_
Guardians / Wards
Nieces
Nephews

Romantic partner sharing ~~other~~
employee's residence*
Children of a Domestic Partner, as
defined in Family Code section
297(b), or
of a romantic partner sharing other
employee's residence*
Guardians / Wards
Nieces
Nephews

Commented [3]: Current and former partners?

*current and former

4012.02 Existing Employees

If District employees become Close Relatives after employment with the District, the District reserves the right to move or transfer one or both such Close Relative employees to eliminate actual or potential adverse impacts, as well as (in extreme circumstances) to terminate the employment of one or both Close Relative employees. Such action by the District shall be at the sole discretion of the General Manager or designee with respect to all positions below the General Manager. Such discretion shall reside solely with the Board of Directors where the General Manger is one of the Close Relative employees involved.

4013.00 VOLUNTEER PROGRAM

The Citrus Heights Water District has determined that the establishment of an unpaid Volunteer Program is an effective method of improving public service and participation by allowing ~~citizens~~ ~~customers~~ ~~residents~~ interested individuals to volunteer their time, efforts and expertise to our organization. The specifics of the Volunteer Program shall be set forth in Administrative ~~Procedure~~ Policy (AP4013) promulgated by the General Manager. The purpose of this policy is to establish guidelines for the use of volunteers in District programs and/or day-to-day operations and to specify the roles and responsibilities of those involved in the Volunteer Program.

The Volunteer Program shall not be used to reduce, eliminate or otherwise supplant any position or task provided by the District that is maintained by dedicated, paid personnel employed by the District. Under no circumstances will a volunteer be assigned or undertake emergency activities involving water system operations, including but not limited to activities that, by law, must be performed by a certified operator. That would include, but isn't limited to, any operation or repair of the District's Water Distribution or Water Treatment systems without the proper supervision of a properly certified operator employed by the District. All District volunteers will be subject to the conduct requirements applicable to District employees, including but not limited to the Standards of Conduct in Policy 4501 and the District's harassment and discrimination

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Commented [6R4]: Are students be allowed to volunteer? If so, we should not limit to just customers

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prevention policy in Policy 4512.

4014.00 DISASTER SERVICE WORKER

In the event of a local, regional, state, or national emergency, all employees shall be required to report for work in accordance with District's emergency preparedness plans. Assigned duties may vary from normal duties. In such an emergency, provisions of these Rules may be expressly waived by action of the General Manager. Employees are required to perform duties as "disaster service workers" (DSW), and as such may be assigned by the District or its General Manager to fulfill emergency action needs outside the course and scope of their regular job duties. When serving as a DSW, an employee may also be directed to report to a different supervisor and/or to work at a different location than normal in order to fulfill the DSW role.

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4020.00 RIGHTS AND RESPONSIBILITIES

4020.01 General Principles

These policies and procedures are not a contract with any employee, and the District reserves the right to change the contents at any time and without notice, at the discretion of the Board of Directors. To ensure that the District is able to carry out its statutory functions, mission, and responsibilities, the District is committed to the following general principles in personnel matters:

- 1) Basing personnel actions on merit, operational needs and efficiencies, excellent service to customers, and organizational needs.
- 2) Prohibiting illegal discrimination and other inappropriate bias.
- 3) Ensuring and fostering a culture of excellence and accountability in performance.

4020.02 Personnel Matters

In terms of personnel matters, the Board of Directors shall be responsible for the selection, management, and direction of the General Manager and General Counsel, for setting policy for the organization and providing staff with appropriate direction to implement such policy. The General Manager shall be the chief personnel officer for the District responsible for the selection, management, and direction of the District's workforce. Throughout Division 4 of this District Policy and Procedures Manual, the term "General Manager" shall refer to the actual General Manager or designee.

4020.03 At-Will and "For Cause" Employment

"At-will" is an employment relationship in which either the District or the employee can end the employment relationship at any time, with or without cause or notice. Regular employees holding such positions will typically have an Employment Agreement with the District setting forth various terms and conditions of employment, however nothing in such agreement may alter the "at will" nature of their employment or guarantees any particular term of employment. Similarly, nothing in the District's policies and

procedures shall be interpreted to modify or limit the employment-at-will relationship for such positions absent formal action by the District Board of Directors executed in writing.

For all Regular positions that are not designated as “at will,” (typically these are positions below the Supervisor/Principal level of the organizational chart), employment with the district is “for cause” following successful completion of any applicable probationary period. This means that such employees may only be disciplined or terminated “for cause” and subject to applicable due process set forth elsewhere in these Policies and Procedures (Policy 4513). A “for cause” employee’s acceptance of a promotion or transfer to a higher level position that is “at will” shall automatically be deemed a waiver of all “for cause” and due process rights or procedures.

These policies and procedures are not a contract with any employee, and the District reserves the right to change the contents at any time and without notice, at the discretion of the Board of Directors.

4020.04 Review of Policy

All Human Resources Policies and Procedures will be reviewed and updated as frequently as evolving legal requirements may require. Further, the District shall endeavor to review and update its Human Resource Policies and Procedures approximately annually to ensure compliance with applicable law.

4040.00 PERSONNEL RECORDS AND PRIVACY

With regard to the collection, storage, dissemination and administration of information pertaining to employees, it is the District’s policy to collect only information which the District needs to carry out valid responsibilities or that are otherwise required by law.

Access to personnel files is restricted to authorized employees of the District on a “need to know” basis and is typically restricted to the General Manager and designees regularly assigned to carry out various personnel duties and functions. Other employees may be granted access to personnel file materials at the direction of the General Manager in order to carry out specific authorized personnel functions and activities.

4040.10 Requests for Employee Information or Employment References

All requests for employee information shall be governed by applicable state or federal laws and shall be referred to the General Manager for handling.

Dates of employment (hire and/or rehire) and current job title of an employee and salary may be released to a third party without a signed request or signed consent of the employee. Release of other information requires a signed request, specifying the information desired, the party or parties to whom it may be released, and the signed consent of the employee. Other releases of personnel information will be made as required by law.

Except for authorized disclosure of information by the General Manager, neither District Board members nor District employees shall provide employment references on former employees or current employees without the employee's execution of a written District waiver and release.

4040.20 Review and Duplication of Personnel Records and Medical Records

In accordance with applicable provisions of law, employees may review the non-confidential portions of their own personnel records file upon reasonable notice to the General Manager at a mutually agreed-upon time. One copy of the documents from the employee's personnel records file and medical records file can be made for the employee for their own records at District expense. Generally applicable copying charges will apply to any additional copies requested.

4050.00 EMPLOYMENT DURATION

The duration of employment with Citrus Heights Water District for all Regular employees shall be calculated under the direction of the General Manager for the purposes of establishing insurance benefit eligibility, calculating benefit accruals and the determination of other Human Resources policy provisions.

4050.10 Determination of Employment Duration

Unless otherwise specified in other Human Resources policies, the following criteria are to be used in determining an employee's District employment duration.

4050.15 Hire Date

The Hire Date for employees shall be the first day of employment with the District as a Regular Employee of the District.

4050.20 Employment Duration: Regular Employees

The duration of District employment for Regular employees shall be the difference in years between the current calendar date and the Hire Date inclusive of employment duration inclusions and excluding employment duration exclusions as specified below.

4050.25 Employment Duration Inclusions

The following absences from the workplace are to be included in an employee's duration of District employment:

- Annual Leave
- Management Leave for Exempt Employees
- Compensatory Time Off (CTO)
- Administrative Leave
- Sick Leave
- Compassionate Leave

- Court Appearance
- Jury Service Leave
- Holidays
- Leave without Pay (the first five (5) days annually)

4050.26 Employment Duration Exclusions

The following absences from the workplace are not to be included in an employee's duration of District employment, except as may otherwise be required by law:

- Personal Leave of Absence
- Layoff or Reduction of Work Force
- Break(s) in District Employment for Rehired Employees
- Leave without Pay (beginning with the sixth (6th) day annually)

4050.30 Employment Duration: Regular Part-Time Employees

The duration of District employment for Regular Part-Time employees shall be calculated based upon the number of cumulative hours paid as a Part-Time employee divided by 2,080 as expressed in years inclusive of employment duration inclusions and excluding employment duration exclusions as specified above.

4090.00 JOB DESCRIPTIONS

Job descriptions, including physical qualifications in compliance with state and federal law (e.g. the Americans with Disabilities Act (ADA)), shall be developed and maintained for each job position.

Job descriptions shall be used in a variety of personnel-related issues and circumstances, including but not limited to organizational structure, employee recruitment and selection, performance appraisals, evaluation of accommodation requests, etc.

The statements and qualifications contained within a job description shall reflect general details as necessary to describe the principal function of a job, including but not limited to the essential duties and other responsibilities; physical capabilities; working conditions; licenses and certifications required; and the level of knowledge, abilities, and experience typically required, but should not be considered an all-inclusive listing of work requirements, which often evolve and change from time to time.

4090.10 Job Description Development and Approval

The Board of Directors shall act as the approval and revision body for budgeted positions set forth in the District's publicly-available pay schedule. The General Manager shall prescribe job classes and develop, approve, and amend as necessary all employee job

descriptions consistent with the positions listed in District’s publicly-available pay schedule.

4101.00 COMPENSATION/RECLASSIFICATION/POSITIONS

4101.10 Salaries

It is the intent of the District, subject to applicable economic conditions, to provide employee compensation that is comparable, based upon experience, qualifications, skill set, and performance, with those of similar water utilities and public agencies in the Sacramento region. “Salary” as used in this policy is used in the generic sense to refer to compensation generally, which may be paid on an hourly or salaried basis.

4101.11 Salary Ranges

The salary and total compensation schedules of similar water utilities and public agencies in the Sacramento region may occasionally be used by the District, along with other information as available.

In determining salary ranges for District employment positions, the following criteria are expressed as goals for the District:

- The maximum salary for a particular salary range is to be established as the 100th percentile of the best matches of the maximum labor market salary adjusted for total compensation including benefits. This will be used to set the top step of the District’s benchmark classification salary. Salary ranges for all regular employment positions with the District shall be established by action of the Board of Directors.

4101.12 Salary Survey

The District shall perform a total compensation survey at intervals of no more than three years to ensure that District salaries are consistent with the marketplace.

The information resulting from a total compensation survey will be considered by the District in making amendments to the District’s Salary Schedule.

- In the event that a District salary range or ranges are determined to be below the marketplace for an employment position or positions, the Salary Schedule may be amended to reflect a changed increase to the range. ~~Such an increase to the range shall not automatically change an employee’s salary except that an employee’s then-current salary that is below the minimum or base salary for the range shall automatically be raised to the new minimum or base.~~ Changes to employee compensation within the new range, shall be determined by the General Manager and may be implemented over time subject to ~~employee performance and~~ the provision of budgeted funds.

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- In the event that a District salary range or ranges are determined to be above the marketplace for an employment position or positions, the Salary Schedule may be amended to reflect a changed decrease to the range. Such a decrease to the range will typically not change an employee's salary except as otherwise determined by the Board of Directors. In the event that an employee's base salary is above the salary range as a result of a decrease to the range, said employee's salary will typically remain frozen (i.e. Y Rated), with no merit or COLA increases, until such time as the salary range is further amended, either due to COLA adjustments, subsequent total compensation surveys or action by the Board of Directors, such that said employee's salary is then within the salary range for the employment position.

4101.13 Salary Schedule

The Salary Schedule may only be amended by action of the Board of Directors. Employees should refer to the current Salary Schedule for further information.

4101.14 Salary Adjustments

Adjustments in salary for employees other than the General Manager, other than salary cost-of-living (COLA) adjustments provided pursuant to Policy 4102, within salary ranges adopted in the Salary Schedule may be considered and authorized by the General Manager.

An adjustment in salary for the General Manager, other than salary cost-of-living (COLA) adjustments provided pursuant to Policy 4102, within salary ranges adopted in the Salary Schedule shall be considered and authorized only by the Board of Directors.

4101.15 Reclassification

When changes in job duties, surveys or other data show that a position requires modification, the duties and responsibilities contained in the job description will be reviewed to determine whether reclassification is appropriate. Reclassification of a job may, but will not necessarily, increase or decrease an employee's rate of pay. In the event that a position classification has to be changed to a classification with a lower base salary range, the General Manager will determine if the employee's pay rate will be reduced. If the employee's pay rate is not reduced, the pay rate will remain frozen (i.e. Y Rated), with no merit or COLA increases, until the Salary Schedule is modified such that an increase may be considered.

4101.20 Other Compensation

In addition to salaried compensation provided to employees, other compensation may be provided as approved from time to time by the Board of Directors, and is listed in the Other Compensation Schedule.

4101.25 Positions

The positions listed in the District's current Salary Schedule are those for which the

District maintains a current job description and salary range. Filling of the positions is dependent upon the needed skills and training necessary for the District to efficiently carry out its mission. Employment of any person or persons in any of the positions noted is further dependent on the Board of Directors appropriation of funds through the District's budget process or by other Board-approved means. All listed positions need not necessarily be filled.

The orderly grouping of various functional positions is intended to be indicative of a typical career path that an employee could foresee based upon one's growth in areas such as but not limited to knowledge, training, education, accountability, responsibility, and employee supervision.

Temporary workers, which are not considered part of the District's regular work force may be hired from independent employment services at the discretion of the General Manager within authorized budget amounts.

4101.26 Expansion of Work Force

Expansion of the District's regular work force to include positions in excess of the organizational structure and chart shall require approval by the Board of Directors.

4102.00 SALARY COST OF LIVING ADJUSTMENTS (COLA)

The Cost of Living Adjustment (COLA) is reviewed on an annual basis by the General Manager. Any recommendations for COLA adjustments are then submitted to the District's Board of Directors for review and potential ~~final~~ approval, subject to its sole discretion and assessment of the District's then-current financial circumstances. Factors which the District Board of Directors will consider in determining whether to approve a COLA adjustment include, but are not limited to:

- a. -whether District personnel compensation is currently at or above the 100th percentile for compensation which is comparable when compared to similar water utilities and public agencies within the Sacramento region.
- b. whether and to what extent an increase in personnel costs will impact the percentage of total expenses proposed budget annual revenues allocated expended for personnel costs as included in the proposed budget, and
- c. whether an increase and/or the amount of a potential increase in in-water rates will be required for the year in which the COLA is recommended or requested.

The Consumer Price Index for All Urban West Consumers (CPI-U), averaged over the first six months of the calendar year, is to be used as a guideline in determining the amount of a COLA; however, the Board has the sole discretion to determine to approve a COLA (which is may be less than the CPI-U), and no COLA shall exceed 5% regardless of the CPI-U. ~~The current salary schedule will typically be reviewed in December; and the salary ranges amended by an approved COLA as necessary percentage shall be; effective January 1 of each year to reflect the CPI-U percentage change for all urban west consumers averaged over the first six months (full pay period of January through June) of the year.~~ Cost of Living Adjustments are to be applied

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regardless of position within a salary range.

Unless otherwise directed by the Board of Directors, individual employee salaries shall increase by the same percentage amount as the COLA adopted by the Board of Directors, but individual employee salaries will not be reduced by a decrease in the COLA.

4102.10 Salary Survey

In the event that the District's salary schedule is amended due to a salary survey (see Policy 4101), amendment of the current salary schedule by a COLA will not apply.

4102.20 COLA for Reclassified Employees

Salary Cost of Living Adjustments for employees that are reclassified are addressed in the District's Reclassification Policy (see Policy 4130).

4102.30 No COLA for Part-Time and Temporary Employees

Hourly wage rates for Part-Time Employees and Temporary Employees hired directly by the District will not be amended due to a salary cost of living adjustment.

4103.00 SALARY MERIT ADJUSTMENTS

Salary adjustments within the salary range for a particular job title shall be based upon the eligible employee's performance evaluation and any applicable criteria established by the General Manager by Administrative Procedure. No employee whose overall performance evaluation rating is below "meets expectations plus" will be eligible for a merit adjustment in that rating year. Said adjustments shall be determined by the General Manager within the budget established and approved by the Board of Directors.

Salary adjustments tied to the employee's performance evaluation constitute a "Pay for Performance" system where an overall rating of "meets expectations plus" constitutes "superior" performance. For example, a rating of "unsatisfactory," "needs improvement" or "meets expectations" is not eligible for a merit adjustment; ratings of "meets expectations plus," "commendable," "commendable plus" and "exceptional" are eligible to receive a percentage of increase determined by the General Manager in accordance with the budget established and approved by the Board of Directors for this purpose. Salary adjustments for the General Manager shall require approval by the Board of Directors

Merit adjustments, when earned through performance, adjust the base compensation of the employee, as reflected in the publicly-available pay schedule, and therefore are considered pensionable compensation.

An employee who receives a "merit adjustment" may also qualify for a employee incentive award through the District's annual Employee Recognition and Rewards Program, as set forth in Policy 4105 below.

4103.10 Extended Range Merit Adjustment At Top of Classification Range

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Subject to its assessment of the District's financial circumstances and budgetary approval, the Board of Directors shall annually establish the District's publicly-available salary ranges for each regular, full-time classification other than the General Manager with a minimum salary, a maximum salary that equates to the top base step for each range, and an "extended range" that is no more than percent (5%) above the control point.

An employee who has, through merit adjustments, reached the top of the employee's salary range (i.e. the maximum salary) is eligible annually to earn "extended range" merit performance pay of 1-5% for the coming year in accordance with the ratings received in the employee's annual performance evaluation for the prior year. This percentage shall be set by and at the discretion of the General Manager (and for employees subordinate to Department Directors, the General Manager shall consult with the applicable Department Directors to establish the appropriate percentage.)

At the end of each evaluation year, the base salary for any employee who has been receiving "extended range" merit pay shall automatically revert back to the maximum salary level. If the employee's performance ratings for that year again qualify for "extended range" merit pay, a new corresponding percentage will be set and implemented for the coming year.

No employee who receives a rating in any evaluation category below "meets expectations plus" shall be eligible for "extended range" merit performance pay.

In no case may an employee's salary exceed the extended range established for that classification as set forth on the Board-approved, publicly-available pay schedule.

4105.00 EMPLOYEE RECOGNITION AND REWARDS PROGRAM

The District's employees are one of its most valuable assets. The District affirms its desire to employ highly skilled and motivated employees in order to provide the highest level of service within its own work force, to its customers and to the community. In order to acknowledge those employees that go above and beyond everyday expectations in their duties, the District will develop and maintain an Employee Recognition and Rewards Program, the details of which shall be set forth in applicable Administrative Procedure implemented by the General Manager. The Board of Directors shall maintain discretion to approve funds designated for use in the Program. Employee incentive awards through the Program coincide with the annual performance rating of the employee and are in addition to any applicable merit adjustment pursuant to Policy 4103 above. Employee incentive awards are only available for employees who are rated "meets expectations plus" or above; incentive awards are tied to the performance rating, where the maximum rating of "excellent" may receive an incentive award of up to 5% of the Employee's existing annual salary. For example, and dependent on District Board approval of funds for use in the annual Program, the following Employee incentive awards may be earned by Employees who exceed performance expectations: Incentive Award Range of 0-3%

for Meets Expectations Plus; 0-3.5% for Commendable; 0-4% for Commendable Plus; and 0-5% for Excellent.

An employee incentive award earned through the Program is a one-time payment for the calendar year which does not increase the base compensation for PEPRAs employees during that year, as set forth in the publicly-available pay schedule.

4110.00 HOURS OF WORK

District employees generally work Monday through Thursday, defined as regular work days, unless otherwise prescribed by the General Manager. Work hours and schedules will be determined by the General Manager to meet the customer service, operational, project management and administrative needs of the District and may be modified from time to time at the discretion of the General Manager. Employees shall be notified in writing of their typical work schedule.

Periodic or temporary variations to the typical work schedule may be authorized in writing by the General Manager.

Certain limited time near the end of a work day may be authorized by the department supervisor for the cleaning up and putting away of tools and equipment. Employees may also be authorized to use this time to clean.

The District looks unfavorably at any idle time and encourages all employees to use their own initiative in all situations, when not otherwise directed, to make productive efforts toward the betterment of the District. Any employee who believes he or she has exhausted available regularly- assigned work tasks must immediately seek direction from a supervisor to obtain additional assignments.

4111.00 LUNCH AND REST PERIODS

4111.10 Lunch Period

All non-exempt employees scheduled for more than a five (5) hour work day are eligible for a minimum thirty (30) minute unpaid lunch period during which the employee is relieved of duty. Scheduling of the lunch period will be at the discretion of the department director or supervisor, and the employee is responsible for taking the lunch period at the approved time. Lunch periods may exceed thirty (30) minutes in length at the discretion of the supervisor.

The lunch period is inclusive of travel time from and returning to the assigned work location.

Lunch periods are not paid work time. In situations authorized by the department director

or supervisor for those lunches taken as part of a work or training activity, the time is deemed “hours worked” and paid in accordance with regular pay procedures.

4111.20 Rest Period

All non-exempt employees are eligible for a paid rest period not to exceed fifteen (15) minutes for each consecutive four (4) hour work period. Scheduling of the rest period will be at the discretion of the department director or supervisor.

The rest period is inclusive of travel time from and returning to the assigned work location.

4112.00 OVERTIME PAY

District overtime pay policy will conform to the requirements of applicable law including the federal Fair Labor Standards Act. All “non-exempt” employees will be paid at one and one-half (1.50) times their regular hourly rate of pay for hours worked in excess of forty (40) hours in a regular work week; at one and one-half (1.50) times their regular hourly rate of pay for hours worked in excess of over ten (10) and up to twelve (12) hours a day; and at (2.00) times their regular hourly rate of pay for hours worked in excess of twelve (12) hours in a day. A regular work week is defined as a seven-calendar-day period commencing at 12:00 a.m. each Monday and ending at 11:59 p.m. the following Sunday. Pay for non-exempt employees’ work in excess of forty-eight (48) hours in a regular work week will be at two (2.00) times their regular hourly rate of pay. The District retains discretion to “flex” an employee’s working hours within a single seven-day work period to reduce potential overtime costs.

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Commented [14R13]: Yes, all District employees work a 4/10 schedule

Leave hours shall not be counted as hours worked for the purpose of qualifying for overtime pay except in circumstances where the employee works hours that require returning to work in an emergency situation, after being off duty on discretionary leave and where the emergency work hours are not a continuation of a regular work shift. Under these circumstances, when discretionary leave hours have been scheduled in advance (i.e. vacation or CTO) and are interrupted by an emergency call back, the leave hours within that work period may be counted as hours worked for the purpose of qualifying for overtime pay.

Employees are required to accurately report all hours worked, including overtime, on their timecards. Unauthorized or unreported overtime work is strictly prohibited. Employees may be subject to discipline for violations of this overtime policy. No overtime shall be recorded or reported for less than 8 minutes of work.

At a non-exempt employee’s option, compensatory time-off (CTO) in lieu of overtime payments may be granted subject to a maximum CTO accrual (see Policy 4303).

4112.02 Holiday Overtime Pay

All non-exempt employees will be paid at two (2.00) times their regular hourly rate of pay for hours worked on the day of ~~the~~ District observed holiday. All non-exempt employees will be paid at 2.5 times their regular hourly rate of pay for hours worked in

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excess of 10 hours on the day of a District observed holiday. For a list of designated District holidays (see Policy 4350).

4112.03 Paid Leave Following Extended Work Shifts

In consideration of the safety and well-being of District employees, any employees, at the discretion of the General Manager's approval, may be granted authorized Leave-with-Pay on the work day that immediately follows a work shift that prevented the employee from having at least eight (8) non-working hours. The purpose of this provision is to ensure that District employees are not required to work when they are overly fatigued from working an overnight or extended shift and that employees are allowed non-working time off to rest without being required to use their Annual Leave, Compensatory Time-Off (CTO) or take Leave-without-Pay.

Upon returning to work after the prescribed eight (8) non-working hours, the employee may be granted a maximum Leave-with-Pay based upon the time difference to the nearest one-quarter hour between their typical work shift starting time and their actual return to work time. In the event that the employee works beyond their typical work shift ending time, the maximum Leave-with-Pay will be reduced by the time worked beyond the typical work shift ending time.

4112.04 Exempt Employees

Exempt positions are those ineligible for overtime compensation according to applicable law. Such positions will be so designated in the applicable job description and/or Employment Agreement.

4112.50 Overtime Recruitment

Scheduled overtime or non-emergency response overtime work shall not be performed without the express prior approval of the General Manager. In unusual circumstances where the General Manager is unreachable, the highest ranking on-duty supervisor may approve such scheduled non-emergency overtime work. Emergencies requiring immediate response do not require prior approval. The procedure for staffing scheduled, non-emergency overtime shall be determined by the General Manager in an appropriate Administrative Procedure.

In an emergency situation (as determined by the General Manager), the General Manager retains the discretion to assign overtime (whether as a hold-over or call-back response) to the first available employees who possess the skill set necessary to address the emergency issue.

4113.00 PAYROLL

Payroll functions shall be performed under the direction of the General Manager.

4113.01 Payroll Period

The payroll period for payment of compensation due to employees shall be 14 calendar days in length. The payroll period shall end at 11:59 p.m. on the 14th calendar day following the beginning of the pay period.

4113.02 Payroll Withholding

The District will make payroll deductions as required by law for each employee. Deductions required by law may include, but are not limited to, Federal tax withholding, State tax withholding, Social Security and Medicare withholding. Deductions may also include garnishment of wages as ordered by a court of law or other entities as authorized by law. The District will also make payroll deductions as requested in writing by the employee for other programs and purposes approved by the District such as deferred compensation plans and supplemental insurance plans.

4113.03 Direct Deposit of Payroll Checks

The District may offer direct deposit of an employee's payroll check into the employees' personal financial account(s), subject to any requirements and/or limitations imposed by State or federal law, the District's payroll service vendor or the District. Enrollment in direct deposit shall be optional and at the sole discretion of each employee.

4113.10 Non-Exempt Employee Time Sheets

All District employees shall record their hours worked, contemporaneously with working the hours, on an Employee Time Sheet. Non-exempt full time employees must account for at least forty (40) hours per work week and shall record ~~the starting and ending time of each work day, each meal period, and~~ any applicable leave time utilized or overtime hours worked. At the District's discretion, non-exempt full time employees shall record the starting and ending time of each work day and meal period. The Time Sheet shall be submitted on a bi-weekly basis to an employee's supervisor or designee as soon as practicable following the end of the work week, typically prior to 9:00 a.m. on the Monday morning immediately following the end of the work week. Where applicable, the time sheet shall accurately account for tasks performed each work day utilizing the labor code categories and abbreviations as may be established and modified from time to time by the District.

Accuracy of time sheets is critically important, and all employees are to certify in writing that the hours appearing on their time sheet are a true and accurate record of the actual hours worked. Any employee with a question about how to accurately complete the time sheet should seek direction from the General Manager prior to certifying and submitting it. Any attempt to falsify or misrepresent hours worked on a time sheet is strictly prohibited and will subject an employee to disciplinary action. Each employee's time sheet shall be reviewed biweekly and approved in writing by their supervisor.

4113.11 Time Sheets for Exempt Employees

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Commented [15]: Not current practice, we do not document meal periods

Time sheets for exempt employees shall be submitted to account for and track tasks performed and as a method of recording leave hours used. Where applicable, the time sheet shall accurately account for tasks performed each work day utilizing the labor code categories and abbreviations as may be established and modified from time to time by the District.

4113.12 Work Week

For purposes of completing time sheets and determining hours worked during a work week, the District's work week shall commence at 12:00 a.m. on Monday and end at 11:59 p.m. on the following Sunday.

4113.20 Payday

All employees will be paid on the Thursday following the end of each bi-weekly payroll period except when this date falls on a District holiday. When this occurs, payment will be made on the preceding business day whenever possible within the constraints of the payroll process. When making payment on the preceding business day is not possible, payment will be made on the first business day following the District holiday.

4113.21 Payment for Standby Duty and Standby Duty Overtime

The bi-weekly payroll covers Standby Duty and Standby Duty Overtime work performed through the completion of a weekly Standby Duty period ending on or before the end of the pay period. Standby Duty and accompanying overtime work completed after the close of the bi-weekly payroll period will be reported and paid as part of the next payroll period.

Completion of a Weekly Standby Duty report by the Director of Operations or their designee shall serve as authorization for payment of Standby Duty and Standby Duty Overtime.

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4113.30 Advances Prohibited

Employee payroll advances for hours not yet worked are prohibited.

4113.40 No Check Cashing

Cashing of personal or payroll checks by the District is prohibited.

4120.00 STANDBY DUTY

4120.01 Assignment and Rotation of Standby Duty

Regular employees with water distribution system operating experience and certification as a California State Water Distribution System Operator are eligible for water distribution system Standby Duty. Said water distribution system operating employees within the job classes of Expert/Specialist and Journey/Professional shall perform

Standby Duty on a rotating basis subject to recommendation by the Director of Operations or designee and approval by the General Manager. In recommending/approving an employee for Standby Duty, the following items shall be required:

1. Knowledge of the operation and maintenance of the District's water distribution and transmission system.
2. Knowledge of District geography.
3. Knowledge of District policies and procedures.
4. Response time to the District property / service area.
 - a. Employees assigned to Standby Duty must reside within twenty (20) miles of the District headquarters while performing Standby Duty.

The rotation schedule of employees eligible for Standby Duty shall be maintained and prepared ~~on a bi-monthly basis~~ at the direction of the General Manager. Assigned employees are responsible for their weekly duty as assigned, however, a substitute employee(s) from the ranks of those eligible is permitted, with the approval of the Director of Operations or designee, so long as there is no inconvenience to other employees or the District. The employee who was originally assigned to standby duty is ultimately responsible for their assigned week.

Standby Duty shall begin at 5:00 PM on Tuesday and shall end at 5:00 PM on the following Tuesday. Employees shall not perform Standby Duty for two (2) consecutive weeks unless approved by the Director of Operations or designee.

4120.02 Duties

The duties of the employee assigned to Standby Duty encompass responding, either by telephone or in person, to after-hour reports from customers or others of problems associated with District operations. Significant in this response is personal observation and analysis of failure or damage to the District's water transmission and distribution system. In analyzing the failure or damage, the Standby Duty person shall consider public safety, water quality, personal property, the integrity of the adjacent water distribution facilities and other related factors in determining the need to assemble additional District personnel to address the situation.

Selection and assembly of additional personnel to address an off-duty call-out situation shall be consistent with the District's Overtime Recruitment requirements.

An employee assigned to Standby Duty shall remain accessible at all times by a combination of an employee provided standard telephone and/or a District provided cellular telephone. The Standby Duty person shall not take part in repair activities if at all possible in order to remain accessible for subsequent responses to after-hour reports.

4120.03 Standby Duty Pay

Employees who are assigned to Standby Duty in a non-working status at their residence during off-duty hours shall be entitled to payment for Standby Duty in addition to their

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regular compensation and overtime pay as set forth in the “Other Compensation” schedule (see Policy 4101) per each Standby Duty assignment. Daily pay for Standby Duty, as set forth by the Board of Directors, may differentiate between regular work days, Friday, Saturday, Sunday and holidays.

An employee who is assigned to Standby Duty during the time period from 6:30 AM to 5:00 PM on a District observed holiday (see Policy 4350) will be compensated for the day the holiday is observed by receiving District holiday Standby Duty pay (see Policy 4101) and will also receive ten (10) hours added to their Annual Leave accrual upon completion of their Standby Duty assignment.

4120.04 Vehicle and Equipment Use

Employees who are assigned to Standby Duty shall be provided with and use a District vehicle, in accordance with the District’s vehicle policy, as designated by the Director of Operations or designee. Said vehicle shall be equipped with the necessary tools and equipment to enable the employee to properly carry out the tasks typically associated with Standby Duty. A check list of the tools and equipment necessary to perform Standby Duty shall be prepared by the Director of Operations or designee. Weekly, prior to occupying said District vehicle, the incoming Standby Duty employee shall confirm that all tools and equipment are secure and present in good working condition. On the last day of a Standby Duty assignment, the outgoing Standby Duty employee shall clean said vehicle inside and out at the beginning of the regular duty shift. Weekly, both the incoming and outgoing standby employees shall fill out the call truck list for tools and equipment.

The employee may, at his/her own risk and liability, store his/her personal vehicle at the District’s corporation yard while using a District vehicle for the performance of Standby Duty. Relocation of a Standby Duty employee’s personal vehicle to a location other than the District’s corporation yard shall be the responsibility of the employee and shall be done outside of regular working hours without additional compensation.

4120.50 Call-Outs

4120.51 Call-Out Reports

A Call-Out Report must be completed by the Standby Duty employee for all calls received, whether or not it was necessary for the Standby Duty employee to respond in person to a call. The Call-Out Report will be prepared on the District-provided form and shall be delivered to an Operations Department supervisor at the beginning of the next regular work day.

All call-outs and overtime worked are to be reviewed by the Director of Operations prior to payment of overtime. The Director of Operations or designee shall prepare a weekly report quantifying Standby Duty Pay and Call-Out Pay. The Director of Operations shall maintain a historical file of Standby Duty and Call-Out Reports together with supporting documentation including, but not limited to, notification reports received from the District’s answering service.

4120.60 Call-Out Pay

An employee shall receive overtime Call-Out Pay in addition to Standby Duty Pay for responding, either by telephone or in person, to after-hour reports from customers or others, of problems associated with District operations. No overtime shall be recorded or reported for less than 8 minutes of work, which shall be cumulatively applied for the Standby Duty week if the employee remains on standby duty.

4120.61 Compensation Rate

Call-Out Pay shall be at the appropriate overtime rate of hourly compensation with a one (1) hour minimum per call-out. An employee shall be compensated with Call-Out Pay whether the response is by telephone or in-person.

4120.62 Multiple Call-Outs

Whenever the same employee receives multiple call-outs within the same time period (i.e., before the employee returns to his / her residence from the first call-out), the employee shall not be entitled to additional pay except for time actually worked beyond the first call- out minimum.

4120.63 Travel Allowance

For purposes of determining hourly compensation for call-outs, travel time from the employee's residence to the reporting station and return to residence shall be included in the minimum pay period. However, travel time does not count as "hours worked" for purposes calculating any applicable overtime. An exception to this would be if the employee would be required to remain on duty until the start of the regularly scheduled shift when return travel time will not be paid.

4200.00 EMPLOYEE INSURANCE BENEFITS

4200.01 General

The District provides a variety of insurance coverages and benefits. The General Manager or those employees designated to regularly perform human resources duties are available to discuss and answer employee questions. It is the employee's responsibility to fill out claim forms and send them in for processing; however, the employee may obtain assistance from such personnel.

4200.10 Employee Benefits Statement

The General Manager shall oversee preparation and distribution of an annual summary statement of employee benefits and costs related thereto including the employee's utilization of the District's Education Assistance Program (see Human Resources Policy 4401) shall be provided to each employee in accordance with particular benefit plan requirements or by March 31 of each year.

4210.00 HEALTH INSURANCE

Commented [17]: Different than a regular workweek

Commented [18]: Add "Overtime shall be recorded or reported in 0.25 increments"?

Commented [19R18]: But what about overtime worked that's between 0.13 (8 minutes) and 0.25?

Commented [20R18]: No need to add overtime notation here, as we have already stated OT doesn't start unless you have worked at least 8 minutes over your applicable 8 or 10 hour shift (depending on the work week measurement and whether an alternative work schedule applies)

Regular employees working forty (40) or more hours per week, and their dependents, as defined in Section 4210.10 of this Policy, are covered by a group health insurance plan through the District. Group health insurance benefits for Regular part-time and other employees are provided as required by law.

Coverage begins on the first day of the month following an eligible employee's hire date and is paid by the District to a monthly maximum periodically set by the Board. Monthly health insurance premium amounts for a covered employee that exceed this monthly maximum shall be paid by the employee in the form of a payroll deduction from each pay period. Covered employees shall also pay a contribution toward their health insurance coverage in accordance with the benefit program approved from time to time by the Board of Directors. Similarly, co-payments required by the approved benefit program shall be the full responsibility of the employee at time of service. Upon submission of a claim to a third party administrator, eligible co-payments may be eligible for reimbursement through an approved District health savings or plan or reimbursement program. Employees should consult Human Resources or the Provider for details.

It is mandatory that each employee notify the General Manager whenever any additions or deletions occur in his/her dependent status.

Employees may elect not to enroll in a District-provided health insurance plan if they have qualifying health insurance coverage through a parent's, spouse's or a registered domestic partner's employer. ~~Employees making such an election shall provide written documentation to the District verifying their health insurance coverage at least every six (6) months.~~ If an employee elects not to enroll in the District-provided health insurance plan, the employee shall receive a payment of \$400.00 per month in lieu of health insurance enrollment. The payment shall be processed through the District's payroll, and is subject to all applicable federal, state and local withholdings. For non-exempt employees, this amount is also factored into the employee's "regular rate of pay" for purposes of overtime compensation calculations.

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4210.01 Cobra

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires employers with at least twenty (20) employees to continue health care coverage for employees and/or eligible dependents, as defined in Section 4210.10 of this Policy, that lose coverage due to certain qualifying events. If an employee's group health benefits end due to specified qualifying events in compliance with federal law, the employee or dependent may elect to continue coverage under the District's health insurance plan for a limited period and at the employee's or dependent's expense as provided by federal and/or state law.

Covered employees or eligible dependents will be responsible for notifying the health insurance plan administrator of divorces, legal separations, or loss of dependent status. Individuals will have a limited period to elect to continue the health care coverage as

provided by federal or state law.

Employees and dependents that qualify and wish to continue their health care coverage will receive notification of their COBRA rights from the District's third-party administrator and will receive the necessary information and forms to initiate the conversion process.

4210.10 Dependents

For the purpose of determining eligibility for group health insurance benefits, dependents shall be as established and defined by the group health insurance carrier or by state or federal law. Evidence of the legal or eligibility status of dependents (e.g., marriage license, birth certificate etc.) may be required by carriers as a condition of providing dependent coverage

4210.11 Directors

Consistent with Section 2080.20 of this Policy and as permitted by law, Directors may participate in the District's group health insurance plan in the same manner and subject to the same terms and conditions as regular employees. However, Directors shall be responsible for the entire cost of participating in the plan, expressly including any share of the cost paid by the District for such employees. In addition, Directors are not eligible for any payment in lieu of coverage offered to employees. Participating Directors shall promptly reimburse the District for any premium advanced on their behalf upon receipt of an invoice from the District. Failure or late payment may be grounds for terminating benefits.

4211.00 DENTAL INSURANCE

The District provides group dental insurance for Regular employees whose positions are regularly scheduled to work 32 hours per week or more and their eligible dependents. Group dental insurance benefits for Part-Time employees are subject to the terms and conditions specified in the Offer Letter between the District and the Part-Time employee (see Policy 4001). Premiums are paid by the District in accordance with the current benefit program approved by the Board.

4211.10 Dependents

For the purpose of determining eligibility for group dental insurance benefits, dependents shall be as established and defined by the group health insurance carrier. Carriers typically include spouses and children to a specified age as eligible dependents. Evidence of the legal or eligibility status of dependents (e.g., marriage license, birth certificate, etc.) may be required by carriers as a condition of providing dependent coverage.

4211.11 Directors

Consistent with Section 2080.20 of this Policy and as permitted by law, Directors may

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participate in the District's group dental insurance plan in the same manner and subject to the same terms and conditions as regular employees. However, Directors shall be responsible for the entire cost of participating in the plan, expressly including any share of the cost paid by the District for such employees. In addition, Directors are not eligible for any payment in lieu of coverage offered to employees. Participating Directors shall promptly reimburse the District for any premium advanced on their behalf upon receipt of an invoice from the District. Failure or late payment may be grounds for terminating benefits.

4211.20 Policy Renewal

Renewal of the Dental Insurance Policy shall be handled administratively, and only brought forward to the Board for approval if there are any recommended policy or carrier changes, or if the rates come in above the approved budgeted amount.

4212.00 VISION INSURANCE

The District provides group vision insurance for Regular employees whose positions are regularly scheduled to work thirty-two (32) hours per week or more and their eligible dependents. Group vision insurance benefits for Part-Time employees are subject to the terms and conditions specified in the Offer Letter between the District and the Part-Time employee (see Policy 4001). Premiums are paid by the District in accordance with the current benefit program approved by the Board.

4212.10 Dependents

For the purpose of determining eligibility for group vision insurance benefits, dependents shall be as established and defined by the group health insurance carrier. Carriers typically include spouses and children to a specified age as eligible dependents. Evidence of the legal or eligibility status of dependents (e.g., marriage license, birth certificate, etc.) may be required by carriers as a condition of providing dependent coverage.

42.12.11 Directors

Consistent with Section 2080.20 of this Policy and as permitted by law, Directors may participate in the District's group vision insurance plan in the same manner and subject to the same terms and conditions as regular employees. However, Directors shall be responsible for the entire cost of participating in the plan, expressly including any share of the cost paid by the District for such employees. In addition, Directors are not eligible for any payment in lieu of coverage offered to employees. Participating Directors shall promptly reimburse the District for any premium advanced on their behalf upon receipt of an invoice from the District. Failure or late payment may be grounds for terminating benefits.

4212.20 Policy Renewal

Renewal of the Vision Insurance Policy shall be handled administratively, and only

brought forward to the Board for approval if there are any recommended policy or carrier changes, or if the rates come in above the approved budgeted amount.

4220.00 LIFE INSURANCE

Regular employees whose positions are regularly scheduled to work thirty-two (32) or more hours per week are covered by a group life insurance plan. Premiums are paid by the District in accordance with the current benefit program approved by the Board.

All employees may purchase additional life insurance above that provided by the District. Said purchase shall be made by payroll deduction as coordinated through Human Resources.

Provision of this additional life insurance is subject to acceptance by the insurance company. No additional compensation will be provided in lieu of non-acceptance of coverage.

4220.20 Accidental Death and Dismemberment Insurance

Regular employees who work thirty-two (32) or more hours per week are covered by a group accidental death and dismemberment insurance plan. Premiums are paid by the District in accordance with the current benefit program approved by the Board.

4220.30 Policy Renewal

Renewal of the Life Insurance and Accidental Death and Dismemberment Policy shall be handled administratively, and only brought forward to the Board for approval if there are any recommended policy or carrier changes, or if the rates come in above the approved budgeted amount.

4222.00 DISABILITY INSURANCE

Regular employees whose positions are regularly scheduled to work thirty-two (32) or more hours per week are covered by a long term disability insurance plan. Premiums are paid by the District in accordance with the current benefit program approved by the Board. Employees will be provided with a copy of the plan document that specifies the situations by which an employee is eligible and the method by which the exact benefit is calculated.

In general terms, the benefit of Long Term Disability (LTD) Insurance is to provide income protection if the employee becomes disabled from a covered sickness, accidental bodily injury or pregnancy. Coverage begins after a specified number of calendar days of continuous disability as provided in the policy. Any and all accrued Annual Leave, Management Leave, Compensatory Time Off (CTO), Sick Leave may be used during the initial period and may be integrated with the employee's Long Term Disability Insurance benefit after this period. At no time will the employee's gross earnings between any combinations of insurance or accrued benefit be greater than 100% of the employee's regular pay during a period of disability.

A physician statement certifying a disability is required to apply for Long Term Disability Insurance benefits. Forms for application are available from Human Resources.

An employee's Annual Leave, ~~Management Leave~~ and Sick Leave benefits will continue to

accrue during the ~~initial thirty (30) calendar days of a disability, after which they will cease accruing until the employee returns to work.~~ The District will continue to pay the District portion of health, dental, vision, life, accidental death and dismemberment and long term disability insurance premiums (at the levels in place prior to the LTD insurance claim event) while an individual is receiving LTD benefits to the extent required by law or other District policy.

Commented [22]: Management Leave is front loaded, 80 hours in November. Currently Annual Leave and Sick Leave continue to accrue beyond 30 days of disability.

4222.10 Policy Renewal

Renewal of the Disability Insurance Policy shall be handled administratively, and only brought forward to the Board for approval if there are any recommended policy or carrier changes, or if the rates come in above the approved budgeted amount.

4223.00 WORKERS' COMPENSATION INSURANCE

Any employee, director, or officer who is injured in the performance of assigned duties shall receive such medical examination, medical care, compensation and other benefits as are awarded under the workers' compensation laws of the California Labor Code and the District's Workers' Compensation Insurance Policy.

It is the employee's responsibility to immediately report all injuries, regardless of severity, as set forth in Policy 4703, Injury and Illness Reporting.

The District will coordinate Workers' Compensation Insurance benefits with Sick Leave benefits if the employee so elects. After Sick Leave benefits are exhausted, Annual Leave, Management Leave or Compensatory Time-Off (CTO) may be used. Any employee who is off work and receiving Workers' Compensation Insurance benefits may elect to continue receiving a regular salary from the District while using accrued Annual Leave, Management Leave, CTO and/or Sick Leave.

Employee Annual Leave, Management Leave and Sick Leave benefits will continue to accrue during the initial 45 calendar days of a work-incurred disability, plus one day for each day (or fraction thereof) worked on a Return to Work Program (See Policy 4730) work assignment, after which they will cease accruing until the employee returns to unrestricted work duty. The District will continue to pay premiums for the group health, dental, vision, life, accidental death and dismemberment and long term disability insurance currently in force, up to the maximum dollar amount paid by the District while an individual is disabled and receiving Workers' Compensation Insurance benefits and on an approved Medical Leave of Absence (see Policy 4331). The employee will be responsible for paying any premium amounts that exceed the maximum amounts paid by the District.

4223.10 Volunteer Workers

Pursuant to District Resolution 7-97 and Labor Code Section 3363.5, an unpaid person authorized to perform volunteer service for the District shall be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits provided for by law for any injury sustained by such person while engaged in the services of the District

under the direction and control of the governing Board of the District or its designee.

4301.00 ANNUAL LEAVE

The District's Annual Leave benefit provides Regular employees with paid time off for personal purposes including but not limited to an annual vacation. Ownership of Annual Leave is vested with the employee. Throughout this Policy manual and accompanying Administrative Procedures, where the term "vacation" is used it is as a synonym for leave covered by the District's Annual Leave benefit.

The District encourages every Regular employee to take an annual vacation as paid time-off away from work. An annual vacation is defined as a minimum of forty (40) work hours of annual leave taken as consecutive full days away from work, excluding weekends and holidays, on an approved Annual Leave.

For the purpose of calculating the duration of District employment to determine Annual Leave accrual rate, total employment by the District as a Regular employee will be the basis. Such employment need not be continuous.

4301.01 Accrual

For each Regular employee, Annual Leave shall be earned and accrued for each regular hour paid on the basis of the schedule below:

Schedule A: For employees hired prior to October 15, 2008

Duration of District Employment <u>at end of calendar month</u>	Hours Accrued Per Reg Hr Paid	Maximum Hours Accrued Annually
0.00 to 3.99 years	.04616	96
4.00 to 6.99 years	.05770	120
7.00 to 9.99 years	.06924	144
10.00 to 14.99 years	.08077	168
15.00 to 19.99 years	.09231	192
20.00 years or more	.10385	216

Schedule B: For employees hired or re-hired on or after October 15, 2008

Duration of District Employment <u>at end of calendar month</u>	Hours Accrued Per Reg Hr Paid	Maximum Hours Accrued Annually
0.00 to 3.99 years	.04616	96
4.00 to 7.99 years	.05770	120
8.00 to 11.99 years	.06924	144
12.00 to 15.99 years	.08077	168
16.00 to 19.99 years	.09231	192
20.00 years or more	.10385	216

The Annual Leave accrual rate and determination of total District employment

years for Regular employees shall be prorated in accordance with their regular scheduled hours (e.g. a 3/4 time employee will accrue at ¾ the rates and maximums specified above). Annual leave accrues on a bi-weekly basis concurrent with employee's bi-weekly compensation schedule.

Employees shall continue to accrue Annual Leave while in a District-paid status on Annual Leave, Management Leave, Administrative Leave, Sick Leave and/or while using Compensatory Time-Off (CTO).

4301.02 Scheduling

Vacations and time-off must be scheduled by, and approved as far in advance as possible, by the employee's ~~Department Director~~ Direct Supervisor or their designee. ~~Direct Supervisors~~ Department Directors or their designee will coordinate vacation schedules internally to minimize impact on the District's operation. Annual Leave scheduling will be at the discretion of the ~~Direct Supervisor~~ Department Director or their designee. In the absence of the employee's Direct Supervisor or their designee, the Department Director ~~Department Director, his or her designee~~ or the General Manager shall act as the approving authority.

While on Annual Leave if an employee exceeds his/her earned Annual Leave time, his/her Management Leave and Compensatory Time-Off balances will be debited. When the aforementioned leave resources are exhausted he/she shall be considered on an unpaid Personal Leave of Absence subject to the provisions of the Personal Leave of Absence Policy 4330.

4301.03 Documentation

- A. ~~A signed and approved Leave Request form~~ leave request entered into ADP ~~the appropriate payroll system and approved~~ is required for use of Annual Leave.
- B. The General Manager shall maintain records of Annual Leave balances, accruals and deductions. Employees shall be notified regularly of their Annual Leave balances through the District's payroll process.
- C. Annual Leave hours shall be deducted from an employee's total as used.

4301.04 Annual Leave Accrual and Payment

- A. Maximum Accrual. Employees are encouraged to take full use of their Annual Leave and avoid accumulations beyond 200 hours. Accumulations above 200 hours will be reduced to 200 hours based on the last payroll of October. Account balances in excess of 200 hours will be paid to the employee on a special payroll in November. Payment shall be made at the employee's current rate of pay and shall be paid according to the employee's instructions on the Earned Leave Payout form.
- B. Separation from Employment. If employment is terminated for any reason,

Commented [23]: Not current practice, update to Direct Supervisor?

Commented [24R23]: Note from 4/18/23 meeting: Add "or designee"

Commented [25]: Form does not exist anymore, staff use ADP to request leave electronically

Commented [26R25]: Note from 4/18/23 meeting: Add "Appropriate payroll system + electronically approved" (edited throughout)

accrued Annual Leave will be paid through the last full day of employment. Payment shall be made at the employee's then-current rate of pay. Employees may elect to receive payment for accrued Annual Leave at the time of temporary reduction of work force (see Human Resources Policy 4810).

- C. Employee Request for Payment in Lieu of Annual Leave. An employee may request payment once per year in accordance with the procedure set forth in the Administrative Procedures.

4302.00 MANAGEMENT LEAVE

In recognition of additional hours required due to working time necessary outside of regular working hours for exempt employees, as listed in Human Resources Policy 4112, Management Leave shall accrue for exempt employees and shall be credited independent of other Leaves. Ownership of Management Leave is vested with the employee.

4302.01 Accrual

Each exempt employee ~~should~~ receives 80 hours of Management Leave on November 1st. New employees or newly promoted employees receive a prorated number of hours based on their start date for the exempt position.

4302.02 Scheduling

Time-off must be scheduled and approved as far in advance as possible by the General Manager. The General Manager will coordinate leave schedules internally to minimize impact on the District's operation. Scheduling will be at the discretion of the General Manager.

4302.03 Documentation

- A. A leave request entered into the appropriate payroll system and approved ~~ADP signed and approved Leave Request form~~ is required for use of Management Leave.
- B. The General Manager shall maintain records of Management Leave balances, accruals and deductions. Exempt employees shall be notified no less than bi-weekly of their Management Leave balance.
- C. Management Leave hours shall be deducted from an employee's total as used.

Commented [27]: Not current practice, staff use ADP to request Management Leave

4302.04 Accrual and Payment of Management Leave

- A. Maximum Accrual. Employees are encouraged to take full use of their Management Leave and cannot have accumulations beyond 80 hours. Any accumulation of management leave hours will be reduced to 0 at the last full pay period of October, and the hours will be cashed out on a special payroll in November. Payment shall be made at the exempt employee's current rate of pay and shall be paid according to the employee's instructions on the Earned Leave Payout form.

- B. Separation from Employment. If employment is terminated for any reason, accrued Management Leave will be paid through the last full day of employment. Payment shall be made at the exempt employee's current rate of pay. Employees may elect to receive payment for accrued Management Leave at the time of a temporary reduction of work force (see Human Resources Policy 4810).
- C. Employee Request for Payment in Lieu of Management Leave. Once per calendar year, an employee can request payment in lieu of accrued Management Leave in accordance with the procedures and requirements set forth in Administrative Policy 4301 relating to payment in lieu of Annual Leave or Management.

4302.05 Conversion of or Maintaining Management Leave

Accrued Management Leave for exempt employees who then become non-exempt will, at the time of receiving non-exempt status, be subject to one of the following options at the written direction from the employee:

- A. Conversion in full from Management Leave to Annual Leave (see Human Resources Policy 4301 Annual Leave).
- B. Maintained as Management Leave for use by the employee with no further accruals.

4303.00 COMPENSATORY TIME- OFF (CTO)

Regular employees may choose to receive Compensatory Time-Off (CTO) in lieu of paid overtime. Ownership of CTO is vested with the employee.

A maximum balance of one hundred sixty (160) hours of CTO may be maintained at any one time. These one hundred sixty (160) hours may be used only as time off and may be carried indefinitely. Overtime work hours will be converted at the appropriate rate consistent with Human Resources Policy 4112 Overtime Pay and Recruitment (1, ~~5 1/2~~, 2, ~~2 5/4~~ times) to regular hours of CTO.

Exempt employees are not eligible for overtime compensation and are excluded from accrual of CTO.

4303.01 Conversion Table

Overtime hours will be converted to regular hours of CTO at the following rates:

One (1) hour of regular overtime equals one and one-half (1, ~~5 1/2~~) hours of CTO

One (1) hour of double time overtime equals two (2) hours of CTO

One (1) hour of Holiday overtime in excess of ~~eight-ten~~ (108) hours equals two and one-half (2, ~~5 1/2~~) hours of CTO

The General Manager will designate District staff that will perform the conversion calculations.

4303.02 Scheduling

Time-Off must be scheduled by, and approved as far in advance as possible, by the employee's Department Director. Department Directors will coordinate leave schedules internally to minimize impact on the District's operation. Scheduling will be at the discretion of the Department Director.

4303.03 Documentation

- A. A signed and approved Leave Request form is required for use of CTO.
- B. The General Manager shall maintain records of CTO balances, accruals and deductions. Employees shall be notified of their CTO balance on their bi-weekly pay stub.
- C. CTO hours shall be deducted from an employee's total as used.
- D. Employees desiring to receive CTO for overtime hours worked shall so indicate on their weekly timesheet next to those hours requested to be converted from paid overtime to CTO.

4303.04.1 Payment in Lieu of Compensatory Time-Off

- A. Once per calendar year, an employee can request payment in lieu of accrued CTO in accordance with the procedures and requirements set forth in Administrative Policy 4301 relating to payment in lieu of Annual Leave, Management Leave and CTO.
- B. Employees can request to cash out CTO balances above 80 hours during the last payroll of October. Cash outs will be paid on a special payroll in November. Payment shall be made at the employee's current rate of pay and shall be paid according to the employee's instructions on the Earned Leave Payout form.
- C. If employment is terminated for any reason, accrued CTO will be paid in full at the time of final compensation. Payment shall be made at the then-current hourly rate of pay, or the average rate over the final three years of employment, whichever is greater.
- D. Payment for CTO hours accrued will be provided at the time of employee separation from the District except that employees may elect to receive payment for accrued CTO (a) at the time of a temporary reduction of work force (see Human Resources Policy 4810 Layoff or Reduction in Workforce).

Payment of CTO shall be processed through the District payroll. The District shall report paid CTO and make withholdings from paid CTO in accordance with applicable requirements of the Internal Revenue Service, the California State Franchise Tax Board and any and all other legal requirements.

4303.05 Conversion of CTO to Management Leave for Exempt Employees

Accrued CTO for non-exempt employees who then become exempt will be converted in

full from CTO to Management Leave for Exempt Employees (see Human Resources Policy 4302, Management Leave) at the time of attaining exempt status.

4305.00 ADMINISTRATIVE LEAVE

An employee may be placed on paid Administrative Leave when such action is determined to be in the best interest of the District at the discretion of the General Manager. While on Administrative Leave, an employee shall retain the same rights and benefits as if he or she were physically present for duty; however, in the General Manager's discretion, access to District premises, equipment, or systems may be restricted during Administrative Leave periods.

4308.00 PREGNANCY DISABILITY LEAVE

An employee disabled by pregnancy, childbirth or related medical conditions may be eligible to take a pregnancy disability leave (PDL) of absence. PDL eligibility does not require ~~All individuals are eligible for PDL, regardless of any minimum length of service or hours worked in the past year.~~ If affected by pregnancy or a related medical condition, employees also are eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Employees disabled by qualifying conditions may also be entitled to other reasonable accommodations where doing so is medically necessary. In addition, if it is medically advisable for employees to take intermittent leave or work a reduced schedule, the District may require them to transfer temporarily to an alternative position with equivalent pay and benefits that can better accommodate recurring periods of leave.

The PDL is for any period(s) of actual disability caused by pregnancy, childbirth or related medical condition up to four (4) months per pregnancy. For purposes of this policy, "four months" means time off for the number of days the employee would normally work within the four calendar months (one-third of a year, or 17 1/3 weeks), following the commencement date of taking a pregnancy disability leave. Employees working a part-time schedule will have their PDL calculated on a pro-rata basis. The PDL does not need to be taken in one continuous period of time, but can be taken on an intermittent basis pursuant to the law.

Time off needed for prenatal or postnatal care, severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, doctor-ordered bed rest, postpartum depression, loss or end of pregnancy, and recovery from childbirth or loss or end of pregnancy are all covered by PDL.

To receive reasonable accommodation, obtain a transfer or take a PDL, employees must provide sufficient notice so the District can make appropriate plans. Thirty days' advance notice is required if the need for the reasonable accommodation, transfer or PDL is foreseeable, otherwise as soon as practicable if the need is an emergency or unforeseeable.

Employees are required to obtain a certification from their health care provider of the medical

Commented [28]: Added language from PDL/CFRA document to consolidate changes

advisability of an accommodation or for a transfer. The certification is sufficient if it contains:

(1) a description of the requested reasonable accommodation or transfer; (2) a statement describing the medical advisability of the reasonable accommodation or transfer because of pregnancy; and (3) the date on which the need for reasonable accommodation or transfer became or will become medically advisable and the estimated duration of the reasonable accommodation or transfer.

A medical certification indicating disability necessitating a leave is sufficient if it contains: (1) a statement that the employee needs to take pregnancy disability leave because she is disabled by pregnancy, childbirth or a related medical condition; (2) the date on which the employee became disabled because of pregnancy; and (3) the estimated duration of the leave.

Upon request, the General Manager or employees with designated Human Resources duties shall provide a medical certification form that the employee can take to her doctor.

PDL is unpaid. At the employee's option, she can use any accrued vacation time or other accrued paid time off as part of the PDL before taking the remainder of leave on an unpaid basis. The District does require, however, that the employee use any available sick time during the PDL. The substitution of any paid leave will not extend the duration of the PDL. ~~Employees who participate in the District's group health insurance plan will continue to participate in the plan while on PDL under the same terms and conditions as if they were working. Employees should make arrangements with an employee with designated Human Resources responsibilities for payment of their share of the insurance premiums. During PDL, the District will continue to pay for employees' participation (if applicable) in the District's group health plan for the duration of the leave, commencing on the date that the PDL began, at the level and under the conditions that would have been provided if the employee had continued to work in his or her position for the duration of the leave. Thus, the employee must continue to pay his or her share of any group health plan premiums during the leave. If an employee has other voluntary benefit plans and/or dependent medical insurance coverage, he/she also will be required to pay the regular contributions for those benefits while on leave.~~

Upon return from a covered PDL, the employee, in most instances, will be reinstated to the same position.

4308.01 Lactation Breaks

The District will provide a reasonable amount of break time for an employee who wishes to express breast milk for her infant child. If possible, the break time must run concurrently with rest and meal periods already provided to the employee. If break time cannot run concurrently with rest and meal periods, it will be unpaid.

The District will make reasonable efforts to provide the use of a room or location in close proximity to the employee's work area, other than a bathroom, for the employee to express milk in private. This location may be the employee's private office, if applicable. Please consult the General Manager or an employee with designated Human Resources

responsibilities if you have questions regarding this policy.

4309.00 CALIFORNIA FAMILY RIGHTS ACT

Eligible District employees may, upon request, take up to 12 weeks of unpaid leave under the California Family Rights ~~Leave~~-Act (CFRA) leave. The leave may be used to bond with a new child within one year of the child's birth, adoption, or foster care placement, under the circumstances set forth below (parental leave) or to care for themselves, a child, parent, grandparent, grandchild, sibling, spouse, ~~or~~ domestic partner, or designated person in order to address a serious health condition of the employee or family member (family care and medical leave), or to respond to a "qualifying exigency" for a spouse, domestic partner, child, or parent serving in the US military. "Designated person" is defined by any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time of the employee's request for leave. Eligible District employee may have one (1) designated person per 12-month period. A "qualifying exigency" is defined by the California Unemployment Insurance code, Section 3302.2. Parental leave must be concluded within 12 months of the child's birth, adoption or foster care placement. Employees should direct any questions to the General Manager or Human Resources staff.

To be eligible for California Family Rights Act (CFRA) leave, employees must:

- (1) have more than 12 months of service with the District during the 12-month period prior to the date on which the leave is to commence;
- (2) have at least 1,250 hours of service with the District during the previous 12-month period

The maximum amount of leave an employee may use under this policy is 12 weeks within a 12-month period, whether for parental leave or family care and medical leave. The District will require certification for military orders, or by the health care provider of the individual requiring care be first provided, specifying the date on which the serious health condition commenced, the probable duration of the condition, and estimate of the amount of time needed for the employee to provide the family care and a statement that the serious health condition warrants the participation of the employee to provide care during a period of treatment or supervision of the individual requiring the care.

In the case where both parents are employed by the District and are otherwise eligible for parental leave, each employee is eligible for up to 12 weeks of parental leave. Further, parental leave will be provided in addition to any entitlement of pregnancy disability leave (PDL) due to an employee's own pregnancy-related disability.

Eligible employees may take parental leave in at least two-week increments, with shorter increments allowed on two occasions. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the District's operations.

Intermittent leave is permitted in the same intervals as provided in the District's sick leave policy.

Leave under the California Family Rights Act is unpaid, although employees are entitled to utilize accrued annual leave, CTO, management leave, paid sick time as a source of wage replacement during such leave.

During CFRA Leaves, the District will continue to pay for employees' participation (if applicable) in the District's group health plan for the duration of the leave, commencing on the date that the parental leave or family care and medical leave began, at the level and under the conditions that would have been provided if the employee had continued to work in his or her position for the duration of the leave. Thus, the employee must continue to pay his or her share of any group health plan premiums during the leave. If an employee has other voluntary benefit plans and/or dependent medical insurance coverage, he/she also will be required to pay the regular contributions for those benefits while on leave.

The District may recover the premiums that it paid for maintaining coverage for the employee under any group health plans, if (1) the employee fails to return from leave after the expiration of the period of leave to which the employee is entitled, and (2) such failure to return is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control.

Employees must notify the District of their request for CFRA Leave as soon as they are aware of the need for such leave. For foreseeable leave, the employee must provide 30 calendar days' advance notice to the District of the need for leave. For events that are unforeseeable 30 days in advance, the employee must notify the District as soon as is practicable and generally must comply with the District's normal call-in or notice procedures. All requests for CFRA Leave should include enough information to make the District aware that the employee needs qualifying leave, and the anticipated timing and duration of the leave, if known. If an employee fails to provide the requisite 30-day advance notice for foreseeable events without any reasonable excuse for the delay, the District reserves the right to delay the taking of the leave until at least 30 days after the date the employee provides notice of the need for such leave.

Once the District is aware of the employee's need for leave, it will inform the employee whether he or she is eligible under the California Family Rights Act for either parental leave, ~~or~~ family care and medical leave, or military family member's qualifying exigency. The District may request documentation evidencing the need for such leave as permitted by law.

Eligible employees who take CFRA Leave should note that they are guaranteed employment in the same or a comparable position upon termination of such leave, subject to any exceptions provided by law.

If the District employs both parents who are entitled to CFRA parental leave, each parent is eligible for up to 12 weeks of CFRA parental leave for "baby bonding."

The District will not discriminate in any way against, an individual because he or she exercised CFRA Leave rights or gave information or testimony as to the employee's or another person's CFRA Leave, and it will not interfere or limit in any way the exercise or attempted exercise of any

such rights.

4310.00 SICK LEAVE

The District's Sick Leave benefit provides income protection for Regular and Part-Time employees who, because of personal or family illness or accident, are temporarily disabled and absent from work for limited periods of time. Sick Leave is to be considered a privilege based upon specific circumstances. Sick leave has no cash value or other value at separation except as set forth in this Policy and as may be provided in the District's current agreement with CalPERS.

4310.01 Accrual

For each Regular employee, Sick Leave shall be earned and accrued beginning upon the completion of the first full month of employment and thereafter at the end of each full month of employment at the rate of eight (8) hours per month.

The rate of Sick Leave accrual for Regular employees shall be per pro rata to match the employee's work hours as a percentage of full time equivalency (but not less than one hour per thirty hours worked).

Employees shall continue to accrue Sick Leave while on a District-paid form of leave, including Annual Leave, Management Leave, Administrative Leave, Sick Leave and/or while using Compensatory Time-Off (CTO).

Sick Leave may be accumulated with no maximum.

An employee who becomes ill while on Annual Leave, Management Leave or CTO and desires to claim Sick Leave rather than use of said Leaves as scheduled shall make such a request as soon as possible. The District may require, without prejudice, a medical doctor's certificate for any period of Sick Leave requested while on Annual Leave, Management Leave or CTO.

Sick Leave is not considered to be discretionary and is to be used only during illness or to attend to the illness of a family member. If Sick Leave is exhausted, Annual Leave, Management Leave, or CTO can be used in instances of an employee's illness or need to attend to the illness of a family member. Sick Leave shall not be advanced to an employee prior to its regular accrual; in other words, Sick Leave balances shall not be allowed to go in arrears. An employee with no Sick Leave, Annual Leave, Management Leave, or CTO shall not receive compensation for days not worked due to illness or injury.

4310.02 Procedures

- A. Notification/Maintenance of Contact – An employee must provide reasonable advance notification, orally or in writing, of the need to use sick leave, if foreseeable. If the need to use sick leave is not foreseeable, the employee must provide notice as soon as practical. Extended Sick

Leave benefits are contingent upon maintenance of regular contact with the District. Employees are expected to inform their supervisor of their ongoing need to use Sick Leave and their estimated date of return to work and to maintain this communication. The supervisor shall relay this information to their Department Director.

- B. Medical Release to Return to Work - The District reserves the right to require a health care provider's written release before the employee may return to work. "Health care provider" has the same meaning as defined in paragraph (106) of subdivision (be) of Section 12945.2 of the Government Code, as it may from time to time be amended.
- C. The District will not condition the use of sick leave on the employee finding someone to cover his/her work.
- D. The District retains the right to request verification of sick leave eligibility/appropriate usage in circumstances indicating potential sick leave fraud or abuse may exist.

4310.03 Permitted Usage

- A. Except as otherwise provided by law or other District policy, an employee may only use paid sick days for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventative care; or specified purposes for an Employee who is a victim of domestic violence, sexual assault, ~~or~~ stalking, or certain other crimes, the purposes described in Labor Code sections 230(c), and Labor Code section 230.1(a), and 230.2(b).

The term "Family Member" for purposes of this Policy includes:

- dependent child (including biological, adopted, or foster children, stepchildren, legal ward, or child to whom the employee stands in loco parentis, regardless of the age or dependency status),
 - parent (a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child),
 - spouse,
 - registered domestic partner,
 - grandparent,
 - grandchild,
 - sibling, or other family member with whom the employee resides.
- B. In limited emergency circumstances declared by the General Manager, not to exceed a period of four (4) months from such declaration, an employee may also temporarily be permitted to use the employee's accrued sick leave for absences to attend to mandatory evacuations and post-evacuation cleanup affecting the employee or the employee's "Close Family Member" that are caused by local natural disasters (e.g. the Oroville Dam evacuation in February 2017 and the northern California wildfires in October 2017). For purposes of this section,

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"Close Family Member" shall have the same definition as in District Policy 4311 (Compassionate Leave).

To be eligible for such temporary use of sick leave, an employee must:

- Have accrued District sick leave available (no "advance" of sick leave is permitted);
- Personally own or rent real property within an area subject to a mandatory evacuation order, or have a Close Family member who owns or rents property within an area subject to a mandatory evacuation order.

4310.04 Documentation

- A. A leave request entered into the appropriate payroll system and approved ADP signed and approved Leave Request form is required for payroll/tracking purposes of Sick Leave.
- B. The General Manager shall maintain records of Sick Leave balances, accruals and deductions. Employees shall be notified no less than monthly of their Sick Leave balance.
- C. Sick Leave hours shall be deducted as used (per pay period) from an employee's total.

Commented [29]: Not current practice, staff uses ADP to request for leave electronically

4310.05 Accrued but Unused Sick Leave at Retirement or Separation

During employment, a District employee's accrued sick leave has no cash value except as a wage replacement source during sick leave-related absences.

At retirement or separation, for employees hired on or after September 1, 2019, accrued but unused sick leave has no cash value, but may be converted to CalPERS service credit at retirement as permitted by law and the District's then-current contract with CalPERS.

At retirement or separation, for employees hired prior to September 1, 2019, upon execution of a full release of claims against the District and all District personnel, an employee will be eligible for severance pay equal to their current hourly rate of pay multiplied by the value of one-third of their remaining Sick Leave hours balance, if any, as follows:

- A. Upon death while employed by the District, or
- B. For CalPERS Members who retire from the District, as to remaining hours after sick leave, if any, is converted to additional CalPERS service credit (as permitted by law and the District's then-current contract with CalPERS), or
- C. Upon employee's separation from employment (other than any CalPERS retirement) due to an inability to return to work upon the end of an approved Medical Leave.

4311.00 COMPASSIONATE LEAVE

The District provides up to five (5) days of Compassionate Leave with pay twice in a calendar year in the event of the death of a Regular employee's close family relative as defined below or any family member who resides with or with whom the employee resides.

The Compassionate Leave must be used within three (3) months of the death of the close family relative/family member.

Within thirty (30) days of the first day of the leave, the District may require the Regular employee to provide documentation of the death of the family member. "Documentation" includes, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

4311.01 Close Family Relative Defined

Close family relatives include:

<u>Spouses*</u>	<u>Mother-in-law*</u>
<u>Parents</u>	<u>Father-in-law*</u>
<u>Children</u>	<u>Brother-in-law*</u>
<u>Brother</u>	<u>Sister-in-law*</u>
<u>Sister</u>	<u>Stepchildren*</u>
<u>Adopted Children</u>	<u>Stepparents*</u>
<u>Grandparents</u>	<u>Domestic Partner, as defined in</u>
<u>Aunts</u>	<u>Family Code section 297(b)*</u>
<u>Uncles</u>	<u>Romantic partner sharing</u>
<u>1st Cousins</u>	<u>employee's residence*</u>
<u>Grandchildren</u>	<u>Children of a Domestic Partner, as</u>
<u>Guardians / Wards</u>	<u>defined in Family Code section</u>
<u>Nieces</u>	<u>297(b), or of a romantic partner</u>
<u>Nephews</u>	<u>sharing employee's residence*</u>

<u>Spouses*</u>	<u>Mother in law*</u>
<u>Parents</u>	<u>Father in law*</u>
<u>Children</u>	<u>Brother in law*</u>
<u>Brother</u>	<u>Sister in law*</u>
<u>Sister</u>	<u>Stepchildren*</u>
<u>Adopted Children</u>	<u>Stepparents*</u>
<u>Grandparents</u>	<u>Domestic Partner</u>
<u>Grandchildren</u>	<u>Domestic Partner's Children</u>
<u>Aunts / Uncles</u>	
<u>Guardians / Wards</u>	

*current and former

Commented [30]: Consider changing to match language in Policy 4012.01 "close relative defined"

Commented [31]: Add nieces, nephews, romantic partner, and romantic partner's children to match Policy 4012.01?

Commented [32]: Current and former?

Commented [33]: Current and former?

4312.00 CATASTROPHIC ILLNESS/INJURY LEAVE DONATION PROGRAM

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The Catastrophic Illness / Injury Leave Donation Program allows Regular employees to donate leave time to other Regular employees that are not able to work due to a catastrophic illness or injury. This Program functions as a wage replacement program during an otherwise approved leave of absence. It does not guarantee any particular type or duration of approved leave of absence. A catastrophic illness or injury means an illness or injury that is expected to incapacitate an employee for an extended period of time and for which taking extended time off from work creates a financial hardship for the employee because he or she has exhausted all of his or her sick or other District- paid time off. This illness or injury may serve to incapacitate the employee or a member(s) of the employee's immediate family which requires the employee to take time off from work for an extended period of time to care for that family member(s).

The procedures and requirements of the Program are set forth in Administrative Procedure AP4312.

4320.00 COURT APPEARANCE

4320.01 Work-Related Court Appearance

Work-related court appearances are work time for which District employees shall be paid. A copy of all subpoenas or notices requiring appearance in court or at a deposition shall be provided to the General Manager as soon as possible following an employee's or the District's receipt of them so that appropriate scheduling and other arrangements can be made. If an employee's private vehicle is used for travel, mileage to and from the appearance shall be reimbursed in accordance with the applicable District reimbursement policies. All time spent by an employee in traveling, waiting and testifying for such appearances will be compensated at his/her regular rate of pay with such hours credited as hours worked for purposes of overtime calculation, if necessary. Should an employee receive from a court or other non- District sources, fees for services as a witness reimbursement or mileage reimbursement for travel in a District vehicle, the employee shall relinquish such fees to the District.

4320.02 Non-Work-Related Court Appearance

Non-work-related court appearances will require the employee to use Annual Leave, Management Leave or Compensatory Time-Off (CTO) to the extent that such leave time is available to the employee. If no such paid time off is available, the employee will have to take the time off as unpaid. Requests for non-work court appearance leave should be made as soon as practicable following an employee's receipt of a notice to appear.

4321.00 JURY SERVICE LEAVE

All employees are eligible to receive Jury Service Leave and compensation for regularly scheduled work hours when such employee is serving as a juror for any legally constituted court or government unit.

Upon receipt of a court summons, an employee shall present the summons to the General

Manager at least one week, if possible, in advance of Jury Service. The General Manager will make any necessary scheduling adjustments to accommodate the employee's Jury Service.

To receive compensation for work time missed due to Jury Service, employees must select the "standby" option for the jury service, if available. Employees are to report to work until such time as they are actually called to report for Jury Service if they are on the "standby" option and/or if the time required to meet Jury Service obligations is less than five (5) hours per day. Eligible employees who serve on Jury Service will receive their regular District compensation for regularly scheduled work hours. Regular compensation does not include Certification Compensation, Standby Duty Pay, Call-Out Pay or other special pay provisions. Jury Service hours are not considered as hours worked for overtime purposes.

Pursuant to the California Code of Civil Procedure Section 215(b), employees of the District that continue to receive compensation from the District for work time missed due to Jury Service will not be paid juror fees from the courts. District employees shall complete the court's Fee Waiver Form in this regard and provide the District with a copy of said Form along with the jury certification slips noted below.

All jury certification slips received indicating appearance dates shall be submitted to the General Manager with a copy to the employee's supervisor.

4325.00 MILITARY DUTY LEAVE OF ABSENCE

Subject to presentation of Orders, a District employee shall have the right to a Military Duty Leave of Absence in accordance with state and federal law. An employee seeking Military Leave should present the applicable orders to the General Manager to determine applicable leave rights, compensation, etc. In addition to the presentation of Orders, a [leave request entered into the appropriate payroll system and approved ADP District Leave Request Form](#) must be completed by the employee and approved by the employee's Department Director prior to said Leave.

Commented [34]: Form not in use

4330.00 PERSONAL LEAVE OF ABSENCE

The District may grant Regular employees unpaid time off for substantial personal reasons at the sole discretion of the General Manager. A Personal Leave of Absence will not be granted unless all Annual Leave, Management Leave and Compensatory Time-Off (CTO) are exhausted. All Personal Leaves of Absence under this policy are unpaid, and reinstatement is not guaranteed, except as otherwise required by law. No paid leave shall accrue during a personal leave of absence.

Commented [35]: Terri – should we add PDL, CFRA, FMLA to this list?

Commented [36R35]: No, this policy is for when there is no right to unpaid leave and the employee is requesting a personal leave of absence which is unpaid.

4330.01 Duration

Approved leaves may be granted for a period of no less than seven (7) calendar days and no more than sixty (60) calendar days, except as may otherwise be required by law.

4330.02 Procedure

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Request for a Personal Leave of Absence must be submitted in writing to the General Manager at least ten (10) calendar days prior to the Leave commencement date, except when medical conditions or emergency situations make such requirement impossible. Requests must be approved in writing by the General Manager and will be made at his/her sole discretion.

4330.03 Reinstatement

Upon return to work, an employee will be reinstated in the same job classification, or to a position of like status, pay and benefit entitlement that he/she held prior to his/her Personal Leave of Absence. Nothing contained herein, however, shall limit the District’s right to reorganize, expand or curtail any service. In the event an employee’s job is eliminated while he/she is on a Leave, the employee shall be entitled upon his/her return, to the same alternatives and considerations that would have been available to the employee had he/she been working at the time his/her position was abolished. An employee’s failure to return from a Personal Leave of Absence by a pre-arranged written date will be considered an Absence Without Notice (see Policy 4511).

4330.04 Benefits

During the period of Personal Leave of Absence, arrangements must be made by the employee to pay applicable group health, dental, vision, life, accidental death and dismemberment, and long term disability insurance premiums which are normally paid by the District and to pay for supplemental benefits that are being paid by the employee through payroll deduction. Retirement benefits, Annual Leave, Management Leave and Sick Leave, and any other leave for which accrual is based on time worked or paid time off, will not accrue for the period of the Personal Leave of Absence regardless of the length of said Leave.

Except as otherwise required by law, when an employee returns to work from an approved Personal Leave of Absence, his/her duration of District employment (see Policy 4050) will be adjusted by the period of time absent from work while on an approved Personal Leave of Absence.

4350.00 HOLIDAYS

To provide paid time-off benefits for its Regular and Part-Time employees, the District recognizes the following holidays for all Regular and Part-Time employees:

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
Wednesday before Thanksgiving (1/2 day)	Fourth Wednesday in November
Thanksgiving Day	Fourth Thursday in November
December 24 (1/2 day)	December 24
December 25	December 25
Floating Holiday (1 work day)	Approved for use via vacation leave procedures; cashed out in November each year if unused

Paid furlough week: December 26 through December 31st. District offices and operations will be closed during the week between Christmas and New Year's Day, and all employees will be "furloughed" with pay during that week.

If a holiday falls on Sunday, the following Monday shall be observed as the holiday. If a holiday falls on a Friday or Saturday, it will be observed the preceding Thursday. December 24 is an exception, if it falls on a Friday, Saturday or Sunday it will be observed the preceding Thursday. An employee must be in a paid status (either working or using approved District-paid leave) both the work day before and the work day after a designated holiday in order to receive pay for the holiday.

4401.00 EDUCATION ASSISTANCE PROGRAM

The District encourages Regular employees to participate in educational and training activities. In addition to increasing employee job proficiency, this Education Assistance Program is intended to improve work force stability and the District's ability to attract and retain outstanding employees.

The Education Assistance Program is available to all Regular employees subject to the approval and discretion of the General Manager. The Board of Directors shall act as the approval body for programs applicable to District Officers per Board of Directors and Officers Policy 2060 and the General Manager.

Expenses advanced by the District for pre-approved educational and training functions that are not attended by the employee (except for circumstances beyond the employee's control as determined in the discretion of the General Manager) and for which a refund or credit cannot be obtained shall be reimbursed to the District by the employee within thirty (30) calendar days of the date of said function.

When required by law, amounts paid to employees under the Educational Assistance Program shall be reported by the District as income to the employee and payroll withholdings made in accordance with State and Federal law.

4401.01 Certification

Regular employees are encouraged to avail themselves of educational opportunities ~~including, but not limited to:~~~~leading to:~~

- [Certified California State Water Distribution System Operators Grade D1-D5](#)
- [Certified California State Water Treatment Operators Grade T1-T2~~5~~](#)
- [American Water Works Association California-Nevada Section Certifications](#)
 - [Backflow Prevention Assembly Tester](#)
 - [Cross Connection Specialist](#)
- [Certified California Water Use Efficiency Practitioner Grade 1-3](#)

~~• [Certification as a Water System Operator and Water Treatment Operator by the State Water Resources Control Board.](#)~~

4401.02 On-Duty Education

Regular employees may, with prior approval by the General Manager, attend [courses](#), seminars, conferences, workshops, cross-training activities or meetings that provide specific training in subjects related directly to water operations, to the employee's current position, or one he/she may reasonably aspire to.

Management will annually review and identify areas of training required to maintain technical and administrative capabilities. The District will pay fees, tuition, and approved expenses. The General Manager's approval for all requests for on-duty training must be obtained prior to attendance and/or making reservations.

4401.03 Off-Duty Education

Regular employees who desire to obtain skills and/or knowledge, on a voluntary basis, that enables them to improve their general knowledge base and prepare them for future assignments with the District may seek approval from the General Manager pursuant to this policy.

This education may occur after regular working hours at an accredited university, college, vocational trade school, or through a self-study correspondence course which leads to a certificate, license or diploma related to the general water, administrative and public service functions of the District.

Acceptable accrediting agencies are those recognized by the U.S. Department of Education, Office of Postsecondary Education (OPE), the California Bureau for Private Postsecondary Education (BPPE), or the State of California.

Under special circumstances which must be approved in advance, employees may be approved to attend classes during business hours.

4401.04 Eligibility for Off-Duty Education Financial Assistance

Only Regular employees who are performing their jobs satisfactorily and have an

employment duration with the District of more than one (1.00) year are eligible for this program.

The following off-duty education may be considered for financial assistance:

1. Degree (Associates, Bachelors, Masters, other as approved).
2. Specific courses taken for credit relating to water functions.
3. Specific courses taken for credit having a general connection to the functions or mission of the District (i.e., accounting, administrative professional, public administration, welding, chemistry, information technology, civil engineering, etc.)

4401.05 Conditions for Financial Assistance

The following conditions apply for receiving financial assistance from the District:

1. Every course that the employee desires to attend must be approved in advance as applicable by the General Manager (or for the General Manager's course(s), by the Board of Directors.)
2. Reimbursement to the employee upon completion of the course with a minimum final grade of a C or equivalent.
3. For good cause shown and financial need demonstrated, the General Manager may approve an advance payment to employee for use in paying tuition or course fee upon employee entering into a written agreement, per District procedure, (attached policy 4401.A1) to repay the District within one year for any funds advanced where employee fails to complete the course with a minimum final grade of a C or equivalent. Such written agreement will include employee authorization to withhold payments of up to \$100 per pay period from employee's salary, and the balance (if any) to be deducted from employee's final paycheck upon separation, to the extent permitted by law.
4. Funds received from outside sources, such as scholarships or Veteran's Education Benefits, must be applied to the cost of the program first. Then the remaining cost will be paid by the District.

~~5. The annual contribution limits by the District shall be established by administrative procedure applicable with Board policy limited to \$650.00 per course including tuition, books, supplies, and other expenses, including travel. Contributions and participation in excess of \$650.00 per course by the District may be considered for approval by the General Manager (subject to budgetary approval by the Board).~~

~~6. The maximum reimbursement that may be received by an employee in one calendar year shall be \$1,950.00 based upon the date of course completion.~~

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4411.00 DEFERRED COMPENSATION

All Regular District employees are eligible for membership in the District's deferred

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compensation plan(s). Payroll deductions are available upon request.

Effective as of January 6, 2020, the beginning of the first payroll period in 2020, the Employer shall make a matching contribution on behalf of all regular District employees equal to the amount of an employee's Elective Deferral Contributions and Designated Roth Contributions to the Plan for each payroll period, up to a maximum contribution of three percent (3%) of the employee's Base Salary for the payroll period. Contact the General Manager for information on joining the plan(s).

4420.00 EMPLOYEE EQUIPMENT

Employee tools and safety equipment shall be issued as necessary to perform the work prescribed. The specific equipment and reimbursements provided shall be determined at the discretion of the General Manager and identified in an administrative procedure modified from time to time as operational issues dictate. Failure to utilize required safety equipment in violation of District policies or applicable state/federal requirements is prohibited and will subject an employee to disciplinary action.

Employees shall be provided with uniforms in accordance with Policy 4530.

Employees are liable for any loss or damage caused by negligence or misuse of District-provided employee equipment. Personal use of District-provided employee equipment is not permitted, and will subject an employee to disciplinary action.

4430.00 EMPLOYEE SUGGESTIONS

Employees are encouraged to provide suggestions to their supervisor, Department Director or to the General Manager that may lead to improvements in District operations, services and conditions in the workplace.

4440.00 MEMBERSHIP IN PROFESSIONAL & TECHNICAL
SOCIETIES/ASSOCIATIONS

The District may pay directly or reimburse employees for dues and expenses related to District-approved membership in professional and technical societies and associations which directly benefit the District. District-approved memberships shall be determined by the General Manager, subject to authorized budget limits.

4450.00 TELEPHONE CALLS

The use of District telephones (both landlines and cellular/smart phones) is intended for official District business. While it is understood that the use of District telephones for personal reasons is necessary on occasion "as an incidental use", this privilege must not be abused and time spent in making or receiving such calls shall be kept to a minimum. Employees shall not use District telephones for personal toll/long-distance calls that incur charges.

4501.00 STANDARDS OF CONDUCT

The tenure of every District employee shall be conditioned ~~by~~on good behavior and satisfactory work performance. The District establishes Standards of Conduct to guide employees and to assure a safe, efficient, and harmonious operation of the District. Infractions of District standards, or other actions inconsistent with the goals of the District, may lead to progressive disciplinary action under the procedures described in Human Resources Policy 4513.

Standards of Conduct for District employees are as follows:

1. Employees shall satisfactorily perform their duties.
2. Employees shall maintain satisfactory attendance and arrive to work on time, with satisfactory and appropriate justification for absences or tardiness.
3. Employees shall demonstrate respect for, and adhere to, assignments and directives issued by supervisors.
4. Employees shall properly and truthfully complete District records or other documents, including the employment application, time cards, leave requests, benefits related documents or requests, and other records of the District.
5. Employees shall not engage in physical altercations with, threats of physical harm to, and physical and/or verbal abuse of employees, customers or the public.
6. Employees shall exercise prudent care and caution in the conduct of their duties.
7. Employees shall observe safety rules, regulations, policies, practices and procedures including the wearing of safety equipment as directed.
8. Employees shall not engage in the theft or unauthorized use/removal of District property.
9. Employees shall not willfully destroy District property or property of others.
10. Employees shall not engage in unauthorized solicitation or distribution of solicitations. With the exception of District related and/or charitable activities specifically approved by the General Manager or Board of Directors, solicitation is prohibited during work time and in work areas. Distribution of unauthorized literature, posters, handbills or notices in work areas or while on working time is prohibited.
11. Employees shall not possess a lethal weapon on District property during employment.
12. Employees shall not report to work under the influence of, or engage in the possession, sale, purchase or use of alcohol, drugs or any substance which would impair their ability to work.
13. Employees shall take and subscribe any oath, affirmation or deposition as required by law in connection with District employment.
14. Employees shall not engage in activities that create a conflict of interest with their duties and responsibilities with the District.
15. Employees shall not engage in discriminatory or harassing misconduct.
16. Employees shall immediately report the loss, revocation, suspension, or restriction of a California Driver's License when such is necessary to operate District vehicles as a condition of employment.
17. Employees shall immediately report the loss, revocation, suspension, or restriction of a State Water Resources Control Board Water Distribution Operator Certificate or Water Treatment Operator Certificate when such is necessary to operate and maintain District

facilities as a condition of employment.

18. Employees shall report for required medical examinations or tests or comply with a District request for a physician's statement.
19. Employee shall not engage in conduct blatantly detrimental to District property, its customers, employees and the public or engage in other practices that may be inconsistent with the mission, vision, values, commitments, image, policies, or goals of the District.
20. Employee shall comply with all directives and refrain from all prohibited actions set forth in this Human Resources Policies Manual, as it may be amended from time to time.
21. Employee shall not engage in any willful act undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department or division.
22. The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. A plea or verdict of guilty, or a conviction showing a plea of *nolo contendere* made to any offense involving moral turpitude is deemed to be a conviction within the meaning of this sub-section. A crime involving moral turpitude is defined as any intentional act of violence against another (including by not limited to attempted or actual assault, homicide, kidnapping, rape, lewd acts upon a minor), arson, fraud crimes or dishonesty.

4511.00 ATTENDANCE

Punctual, consistent and reliable attendance is an essential function of all District positions.

4511.01 Absence

An absence is defined as any failure to be present for work during scheduled working hours (including overtime). Absences which are excused are detailed beginning with Policy 4301 and concluding with Policy 4350.

4511.02 Lateness

Each employee is required to arrive on time, ready to work and complete a full shift. Supervisors will document and use disciplinary actions to correct persistent patterns of lateness or departing early. Lateness is defined as not being present and prepared to work at an assigned location at a prescribed time.

4511.03 Notification

Employees are required to give their supervisor advance notice, when possible, of lateness or absence. If advance notice is not possible, personal notification by phone should be given directly to the supervisor prior to work starting time. A voice message left in the supervisor's District voice mail box or by an electronic mail (e-mail) message left in the supervisor's District e-mail box is acceptable for meeting the notification requirement if authorized by the employee's supervisor. The use of the District's answering service to communicate an absence, except in cases of extreme emergency, is strictly prohibited. Employees may call into the District before and after business hours

on the District's "Private Line" telephone number that is listed on the District telephone directory that is periodically furnished to all employees.

A leave request entered into the appropriate payroll system and approved ADP is required. Leave Request Forms are required to document all absences. Leave Request Forms shall be completed by the employee and provided to the supervisor within the first eight (8) hours upon return to work.

Commented [37]: Not current practice, we use ADP

Employees who are absent must maintain contact with their supervisor daily unless the employee is on approved leave or has provided a doctor's certificate covering a specified period.

In case of extended illness, arrangements should be made by the employee to have his/her condition reported to the District at frequent intervals so work assignments can be delegated to others.

4511.04 Job Abandonment

Where an employee is not on a leave protected by applicable law, an absence without notice for three (3) consecutive days shall be deemed abandonment of District employment and will be treated as a voluntary resignation.

The employee may be eligible for reinstatement after job abandonment only in exceptional circumstances. A Request for Reinstatement must be submitted in writing by the employee to the General Manager detailing the reasons for the absence and explaining why the employee could not have provided the notice required by these rules. Reinstatement Requests must be approved in writing by the General Manager and will be made at his/her sole discretion.

4511.05 Disciplinary Action

Unexcused/Chronic absenteeism, lateness, early departure, leave-without-pay or other infractions of attendance standards are grounds for disciplinary action.

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Thinking about attendance audit issue.

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Commented [40R38]: An unexcused absence is when you don't have a doctor's note when we require it, in the event that you are sick.

4512.00 HARASSMENT AND DISCRIMINATION PREVENTION POLICY

4512.01 Purpose

All employees, applicants, volunteers, and independent contractors ("workers") working for the District are to be treated with respect and dignity. The District is committed to providing an atmosphere free of harassment and discrimination based on such factors as race, religion, creed, national origin or ancestry, physical or mental disability, medical condition, genetic condition, pregnancy (including childbirth or related conditions), marital status, gender or gender identity/expression, sex, age, sexual orientation, family care or medical leave status, military or veteran status, - reproductive health decision, or any other characteristic protected by law.

Harassment and discrimination are against the law, and they are demeaning and harmful to both the victim and the District. The District will not tolerate harassment of, or discrimination or retaliation against, its workers by directors, managers, supervisors, co-workers, or anyone conducting District business. Similarly, the District will not tolerate harassment of its workers by others with whom the District has a business, service, or professional relationship (including members of the public).

This Policy does not restrict nor inhibit any supervisor from their responsibility or in their ability to direct, critique and discipline employees in a non-discriminatory, non-retaliatory manner.

Failure to follow this Policy may result in disciplinary action, up to and including termination of employment.

4512.01 Procedures

1.0 Harassment Prohibited

Harassment includes conduct that has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties or any other condition of employment or career development. This Policy prohibits harassment in any form, including:

- 1.1 Verbal or Written harassment such as epithets, jokes, nicknames, derogatory comments or slurs based on any basis protected by law. By way of example, this would include inappropriate comments on appearance, including dress or physical features;
- 1.2 Physical harassment such as assault, touching, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual on the basis of any protected classification. As examples, this could be conduct in the form of pinching, grabbing, patting, or making explicit or implied job threats or promises in return for submission to physical acts; and
- 1.3 Visual harassment such as derogatory posters, cartoons or drawings, gestures or leering based on one of the categories of protected status.
- 1.4 Sexual harassment includes, any unsolicited, offensive or unwelcome sexual advances, requests for sexual favors, and other oral or written, visual, or physical conduct of a sexual nature which occurs under any of the following circumstances:
 - 1.4.1 Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment;
 - 1.4.2 Submission to or rejection of such conduct by an individual is used as a

basis for employment decisions affecting the individual; or

1.4.3 Other examples of sexual harassment include unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; and the display or use in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations.

1.4.4 Sexual harassment also includes gender-based harassment by a person of the same gender.

1.4.5 Prohibited sexual harassment need not be motivated by sexual desire to be unlawful or violate this Policy.

1.4.6 Electronic communications can constitute harassment. This Policy prohibits all types of conduct that fall within the definition of harassment, including e-mails and text messages.

1.4.7 Harassment involving the public includes either harassment of (a) any member of the public by any person conducting District business or otherwise representing the District, or (b) any worker in the conduct of his or her job duties by any member of the public.

2.0 Retaliation Prohibited

Retaliation against an employee for reporting violations of this Policy in good faith, or for participating in the investigation of a harassment or discrimination complaint, is strictly prohibited.

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3.0 Procedures regarding all complaints of potential harassment including retaliation

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3.1 Employee Responsibility

It is important that employees inform the District as soon as possible about any prohibited harassment because nothing can be done to remedy the situation if the District does not know that it exists.

3.1.1 Any individual who feels comfortable doing so should let a fellow employee know when that employee's behavior or comments are offensive or unwelcome, even if the situation does not rise to the level of a violation of this Policy. However, individuals are not required to handle these situations on their own. If an individual is not comfortable handling a situation directly with another employee, the individual should immediately report the conduct to one of the persons listed below.

3.1.2 Any individual who believes that they have been or are being harassed in violation of this Policy shall immediately report this violation to his or her supervisor, the General Manager, the District's designated Human Resources staff or any District supervisor with whom the individual feels comfortable speaking. Complaints about the General Manager should be directed to the District's General Counsel or Board

President (who shall immediately notify the General Counsel to coordinate an appropriate inquiry and response).

3.1.3 Any individual who is aware or suspects that another person has been harassed in violation of this Policy shall report this violation to his or her supervisor, the General Manager or any District supervisor with whom the individual feels comfortable speaking.

3.2 Supervisor Responsibility

3.2.1 Each supervisor has the responsibility of maintaining a work environment free of harassment. This responsibility includes being available to discuss this Policy with the workers that they supervise and to assure the workers that they are not required to endure any form of prohibited harassment. If someone reports a harassment allegation to a supervisor, it is the responsibility of the supervisor to take immediate action by documenting the incident(s) and reporting the allegation of harassment to the General Manager or the designated Human Resources staff.

3.2.2 Any supervisor who fails to take appropriate action to report or address harassment, discrimination or retaliation issues can and will be disciplined by the District.

3.3 Investigation

The District will investigate all complaints of harassment in a prompt, objective, and thorough manner, including interviews of those with relevant knowledge. The District's investigation will be designed to maintain, to the extent possible, the privacy and confidentiality of all parties and witnesses involved. Complete confidentiality cannot occur, however, due to the need to investigate fully and to take effective remedial action. Whenever appropriate, the supervisor of the affected department(s) may be informed that a complaint has been filed. The General Manager is responsible for directing an investigation into such allegations and for implementing appropriate remedial action, where warranted. The District will not disclose a completed investigation report except as it deems necessary to support disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or as otherwise required by law.

3.4 Resolution

3.4.1 After investigation, the District will communicate the confidential findings (i.e., sustained, not sustained, or inconclusive) to the complainant, the alleged harasser, and members of management with a legitimate need to know.

3.4.2 If there is a finding that harassment in violation of this Policy or applicable laws has occurred, the District will take appropriate and immediate action to end any harassment and prevent its recurrence. Where appropriate, the

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District may first work to resolve the matter informally. If the matter is not suitable for informal resolution, appropriate formal action will be taken pursuant to applicable policies and agreements. If formal action is required, the complainant may be required to testify at a hearing.

3.5 Discipline

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Any employee found to have violated this Policy will be disciplined. Specific action taken will depend upon the specific circumstances.

4.0 Harassment Involving the Public

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4.1 The District strictly prohibits harassment of any member of the public by any person conducting District business or otherwise representing the District.

4.2 Dealing with the public can be challenging and sometimes contentious. While employees are expected to interface with the public as their duties dictate, sometimes in difficult or even volatile situations, employees are not expected to endure actual harassment by members of the public. If an employee feels that he or she is being subjected to harassment by a member of the public, the employee should report such harassment to his or her supervisor (or other person listed above) for investigation and appropriate action. Employees will not be penalized for refusing to tolerate harassment from a member of the public.

5.0 Further Information

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Employees are urged to contact the General Manager if they have any questions or concerns about this Policy.

In addition to this Policy, the State of California Department of Fair Employment and Housing ("DFEH") provides additional information regarding the legal remedies and complaint process available through the government agencies. If a worker thinks he or she has been harassed, discriminated against, or that he or she has been retaliated against for complaining, that person may file a complaint or obtain additional information from DFEH at 1-800-884-1684 or <http://www.dfeh.ca.gov>, www.cacivilrights.ca.gov.

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4513.00 DISCIPLINARY PROCEDURE FOR REGULAR EMPLOYEES

This Disciplinary Procedure Policy applies to employees who are not "at will" and who have successfully completed the applicable probationary period. The District has and desires a culture of coaching and training employees to address many performance and conduct concerns. However, some situations require a more formal type of corrective action where they involve: (a) repeated or more serious performance deficiencies or (b) significant misconduct. Depending upon the facts and circumstances involved in each situation, the District may choose to begin disciplinary action at any step. In general, however, discipline should follow a pattern of increasing severity as causes for discipline are more serious and persist.

4513.01 Minor Discipline

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Minor discipline may be imposed without reference to the procedural requirement of Section 4513.03 of this Policy. Minor discipline includes verbal warnings, written reprimands, change in work hours, and reassignment without reduction in pay. Minor disciplinary actions may be appealed to the General Manager, whose determination shall be final.

4513.02 Major Discipline

The following disciplinary actions require compliance with the procedures of Section 4513.03 of this Policy. The following procedures may be taken by the appropriate level of management to correct misconduct or performance deficiencies of “for cause” employees (i.e., those regular employees who are not “at-will”). Forms of major discipline are:

- A. Suspension Without Pay: An ordered interruption of duties for one or more days without pay. Minor suspensions of five work days or less are not subject to the pre-disciplinary procedure below in 4513.03.A and B, but are subject to the post-disciplinary appeal procedure in Section 4513.D.
- B. Salary Reduction: A reduction in pay from within the employee’s current range to any lower salary within that range, as such range is recorded in the District’s current salary schedule.
- C. Demotion: A reduction from a position in one classification to a position in another classification having a lower salary range affected for disciplinary purposes. (Demotions resulting from employee’s inability to perform required duties, organizational changes, or layoffs are not disciplinary.)
- D. Dismissal: Discharge from District employment for disciplinary purposes. A disciplinary dismissal does not include I) layoff or similar release from employment based on a determination by the District that the needs of the District do not require continuation of the employee’s position or II) release due to inability to perform all essential functions of the employee’s position, with or without a reasonable accommodation; a release for either reason is not a disciplinary dismissal and is not subject to the procedures in Policy 4513.

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4513.03 Disciplinary Procedures for Major Discipline

- A. Notice of Proposed Discipline: Before imposing major discipline (other than suspensions of five work days or less), the District shall deliver to the employee a written notice of the proposed major discipline. The notice of proposed discipline shall be prepared by the Department Director. Such notice shall be personally served on the employee or sent by traceable overnight delivery service (e.g. Golden State Overnight, Federal Express, etc.) to the employee’s place of residence as shown on the records of the District. The notice shall contain the following:

- 1) The type and effective date of the proposed disciplinary action.
- 2) A statement of the reasons for the proposed discipline and applicable Policies, rules, etc. The statement of reasons shall contain such specifications as to give a reasonable person a fair opportunity to understand and respond to the reasons.
- 3) If the reasons are based upon documents or materials, the notice shall include copies of the documents or materials considered or relied upon in reaching the determination of proposed discipline.
- 4) Notice of the employee's right to respond either verbally in a pre-disciplinary meeting or in writing, the date, time, place, and person to whom response may be made, and inform the employee a representative of the employee's choice may accompany the employee to the conference, should he/she choose to respond verbally. The notice should also inform the employee that failure to respond within the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed.
- 5) The General Manager may, in his or her discretion, approve the temporary assignment of an employee to a status of paid administrative leave during any administrative investigation or during the disciplinary process.

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B. Employee's Response ("Skelly" meeting). The employee shall have ten (10) calendar days from the date of receipt of the notice to respond to the notice by submitting a written or verbal response. A written response shall be made to the person indicated in the notice. If the employee elects to respond verbally, the meeting to respond shall be known as the Skelly meeting. The Skelly meeting may be conducted by the Department Director or designee. In the Skelly meeting, the employee may be represented by legal counsel or other personal representative, but not by any person involved in the issues or incidents giving rise to the proposed discipline.

C. Notice of Final Disciplinary Action: After the employee has had an opportunity to respond and the pre-disciplinary (Skelly) process is complete, the Department Director or his/her representative shall notify the employee in writing of the final disciplinary action to be imposed upon the employee (if any), the reasons for the disciplinary action, the charge(s), and the effective date(s) of the disciplinary action. The notice shall also advise the employee of the right to appeal, however an appeal shall not delay or otherwise impact the effective date of the final discipline.

D. Post-Disciplinary Appeal from Major Discipline. An employee may appeal a dismissal, demotion, pay reduction, or suspension without pay by filing a written request with the General Manager within five (5) business days of the date of the Notice of Final Disciplinary Action. The appeal shall include the reasons for the appeal.

The General Manager shall set a date for an evidentiary appeal hearing (which shall be held within sixty (60) days of the request for appeal, absent unusual circumstances) and shall provide written notice of the date, time, and location of the hearing to the employee.

The employee may be represented by legal counsel and/or by a representative, but not by any person involved in the issues or incidents giving rise to the disciplinary action.

In his or her discretion, the General Manager may conduct the hearing personally (with assistance of counsel) or arrange for a neutral hearing officer to conduct the hearing and then render an advisory written decision for the General Manager's consideration and decision regarding final discipline. In such case, the hearing officer may be selected by agreement among the parties or the parties may obtain a list of qualified potential hearing officers from the State Mediation and Conciliation Service and select the hearing officer by alternating strikes. The hearing officer should have experience conducting similar types of appeal hearings and will establish procedures for conducting the hearing. The cost of a hearing officer shall be shared equally by the District and an employee organization that represents the employee, if any.

At the evidentiary appeal hearing, witnesses will testify under oath, the parties have the right to introduce relevant oral and written evidence on his/her behalf, and to confront and cross-examine adverse witnesses. To the extent possible, hearings shall be informal, and the technical rules of evidence need not be followed. Any evidence upon which reasonable people may rely in the conduct of serious affairs may be admitted, at the discretion of the General Manager/hearing officer conducting the hearing. A written record of the hearing may be prepared in the discretion of the General Manager or hearing officer (if any), the cost of which shall be shared by the parties. The District and the employee shall each bear their own expenses, fees and costs. Absent good cause to the contrary (as determined by the General Manager/hearing officer), the employee's failure to appear personally at the appeal hearing shall be deemed a withdrawal of the appeal.

If the General Manager presides personally over the hearing, then the General Manager shall render a written decision within twenty (20) business days from the date of the conclusion of the appeal hearing (or from the receipt of the written transcript and closing briefs (if any), if requested by the General Manager). If a hearing officer presides over the hearing, then the hearing officer shall render an advisory written decision in accordance with the timeline above, and the General Manager shall render a written decision regarding final discipline within ten (10) business days of receiving the hearing officer's advisory decision.

The General Manager's decision shall be the final step in the District's administrative process, subject to review as provided by law in Code of Civil Procedure sections 1094.5 and 1094.6.

If the disciplinary action is subsequently revoked or lessened, the employee is entitled to reimbursement for the interim loss of District pay, if any. Reimbursement is limited to the period of time between the effective date of disciplinary action and the date of final decision on the appeal. No reimbursement may be made for any portion of the period during which the employee was not ready, willing and able to perform the duties of

his/her position.

4514.00 GRIEVANCE PROCEDURE

The grievance procedure provides “for cause” employees a means for settling disputes involving the interpretation, application or enforcement of District policies as quickly as possible, and at the lowest possible level of authority. The grievance procedure, however, is not applicable to:

- Employee discipline or employee evaluations;
- Performance improvement plans, training assignments;
- The determination of the contents of a job classification or decision to reclassify ` (or not to reclassify) a position;
- The determination of procedures and standards for employment and promotion; or
- Challenges to layoffs, transfers, denial of reinstatement or denial of advancement.
- Release for inability to perform essential job functions with or without a reasonable accommodation.

NOTE: complaints of harassment, discrimination or retaliation are not subject to this procedure but rather should be processed in accordance with Policy 4312.

Each step in the grievance procedure is meant to completely resolve the complaint or problem. The steps are to be taken in progressive steps; the employee moves on to the next step only if the problem has not been resolved.

4514.01 Grievance Steps

Step One: The employee filing a grievance (“the grievant”) must notify his or her Department Head in writing of a grievance within five (5) business days of the event(s) giving rise to the grievance. If the grievant is unaware of the event(s) within that time frame, then the five (5) day initial reporting period shall run from the time when the grievant learned of the event(s) or reasonably should have learned of them. The Department Director will set a meeting with the grievant and a member of the designated Human Resources staff within five (5) business days to discuss the grievance. The Department Head will issue a written determination on the grievance within five (5) business days of the meeting with the employee.

Step Two: If a satisfactory result is not reached at Step One, the grievant may appeal in writing to the General Manager. Such appeal must be submitted within five (5) business days of the Department Director’s written decision at Step One. The General Manager shall schedule a meeting with the grievant (and any others the General Manager deems appropriate to include) to discuss the grievance. After the meeting, the General Manager may, in his or her discretion, investigate the grievance further and talk with anyone involved or anyone who might contribute to the facts. The General Manager will return a written decision within ten (10) business days of the meeting with the grievant. The General Manager’s decision shall be final and binding.

4520.00 EMPLOYEE CONFLICT OF INTEREST

The District recognizes the right of employees to engage in private activities away from their employment. However, the following rules will apply to assess and prevent potential conflicts of interest from arising. Failure to adhere to the rules governing conflict of interest may lead to disciplinary action up to and including discharge from employment with the District. Designated employees may also be subject to the provisions of Policy No. 1035, Conflict of Interest.

4520.01 Interference of Adversity Prohibited

No employee shall engage in outside work that will interfere with his or her District job.

4520.02 Gratuities

No employee shall accept personal gratuities or tips offered for District services rendered to a customer or prospective customer.

4520.03 District Time, Equipment and Materials

No work not related to the business of the District shall be done during regular hours of employment and no District facilities, equipment, labor or supplies may be used to conduct such work.

Transportation in District vehicles of persons other than Directors, Officers, employees, agents of the District, or authorized guests, is prohibited and will subject the employee to discipline.

Employees should discourage personal telephone calls and visitors during work hours.

4520.04 District Liability

Employees shall not discuss opinions or comments regarding District liability in any matter with the public. Management shall be advised in all instances regarding customer relations problems that cannot be satisfactorily resolved.

4530.00 UNIFORMS AND DRESS CODE

4530.01 Work Attire

District employees are expected to observe good habits of grooming and personal hygiene, and (for office workers) to dress professionally in an appropriate manner for a business office during business hours. A neat, tasteful appearance contributes to the positive impression District employees make on our customers and service partners.

District logo shirts or sweaters are encouraged and acceptable except where more formal attire is warranted for the occasion (e.g. a court appearance.) On the other hand, while no policy can address every form of problematic attire, employees are advised that tank tops

or other beach/recreational wear, revealing clothing or clothing/hats bearing messaging (e.g., purported humor, political messages, sports logos, etc.) are prohibited. For special occasions designated by the General Manager, a type of clothing usually prohibited may be permitted for the day (e.g. sports team shirts, hats or jerseys).

For all District employees, attire must be clean, well-maintained, and appropriate for the assigned work area or work event. Distracting or safety-impacting personal adornments (such as piercings, brands or tattoos) may, in the General Manager's discretion, be required to be removed or covered while an employee is on duty. Any employee with questions about acceptable work attire should immediately seek guidance from the employee's supervisor or the General Manager.

4530.02 Facial Hair

All facial hair will be kept neat and trimmed. In certain positions, at the supervisor's discretion, facial hair may be disallowed due to safety concerns.

4530.03 Uniforms

The positions for which employees are required to wear District-provided uniforms or personal protective equipment, and the uniform and equipment requirements themselves, are described in more detail in the administrative uniform procedure.

4601.00 EMPLOYEE ORIENTATION

A new or rehired employee will be given an orientation to District policies and benefits and the responsibilities of their employment position. This orientation shall begin on their first day of employment unless circumstances make this impractical.

As directed by the General Manager, the employee orientation process will be conducted and documented by District department directors, managers, administrators and other personnel and include, but not be limited to, the following subjects:

- Human Resources Policies
- Employee Benefits
- Job Duties and Standards for Acceptable Behavior and Job Performance
- Safety

4610.00 PERFORMANCE EVALUATION

Each employee, upon being selected for employment or upon changing jobs while in District employment, shall receive frequent, informal performance feedback and may, at the discretion of the applicable supervisor in consultation with the next-higher-manager, receive a short-form performance evaluation at the end of the first six months in their employment position. Every probationary employee will be evaluated at the end of the applicable probationary period approaches and prior to being approved for "regular" status. Thereafter, employees will be evaluated annually (or more frequently) thereafter as directed by the General Manager. The

purpose of this evaluation will be to provide guidance to the employee with a review of his/her overall job performance within the assigned work areas. The performance evaluation may also be used as a basis for determining employment retention, dismissal, and/or salary adjustment.

The performance evaluation will be facilitated by the employee's Department Director. The Department Director may include other supervisory employees in the evaluation process.

The employee Evaluation Form shall be completed by the employee's supervisor(s) if so directed by the Department Director, and submitted to the Department Director for review and comments. The form shall be reviewed, with the opportunity to add written comments, by each supervisor up the chain of command if requested, concluding with the Department Director.

Completion of the Evaluation Form shall be followed by a Department Director/ supervisor(s)/ employee meeting at which time the evaluator(s) and employee shall have an opportunity to express his or her comments about the evaluation in general and with reference to any segments of the performance evaluation specifically. The Department Director and supervisor(s) shall sign the Evaluation Form at the conclusion of the meeting and the employee shall be given a signed copy of same. The employee will be requested to sign his/her evaluation. The employee may provide written comments to the Department Director for attachment to the evaluation within five (5) working days of the Department Director/ supervisor(s)/employee meeting, and the employee's comments shall be maintained together with the evaluation in the employee's personnel file. The Department Director shall then submit the employee's Evaluation Form together with any employee comments to the General Manager. Performance evaluations are not subject to the disciplinary appeal or grievance procedures.

The General Manager shall serve as the evaluator for his/her direct reports.

The performance evaluation shall not preclude the day-to-day needs of employees regarding guidance, assistance, corrective action, and employer/employee relations in general.

The District provides various forms of training and development support geared both to current job skills and requirements and to employees seeking to improve their general knowledge. Employees are encouraged to communicate in all areas of job interest, in a timely fashion, to their immediate supervisor, who in turn shall report said communication to his or her supervisor. Upon retirement or separation of employment with Citrus Heights Water District, an exit interview may be prepared consistent with the protocol above as reasonably practical and maintained in the employee's personnel file.

4611.00 PROMOTIONS

Promotions generally result in an increase of responsibility within a category of jobs (e.g., from Water Distribution Operator II to Water Distribution Lead Worker/Operator) or to another job category, or to another department. Promotions are not automatic when an individual reaches the top of his/her salary range. Promotions may be made from the existing work force providing an employee is qualified to fill the position. Employee performance evaluations, interviews, and

supervisor and management observations will provide the primary source to determine job suitability. A District employee who promotes to a higher position will be subject to a promotional probationary period in conjunction with District policy.

4701.00 SAFETY OFFICER

One (1) Regular employee of the District will be designated in writing by the General Manager to perform, as a collateral duty, the duties of Safety Officer.

The overall duty of the Safety Officer shall be to help the District achieve the greatest practical degree of freedom from injuries / illnesses and to insure that every employee is provided safe and healthful working conditions, free from recognized hazards. Responsibilities for the Safety Officer shall be as set forth in the District's Injury and Illness Prevention Program (IIPP) (see Policy 4702), Return to Work Program (see Policy 4730) and other responsibilities and duties as assigned from time to time by the General Manager. The Safety Officer will serve as the Team Lead of the District's Loss Prevention Program.

Safety Officer will have increased responsibilities for which the designated employee (other than the General Manager) shall receive a 5% Safety Officer Training/Coordinator Premium.

4702.00 INJURY AND ILLNESS PREVENTION

It is the policy of Citrus Heights Water District to achieve the greatest practical degree of freedom from accidents and to insure that every employee is provided safe and healthful working conditions, free from recognized hazards. To this end, the District shall institute and maintain an Injury and Illness Prevention Program (IIPP) based on the model IIPP program provided by the Association of California Water Agencies - Joint Powers Insurance Authority (ACWA-JPIA). The IIPP shall be reviewed annually and updated as necessary.

Injuries are costly to the individual worker, often significantly changing the employee's future or impairing the security of the employee's family. They are also costly to the District, both directly and indirectly, with indirect costs often being much higher than the direct costs. It is the firm and continuing policy of the Board of Directors that industrial accidents shall be significantly reduced or eliminated with the use of reasonable administrative procedures, engineering controls and by the aggressive promotion of safe work practices within the District.

Each employee has a responsibility to themselves for their own safety, as well as a responsibility to their family, to their fellow workers, to their community, and to their employer in the performance of their duties. Therefore, employees shall be expected to observe safety practices, rules, and operating procedures, as well as instructions relating to the efficient performance of their work. Optimum safety and efficiency in District operations is reached only when all employees are keenly alert and safety conscious.

4702.10 Safety Committee

The District shall establish a Safety Committee to support the Injury and Illness Prevention Program and to ensure that employees are provided safe and healthful

working conditions, free from recognized hazards.

4702.11 Composition

The Safety Committee shall be composed of the following five (5) members:

1. The District's Safety Officer shall serve as the Chair of the Safety Committee.
2. One (1) representative from Administrative Services shall be selected by the General Manager to serve a two-year term. Serving consecutive terms shall be avoided when possible and practical.
3. Two (2) representatives from Operations shall be selected by the General Manager to serve a two-year term. Serving consecutive terms shall be avoided when possible and practical.
4. One (1) representative from Engineering shall be selected by the General Manager to serve a two-year term. Serving consecutive terms shall be avoided when possible and practical.

4702.12 Coordination and Responsibilities

The Safety Committee meets monthly. The meeting date, time and place will be determined by the Safety Committee members and coordinated by the Safety Officer as the presiding member.

The Safety Committee's primary responsibility is to review all reports of incidents or accidents submitted to the Safety Officer, determine cause and recommend actions to be taken to eliminate hazards or educate/train employees on safe work practices and techniques. The Safety Committee will conduct inspections of District facilities at least once a year, to document hazards, and recommend actions needed to eliminate or minimize the risk to employees. In addition, the Safety Committee will prepare written records of the safety committee meetings, review results of the periodic scheduled inspections, review investigations of accidents and exposures and make recommendations to management for the prevention of future incidents, investigate alleged hazardous conditions, and evaluate employee safety suggestions and make recommendations to the General Manager for action by the Board of Directors.

4703.00 INJURY AND ILLNESS REPORTING

All job-related injuries and illnesses, regardless of severity, must be reported immediately to the affected employee's supervisor, the Safety Officer, the designated Human Resources staff and the General Manager in order to provide prompt and trained evaluation and medical attention, if necessary, and to ensure accurate and timely reporting for Cal-OSHA and Worker's Compensation Insurance. Additional procedures for reporting and actions to be followed by the affected employee, the employee's supervisor and other District staff are contained in the District's Injury and Illness Prevention Program and Return to Work Program (see Human

Resources Policy 4730).

The District retains the right to exclude from the workplace employees exhibiting an illness or injury. Non-exempt employees who are excluded from the workplace for exhibiting an illness or injury may be entitled to reporting time pay.

4710.00 SMOKING IN THE WORKPLACE

The District shall provide a smoke free workplace. Smoking (including e-cigarette use or vaping) is not permitted at any location where employees, customers and the public may be exposed to secondhand smoke, including:

- In District buildings.
- Within 20 feet of District building exterior doors, operable window openings, or heating/air conditioning units, or within 20 feet of a walkway used for entering or passing between District buildings.
- In District vehicles.
- At District groundwater well sites.

4730.00 RETURN TO WORK PROGRAM

In an effort to minimize serious disability due to on-the-job injuries and to reduce workers' compensation costs, the District will develop and maintain a Return to Work Program. This policy is consistent with the District's responsibilities under the Fair Employment & Housing Act to provide reasonable accommodations to persons with disabilities.

The Program will consist of a team effort made by supervisors, representatives of the District's workers' compensation insurance carrier, the medical provider, the injured employee, and ~~other District~~ other District staff. All team members are expected to assist in returning the injured employee to a productive status.

Supervisors will assist by directing the employee to appropriate care and assisting in proper reporting of the injury while maintaining regular, substantive communication with the injured employee. They will also assist in arranging work that meets modified work restrictions, as needed, to reduce lost time. The District will work with the representatives of the District's workers' compensation insurance carrier to assist with determining the employee's ability to return to work in accordance with medical recommendations.

4730.01 District Responsibilities

The District shall be responsible for developing and maintaining the Return to Work Program, including any procedures and forms necessary to administer the Program, and providing information to employees regarding the Program.

4730.02 Employee Responsibilities

The injured employee shall be responsible for cooperating with and communicating with

his or her supervisor and other District staff, the physician that is treating his or her injury and the District's workers' compensation insurance carrier, to support efforts to assist the employee in returning to productive work as soon as possible.

4740.00 REASONABLE ACCOMMODATION

It is the policy of the District not to discriminate against any qualified person on the basis of mental or physical disability. If an employee needs a reasonable accommodation, the employee should personally notify the General Manager, orally or in writing, as soon as possible.

Reasonable accommodation may include such things as modifications to the work environment, purchase of auxiliary aids, structural accessibility changes in the workplace, modified schedule, and temporary leave from work; however, the District is not required to alter the job duties of the employee's position or provide a reasonable accommodation that would cause an undue hardship to the District.

While temporary light duty may be an appropriate accommodation, the District is not required to permanently alter the essential duties of the employee's position.

4740.10 Interactive Process

Upon receiving a request for accommodation, the District will engage in a reasonable, interactive process with the employee to ascertain whether the employee is a qualified individual with a disability and, if so, whether any reasonable accommodations are available to permit the employee to perform the essential job duties of employee's position. (The District can also independently commence the interactive process with an employee if it acquires information to suggest that the employee needs a reasonable accommodation in the workplace). The District welcomes the employee's input in this process and will consider any and all suggestions for reasonable accommodations. The District retains the ultimate discretion to determine whether to provide a reasonable accommodation and, if so, which one to provide. In connection with a request for a reasonable accommodation, employees may be required to provide supporting medical documentation, which will be kept by the District in a confidential medical file.

4800.00 EMPLOYEE SEPARATION

4800.01 Categories of Separation

When employees leave the District, they will be assigned to the following categories of separation:

- A. Resignation: A voluntary separation, including:
 - Resignation with or without notice.
 - Failure to return from a leave of absence.
 - Failure to return from a reduction-in-force upon recall.

Employees who resign are required to file a written statement of voluntary resignation with the Human Resources Specialist.

B. Release: A separation in which the employee is removed from the payroll for non-disciplinary purposes. Releases may result from the employee:

- Not being qualified for the type of work assigned and no other work is available.
- Due to a reduction in the District work force.
- Inability to perform essential job functions with or without a reasonable accommodation.
- For other reasons that are typically not the fault of the employee.

C. Deceased: The death of an employee in active employment.

D. Retirement: A voluntary separation which usually includes qualification for benefits under the District's retirement plan.

E. Discharge: A separation in which the employee is dismissed and removed from the payroll for violation of District Standards of Conduct, safety regulations, or unsatisfactory job performance for which the employee is at fault.

4800.02 Notice to Employee

The District shall provide employees with written notice of separation of employment from the District.

4810.00 LAYOFF OR REDUCTION OF WORK FORCE

The District expects to maintain steady employment for each employee. However, circumstances may require adjustments in personnel by means of a reduction of work force. Before competent employees are separated due to lack of work, every effort will be made to reassign them to another position within the District (see also Policy 4513).

4810.01 Procedure

If the number of employees must be reduced, the reduction will occur beginning with Temporary Employees.

Further reductions will be based on operational needs and performance history. Within a given classification where the number of positions is being reduced, layoffs among incumbents will be determined based on operational need (e.g. required skill sets and certifications) and performance history over a period not to exceed the prior five (5) years.

The District reserves the right to retain certain Regular Employees without regard to duration of District employment because of the employee's special knowledge, skill, training, or experience.

Employees will receive at least ten (10) working days' written notice from the General Manager if they are to be released due to a reduction of work force. At the General

Manager's discretion, the affected employee(s) may be placed on paid administrative leave for some or all of the notice period. Employees will receive payment for accrued Annual Leave, Management Leave and Compensatory Time-Off due to a reduction of work force. Payment will be made at the time of the final paycheck.

Employees will be placed on a recall list for twelve (12) months following separation due to reduction in work force. Recall from the list will be based on first operational need, and then performance history. Any former employee on the recall list who retires while on the list remains eligible for recall, but would have to comply with applicable CalPERS requirements if recalled to active service.

4820.00 CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CalPERS)

4820.01 Membership

The District is a member of the Public Employees' Retirement System of the State of California (CalPERS) and membership is governed by CalPERS eligibility regulations.

4820.02 Retirement and Other Benefits for CalPERS Members

Requirements for vesting in the CalPERS retirement system, service retirement or disability retirement, death benefits and other CalPERS benefits are set forth in the District's contract(s) with CalPERS and by regulations and procedures established and enforced by CalPERS. Employees are encouraged to visit the CalPERS website, my.calpers.ca.gov, for more information about their CalPERS retirement options and benefits or to contact the General Manager for more information about CalPERS benefits.

4820.03 Separation of Employment

Upon separation of employment, an employee will have various options regarding their CalPERS contributions and status depending upon their years of service and vesting in the CalPERS retirement system. Employees are encouraged to visit the CalPERS website, my.calpers.ca.gov for more information regarding their options upon separation of employment or to contact the General Manager for more information.

4820.04 Employee CalPERS Contributions

Requirements for employee contributions toward their CalPERS retirement benefit are set forth in the District's contract with CalPERS and by regulations and procedures established and enforced by CalPERS.

4820.05 District CalPERS Contributions

Requirements for District contributions toward employees' CalPERS retirement benefits are set forth in the District's contract with CalPERS and by regulations and procedures

4820.06 Disability Retirement Determination-Delegation to General Manager

Under Government Code Section 21150, before an employee seeking disability retirement (including industrial disability) may have their application approved by the California Public Employees' Retirement System (CalPERS), the District Board of Directors must make determinations, based on medical evaluations (either through a Qualified Medical Examiner report, through the Workers Compensation process, or a Fitness for Duty evaluation) that the employee can no longer perform their essential job duties with or without a reasonable accommodation due to a disabling condition.

Pursuant to Government Code Section 21173, the governing body of a contracting agency may delegate the authority to make such disability determination to the General Manager. The District Board of Directors hereby delegates to the General Manager the authority to a) make applications on behalf of the District, pursuant to Government Code Section 21152 for disability retirement of any employee, and b) under Government Code Section 21156 as to whether such disability is industrial and c) to certify such determination and provide any other necessary and required information to CalPERS. In making such determinations, the General Manager shall rely upon the medical recommendations of a qualified medical examiner, treating physician or the fitness for duty evaluator.

4830.00 INSURANCE BENEFITS FOR RETIREES RETIRING BETWEEN JUNE 3, 1992 AND MARCH 19, 1996

Subject to the eligibility requirements and levels below, and subject to the retired employee's enrollment in Medicare upon reaching eligibility for such benefits, the District provides the following retiree health insurance benefits. Except as otherwise required by law, no particular form or level of insurance benefit is guaranteed, but rather is subject to the discretion of the Board of Directors as it may direct from time to time.

4830.01 20 Year Service

Retired employees with twenty (20) years of employment by the District are provided with health insurance of the District's choice at District expense upon retirement for the retiree if requested.

4830.02 25 Year Service

Retired employees with twenty-five (25) years of employment by the District are provided with health insurance of the District's choice at District expense for the retiree and his/her spouse/dependents if requested.

Retired employees with twenty-five (25) years of employment by the District who either have no spouse/dependents or do not desire coverage for same may elect the insurance benefit applicable for thirty (30) year service.

4830.03 30 Year Service

Retired employees with thirty (30) years of employment by the District are provided with health, dental, and vision insurance of the District's choice at District expense.
Spouse/Dependents of a retired employee with thirty (30) years of employment by the District are provided with health and dental insurance at District expense.

4830.04 Basis for Calculating Length of Employment

For the purpose of calculating length of employment to determine insurance benefits for retirees, total employment by the District, whether as a Regular or Probationary employee, will be the base. Such employment need not be continuous.

4830.20 Application of Policy

This policy shall continue to apply to retired employees for whom this policy was in effect upon their retirement.

Employees that retire after the amended date above are subject to the provisions of Insurance Benefits for Retirees Policy 4831.

4831.00 INSURANCE BENEFITS FOR RETIREES

For employees hired prior to January 31, 2019 who have not opted into the District's health reimbursement account benefit program, the District will participate in the cost of health, dental and vision insurance coverage for retired employees and their qualified spouse, registered domestic partner, and dependents based upon length of employment with the District. Employees hired on or after January 31, 2019 will have the option of the District's health reimbursement account benefit, but no other retiree insurance benefits under this Policy.

4831.10 Length of Employment And Eligibility

For the purpose of calculating the length of employment to determine the District's participation in the cost of insurance benefits for retirees, total employment calculated/credited by PERS as years of service as an employee of Citrus Heights Water District shall be the basis and shall not include credit for years of service attributed to accrued sick leave or credit for purchased years of service time. Such employment shall be cumulative and need not be continuous. No credit will be provided for employment with the District in a Temporary capacity.

Employees must have been employed by the District for a minimum of twenty (20.00) years to qualify for benefits under this Policy and must enroll in Medicare/utilize Medicare as primary upon reaching Medicare eligibility. Employees retiring from the District with less than twenty (20.00) years of service do not qualify for benefits under this Policy.

4831.20 Application of Policy

This policy shall apply to employees retiring from the District following the date of its

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adoption, March 19, 1996.

Insurance benefits afforded to employees that retired prior to the adoption of this policy shall continue to be governed by the policies, terms, or conditions existing at the time of said prior retirements (see Policy 4830).

4831.30 Qualification of Spouse/Registered Domestic Partner/Dependents

The spouse, registered domestic partner and/or dependents of the employee as of the date of retirement from the District are eligible to participate in the benefits of this Policy. A spouse, registered domestic partner and/or dependents added after retirement are not eligible for participation. Qualified dependent children are eligible to participate up to the age limits as defined by state and/or federal health care regulations.

4831.40 Selection of Benefits

A retiree can choose either to obtain health, dental and vision insurance on their own for themselves and their qualified dependents or, at the time of retirement, the retiree and each dependent covered under the District's insurance plans, while the retiree was on active status, will be offered the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) option to continue health insurance coverage under the "qualifying event" provision as set forth in the law.

Retirees or their surviving dependents, as defined in Section 4831.30 of this policy, shall be eligible to receive reimbursement from the District in an amount not to exceed the maximum District financial participation shown in Section 4831.50 of this Policy. Reimbursement shall be made only upon presentation of written proof of coverage and proof of payment in a form acceptable to the District. Written proof of coverage must be provided to the Human Resources Department at the beginning of each calendar year before any reimbursement will be issued for the remainder of that year.

4831.50 District Participation

The District's financial participation under this Policy is dependent upon the length of employment with the District as follows:

Length of Employment	Maximum Monthly District Participation
20.00 years	\$395.00
25.00 years	\$442.00
30.00 years	\$495.00

No credit, cash back refund, or other consideration will be provided for any unused portion of the maximum District participation.

The Maximum Monthly District Participation shall be amended as of and effective January 1 of each year by the percent change in the Consumer Price Index for All Urban West Consumers (CPI-U) averaged over the first six months (January to June) unless

otherwise determined by the Board of Directors. Said amendments shall be rounded up to the nearest whole dollar amount.

Unless otherwise directed by the Board of Directors, the monthly amount of reimbursement received by eligible retirees will be increased by any increase pursuant to the paragraph above, but will not be reduced by a decrease in the Maximum Monthly District Participation amount.

The District shall report contributions and make withholdings from contributions in accordance with applicable requirements of the Internal Revenue Service, the California State Franchise Tax Board and any and all other legal requirements. Retirees bear sole responsibility for the tax consequences of District contributions.

4831.85 Death of Retiree

In the event of a retiree's death, a surviving qualified spouse, registered domestic partner, and/or dependents may choose to continue to participate in the benefits of this Policy. A spouse that remarries or a registered domestic partner that enters into another domestic partnership or marries is no longer eligible for participation.

4831.86 Death of Qualified Employee

In the event of the death, prior to retirement, of a District employee who otherwise has met the length of employment requirements necessary to qualify for insurance benefits for retirees, the surviving spouse, registered domestic partner and/or dependents may choose to participate in the benefits under the terms of this Policy.

4831.90 Amendments

The District reserves the right to amend or discontinue this Policy at its sole discretion at any time.

4901.01 EMPLOYEE BUSINESS EXPENSES

Request for travel advances are to be submitted on the appropriate form for review and approval by the General Manager. District vehicles shall be used for travel by vehicle unless a District vehicle is not available. Reimbursement for the use of personal vehicles for District business-related travel shall be approved in advance in writing by the employee's immediate supervisor only in circumstances where a District vehicle is not available. Before an employee can use his or her own vehicle for District business, the employee must have proof of insurance on file with the District, and personal vehicles are not permitted to be used in District business beyond a three hundred fifty (350) mile radius.

Spouses and dependents may accompany the employee on such trips, subject to General Manager approval, provided that their expenses are fully paid for by the employee.

Payment or reimbursement for actual and necessary expenses is obtained by submitting an expense reconciliation form (see Attachment 2060.A.1) with appropriate receipts to the General Manager for review and approval. Normally, expenses in excess of \$50.00 will be paid by check.

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Business expenses advanced by the District for educational and training functions that are not attended by the employee other than due to circumstances beyond their control and for which a refund or credit cannot be obtained shall be promptly reimbursed to the District by the employee within thirty (30) days of the date of said function.

4901.02 EMPLOYEE MEAL EXPENSES

Meal reimbursements shall be allowed for employees authorized to work at night or on weekends beyond normal working hours ~~when it would be an inconvenience or imposition for such employees to go home for lunch or dinner and then return to work.~~ Authorized work must extend beyond normal working hours for more than two (2) hours to qualify for meal allowance. Employees shall receive a Half-Day per diem as noted below in such event.

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Employees may claim reimbursement for meals when traveling on official business or attending a pre-approved seminar, conference, or meeting. Per diem reimbursements for approved events, not to exceed the limits detailed below, can be obtained by submitting a reconciliation request form to the General Manager for review and approval.

Half Day event \$45.00
Full Day Event \$90.00

Employees shall generally not receive the above per diem if meals are provided as an accompaniment to registration. However, if an employee is unable to utilize the provided meal, he or she may receive a half-day or full day per diem as applicable. Any request for per diem shall indicate the District-related reason for not enjoying the provided meal

4901.03 OTHER EMPLOYEE EXPENSES

Incidental employee expenses totaling \$50.00 or less shall be considered for reimbursement from the Petty Cash fund upon request and approval by the General Manager or his/her designated representative, based on presentation of appropriate receipts. Normally, expenses in excess of \$50.00 will be paid by check.

4911.00 DISTRICT VEHICLE AND EQUIPMENT ASSIGNMENT AND USE

The District will provide vehicles and equipment for use on District business on an as needed or required basis. Employees operating District vehicles and equipment are responsible for their safe operation in accordance with the law. Since most job classifications require daily or periodic operation of District vehicles, employees are required to be in possession of a valid California Driver's License for the class of vehicle being operated. The revoking, suspension, or restriction of that license for any reason by the State of California, or a driving record unacceptable to the District for any reason, may be sufficient cause for reclassification or disciplinary action. Satisfaction of traffic citations is the employee's responsibility.

4911.10 Assignment

The Operations Manager shall maintain a list of all vehicle and equipment assignments.

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Only employees designated by the General Manager, Assistant General Manager or Operations Manager will be allowed to take vehicles and equipment home after working hours.

Use of the District vehicle for driving to and from work by the employee constitutes Personal Use of Company Automobile (PUCA) as defined by the Internal Revenue Service (IRS). As such, the PUCA benefit shall be accrued to the employee at the current daily rate prescribed by the IRS based on the requirements of the commuting rule.

Employees that are assigned vehicles for work-to-home use must reside within 20 miles of the District headquarters; unless otherwise approved by the General Manager.

On occasion, overtime is necessary to accommodate the needs of the District. This may cause a separation of working hours when regular working hours and overtime hours are not continuous. In these cases, a District vehicle may be assigned for the duration of the irregular work hours by obtaining prior approval of the employee's supervisor. The use of a District vehicle by an employee meeting this criterion shall be on a controlled basis, and shall be monitored by the appropriate supervisor.

4911.20 Vehicle and Equipment Use

District vehicles and equipment shall be operated only in the course of District business unless otherwise approved by the supervisor.

4911.30 Vehicle and Equipment Identification

District vehicles and equipment, except those assigned to exempt employees, shall have a District logo and vehicle identification number permanently affixed. District vehicles assigned to exempt employees shall have a vehicle identification number permanently affixed and may be provided with removable magnetic logos for use at the discretion of the exempt employee.

4911.40 Vehicle and Equipment Inspections

All District vehicles and equipment shall be inspected weekly. Inspections shall be performed and documented by employees at the direction of the Operations Manager. Inspection reports shall be reviewed by the Operations Manager and maintained by the Safety Officer.

4911.50 Traffic Accident Procedure

When an employee is involved in a traffic accident while operating a District vehicle or District equipment, he/she must immediately notify his/her supervisor, the Assistant General Manager or the General Manager. The employee shall not discuss the accident with anybody but law enforcement officers, a District supervisor or the District's insurance representative. Care should be taken to preserve any evidence and to obtain witnesses.

All vehicles shall be equipped with an accident report packet supplied by the District's

liability insurance carrier for use and reference in the event of a traffic accident.

4912.00 PARKING

To courteously serve the District's many visitors, parking should be readily available to the public in the parking lot immediately adjacent to the District's Administrative Office. Employees shall refrain from parking in this area.

Employees shall park in designated employee parking areas or along the public street. Parking shall be at the employee's risk.

Individual parking locations will be designated by the Operations Manager based upon job class and seniority.

4930.00 COMPUTER USE AND INTERNET ACCESS

4930.01 Definitions

For purposes of this policy the following definitions shall apply:

Electronic Communications shall mean and include the use of information systems in the communicating or posting of information or material by way of electronic mail (e-mail), bulletin boards, Internet, or other electronic tools.

Information Systems shall mean and include computers, network, servers and other similar devices that are administered by the District. "Networks" shall mean and include video, voice and data networks, routers and storage devices.

4930.02 District-Maintained Systems

Information systems are maintained by the District to facilitate District business. Therefore, all information sent, received, composed and/or stored on these systems is the property of the District. Access to information systems and electronic communications at the District is a privilege, not a right, and must be treated as such by all employees. All employees must act honestly and responsibly to maintain the integrity of these systems. All employees must respect the rights of all pertinent license and contractual agreements related to District information systems. All employees shall act in accordance with these responsibilities, and the relevant local, state and federal laws and regulations. Failure to so conduct oneself in compliance with this Policy may result in disciplinary action.

4930.03 Privacy Not Guaranteed

All employees should have no expectation of privacy while using the District's electronic communications and/or information systems. The District reserves the right to access, at any time; an employee's electronic mail (e-mail) messages (outgoing and incoming), databases, word-processing, spreadsheet documents and all other forms of files created or stored using the District's electronic communications and/or information systems. Therefore, an employee's outgoing e-mail message must not indicate to the recipient that

his/her incoming mail will be confidential or private. The existence of a password on the system is not intended to indicate that messages will remain private, and all employees must make passwords known to the District's General Manager and other District employees as designated by the General Manager. Failure to notify the General Manager and other designated employees of passwords or password changes may result in disciplinary action.

4930.04 Misuse of Systems

Misuse of District's electronic communications and information systems is prohibited and is subject to disciplinary procedures. Misuse includes, but is not limited to, the following:

- A. Attempting to modify or remove computer equipment, software, or peripherals without proper authorization.
- B. Accessing without proper authorization computers, software, information or networks.
- C. Taking actions, without authorization, which interfere with the access of others to information systems.
- D. Circumventing log-on or other security methods.
- E. Using information for illegal or unauthorized purposes.
- F. Personal use of any District information systems or electronic communications for non-District consulting, business or employment.
- G. Sending fraudulent electronic communications.
- H. Using electronic communications to harass or threaten other users.
- I. Violating any state or federal law or regulation in connection with use of any information system.
- J. Personal use of any District system to access, download, print, store, forward, transmit or distribute obscene material.
- K. Violating any software license or copyright, including copying or redistributing copyrighted software, without the written authorization of the software owner.
- L. Reading other users' information or files without permission.
- M. Forging, fraudulently altering or falsifying, or otherwise misusing District records.
- N. Launching a computer worm, computer virus or other rogue program.
- O. Downloading or posting illegal, proprietary or damaging material to a District computer.
- P. Transporting illegal, proprietary or damaging material across a District network.

4930.05 Harassment and Discrimination

Messages on the District's voice mail and electronic mail (e-mail) systems are subject to

the same policies regarding harassment and discrimination as are any other workplace communication. Offensive, harassing or discriminatory content in such messages may result in disciplinary action.

4931.00 VOICE MAIL AND ELECTRONIC MAIL

4931.01 District-Maintained Systems

Voice mail and electronic mail (e-mail) systems are maintained by the District to facilitate District business. Therefore, all messages sent, received, composed and/or stored on these systems are the property of the District.

4931.02 Voice Mail

Voice mail greetings and messages, whether on the District's office telephone system or on individually-assigned cellular telephones, are reflections of the professionalism of the District and is part of the District's service to its customers. As such, greetings and messages on voice mail shall be professional and courteous. Employees are expected to check their voice mail boxes on at least a daily basis, and change their greeting as necessary to let callers know when voice messages may not be retrieved promptly, such as when the employee is going on leave or training away from the office.

4931.03 Electronic Mail

Electronic mail, also referred to as "e-mail", should reflect careful, professional and courteous drafting, particularly since it is easily forwarded to others and may be subject to disclosure through a Public Records Act request. Be careful about attachments and broad publication of messages. Copyright laws and license agreements also apply to e-mail. Employees with assigned e-mail accounts are expected to check their e-mail on at least a daily basis, and to reply promptly to inquiries and requests received via e-mail.

4931.04 Personal Use Limitations

Voice mail and electronic mail systems are to be used by employees in conducting District business and are not for employees' personal use. The District understands that, on occasion, immediate family members may need to leave messages on the voice mail or e-mail system for an employee, and is willing to accommodate such incidental personal use to a limited degree. However, personal use of the voice mail or e-mail system that interferes with an employee's work performance or otherwise violates District policy may result in disciplinary action.

4931.05 Privacy Not Guaranteed

The District reserves the right to access an employee's voice mail (outgoing and incoming) and e-mail messages at any time. Therefore, an employee's outgoing voice mail message must not indicate to the caller that his/her incoming message will be confidential or private. The existence of a password on either system is not intended to indicate that messages will remain private, and all employees must make passwords

known to the District's Assistant General Manager and other District employees as designated by the General Manager. Failure to notify the Assistant General Manager of passwords or password changes may result in disciplinary action.

4931.06 Erasure Not Reliable

Employees should be aware that even when a message has been erased, it still might be possible to retrieve it from a backup system. Therefore, employees should not rely on the erasure of messages to assume a message has been removed.

4931.07 Message Access

Messages on the voice mail and e-mail systems are to be accessed by the intended recipient and by others at the direct request of the intended recipient. However, the District reserves the right to access any and all messages on both systems at any time. Any attempt to block District access to messages, or to gain unauthorized access to messages on either system, may result in disciplinary action.

4931.08 Harassment and Discrimination

Messages on the District's voice mail and e-mail systems are subject to the same policies regarding harassment and discrimination as are any other workplace communication. Offensive, harassing or discriminatory content in such messages may result in disciplinary action.

4932.00 MOBILE DEVICES

Mobile devices, including but not limited to; cellular telephones, smartphones, or laptop/tablet computers, are important tools for the District. However, mobile devices also represent a significant risk to data security as, if the appropriate security applications and procedures are not applied, they can be a channel for unauthorized access to the District's data and Information Technology infrastructure. This can subsequently lead to data leakage and system infection. The District has a requirement to protect its information assets in order to safeguard its customers, property and reputation. This policy outlines a set of practices and requirements for the safe use of mobile devices and applications.

4932.01 Issuance of District Mobile Devices

District mobile devices will be issued to District employees as determined by the General Manager or his/her designee to facilitate the conduct of District business. Employees that are issued District mobile devices are responsible for care of the device and keeping it secure from theft or loss. Loss of, or damage to, a District mobile device shall be reported immediately to the General Manager or his/her designee. Employees may be liable for reimbursement for equipment issued to them that is lost or damaged. Issued equipment shall remain the sole property of the District and shall be subject to inspection and/or monitoring (including related records, phone logs, text messages, and internet usage logs) at any time. Employees in possession of District equipment are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment,

or at any time upon request, the employee may be asked to produce the equipment for return or inspection. Employees unable to present the device in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement.

Exempt employees, including Department Managers and Supervisors, may have the opportunity to use their personal devices for work purposes when authorized by the employee and the District. If the exempt employee chooses to use his/her District sanctioned personal cellular telephone he/she will receive a stipend amount as listed in District Policy 4101.A2 Other Compensation.

4932.02 Use of District Mobile Devices

The use of District mobile devices is intended for official District business. While it is understood that the use of District mobile devices for personal reasons is necessary on occasion, this privilege must not be abused and time spent in making or receiving such calls shall be kept to a minimum. Personal use of a District mobile devices that interferes with an employee's work performance or otherwise violates District policy may result in disciplinary action. Personal toll/long-distance calls or personal use of other services that result in additional charges shall be reported to the General Manager or his or her designee in writing. Personal use charges shall be reimbursed to the District by the employee that incurred the charges within 20 calendar days of presentation of the receipt that contains the personal use charges.

4932.03 Mobile Device Usage While Driving or Operating Equipment

The use of mobile devices, both those issued by the District and personal mobile devices, while driving or operating motorized equipment on District business and/or District time is considered a dangerous distraction and is prohibited. Calls may be answered by passengers; and if a discussion is necessitated between the driver and caller, the driver must pull over to a safe area off the road to take part in the discussion. If driving alone, the driver may pull over to a safe area off the road to respond to the call or message. Under no circumstances may a driver initiate a cellular phone call while driving a vehicle or operating motorized equipment during the course of business or on District time. An exception may be made if the driver has or vehicle is equipped with a Bluetooth or hands free device.

4932.04 Privacy Not Guaranteed

The District reserves the right to access an employee's cellular telephone voice mail (outgoing and incoming) messages at any time. Therefore, an employee's outgoing voice mail message must not indicate to the caller that his/her incoming message will be confidential or private. The existence of a password on the cellular telephone voice mail system is not intended to indicate that messages will remain private, and all employees must make passwords known to the District's General Manager and other District employees as designated by the General Manager. Failure to notify the General Manager,

or designee of passwords or password changes may result in disciplinary action.

4932.05 Message Access

Messages on the voice mail and e-mail systems are to be accessed by the intended recipient and by others at the direct request of the intended recipient. However, the District reserves the right to access any and all cellular telephone voice messages at any time. Any attempt to block District access to messages may result in disciplinary action.

4932.06 Personal Cellular and/or Wireless Devices

Excessive use of cellular/wireless devices during the work day, regardless of the phone or device used can interfere with employee productivity and be distracting to others. During paid work time, employees are expected to exercise the same discretion in using personal cellular/wireless devices as is expected for the use of any District telephone or computer. Cellular phones may not be used at any work site where the operation of the phone is or may be a distraction to the public or other employees.

4940.00 REASONABLE SUSPICION ALCOHOL AND DRUG TESTING PROCEDURES

It is the policy of the District to establish and maintain a safe and healthy workplace for all District employees that is free of any adverse effects on job performance caused in any way by the use or presence of drugs or alcohol. Additionally, this policy is intended to inform employees that assistance toward rehabilitation is available if an employee needs help in overcoming addiction to, dependence upon, or problems related to the abuse of drugs or alcohol.

Involvement with drugs and alcohol, both on and off the job, takes a toll on individual job performance and employee safety. Impacts of substance abuse include higher health benefits usage and workers' compensation claims, increased safety and liability risks, and diminished productivity and quality of work. The District's goal is to prevent or reduce these and other negative effects associated with substance abuse. This policy will serve to establish prohibitions against conducting District business or representing the District while under the influence of drugs or alcohol. Violation of this policy may result in disciplinary action up to and including termination.

Definitions

- Alcohol means any alcohol or alcoholic beverage as defined in the California Business and Professions ~~act~~ Code Sections 23003 and 23004.
- Controlled Substance means alcohol, an illegal drug (under either California or federal law) or a drug which is defined as a controlled substance under federal law, such as cannabis, or an immediate precursor thereto.
- Conviction means a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of ~~the~~ federal and state criminal statutes.

- Drug means any drug, including, but not limited to, an illegal drug, a controlled substance or a prescription or over-the-counter drug (legal drug) which is listed in any schedule in Sections 11054, 11055, 11056, 11057, or 11058 of the California Health and Safety Code.
 - Illegal drug means any drug or immediate precursor which is specified or referenced in any provision of the California Uniform Controlled Substance Act (Division 10 of the Health and Safety Code) which may subject an individual to criminal penalties, or a legal drug which has not been obtained legally, is being used by an individual for whom it was not prescribed, or is not being used in a manner, combination, or quantity for which it was manufactured, prescribed, or intended.
 - Legal drug means any over-the-counter or prescription drug which has been obtained legally and is being used in a manner, combination, and quantity for which it was manufactured, prescribed, or intended.
- Drug-Free Workplace means a site for the performance of work in which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.
- District Business means duties that are performed by an employee for the District, whether on or off District premises, including, but not limited to, events at which an employee represents the District in his/her official capacity and occasions when an employee uses property such as a vehicle owned by the District.
- Substance Abuse means the improper use of controlled substances or any other substance (including legal drugs) that impairs an employee's ability to safely and effectively perform the functions of a particular job.
- Under the Influence means an employee has a measurable amount of a controlled substance in his/her body or is exhibiting negative symptoms of use of a controlled substance or legal drug.

It is the policy of the District that:

- An employee performing District business shall not be under the influence of a controlled substance, or under the influence of a legal drug which interferes with the employee's ability to safely and effectively perform his/her duties.
- An employee's job performance or safety shall not be jeopardized in any way because another employee is conducting District business under the influence of a controlled substance.
- An employee shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.
- An employee shall not possess or consume an open container of alcohol or an illegal drug on District premises.
- An employee shall not allow an open container of alcohol or an illegal drug to be placed

or carried in an District vehicle or in any vehicle over which an employee has control while conducting District business.

- An employee shall not sell, offer, or provide an illegal drug to another person while conducting District business.
 - District prohibits the consumption of alcohol by employees while conducting District business, whether or not such consumption will cause the employee to be considered under the influence of alcohol. Employees representing District at social events or industry events are not prohibited from limited appropriate consumption of alcohol at those events.
 - An employee shall not test positive for a controlled substance.
- A. Application. This section applies to all District employees. Any District employees who fall within mandatory random testing requirements of the Department of Transportation regulations will also be subject to random testing as required by law and other District Policy.
- B. Notice. All employees subject to testing for controlled substances and alcohol shall be individually notified, in advance and in writing, that they are subject to reasonable suspicion and/or post-accident testing while on duty.
- C. Reasonable Suspicion Testing.
1. A reasonable suspicion test must be based upon specific, contemporaneous, articulated observations concerning the appearance, behavior, speech, or body odors of the employee, or in the event an accident occurs while an employee is driving a District vehicle, where there is reasonable suspicion that the driver of the vehicle may be under the influence of alcohol or other drugs. The observations must be made immediately prior to the determination that reasonable suspicion testing is warranted.
 2. The observations must be made by a supervisor and District official who has received at least one hour training in identifying indicators of probable alcohol misuse plus at least one hour training in identifying indicators of probable controlled substance use.
 3. Reasonable suspicion observations must be contemporaneous, i.e., they must be made just before, during, or just after the employee's performance of job-related duties.
 4. Employees for whom a reasonable suspicion determination has been made will be placed on paid administrative leave pending test results.
 5. Tests based on reasonable suspicion of alcohol misuse shall be promptly administered. If the test is not given within two hours following the reasonable suspicion determination, the employer shall prepare and maintain on file a statement of the reasons the test was not promptly administered. No test based on reasonable suspicion of alcohol misuse will be given that is not within eight hours of the reasonable suspicion determination.
 6. A written record of the reasonable suspicion observations, dated and signed by all employees making the observations, must be made within 24 hours or before the results of the test are released, whichever is earlier. A copy of this record will be given to the employee when the results of the test are released.
 7. The supervisor and District official who are making the reasonable suspicion observations shall not conduct the test or participate in the collection or chain of custody of any

specimen for testing.

8. Testing shall occur at a testing facility or laboratory that is Department of Health and Human Services certified, and comply with all laboratory analysis procedures and quality control measures set forth in the regulations applicable to DOT random testing. See 49 C.F.R., part 40.

D. Miscellaneous.

1. A refusal to test shall be deemed a positive test. "Refusal" includes but is not limited to
 - Refusal to provide a urine sample
 - Inability to provide a urine sample without a valid medical explanation
 - Refusal to complete and sign the testing consent form or otherwise act to interfere with the testing or prevent completion of the test
 - Tampering with or attempting to adulterate the collection specimen or procedure
 - Leaving the scene of an accident without obtaining permission from a supervisor, manager, or department director prior to the supervisor, manager, or department director making a determination whether to send the employee for post-accident testing.
2. Employees will not be docked pay nor will their leave be charged for time required to take the tests specified in this article. The employer will pay for the initial test. In the case of post-accident testing, the employee will be compensated at the appropriate rate of pay for the length of time required to complete the testing process.
3. The employee shall pay for all confirmatory testing of a split sample. In the event that the confirmatory test is negative, the employee will be reimbursed the cost of the test. The employee has the following options for payment for this test: 1) Remit payment to the District, or 2) Request a payroll deduction.
4. The District will treat all test results as confidential medical records and recognize that these records may need to be released in the course of legal proceedings.

ATTACHMENT 4001.A1 MANAGER/SUPERVISOR EMPLOYMENT AGREEMENT NEW
HIRE

CITRUS HEIGHTS WATER DISTRICT

**MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT FOR
[JOB TITLE]**

This Employment Agreement effective _____, 20 pursuant to final execution by all parties, is between the Citrus Heights Water District, a public agency ("the DISTRICT"), and

_____, an individual ("EMPLOYEE"), and is intended to establish compensation, benefits, and terms and conditions of employment for [JOB TITLE]. The General Manager has the authority to employ and terminate the employment of EMPLOYEE. EMPLOYEE acknowledges that as an Executive, Manager, or Supervisor, EMPLOYEE is exempt from the Fair Labor Standards Act (FLSA). EMPLOYEE further agrees that EMPLOYEE is an at-will employee, serves at the pleasure of the General Manager, and EMPLOYEE can be terminated from employment with the DISTRICT with or without notice or cause, and with no rights of appeal. This Employment Agreement supersedes any and all written and verbal employment terms and conditions between the DISTRICT and EMPLOYEE commencing upon the effective date of EMPLOYEE's appointment to the position of [JOB TITLE].

RECITALS

WHEREAS, the DISTRICT desires to retain the service of EMPLOYEE as [JOB TITLE] TITLE] of the DISTRICT, and EMPLOYEE consents to provide said services, subject to the terms and conditions of this Employment Agreement; and

WHEREAS, it is the desire of the DISTRICT to establish terms and conditions of employment, establish compensation and to provide certain benefits, to provide a procedure to set goals and objectives to be met, measurements thereof, to provide for a review and evaluation of performance, to provide for termination, if necessary, and to provide for other subjects related to the status of EMPLOYEE within this Employment Agreement; and

WHEREAS, the DISTRICT has determined the duties and responsibilities for this position as outlined in Exhibit A, which may be amended from time to time, attached hereto and incorporated herein by reference; and

WHEREAS, the DISTRICT has determined the salary and benefits for this position as outlined in Exhibit B, which may be amended from time to time, attached hereto and incorporated herein by reference; and

WHEREAS, it is the desire of the parties to secure peace of mind with respect to future security in the event of termination and severance of employment, as outlined in Exhibit C attached hereto and incorporated herein by reference; and

WHEREAS, EMPLOYEE desires to accept employment with the DISTRICT in the position

specified above.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. TERM. The term of this Employment Agreement shall commence on upon being executed by EMPLOYEE and approved and executed by the General Manager. The term of employment is unspecified. This Employment Agreement shall remain in effect until such time as the employment is concluded by either party in accordance with the provisions of Section 5 of this Employment Agreement.

2. AT-WILL EMPLOYMENT. EMPLOYEE acknowledges that he/she is an at-will EMPLOYEE who shall serve at the pleasure of the General Manager at all times during the period of his/her service under this Employment Agreement. The terms and provisions of the DISTRICT's personnel policies, procedures, ordinances and resolutions applicable to at-will employees shall also apply to EMPLOYEE. Nothing in this Employment Agreement is intended to, or does, confer upon EMPLOYEE any right to any property interest in continued employment, or any due process right to a hearing before or after a decision by the General Manager to terminate his/her employment, except as is expressly provided in Section 5 of this Employment Agreement. Nothing contained in this Employment Agreement shall in any way prevent, limit or otherwise interfere with the right of the DISTRICT and its General Manager to terminate the services of EMPLOYEE as provided herein. Nothing in this Employment Agreement shall prevent, limit or otherwise interfere with the right of EMPLOYEE to resign at any time from this position with the DISTRICT, subject only to the provisions set forth in Section 5 herein. This at-will Employment Agreement shall be expressly subject to the rights and obligations of the DISTRICT and EMPLOYEE, as set forth in herein.

3. DUTIES AND RESPONSIBILITIES.

(a) Duties. EMPLOYEE's duties and responsibilities under this Employment Agreement will be those assigned to the office of [JOB TITLE], as described in the job description for [JOB TITLE] position, as adopted and amended from time to time by the DISTRICT's General Manager, and such other duties and responsibilities as may be assigned in writing by the General Manager. The current job description for [JOB TITLE] is attached as Exhibit A to this Employment Agreement. By execution of this Employment Agreement, EMPLOYEE attests that he/she meets the qualifications for employment as stated in said Exhibit A.

(b) Accountability. EMPLOYEE shall provide service at the direction of and under the supervision of the General Manager. EMPLOYEE shall report directly to the General Manager and will give a report of his/her activities on a periodic basis to the General Manager.

(c) Job Position. EMPLOYEE shall serve as [JOB TITLE], and is hereby designated as a person who shall have charge of, handle and have access to the property of the District. EMPLOYEE shall be responsible to the General Manager for the proper administration of the duties and responsibilities required of [JOB TITLE].

(d) Work Hours. EMPLOYEE agrees to dedicate his/her full time and attention to the

discharge of [JOB TITLE]'s duties and responsibilities and will be available to work at such times as necessary to fully and competently perform the duties and responsibilities of [JOB TITLE], regardless of the number of hours necessary. EMPLOYEE acknowledges that the duties of [JOB TITLE] may require an average of more than forty (40) hours per week, and that some day-to-day work hours may vary. EMPLOYEE is entitled to Management Leave pursuant to DISTRICT Policy and will not otherwise be compensated for overtime hours worked or otherwise earned, or be entitled to compensatory time off for hours worked in excess of forty (40) hours per week.

(e) Other Activities. EMPLOYEE will participate in regional, community and professional activities and organizations on behalf of the DISTRICT which are in furtherance of the interest of the customers and mission of the DISTRICT.

EMPLOYEE will not engage in any conduct or other employment or business that would interfere with his/her duties and responsibilities to the DISTRICT. EMPLOYEE further acknowledges that the position of [JOB TITLE] is one requiring frequent and highly-visible contact and involvement with members of the public and the community. EMPLOYEE will not engage in any conduct within or outside the scope of his/her employment with the DISTRICT that reflects unfavorably on or discredits the DISTRICT, its Board of Directors, its General Manager or other DISTRICT employees.

Except upon the prior written consent of the General Manager, EMPLOYEE, during the term of this Employment Agreement, shall not accept any other employment, engage directly or indirectly in any other business, commercial, or professional activity (whether or not pursued for monetary advantage) that is or may be competitive with the DISTRICT, that might create a conflict of interest with the DISTRICT, or that otherwise might interfere with the business and operations of the DISTRICT. So that the DISTRICT may be aware of the extent of any other demands upon [JOB TITLE]'s time and attention, EMPLOYEE shall disclose in confidence to the General Manager the nature and scope of any other business activity in which he/she is or becomes engaged during the term of this Employment Agreement. This shall not be deemed to prohibit passive personal investments.

(f) Performance Evaluation. The General Manager shall provide EMPLOYEE with an evaluation of his/her performance annually or more frequently at the sole discretion of the General Manager. This evaluation shall detail EMPLOYEE's accomplishments and highlight areas for improvement, if any, from the last performance evaluation.

(i) Annual Written Goals and Policy Objectives. On or about the anniversary date of this Employment Agreement or on a schedule otherwise determined by the General Manager, the General Manager shall provide EMPLOYEE with a written summary of the goals he/she is to accomplish in the following calendar year and/or otherwise specified period of time. This written summary shall prioritize the goals to be accomplished and shall further state that such goals and policy objectives are to be completed within an expressed time period unless otherwise stated by the General Manager.

(ii) Rewards and Recognition. At the discretion of the General Manager, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized,

contingent upon accomplishment of the goals and objectives set by the General Manager at his/her discretion.

(g) Other Terms and Conditions of Employment. EMPLOYEE's employment also will be governed by the DISTRICT's Policies, which may be amended from time to time, and the DISTRICT and EMPLOYEE will comply with all applicable provisions of the Policies. If any term or condition of this Employment Agreement is inconsistent with or in conflict with a term or condition of the Policies, the provisions of this Employment Agreement will govern.

4. COMPENSATION AND BENEFITS. In consideration of the services to be provided by EMPLOYEE under this Employment Agreement, the DISTRICT will provide to EMPLOYEE the salary and benefits stated below. EMPLOYEE shall also be entitled to all benefits and rights afforded to other Executive / Managers / Supervisors of the DISTRICT, except to the extent provided by this Employment Agreement, and, in the case of any conflict between this Employment Agreement, and the DISTRICT'S Personnel policies, procedures, ordinances and resolutions, the terms of this Employment Agreement will prevail.

(a) Salary. During the term of this Employment Agreement, EMPLOYEE will be paid the salary as specified in Exhibit B to this Employment Agreement. EMPLOYEE may receive salary merit increases at the discretion of the General Manager; however EMPLOYEE shall not be entitled to receive any merit increases during the term of this Employment Agreement if such an increase causes EMPLOYEE's compensation to exceed the maximum of the salary range for the position. EMPLOYEE's salary shall be paid pursuant to regularly established procedures, and as they may be amended by the DISTRICT at its sole discretion. EMPLOYEE's salary will be subject to modification by: (1) the same cost-of-living increase (COLA), if any, as approved by the DISTRICT for all DISTRICT employees; by (2) the amount of any salary merit increase, which may or may not coincide with a Performance Evaluation for [JOB TITLE]; by (3) an amount determined pursuant to a total compensation survey of similar positions; ~~(4) an amount equal to the EMPLOYEE's mandated member contribution to CalPERS, currently set at seven percent (7%) of the EMPLOYEE's salary or gross wages;~~ or by ~~(45)~~ any other means as determined at the sole discretion of the DISTRICT and approved in open session at a regular public meeting of the Board of Directors.

(b) Rewards and Recognition. At the discretion of the General Manager, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized, contingent upon accomplishment of the goals and objectives set by the General Manager at his/her discretion.

(c) Benefits. EMPLOYEE shall be provided the same types of benefits afforded by the DISTRICT to other regular full-time Executive / Manager / Supervisor class employees, which now exist or hereafter may be adopted or amended in accordance with the DISTRICT Policies, except that in the event of any difference or conflict between such benefits and this Employment Agreement, the terms of this Employment Agreement will prevail.

(d) Cellular Telephone. EMPLOYEE shall receive a DISTRICT provided cellular telephone for the DISTRICT's business. The EMPLOYEE's use of, cost to and compensation for a

DISTRICT cell phone, if any, are subject to the terms of DISTRICT Policy.

(e) **Expenses.** EMPLOYEE will be entitled to be reimbursed for the reasonable amount of his/her actual and necessary expenses incurred in carrying out his/her duties and responsibilities as [JOB TITLE] to the extent that his expenses have been properly documented in conformance with the DISTRICT Policy and the Internal Revenue Service's requirements for an Accountable Plan.

(f) **Professional Activity and Development.** The DISTRICT desires EMPLOYEE to be reasonably active in national, statewide, regional and professional organizations that will contribute to EMPLOYEE's professional development and standing and that will contribute to the advancement of the DISTRICT's interests and standing. Toward that end, EMPLOYEE may, upon advance notice to and written approval by the General Manager, undertake such activities as are directly related to professional development and that advance the interests and standing of the DISTRICT. Provided however, that such activities do not in any way interfere with or adversely affect employment or the performance of his/her duties and responsibilities as provided herein. The DISTRICT agrees to reimburse EMPLOYEE's reasonable and necessary expenses for such activities, licenses, certification and/or education, upon advance notice to and written approval by the General Manager, and subject to available funds.

5. CONCLUSION OF EMPLOYMENT. This Employment Agreement may be concluded in any one of the following ways:

(a) **By the DISTRICT Without "Cause."** The General Manager has the authority, at his/her sole discretion, to terminate EMPLOYEE's employment with the DISTRICT without "cause" at any time.

(b) **By the General Manager for "Cause."** The General Manager may terminate EMPLOYEE from employment with the DISTRICT for "cause" at any time. Said termination of employment shall be for "cause" if EMPLOYEE: (i) refuses or fails to act in accordance with any legal direction or order; (ii) exhibits unavailability for service in regard to his/her employment, materially unsatisfactory performance, misconduct, dishonesty, habitual neglect of duty and responsibilities, gross insubordination or incompetence; (iii) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; or (iv) breaches any material term of this Employment Agreement.

(c) **By Mutual Agreement.** At any time, the parties may conclude this Employment Agreement by mutual agreement, expressed in writing.

(d) **By EMPLOYEE.** At any time, EMPLOYEE may conclude this Employment Agreement and retire or voluntarily resign from his/her employment with the DISTRICT by providing the General Manager with written notice. The DISTRICT shall have the option, at its sole discretion, to conclude the employment of EMPLOYEE at any time prior to the end of any notice period.

(e) **Obligations at the Conclusion of Employment.**

(i) The DISTRICT shall pay EMPLOYEE all compensation due and owing through

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the last day actually worked, including an amount equal to the regular salary, and cash value of accrued leave balances EMPLOYEE would have earned and accrued as provided by then current DISTRICT policies, or as required by State or Federal law, through the balance of the above notice period, or through the remaining balance of the Employment Agreement if one is stated, whichever is less; the District shall pay EMPLOYEE all compensation then due and owing; thereafter, all of the DISTRICT's obligations under this Employment Agreement shall cease unless otherwise stated.

(ii) EMPLOYEE agrees that all property, including, without limitation, all equipment, tangible proprietary information, documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) created on any medium and furnished to, obtained by, or prepared by EMPLOYEE in the course of or incident to his employment, belongs to the DISTRICT and shall be returned promptly to the DISTRICT upon termination of employment except for copies of public records and notes which are in the personal custody of EMPLOYEE.

(iii) The representations and warranties contained in this Employment Agreement and EMPLOYEE's obligations shall survive the conclusion of employment and the expiration of this Employment Agreement.

(iv) Following conclusion of employment, EMPLOYEE shall fully cooperate with the DISTRICT in all matters relating to the completion of pending work on behalf of the DISTRICT and the orderly transfer of work to other employees of the DISTRICT. EMPLOYEE shall also cooperate in the defense of any action brought by any third party against the DISTRICT that relates in any way to EMPLOYEE's acts or omissions while employed by the DISTRICT.

(f) Severance Pay. In the event EMPLOYEE is terminated without "cause" or asked to resign without "cause" during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement as described in Exhibit C attached hereto, to pay EMPLOYEE a lump sum cash payment equal to three (3) months of Salary as severance pay at EMPLOYEE's rate of pay at the time of severance. Payments required under this provision shall be subject to and shall be interpreted to comply with the requirements set forth in Government Code section 53260, which limits the maximum cash settlement that the Employee may receive if the contract is terminated.

Notwithstanding the provisions of any DISTRICT policy, procedure or practice to the contrary, upon the conclusion of EMPLOYEE's employment, whether with or without cause, EMPLOYEE will not be entitled to any compensation, benefits (except COBRA or other state or Federal benefits), damages or other monetary award except as specifically authorized by this Employment Agreement.

6. INDEMNIFICATION. The DISTRICT shall defend, hold harmless and indemnify

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EMPLOYEE against any tort, civil rights, personnel, discrimination, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the course and scope of EMPLOYEE's performance of his/her duties and responsibilities. Such indemnity shall cover EMPLOYEE against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by EMPLOYEE. The DISTRICT may compromise and settle any such claim or suit and pay the amount of any settlement or judgment therefrom. Further, any settlement by EMPLOYEE must be made with the prior approval by the DISTRICT in order for indemnification, as provided in this Section, to be available. The DISTRICT's obligation to defend and indemnify EMPLOYEE is contingent on EMPLOYEE's cooperation with the DISTRICT, and with defense counsel. In addition, the DISTRICT's obligation is contingent on EMPLOYEE's conduct having occurred within the course and scope of his/her employment. In the event of a claim or litigation against both the DISTRICT and EMPLOYEE, the DISTRICT may retain a single legal counsel to defend both parties, unless there appears to be a conflict in the positions of the DISTRICT and EMPLOYEE. In the event that there is a conflict between the DISTRICT and EMPLOYEE, then separate counsel shall be retained for each party, and the DISTRICT shall pay for both attorneys.

7. AMENDMENTS. This Employment Agreement may be amended only by a subsequent writing approved and signed by each of the parties.

No failure to exercise and no delay in exercising any right, remedy, or power under this Employment Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, or power under this Employment Agreement preclude any other or further exercise thereof, or the exercise of any other right, remedy, or power provided herein or by law or in equity.

8. EXHIBITS. The following Exhibits, while integral to this Employment Agreement, may be modified by action the Board of Directors independent of taking action upon the entire Employment Agreement:

- Exhibit A: Job Description for [JOB TITLE]
- Exhibit B: Regular Salary Compensation
- Exhibit C: Comprehensive General Release and Severance Agreement

9. ENTIRE AGREEMENT. This writing constitutes the sole, entire, integrated and exclusive contract between the parties respecting EMPLOYEE's employment by the DISTRICT, and any other contracts, contract terms, understandings, promises or representations not expressly set forth or referenced in this writing are null and void, and of no force and effect.

10. NOTICES. Any notice or other communication under this Employment Agreement must be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to the General Manager of the DISTRICT. EMPLOYEE shall be obligated to notify the DISTRICT in writing

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of any change to his/her address. Notice of change of address shall be effective only when done in accordance with this Section, to the parties as follows:

DISTRICT's Notice Address:

6230 Sylvan Road
Citrus Heights, California 95610-5615 Fax: (916) 725-0345

EMPLOYEE's Notice Address:

11. WAIVER. The waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Employment Agreement will not be deemed a waiver with respect to any subsequent default or matter.

12. SUCCESSORS AND ASSIGNS. This Employment Agreement is personal to EMPLOYEE. He/she may not transfer or assign this Employment Agreement or any part of it. Subject to this restriction on transfer and assignment, this Employment Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

13. CONSTRUCTION AND INTERPRETATION. The parties agree and acknowledge that this Employment Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Employment Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Employment Agreement.

14. ACTION BY THE DISTRICT. All actions required or permitted to be taken under this Employment Agreement by the DISTRICT, including, without limitation, exercise of discretion, consents, waivers, and amendments to this Employment Agreement, shall be made and authorized only by the DISTRICT's Board of Directors or by its representative as specifically authorized in writing by the Board of Directors to fulfill these obligations under this Employment Agreement.

15. SEVERABILITY. If any provision of this Employment Agreement, or its application to any person, place, or circumstance, is held by an arbitrator or a court of competent jurisdiction to be invalid, unenforceable, or void, such provision shall be enforced, or modified at the discretion of the DISTRICT, to the greatest extent permitted by law, and the remainder of this Employment Agreement and such provision as applied to other persons, places, and circumstances shall remain in full force and effect.

16. POTENTIAL LITIGATION. The venue for any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Employment Agreement shall be in Sacramento County, California.

17. GOVERNING LAW. This Employment Agreement shall be governed by and construed in accordance with the laws of the State of California. In accordance with the provisions of Section 53262 of the Government Code, this Employment Agreement is subject to approval or ratification in an open session of a public meeting of the Board of Directors of the DISTRICT.

18. ACKNOWLEDGMENT. EMPLOYEE acknowledges that he/she has had the opportunity to consult legal counsel in regard to this Employment Agreement, that he/she has read and understands this Employment Agreement, that he/she is fully aware of its legal effect, and that he/she has entered into it freely and voluntarily and based on his/her own judgment and not on any representations or promises other than those contained in this Employment Agreement. Therefore, the presumption that differences in interpretation shall go against the drafting party does not apply.

19. EXECUTION. The parties have duly executed this Employment Agreement as of the last date last written in the signature block below.

CITRUS HEIGHTS WATER DISTRICT

By: General Manager

Date

EMPLOYEE

By: Date

CITRUS HEIGHTS WATER DISTRICT
EXECUTIVE/ MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT
EXHIBIT A
JOB DESCRIPTION FOR [JOB TITLE]

**CITRUS HEIGHTS WATER DISTRICT MANAGER / SUPERVISOR
EMPLOYMENT AGREEMENT**

EXHIBIT B

REGULAR SALARY COMPENSATION FOR [JOB TITLE]

Salary:

\$ per hour
\$ bi-weekly
\$ monthly
\$ per year

The Regular Salary Range for this position is from a bi-weekly base of \$ _ , (\$ per hour) to a bi-weekly maximum of \$ - _ , (\$ per hour) pursuant to the District's Salary Schedule 4101.A1.

Effective Date for Regular Salary Compensation: , 20

Payroll Authorization: _____
By: Date
 General Manager/Secretary

**CITRUS HEIGHTS WATER DISTRICT MANAGER / SUPERVISOR EMPLOYMENT
AGREEMENT**

EXHIBIT C

GENERAL RELEASE POLICY

Severance Pay. In the event EMPLOYEE is terminated without “cause,” as determined by the General Manager in his/her sole and unfettered discretion, or in the event EMPLOYEE is asked to resign during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Employment Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement in the standard form signed by EMPLOYEE, to pay EMPLOYEE a lump sum cash payment equal to three (3) months of Salary as severance pay. However, if EMPLOYEE is terminated because of conviction of any criminal offense or for “cause”, the DISTRICT shall have no obligation to pay severance pay.

The Comprehensive General Release and Settlement Agreement which is a condition for this benefit shall be in a form used by the DISTRICT at the time of employment severance. The form Comprehensive General Release and Settlement Agreement may change from time to time, depending upon changes in practices or law. The Comprehensive General Release and Settlement Agreement and compliance with its terms shall not be construed as an admission by the DISTRICT of any liability whatsoever, or as an admission by the DISTRICT of any violation of the rights of EMPLOYEE or any other person or violation of any order, law, statute, duty, or contract whatsoever against EMPLOYEE or any other person.

The Comprehensive General Release and Settlement Agreement shall be a full and complete settlement of any and all claims, complaints, actions and charges arising out of EMPLOYEE’s employment with the DISTRICT and/or the termination thereof as provided for herein.

EMPLOYEE will agree that the payments constitute the entire amount of monetary consideration provided to EMPLOYEE and that he/she will not seek any further compensation for other claimed damage, costs, or attorney’s fees in connection with or related to EMPLOYEE employment with the DISTRICT. By way of example and not in limitation of the foregoing, released claims shall include any claims arising under Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act; the Americans with Disabilities Act; the Vietnam Era Veterans Readjustment Assistance Act of 1974; or any successor or replacement statutes; the California Family Rights Act Of 1991; the Employee Retirement Income Security Act of 1974, as amended; the Workers Adjustment And Retraining Notification Act, as amended; the Fair Labor Standards Act and similar State and federal laws; the California Wage Payment Act, as amended; California Industrial Welfare Commission Wage Orders; and the California Fair Employment and Housing Act, that provides the right to an employee to bring charges, claims, or complaints against an employer if the employee believes they have been discriminated against on a number of bases including age, ancestry, color, religious creed, denial of family and medical care leave, disability, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin, race, sex, gender, gender identity, gender expression, or sexual orientation, as well as any claims asserting wrongful

termination, harassment, breach of contract, breach of the covenant of good faith and fair dealing, negligent or intentional infliction of emotional distress, negligent or intentional misrepresentation, negligent or intentional interference with contract or prospective economic advantage, defamation, invasion of privacy, and claims related to disability. Released Claims shall also include, but not be limited to, claims for wages or other compensation due, severance pay, rewards and recognition pay, sick leave pay, annual leave pay, management leave pay, life or health insurance, or any other EMPLOYEE benefits.

CITRUS HEIGHTS WATER DISTRICT

**DIRECTOR OF EMPLOYMENT AGREEMENT FOR
[JOB TITLE]**

This Employment Agreement effective , 20 pursuant to final execution by all parties, is between the Citrus Heights Water District, a public agency ("the DISTRICT"), and

 , an individual ("EMPLOYEE"), and is intended to establish compensation, benefits, and terms and conditions of employment for [JOB TITLE]. The General Manager has the authority to employ and terminate the employment of EMPLOYEE. EMPLOYEE acknowledges that as an Executive, Manager, or Supervisor, EMPLOYEE is exempt from the Fair Labor Standards Act (FLSA). EMPLOYEE further agrees that EMPLOYEE is an at-will employee, serves at the pleasure of the General Manager, and EMPLOYEE can be terminated from employment with the DISTRICT with or without notice or cause, and with no rights of appeal. This Employment Agreement supersedes any and all written and verbal employment terms and conditions between the DISTRICT and EMPLOYEE commencing upon the effective date of EMPLOYEE's appointment to the position of [JOB TITLE].

RECITALS

WHEREAS, the DISTRICT desires to retain the service of EMPLOYEE as [JOB TITLE] TITLE] of the DISTRICT, and EMPLOYEE consents to provide said services, subject to the terms and conditions of this Employment Agreement; and

WHEREAS, it is the desire of the DISTRICT to establish terms and conditions of employment, establish compensation and to provide certain benefits, to provide a procedure to set goals and objectives to be met, measurements thereof, to provide for a review and evaluation of performance, to provide for termination, if necessary, and to provide for other subjects related to the status of EMPLOYEE within this Employment Agreement; and

WHEREAS, the DISTRICT has determined the duties and responsibilities for this position as outlined in Exhibit A, which may be amended from time to time, attached hereto and incorporated herein by reference; and

WHEREAS, the DISTRICT has determined the salary and benefits for this position as outlined in Exhibit B, which may be amended from time to time, attached hereto and incorporated herein by reference; and

WHEREAS, it is the desire of the parties to secure peace of mind with respect to future security in the event of termination and severance of employment, as outlined in Exhibit C attached hereto and incorporated herein by reference; and

WHEREAS, EMPLOYEE desires to accept employment with the DISTRICT in the position

specified above.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. TERM. The term of this Employment Agreement shall commence on upon being executed by EMPLOYEE and approved and executed by the General Manager. The term of employment is unspecified. This Employment Agreement shall remain in effect until such time as the employment is concluded by either party in accordance with the provisions of Section 5 of this Employment Agreement.

2. AT-WILL EMPLOYMENT. EMPLOYEE acknowledges that he/she is an at-will EMPLOYEE who shall serve at the pleasure of the General Manager at all times during the period of his/her service under this Employment Agreement. The terms and provisions of the DISTRICT's personnel policies, procedures, ordinances and resolutions applicable to at-will employees shall also apply to EMPLOYEE. Nothing in this Employment Agreement is intended to, or does, confer upon EMPLOYEE any right to any property interest in continued employment, or any due process right to a hearing before or after a decision by the General Manager to terminate his/her employment, except as is expressly provided in Section 5 of this Employment Agreement. Nothing contained in this Employment Agreement shall in any way prevent, limit or otherwise interfere with the right of the DISTRICT and its General Manager to terminate the services of EMPLOYEE as provided herein. Nothing in this Employment Agreement shall prevent, limit or otherwise interfere with the right of EMPLOYEE to resign at any time from this position with the DISTRICT, subject only to the provisions set forth in Section 5 herein. This at-will Employment Agreement shall be expressly subject to the rights and obligations of the DISTRICT and EMPLOYEE, as set forth in herein.

3. DUTIES AND RESPONSIBILITIES.

(a) Duties. EMPLOYEE's duties and responsibilities under this Employment Agreement will be those assigned to the office of [JOB TITLE], as described in the job description for [JOB TITLE] position, as adopted and amended from time to time by the DISTRICT's General Manager, and such other duties and responsibilities as may be assigned in writing by the General Manager. The current job description for [JOB TITLE] is attached as Exhibit A to this Employment Agreement. By execution of this Employment Agreement, EMPLOYEE attests that he/she meets the qualifications for employment as stated in said Exhibit A.

(b) Accountability. EMPLOYEE shall provide service at the direction of and under the supervision of the General Manager. EMPLOYEE shall report directly to the General Manager and will give a report of his/her activities on a periodic basis to the General Manager.

(c) Job Position. EMPLOYEE shall serve as [JOB TITLE], and is hereby designated as a person who shall have charge of, handle and have access to the property of the District. EMPLOYEE shall be responsible to the General Manager for the proper administration of the duties and responsibilities required of [JOB TITLE].

(d) Work Hours. EMPLOYEE agrees to dedicate his/her full time and attention to the

discharge of [JOB TITLE]'s duties and responsibilities and will be available to work at such times as necessary to fully and competently perform the duties and responsibilities of [JOB TITLE], regardless of the number of hours necessary. EMPLOYEE acknowledges that the duties of [JOB TITLE] may require an average of more than forty (40) hours per week, and that some day-to-day work hours may vary. EMPLOYEE is entitled to Management Leave pursuant to DISTRICT Policy and will not otherwise be compensated for overtime hours worked or otherwise earned, or be entitled to compensatory time off for hours worked in excess of forty (40) hours per week.

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(e) **Other Activities.** EMPLOYEE will participate in regional, community and professional activities and organizations on behalf of the DISTRICT which are in furtherance of the interest of the customers and mission of the DISTRICT.

EMPLOYEE will not engage in any conduct or other employment or business that would interfere with his/her duties and responsibilities to the DISTRICT. EMPLOYEE further acknowledges that the position of [JOB TITLE] is one requiring frequent and highly-visible contact and involvement with members of the public and the community. EMPLOYEE will not engage in any conduct within or outside the scope of his/her employment with the DISTRICT that reflects unfavorably on or discredits the DISTRICT, its Board of Directors, its General Manager or other DISTRICT employees.

Except upon the prior written consent of the General Manager, EMPLOYEE, during the term of this Employment Agreement, shall not accept any other employment, engage directly or indirectly in any other business, commercial, or professional activity (whether or not pursued for monetary advantage) that is or may be competitive with the DISTRICT, that might create a conflict of interest with the DISTRICT, or that otherwise might interfere with the business and operations of the DISTRICT. So that the DISTRICT may be aware of the extent of any other demands upon [JOB TITLE]'s time and attention, EMPLOYEE shall disclose in confidence to the General Manager the nature and scope of any other business activity in which he/she is or becomes engaged during the term of this Employment Agreement. This shall not be deemed to prohibit passive personal investments.

(f) **Performance Evaluation.** The General Manager shall provide EMPLOYEE with an evaluation of his/her performance annually or more frequently at the sole discretion of the General Manager. This evaluation shall detail EMPLOYEE's accomplishments and highlight areas for improvement, if any, from the last performance evaluation.

~~(iii)~~(i) Annual Written Goals and Policy Objectives. On or about the anniversary date of this Employment Agreement or on a schedule otherwise determined by the General Manager, the General Manager shall provide EMPLOYEE with a written summary of the goals he/she is to accomplish in the following calendar year and/or otherwise specified period of time. This written summary shall prioritize the goals to be accomplished and shall further state that such goals and policy objectives are to be completed within an expressed time period unless otherwise stated by the General Manager.

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~~(iv)~~(ii) Rewards and Recognition. At the discretion of the General Manager, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized,

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contingent upon accomplishment of the goals and objectives set by the General Manager at his/her discretion.

(g) **Other Terms and Conditions of Employment.** EMPLOYEE's employment also will be governed by the DISTRICT's Policies, which may be amended from time to time, and the DISTRICT and EMPLOYEE will comply with all applicable provisions of the Policies. If any term or condition of this Employment Agreement is inconsistent with or in conflict with a term or condition of the Policies, the provisions of this Employment Agreement will govern.

4. **COMPENSATION AND BENEFITS.** In consideration of the services to be provided by EMPLOYEE under this Employment Agreement, the DISTRICT will provide to EMPLOYEE the salary and benefits stated below. EMPLOYEE shall also be entitled to all benefits and rights afforded to other Executive / Managers / Supervisors of the DISTRICT, except to the extent provided by this Employment Agreement, and, in the case of any conflict between this Employment Agreement, and the DISTRICT'S Personnel policies, procedures, ordinances and resolutions, the terms of this Employment Agreement will prevail.

(e)(a) **Salary.** During the term of this Employment Agreement, EMPLOYEE will be paid the salary as specified in Exhibit B to this Employment Agreement. EMPLOYEE may receive salary merit increases at the discretion of the General Manager; however EMPLOYEE shall not be entitled to receive any merit increases during the term of this Employment Agreement if such an increase causes EMPLOYEE's compensation to exceed the maximum of the salary range for the position. EMPLOYEE's salary shall be paid pursuant to regularly established procedures, and as they may be amended by the DISTRICT at its sole discretion. EMPLOYEE's salary will be subject to modification by: (1) the same cost-of-living increase (COLA), if any, as approved by the DISTRICT for all DISTRICT employees; by (2) the amount of any salary merit increase, which may or may not coincide with a Performance Evaluation for [JOB TITLE]; by (3) an amount determined pursuant to a total compensation survey of similar positions; ~~(4) an amount equal to the EMPLOYEE's mandated member contribution to CalPERS, currently set at seven percent (7%) of the EMPLOYEE's salary or gross wages;~~ or by (45) any other means as determined at the sole discretion of the DISTRICT and approved in open session at a regular public meeting of the Board of Directors.

~~(d)~~(b) **Rewards and Recognition.** At the discretion of the General Manager, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized, contingent upon accomplishment of the goals and objectives set by the General Manager at his/her discretion.

(c) **Benefits.** EMPLOYEE shall be provided the same types of benefits afforded by the DISTRICT to other regular full-time Executive / Manager / Supervisor class employees, which now exist or hereafter may be adopted or amended in accordance with the DISTRICT Policies, except that in the event of any difference or conflict between such benefits and this Employment Agreement, the terms of this Employment Agreement will prevail.

(d) **Cellular Telephone.** EMPLOYEE shall receive a DISTRICT provided cellular telephone for the DISTRICT's business. The EMPLOYEE's use of, cost to and compensation for a

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DISTRICT cell phone, if any, are subject to the terms of DISTRICT Policy.

(e) **Expenses.** EMPLOYEE will be entitled to be reimbursed for the reasonable amount of his/her actual and necessary expenses incurred in carrying out his/her duties and responsibilities as [JOB TITLE] to the extent that his expenses have been properly documented in conformance with the DISTRICT Policy and the Internal Revenue Service's requirements for an Accountable Plan.

(f) **Professional Activity and Development.** The DISTRICT desires EMPLOYEE to be reasonably active in national, statewide, regional and professional organizations that will contribute to EMPLOYEE's professional development and standing and that will contribute to the advancement of the DISTRICT's interests and standing. Toward that end, EMPLOYEE may, upon advance notice to and written approval by the General Manager, undertake such activities as are directly related to professional development and that advance the interests and standing of the DISTRICT. Provided however, that such activities do not in any way interfere with or adversely affect employment or the performance of his/her duties and responsibilities as provided herein. The DISTRICT agrees to reimburse EMPLOYEE's reasonable and necessary expenses for such activities, licenses, certification and/or education, upon advance notice to and written approval by the General Manager, and subject to available funds.

5. CONCLUSION OF EMPLOYMENT. This Employment Agreement may be concluded in any one of the following ways:

(a) **By the DISTRICT Without "Cause."** The General Manager has the authority, at his/her sole discretion, to terminate EMPLOYEE's employment with the DISTRICT without "cause" at any time.

(b) **By the General Manager for "Cause."** The General Manager may terminate EMPLOYEE from employment with the DISTRICT for "cause" at any time. Said termination of employment shall be for "cause" if EMPLOYEE: (i) refuses or fails to act in accordance with any legal direction or order; (ii) exhibits unavailability for service in regard to his/her employment, materially unsatisfactory performance, misconduct, dishonesty, habitual neglect of duty and responsibilities, gross insubordination or incompetence; (iii) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; or (iv) breaches any material term of this Employment Agreement.

(c) **By Mutual Agreement.** At any time, the parties may conclude this Employment Agreement by mutual agreement, expressed in writing.

(d) **By EMPLOYEE.** At any time, EMPLOYEE may conclude this Employment Agreement and retire or voluntarily resign from his/her employment with the DISTRICT by providing the General Manager with written notice. The DISTRICT shall have the option, at its sole discretion, to conclude the employment of EMPLOYEE at any time prior to the end of any notice period.

(e) **Obligations at the Conclusion of Employment.**

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~~(v)~~(i) The DISTRICT shall pay EMPLOYEE all compensation due and owing through the last day actually worked, including an amount equal to the regular salary, and cash value of accrued leave balances EMPLOYEE would have earned and accrued as provided by then current DISTRICT policies, or as required by State or Federal law, through the balance of the above notice period, or through the remaining balance of the Employment Agreement if one is stated, whichever is less; the District shall pay EMPLOYEE all compensation then due and owing; thereafter, all of the DISTRICT's obligations under this Employment Agreement shall cease unless otherwise stated.

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~~(vi)~~(ii) EMPLOYEE agrees that all property, including, without limitation, all equipment, tangible proprietary information, documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) created on any medium and furnished to, obtained by, or prepared by EMPLOYEE in the course of or incident to his employment, belongs to the DISTRICT and shall be returned promptly to the DISTRICT upon termination of employment except for copies of public records and notes which are in the personal custody of EMPLOYEE.

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~~(vii)~~(iii) The representations and warranties contained in this Employment Agreement and EMPLOYEE's obligations shall survive the conclusion of employment and the expiration of this Employment Agreement.

~~(viii)~~(iv) Following conclusion of employment, EMPLOYEE shall fully cooperate with the DISTRICT in all matters relating to the completion of pending work on behalf of the DISTRICT and the orderly transfer of work to other employees of the DISTRICT. EMPLOYEE shall also cooperate in the defense of any action brought by any third party against the DISTRICT that relates in any way to EMPLOYEE's acts or omissions while employed by the DISTRICT.

(f) Severance Pay. In the event EMPLOYEE is terminated without "cause" or asked to resign without "cause" during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement as described in Exhibit C attached hereto, to pay EMPLOYEE a lump sum cash payment equal to six (6) months of Salary as severance pay at EMPLOYEE's rate of pay at the time of severance. Payments required under this provision shall be subject to, and shall be interpreted to comply with the requirements set forth in Government Code section 53260, which limits the maximum cash settlement that the Employee may receive if the contract is terminated.

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Notwithstanding the provisions of any DISTRICT policy, procedure or practice to the contrary, upon the conclusion of EMPLOYEE's employment, whether with or without cause, EMPLOYEE will not be entitled to any compensation, benefits (except COBRA or other state or Federal benefits), damages or other monetary award except as specifically authorized by this Employment Agreement.

6. INDEMNIFICATION. The DISTRICT shall defend, hold harmless and indemnify

EMPLOYEE against any tort, civil rights, personnel, discrimination, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the course and scope of EMPLOYEE's performance of his/her duties and responsibilities. Such indemnity shall cover EMPLOYEE against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by EMPLOYEE. The DISTRICT may compromise and settle any such claim or suit and pay the amount of any settlement or judgment therefrom. Further, any settlement by EMPLOYEE must be made with the prior approval by the DISTRICT in order for indemnification, as provided in this Section, to be available. The DISTRICT's obligation to defend and indemnify EMPLOYEE is contingent on EMPLOYEE's cooperation with the DISTRICT, and with defense counsel. In addition, the DISTRICT's obligation is contingent on EMPLOYEE's conduct having occurred within the course and scope of his/her employment. In the event of a claim or litigation against both the DISTRICT and EMPLOYEE, the DISTRICT may retain a single legal counsel to defend both parties, unless there appears to be a conflict in the positions of the DISTRICT and EMPLOYEE. In the event that there is a conflict between the DISTRICT and EMPLOYEE, then separate counsel shall be retained for each party, and the DISTRICT shall pay for both attorneys.

7. AMENDMENTS. This Employment Agreement may be amended only by a subsequent writing approved and signed by each of the parties.

No failure to exercise and no delay in exercising any right, remedy, or power under this Employment Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, or power under this Employment Agreement preclude any other or further exercise thereof, or the exercise of any other right, remedy, or power provided herein or by law or in equity.

8. EXHIBITS. The following Exhibits, while integral to this Employment Agreement, may be modified by action the Board of Directors independent of taking action upon the entire Employment Agreement:

- Exhibit A: Job Description for [JOB TITLE]
- Exhibit B: Regular Salary Compensation
- Exhibit C: Comprehensive General Release and Severance Agreement

9. ENTIRE AGREEMENT. This writing constitutes the sole, entire, integrated and exclusive contract between the parties respecting EMPLOYEE's employment by the DISTRICT, and any other contracts, contract terms, understandings, promises or representations not expressly set forth or referenced in this writing are null and void, and of no force and effect.

10. NOTICES. Any notice or other communication under this Employment Agreement must be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to the General Manager of the DISTRICT. EMPLOYEE shall be obligated to notify the DISTRICT in writing of any change to his/her address. Notice of change of address shall be effective only when done

in accordance with this Section, to the parties as follows:

DISTRICT's Notice Address:
6230 Sylvan Road
Citrus Heights, California 95610-5615 Fax: (916) 725-0345

EMPLOYEE's Notice Address:

11. WAIVER. The waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Employment Agreement will not be deemed a waiver with respect to any subsequent default or matter.

12. SUCCESSORS AND ASSIGNS. This Employment Agreement is personal to EMPLOYEE. He/she may not transfer or assign this Employment Agreement or any part of it. Subject to this restriction on transfer and assignment, this Employment Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

13. CONSTRUCTION AND INTERPRETATION. The parties agree and acknowledge that this Employment Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Employment Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Employment Agreement.

14. ACTION BY THE DISTRICT. All actions required or permitted to be taken under this Employment Agreement by the DISTRICT, including, without limitation, exercise of discretion, consents, waivers, and amendments to this Employment Agreement, shall be made and authorized only by the DISTRICT's Board of Directors or by its representative as specifically authorized in writing by the Board of Directors to fulfill these obligations under this Employment Agreement.

15. SEVERABILITY. If any provision of this Employment Agreement, or its application to any person, place, or circumstance, is held by an arbitrator or a court of competent jurisdiction to be invalid, unenforceable, or void, such provision shall be enforced, or modified at the discretion of the DISTRICT, to the greatest extent permitted by law, and the remainder of this Employment Agreement and such provision as applied to other persons, places, and circumstances shall remain in full force and effect.

16. POTENTIAL LITIGATION. The venue for any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Employment Agreement shall be in Sacramento County, California.

17. GOVERNING LAW. This Employment Agreement shall be governed by and construed in accordance with the laws of the State of California. In accordance with the provisions of Section 53262 of the Government Code, this Employment Agreement is subject to approval or ratification in an open session of a public meeting of the Board of Directors of the DISTRICT.

18. ACKNOWLEDGMENT. EMPLOYEE acknowledges that he/she has had the opportunity to consult legal counsel in regard to this Employment Agreement, that he/she has read and understands this Employment Agreement, that he/she is fully aware of its legal effect, and that he/she has entered into it freely and voluntarily and based on his/her own judgment and not on any representations or promises other than those contained in this Employment Agreement. Therefore, the presumption that differences in interpretation shall go against the drafting party does not apply.

19. EXECUTION. The parties have duly executed this Employment Agreement as of the last date last written in the signature block below.

CITRUS HEIGHTS WATER DISTRICT

By: Date
General Manager/Secretary

EMPLOYEE

By: Date

**CITRUS HEIGHTS WATER DISTRICT DIRECTOR OF _EMPLOYMENT
AGREEMENT**

EXHIBIT A

JOB DESCRIPTION FOR [JOB TITLE]

**CITRUS HEIGHTS WATER DISTRICT DIRECTOR OF EMPLOYMENT
AGREEMENT**

EXHIBIT B

REGULAR SALARY COMPENSATION FOR [JOB TITLE]

Salary:

\$ per hour
\$ bi-weekly
\$ monthly
\$ per year

The Regular Salary Range for this position is from a bi-weekly base of \$_,_ (\$ per hour) to a bi-weekly maximum of \$-_, (\$ per hour) pursuant to the District's Salary Schedule4101.A1.

Effective Date for Regular Salary Compensation: , 20

Payroll Authorization: By: _____

General Manager/Secretary

Date

**CITRUS HEIGHTS WATER DISTRICT DIRECTOR OF EMPLOYMENT
AGREEMENT**

EXHIBIT C

GENERAL RELEASE POLICY

Severance Pay. In the event EMPLOYEE is terminated without "cause," as determined by the General Manager in his/her sole and unfettered discretion, or in the event EMPLOYEE is asked to resign during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Employment Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement in the standard form signed by EMPLOYEE, to pay EMPLOYEE a lump sum cash payment equal to six (6) months of Salary as severance pay. However, if EMPLOYEE is terminated because of conviction of any criminal offense or for "cause", the DISTRICT shall have no obligation to pay severance pay.

The Comprehensive General Release and Settlement Agreement which is a condition for this benefit shall be in a form used by the DISTRICT at the time of employment severance. The form Comprehensive General Release and Settlement Agreement may change from time to time, depending upon changes in practices or law. The Comprehensive General Release and Settlement Agreement and compliance with its terms shall not be construed as an admission by the DISTRICT of any liability whatsoever, or as an admission by the DISTRICT of any violation of the rights of EMPLOYEE or any other person or violation of any order, law, statute, duty, or contract whatsoever against EMPLOYEE or any other person.

The Comprehensive General Release and Settlement Agreement shall be a full and complete settlement of any and all claims, complaints, actions and charges arising out of EMPLOYEE's employment with the DISTRICT and/or the termination thereof as provided for herein.

EMPLOYEE will agree that the payments constitute the entire amount of monetary consideration provided to EMPLOYEE and that he/she will not seek any further compensation for other claimed damage, costs, or attorney's fees in connection with or related to EMPLOYEE employment with the DISTRICT. By way of example and not in limitation of the foregoing, released claims shall include any claims arising under Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act; the Americans with Disabilities Act; the Vietnam Era Veterans Readjustment Assistance Act of 1974; or any successor or replacement statutes; the California Family Rights Act Of 1991; the Employee Retirement Income Security Act of 1974, as amended; the Workers Adjustment And Retraining Notification Act, as amended; the Fair Labor Standards Act and similar State and federal laws; the California Wage Payment Act, as amended; California Industrial Welfare Commission Wage Orders; and the California Fair Employment and Housing Act, that provides the right to an employee to bring charges, claims, or complaints against an employer if the employee believes they have been discriminated against on a number of bases including age, ancestry, color, religious creed, denial of family and medical care leave, disability, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin, race, sex, gender, gender identity, gender expression, or sexual orientation, as well as any claims asserting wrongful

termination, harassment, breach of contract, breach of the covenant of good faith and fair dealing, negligent or intentional infliction of emotional distress, negligent or intentional misrepresentation, negligent or intentional interference with contract or prospective economic advantage, defamation, invasion of privacy, and claims related to disability. Released Claims shall also include, but not be limited to, claims for wages or other compensation due, severance pay, rewards and recognition pay, sick leave pay, annual leave pay, management leave pay, life or health insurance, or any other EMPLOYEE benefits.

CITRUS HEIGHTS WATER DISTRICT

**DIRECTOR OF/EXECUTIVE / MANAGER / SUPERVISOR EMPLOYMENT
AGREEMENT
FOR [JOB TITLE]**

This Employment Agreement effective , 20 pursuant to final execution by all parties, is between the Citrus Heights Water District, a public agency ("the DISTRICT"), and

, an individual ("EMPLOYEE"), and is intended to establish compensation, benefits, and terms and conditions of employment for [JOB TITLE]. The General Manager has the authority to employ and terminate the employment of EMPLOYEE. EMPLOYEE acknowledges that as an Executive, Manager, or Supervisor, EMPLOYEE is exempt from the Fair Labor Standards Act (FLSA). EMPLOYEE further agrees that EMPLOYEE is an at-will employee, serves at the pleasure of the General Manager, and EMPLOYEE can be terminated from employment with the DISTRICT with or without notice or cause, and with no rights of appeal. This Employment Agreement supersedes any and all written and verbal employment terms and conditions between the DISTRICT and EMPLOYEE commencing upon the effective date of EMPLOYEE's appointment to the position of [JOB TITLE].

RECITALS

WHEREAS, the DISTRICT desires to retain the service of EMPLOYEE as [JOB TITLE] TITLE] of the DISTRICT, and EMPLOYEE consents to provide said services, subject to the terms and conditions of this Employment Agreement; and

WHEREAS, it is the desire of the DISTRICT to establish terms and conditions of employment, establish compensation and to provide certain benefits, to provide a procedure to set goals and objectives to be met, measurements thereof, to provide for a review and evaluation of performance, to provide for termination, if necessary, and to provide for other subjects related to the status of EMPLOYEE within this Employment Agreement; and

WHEREAS, the DISTRICT has determined the duties and responsibilities for this position as outlined in Exhibit A, which may be amended from time to time, attached hereto and incorporated herein by reference; and

WHEREAS, the DISTRICT has determined the salary and benefits for this position as outlined in Exhibit B, which may be amended from time to time, attached hereto and incorporated herein by reference; and

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WHEREAS, it is the desire of the parties to secure peace of mind with respect to future security in the event of termination and severance of employment, as outlined in Exhibit C attached hereto and incorporated herein by reference; and

WHEREAS, EMPLOYEE desires to accept employment with the DISTRICT in the position specified above.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. TERM. The term of this Employment Agreement shall commence on upon being executed by EMPLOYEE and approved and executed by the General Manager. The term of employment is unspecified. This Employment Agreement shall remain in effect until such time as the employment is concluded by either party in accordance with the provisions of Section 5 of this Employment Agreement.

2. AT-WILL EMPLOYMENT. EMPLOYEE acknowledges that he/she is an at-will EMPLOYEE who shall serve at the pleasure of the General Manager at all times during the period of his/her service under this Employment Agreement. The terms and provisions of the DISTRICT's personnel policies, procedures, ordinances and resolutions applicable to at-will employees shall also apply to EMPLOYEE. Nothing in this Employment Agreement is intended to, or does, confer upon EMPLOYEE any right to any property interest in continued employment, or any due process right to a hearing before or after a decision by the General Manager to terminate his/her employment, except as is expressly provided in Section 5 of this Employment Agreement. Nothing contained in this Employment Agreement shall in any way prevent, limit or otherwise interfere with the right of the DISTRICT and its General Manager to terminate the services of EMPLOYEE as provided herein. Nothing in this Employment Agreement shall prevent, limit or otherwise interfere with the right of EMPLOYEE to resign at any time from this position with the DISTRICT, subject only to the provisions set forth in Section 5 herein. This at-will Employment Agreement shall be expressly subject to the rights and obligations of the DISTRICT and EMPLOYEE, as set forth in herein.

3. DUTIES AND RESPONSIBILITIES.

(a) Duties. EMPLOYEE's duties and responsibilities under this Employment Agreement will be those assigned to the office of [JOB TITLE], as described in the job description for [JOB TITLE] position, as adopted and amended from time to time by the DISTRICT's General Manager, and such other duties and responsibilities as may be assigned in writing by the General Manager. The current job description for [JOB TITLE] is attached as Exhibit A to this Employment Agreement. By execution of this Employment Agreement, EMPLOYEE attests that he/she meets the qualifications for employment as stated in said Exhibit A.

(b) Accountability. EMPLOYEE shall provide service at the direction of and under the supervision of the General Manager. EMPLOYEE shall report directly to the General Manager and will give a report of his/her activities on a periodic basis to the General Manager.

(c) Job Position. EMPLOYEE shall serve as [JOB TITLE], and is hereby designated as a person who shall have charge of, handle and have access to the property of the District. EMPLOYEE shall be responsible to the General Manager for the proper administration of the duties and responsibilities required of [JOB TITLE].

(d) Work Hours. EMPLOYEE agrees to dedicate his/her full time and attention to the discharge of [JOB TITLE]'s duties and responsibilities and will be available to work at such times as necessary to fully and competently perform the duties and responsibilities of [JOB TITLE], regardless of the number of hours necessary. EMPLOYEE acknowledges that the duties of [JOB TITLE] may require an average of more than forty (40) hours per week, and that some day-to-day work hours may vary. EMPLOYEE is entitled to Management Leave pursuant to DISTRICT Policy and will not otherwise be compensated for overtime hours worked or otherwise earned, or be entitled to compensatory time off for hours worked in excess of forty (40) hours per week.

(e) Other Activities. EMPLOYEE will participate in regional, community and professional activities and organizations on behalf of the DISTRICT which are in furtherance of the interest of the customers and mission of the DISTRICT.

EMPLOYEE will not engage in any conduct or other employment or business that would interfere with his/her duties and responsibilities to the DISTRICT. EMPLOYEE further acknowledges that the position of [JOB TITLE] is one requiring frequent and highly-visible contact and involvement with members of the public and the community. EMPLOYEE will not engage in any conduct within or outside the scope of his/her employment with the DISTRICT that reflects unfavorably on or discredits the DISTRICT, its Board of Directors, its General Manager or other DISTRICT employees.

Except upon the prior written consent of the General Manager, EMPLOYEE, during the term of this Employment Agreement, shall not accept any other employment, engage directly or indirectly in any other business, commercial, or professional activity (whether or not pursued for monetary advantage) that is or may be competitive with the DISTRICT, that might create a conflict of interest with the DISTRICT, or that otherwise might interfere with the business and operations of the DISTRICT. So that the DISTRICT may be aware of the extent of any other demands upon [JOB TITLE]'s time and attention, EMPLOYEE shall disclose in confidence to the General Manager the nature and scope of any other business activity in which he/she is or becomes engaged during the term of this Employment Agreement. This shall not be deemed to prohibit passive personal investments.

(f) Performance Evaluation. The General Manager shall provide EMPLOYEE with an evaluation of his/her performance annually or more frequently at the sole discretion of the General Manager. This evaluation shall detail EMPLOYEE's accomplishments and highlight areas for improvement, if any, from the last performance evaluation

~~(f)~~

~~(+)(g)~~ Annual Written Goals and Policy Objectives. On or about the anniversary date of this Employment Agreement or on a schedule otherwise determined by the General

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Manager, the General Manager shall provide EMPLOYEE with a written summary of the goals he/she is to accomplish in the following calendar year and/or otherwise specified period of time. This written summary shall prioritize the goals to be accomplished and shall further state that such goals and policy objectives are to be completed within an expressed time period unless otherwise stated by the General Manager.

~~(vi)~~(h) Rewards and Recognition. At the discretion of the General Manager, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized, contingent upon accomplishment of the goals and objectives set by the General Manager at his/her discretion.

~~(g)~~(i) Other Terms and Conditions of Employment. EMPLOYEE's employment also will be governed by the DISTRICT's Policies, which may be amended from time to time, and the DISTRICT and EMPLOYEE will comply with all applicable provisions of the Policies. If any term or condition of this Employment Agreement is inconsistent with or in conflict with a term or condition of the Policies, the provisions of this Employment Agreement will govern.

4. COMPENSATION AND BENEFITS. In consideration of the services to be provided by EMPLOYEE under this Employment Agreement, the DISTRICT will provide to EMPLOYEE the salary and benefits stated below. EMPLOYEE shall also be entitled to all benefits and rights afforded to other Executive / Managers / Supervisors of the DISTRICT, except to the extent provided by this Employment Agreement, and, in the case of any conflict between this Employment Agreement, and the DISTRICT'S Personnel policies, procedures, ordinances and resolutions, the terms of this Employment Agreement will prevail.

~~(e)~~(a) Salary. During the term of this Employment Agreement, EMPLOYEE will be paid the salary as specified in Exhibit B to this Employment Agreement. ~~In recognition of the covenants contained herein, EMPLOYEE's salary will be increased by three percent (3%) over EMPLOYEE's current salary as of the final execution of this Employment Agreement. This three percent (3%) increase shall apply to EMPLOYEE's position or salary range. If such an increase causes EMPLOYEE's salary to exceed the maximum of the salary range for the position, for purposes of this Employment Agreement only, the maximum of said salary range shall be increased to equate to the new salary.~~ EMPLOYEE may receive salary merit increases at the discretion of the General Manager; however EMPLOYEE shall not be entitled to receive any merit increases during the term of this Employment Agreement if such an increase causes EMPLOYEE's compensation to exceed the maximum of the salary range for the position. EMPLOYEE's salary shall be paid pursuant to regularly established procedures, and as they may be amended by the DISTRICT at its sole discretion. EMPLOYEE's salary will be subject to modification by: (1) the same cost-of-living increase (COLA), if any, as approved by the DISTRICT for all DISTRICT employees; by (2) the amount of any salary merit increase, which may or may not coincide with a Performance Evaluation for [JOB TITLE]; by (3) an amount determined pursuant to a total compensation survey of similar positions; or by (4) any other means as determined at the sole discretion of the DISTRICT and approved in open session at a regular public meeting of the Board of Directors.

~~(f)~~(b) Rewards and Recognition. At the discretion of the General Manager, a monetary

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performance incentive in the form of Rewards and Recognition pay may be authorized, contingent upon accomplishment of the goals and objectives set by the General Manager at his/her discretion.

(c) Benefits. EMPLOYEE shall be provided the same types of benefits afforded by the DISTRICT to other regular full-time Executive / Manager / Supervisor class employees, which now exist or hereafter may be adopted or amended in accordance with the DISTRICT Policies, except that in the event of any difference or conflict between such benefits and this Employment Agreement, the terms of this Employment Agreement will prevail.

(d) Cellular Telephone. EMPLOYEE shall receive a DISTRICT provided cellular telephone for the DISTRICT's business. The EMPLOYEE's use of, cost to and compensation for a DISTRICT cell phone, if any, are subject to the terms of DISTRICT Policy.

(e) Expenses. EMPLOYEE will be entitled to be reimbursed for the reasonable amount of his/her actual and necessary expenses incurred in carrying out his/her duties and responsibilities as [JOB TITLE] to the extent that his expenses have been properly documented in conformance with the DISTRICT Policy and the Internal Revenue Service's requirements for an Accountable Plan.

(f) Professional Activity and Development. The DISTRICT desires EMPLOYEE to be reasonably active in national, statewide, regional and professional organizations that will contribute to EMPLOYEE's professional development and standing and that will contribute to the advancement of the DISTRICT's interests and standing. Toward that end, EMPLOYEE may, upon advance notice to and written approval by the General Manager, undertake such activities as are directly related to professional development and that advance the interests and standing of the DISTRICT. Provided however, that such activities do not in any way interfere with or adversely affect employment or the performance of his/her duties and responsibilities as provided herein. The DISTRICT agrees to reimburse EMPLOYEE's reasonable and necessary expenses for such activities, licenses, certification and/or education, upon advance notice to and written approval by the General Manager, and subject to available funds.

5. CONCLUSION OF EMPLOYMENT. This Employment Agreement may be concluded in any one of the following ways:

(a) By the DISTRICT Without "Cause." The General Manager has the authority, at his/her sole discretion, to terminate EMPLOYEE's employment with the DISTRICT without "cause" at any time.

(b) By the General Manager for "Cause." The General Manager may terminate EMPLOYEE from employment with the DISTRICT for "cause" at any time. Said termination of employment shall be for "cause" if EMPLOYEE: (i) refuses or fails to act in accordance with any legal direction or order; (ii) exhibits unavailability for service in regard to his/her employment, materially unsatisfactory performance, misconduct, dishonesty, habitual neglect of duty and responsibilities, gross insubordination or incompetence; (iii) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; or (iv) breaches any material term of this Employment Agreement.

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(c) By Mutual Agreement. At any time, the parties may conclude this Employment Agreement by mutual agreement, expressed in writing.

(d) By EMPLOYEE. At any time, EMPLOYEE may conclude this Employment Agreement and retire or voluntarily resign from his/her employment with the DISTRICT by providing the General Manager with written notice. The DISTRICT shall have the option, at its sole discretion, to conclude the employment of EMPLOYEE at any time prior to the end of any notice period.

(e) Obligations at the Conclusion of Employment.

~~(ix)~~(f) The DISTRICT shall pay EMPLOYEE all compensation due and owing through the last day actually worked, including an amount equal to the regular salary, and cash value of accrued leave balances EMPLOYEE would have earned and accrued as provided by then current DISTRICT policies, or as required by State or Federal law, through the balance of the above notice period, or through the remaining balance of the Employment

Agreement if one is stated, whichever is less; the District shall pay EMPLOYEE all compensation then due and owing; thereafter, all of the DISTRICT's obligations under this Employment Agreement shall cease unless otherwise stated.

~~(x)~~(g) EMPLOYEE agrees that all property, including, without limitation, all equipment, tangible proprietary information, documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) created on any medium and furnished to, obtained by, or prepared by EMPLOYEE in the course of or incident to his employment, belongs to the DISTRICT and shall be returned promptly to the DISTRICT upon termination of employment except for copies of public records and notes which are in the personal custody of EMPLOYEE.

~~(xi)~~(h) The representations and warranties contained in this Employment Agreement and EMPLOYEE's obligations shall survive the conclusion of employment and the expiration of this Employment Agreement.

~~(xii)~~(i) Following conclusion of employment, EMPLOYEE shall fully cooperate with the DISTRICT in all matters relating to the completion of pending work on behalf of the DISTRICT and the orderly transfer of work to other employees of the DISTRICT. EMPLOYEE shall also cooperate in the defense of any action brought by any third party against the DISTRICT that relates in any way to EMPLOYEE's acts or omissions while employed by the DISTRICT.

~~(j)~~(j) Severance Pay. In the event EMPLOYEE is terminated without "cause" or asked to resign without "cause" during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement as described in Exhibit C attached hereto, to pay EMPLOYEE a lump sum cash payment equal to six (6) months of Salary as severance pay at EMPLOYEE's rate of pay at the time of severance. Payments required under this provision shall be subject to, and shall be interpreted to comply with the requirements set forth in Government Code section 53260, which limits the maximum cash settlement that the Employee may receive if the contract is terminated.

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Notwithstanding the provisions of any DISTRICT policy, procedure or practice to the contrary, upon the conclusion of EMPLOYEE's employment, whether with or without cause, EMPLOYEE will not be entitled to any compensation, benefits (except COBRA or other state or Federal benefits), damages or other monetary award except as specifically authorized by this Employment Agreement.

6. INDEMNIFICATION. The DISTRICT shall defend, hold harmless and indemnify EMPLOYEE against any tort, civil rights, personnel, discrimination, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the course and scope of EMPLOYEE's performance of his/her duties and responsibilities. Such indemnity shall cover EMPLOYEE against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by EMPLOYEE. The DISTRICT may compromise and settle any such claim or suit and pay the amount of any settlement or judgment therefrom. Further, any settlement by EMPLOYEE must be made with the prior approval by the DISTRICT in order for indemnification, as provided in this Section, to be available. The DISTRICT's obligation to defend and indemnify EMPLOYEE is contingent on EMPLOYEE's cooperation with the DISTRICT, and with defense counsel. In addition, the DISTRICT's obligation is contingent on EMPLOYEE's conduct having occurred within the course and scope of his/her employment. In the event of a claim or litigation against both the DISTRICT and EMPLOYEE, the DISTRICT may retain a single legal counsel to defend both parties, unless there appears to be a conflict in the positions of the DISTRICT and EMPLOYEE. In the event that there is a conflict between the DISTRICT and EMPLOYEE, then separate counsel shall be retained for each party, and the DISTRICT shall pay for both attorneys.

7. AMENDMENTS. This Employment Agreement may be amended only by a subsequent writing approved and signed by each of the parties.

No failure to exercise and no delay in exercising any right, remedy, or power under this Employment Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, or power under this Employment Agreement preclude any other or further exercise thereof, or the exercise of any other right, remedy, or power provided herein or by law or in equity.

8. EXHIBITS. The following Exhibits, while integral to this Employment Agreement, may be modified by action of the Board of Directors independent of taking action upon the entire Employment Agreement:

Exhibit A: Job Description for [JOB TITLE]

Exhibit B: Regular Salary Compensation

Exhibit C: Comprehensive General Release and Severance Agreement

9. ENTIRE AGREEMENT. This writing constitutes the sole, entire, integrated and exclusive contract between the parties respecting EMPLOYEE's employment by the DISTRICT, and any other contracts, contract terms, understandings, promises or representations not

expressly set forth or referenced in this writing are null and void, and of no force and effect.

10. NOTICES. Any notice or other communication under this Employment Agreement must be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to the General Manager of the DISTRICT. EMPLOYEE shall be obligated to notify the DISTRICT in writing of any change to his/her address. Notice of change of address shall be effective only when done in accordance with this Section, to the parties as follows:

DISTRICT's Notice Address:

6230 Sylvan Road

Citrus Heights, California 95610-5615 Fax: (916) 725-0345

EMPLOYEE's Notice Address:

11. WAIVER. The waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Employment Agreement will not be deemed a waiver with respect to any subsequent default or matter.

12. SUCCESSORS AND ASSIGNS. This Employment Agreement is personal to EMPLOYEE. He/she may not transfer or assign this Employment Agreement or any part of it. Subject to this restriction on transfer and assignment, this Employment Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

13. CONSTRUCTION AND INTERPRETATION. The parties agree and acknowledge that this Employment Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Employment Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Employment Agreement.

14. ACTION BY THE DISTRICT. All actions required or permitted to be taken under this Employment Agreement by the DISTRICT, including, without limitation, exercise of discretion, consents, waivers, and amendments to this Employment Agreement, shall be made and authorized only by the DISTRICT's Board of Directors or by its representative as specifically authorized in writing by the Board of Directors to fulfill these obligations under this Employment Agreement.

15. SEVERABILITY. If any provision of this Employment Agreement, or its application to any person, place, or circumstance, is held by an arbitrator or a court of competent jurisdiction to be invalid, unenforceable, or void, such provision shall be enforced, or modified at the discretion of the DISTRICT, to the greatest extent permitted by law, and the remainder of this Employment Agreement and such provision as applied to other persons, places, and circumstances shall remain in full force and effect.

16. POTENTIAL LITIGATION. The venue for any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Employment Agreement shall be in Sacramento County, California.

17. GOVERNING LAW. This Employment Agreement shall be governed by and construed in accordance with the laws of the State of California. In accordance with the provisions of Section 53262 of the Government Code, this Employment Agreement is subject to approval or ratification in an open session of a public meeting of the Board of Directors of the DISTRICT.

18. ATTORNEY'S FEES. If any legal action or proceeding is brought to enforce or interpret this Employment Agreement, the prevailing party, as determined by the court, shall be entitled to recover from the other party all reasonable costs and attorney's fees, including such fees and costs as may be incurred in enforcing any judgment or order entered in any such action.

19. ACKNOWLEDGMENT. EMPLOYEE acknowledges that he/she has had the opportunity to consult legal counsel in regard to this Employment Agreement, that he/she has read and understands this Employment Agreement, that he/she is fully aware of its legal effect, and that he/she has entered into it freely and voluntarily and based on his/her own judgment and not on any representations or promises other than those contained in this Employment Agreement. Therefore, the presumption that differences in interpretation shall go against the drafting party does not apply.

20. EXECUTION. The parties have duly executed this Employment Agreement as of the last date last written in the signature block below.

CITRUS HEIGHTS WATER DISTRICT

By: Date
General Manager/Secretary

EMPLOYEE

By: Date

**CITRUS HEIGHTS WATER DISTRICT
EXECUTIVE/ MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT
EXHIBIT A
JOB DESCRIPTION FOR [JOB TITLE]**

CITRUS HEIGHTS WATER DISTRICT

EXECUTIVE / MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT

EXHIBIT B

REGULAR SALARY COMPENSATION FOR [JOB TITLE]

Salary:

\$ per hour
\$ bi-weekly
\$ monthly
\$ per year

The Regular Salary Range for this position is from a bi-weekly base of \$_,_ (\$ per hour) to a bi-weekly maximum of \$-,_ (\$ per hour) pursuant to the District's Salary Schedule effective September 19, 2016.

Effective Date for Regular Salary Compensation: , 20

Payroll Authorization:

CITRUS HEIGHTS WATER DISTRICT

By: Date
General Manager/Secretary

CITRUS HEIGHTS WATER DISTRICT

EXECUTIVE / MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT

**EXHIBIT C
GENERAL RELEASE POLICY**

Severance Pay. In the event EMPLOYEE is terminated without "cause," as determined by the General Manager in his/her sole and unfettered discretion, or in the event EMPLOYEE is asked to resign during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Employment Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement in the standard form signed by EMPLOYEE, to pay EMPLOYEE a lump sum cash payment equal to six (6) months of Salary as severance pay. However, if EMPLOYEE is terminated because of conviction of any criminal offense or for "cause", the DISTRICT shall have no obligation to pay severance pay.

The Comprehensive General Release and Settlement Agreement which is a condition for this benefit shall be in a form used by the DISTRICT at the time of employment severance. The form Comprehensive General Release and Settlement Agreement may change from time to time, depending upon changes in practices or law. The Comprehensive General Release and Settlement Agreement and compliance with its terms shall not be construed as an admission by the DISTRICT of any liability whatsoever, or as an admission by the DISTRICT of any violation of the rights of EMPLOYEE or any other person or violation of any order, law, statute, duty, or contract whatsoever against EMPLOYEE or any other person.

The Comprehensive General Release and Settlement Agreement shall be a full and complete settlement of any and all claims, complaints, actions and charges arising out of EMPLOYEE's employment with the DISTRICT and/or the termination thereof as provided for herein.

EMPLOYEE will agree that the payments constitute the entire amount of monetary consideration provided to EMPLOYEE and that he/she will not seek any further compensation for other claimed damage, costs, or attorney's fees in connection with or related to EMPLOYEE employment with the DISTRICT. By way of example and not in limitation of the foregoing, released claims shall include any claims arising under Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act; the Americans with Disabilities Act; the Vietnam Era Veterans Readjustment Assistance Act of 1974; or any successor or replacement statutes; the California Family Rights Act Of 1991; the Employee Retirement Income Security Act of 1974, as amended; the Workers Adjustment And Retraining Notification Act, as amended; the Fair Labor Standards Act and similar State and federal laws; the California Wage Payment Act, as amended; California Industrial Welfare Commission Wage Orders; and the California Fair Employment and Housing Act, that provides the right to an employee to bring charges, claims, or

complaints against an employer if the employee believes they have been discriminated against on a number of bases including age, ancestry, color, religious creed, denial of family and medical care leave, disability, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin, race, sex, gender, gender identity, gender expression, or sexual orientation, as well as any claims asserting wrongful termination, harassment, breach of contract, breach of the covenant of good faith and fair dealing, negligent or intentional infliction of emotional distress, negligent or intentional misrepresentation, negligent or intentional interference with contract or prospective economic advantage, defamation, invasion of privacy, and claims related to disability. Released Claims shall also include, but not be limited to, claims for wages or other compensation due, severance pay, rewards and recognition pay, sick leave pay, annual leave pay, management leave pay, life or health insurance, or any other EMPLOYEE benefits.

Attachment 4101.A1 SALARY SCHEDULE ADOPTED- EFFECTIVE JANUARY 2, 2023
HOURLY AND MONTHLY* SALARY RANGE

JOB TITLE / JOB CLASS	2023 Base Hourly	2023 Base Monthly	2023 Maximum Hourly	2023 Maximum Monthly
<u>Organizational Leadership</u>				
General Manager (E)	90.33	15,657.18	121.95	21,138.69
Assistant General Manager (E)	75.64	13,111.39	102.13	17,702.44
<u>Accounting Series</u>				
Director of Finance/ Director of Finance and Administrative Services/ Director of Administrative Services (E)	68.77	11,920.98	92.85	16,093.98
Accounting Manager /Principal Accountant (E)	50.38	8,732.18	68.01	11,787.87
Senior Accountant (E)	43.11	7,472.41	58.19	10,087.56
Accountant	39.19	6,793.78	52.90	9,168.97
<u>Customer Service Series</u>				
Senior Customer Services Specialist	37.47	6,495.70	50.61	8,771.55
Customer Service Specialist	33.87	5,871.44	45.74	7,927.95
Customer Service Technician	28.00	4,853.50	37.80	6,551.95
<u>Engineering Technical Series</u>				
Project Manager (E)	58.29	10,104.43	78.70	13,640.04
Engineering Supervisor/Principal GIS Specialist (E)	45.40	7,869.83	61.29	10,623.71
Engineering/GIS Specialist	39.48	6,844.39	53.31	9,240.22
Engineering/GIS Technician	35.88	6,220.13	48.45	8,398.48
Engineering Aide	31.20	5,408.40	42.15	7,305.56
<u>Construction Inspection Series</u>				
Construction Inspection Supervisor/Principal Construction Inspector (E)	44.16	7,654.25	59.61	10,333.14
Senior Construction Inspector	38.39	6,655.05	51.84	8,985.26
Construction Inspector	34.91	6,051.41	47.13	8,169.78
<u>Engineering Series</u>				
Director of Engineering /District Engineer (E)	75.64	13,111.39	102.13	17,702.44
Principal Civil Engineer (E)	68.77	11,920.98	92.85	16,093.98
Senior Civil Engineer (E)	62.53	10,837.42	84.40	14,629.87
Associate Civil Engineer (E)	56.84	9,853.22	76.73	13,300.73
Assistant Civil Engineer	49.43	8,569.08	66.74	11,568.54
Assistant Engineer	39.48	6,844.39	53.37	9,251.46
<u>Information Technology (IT) Series</u>				
Information Technology Manager (E)	53.93	9,347.07	72.79	12,618.35
Principal Information Technology Analyst (E)	49.03	8,497.84	66.18	11,471.06
Senior Information Technology Analyst	44.56	7,723.61	60.17	10,428.74
Information Technology Analyst	40.52	7,022.48	54.83	9,504.54
Information Technology Technician	33.77	5,852.69	45.59	7,901.70
<u>Management Services (MS) Series</u>				
Administrative Services Manager/Principal Management Analyst/Chief Board Clerk (E)	50.97	8,835.28	68.83	11,930.35

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Attachment 4101.A2 OTHER COMPENSATION ADOPTED JANUARY 18, 2023

4101.A2.01 Regular Employees

In addition to salary compensation received, FLSA (Fair Labor Standards Act) exempt, who are not department heads (Senior Management), and non-exempt Regular Employees (see Policy 4001) are authorized to receive the following compensation:

Certified California State Water Distribution System Operators (see Policy 4401)

<u>Grade</u>	<u>D1</u>	<u>\$20.00/month</u>
<u>Grade</u>	<u>D2</u>	<u>\$40.00/month</u>
<u>Grade</u>	<u>D3</u>	<u>\$60.00/month</u>
<u>Grade</u>	<u>D4</u>	<u>\$80.00/month</u>
<u>Grade</u>	<u>D5</u>	<u>\$100.00/month</u>

~~Grade D1 \$20.00/month~~
~~Grade D2 \$40.00/month~~
~~Grade D3 \$60.00/month~~
~~Grade D4 \$80.00/month~~
~~Grade D5 \$100.00/month~~

Certified California State Water Treatment Operators (see Policy 4401)

<u>Grade</u>	<u>T1</u>	<u>\$20.00/month</u>
<u>Grade</u>	<u>T2</u>	<u>\$40.00/month</u>
<u>Grade</u>	<u>T3</u>	<u>\$60.00/month</u>
<u>Grade</u>	<u>T4</u>	<u>\$80.00/month</u>
<u>Grade</u>	<u>T5</u>	<u>\$100.00/month</u>

~~Grade T1 \$20.00/month~~

~~Grade T2 \$40.00/month Grade T3 \$60.00/month Grade T4~~
~~\$80.00/month Grade T5 \$100.00/month~~

American Water Works Association California-Nevada Section Certifications

Backflow Prevention Assembly Tester	\$20.00/month
Cross Connection Specialist	\$20.00/month

Certified California Water Use Efficiency Practitioner

Grade	1	\$20.00/month
Grade	2	\$40.00/month

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Grade	3	\$60.00/month
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Standby Duty (see Policy 4120)

Regular Work Days	\$44.00/day
Friday	\$108.00/day
Saturday	\$108.00day
Sunday	\$108.00/day
District Holiday	\$44.00/day

4101.A2.04 Out-Of-Class Pay

At times, the District needs to temporarily assign an existing employee to perform a more complex level of work or additional work in a higher, equivalent or subordinate position. This need may arise due to a vacancy created by an extended leave, resignation or retirement. In order to qualify for Out-of-Class Pay, an employee must be assigned in writing by the General Manager or General Manager's Designee to perform the duties of another job classification due to a temporary vacancy extending for a period of more than eight (8) consecutive working days, holidays excluded. Assigned employees will be compensated at a five percent (5%) increase of their current hourly rate of pay in recognition of the increased responsibilities and additional workload. This Out-of-Class rate of pay increase is temporary in nature and will remain in effect until the assignment is complete. The maximum duration of the temporary assignment is one year. If the need arises to extend the assignment past one year, written justification must be provided by the General Manager and filed in the employee's personnel file. This written justification must include the completion date of the temporary assignment. This Policy section pertains to all positions that report to and/or are subordinate to the General Manager.

4101.A2.05 Personal Cellular Telephone Reimbursement

Exempt employees, including District Department Managers and Supervisors, will receive a monthly stipend in the amount of \$49 to use District sanctioned personal cellular telephones. This stipend will be paid through payroll quarterly. If an employee obtains or currently has a plan that exceeds the monthly stipend, Citrus Heights Water District will not be liable for the cost difference. The device remains the property of the employee, who is responsible for all repairs or replacement of the device.

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INDEX

POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4001	Employment Status Definitions	JULY 1, 1965	OCTOBER 20, 2021 <u>AUGUST 16, 2023</u>	(1) JANUARY 1, 1976; (2) JUNE 3, 1992; (3) JULY 24, 1995; (4) OCTOBER 11, 2005; (5) OCTOBER 14, 2018; (6) MARCH 24, 2016; (7) AUGUST 21, 2019; (8) OCTOBER 20, 2021
4005	Probationary Period Define	JUNE 3, 1992	OCTOBER 20, 2021	(1) JULY 24, 1995; (2) JUNE 10, 2008 ; 2008 ; (3) MARCH 10, 2009; (4) AUGUST 21, 2019
4010	Recruiting and Selection	JULY 1, 1965	AUGUST 21, 2019	(1) JANUARY 1, 1976; (2) JUNE 3, 1992; (3) AUGUST 9, 1995; (4) JUNE 10, 2008
4011	Equal Opportunity	JUNE 3, 1992	AUGUST 21, 2019 <u>16, 2023</u>	(1) JUNE 10, 2008; (2) JUNE 3, 1992; (3) AUGUST 21, 2019
4012	Employment of Relatives	JUNE 3, 1992	AUGUST 21, 2019 <u>16, 2023</u>	(1) JULY 24, 1995; (2) JUNE 10, 2008; (3) MARCH 10, 2009; (4) AUGUST 21, 2019
4013	Volunteer Program	AUGUST 12, 2014	AUGUST 21, 2019 <u>16, 2023</u>	(1) AUGUST 21, 2019

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4014	Disaster Service Worker	AUGUST 16, 2023		
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POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4020	Rights and Responsibilities	JUNE 3, 1992	AUGUST 21, 2019	(1) JUNE 10, 2008
4040	Personnel Records and Privacy	JUNE 3, 1992	OCTOBER 20, 2021	(1) OCTOBER 17, 1995; (2) JUNE 10, 2008; (3) NOVEMBER 19, 2014; (4) AUGUST 21, 2019
4050	Employment Duration	JUNE 3, 1992	AUGUST 21, 2019	(1) OCTOBER 14, 2008
4090	Job Descriptions	JULY 10, 2012	AUGUST 21, 2019	(1) OCTOBER 20, 1998; (2) MARCH 16, 1999; (3) JUNE 10, 2008; (4) MAY 10, 2011; (5) JULY 12, 2011; (6) APRIL 10, 2012; (7) JULY 10, 2012
4101	Compensation/Reclassification/Positions	JULY 6, 1965	JANUARY 18, 2023 AUGUST 16, 2023	(1) JUNE 3, 1992; (2) JULY 24, 1995; (3) MAY 3, 1999; (4) OCTOBER 11, 2005; (5) FEBRUARY 28, 2006; (6) DECEMBER 8, 2009; (7) SEPTEMBER 13, 2016; (8) AUGUST 21, 2019, (9) DECEMBER 15, 2021, (10) JANUARY 18, 2023

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POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4102	Salary Cost of Living Adjustments (COLA)	JUNE 3, 1992	OCTOBER 20, 2021 <u>AUGUST 16, 2023</u>	(1) OCTOBER 17, 1995; (2) MAY Y 3, 1999; (3) DECEMBER 8, 2003; (4) DECEMBER 14, 2004; (5) DECEMBER 13, 2005; (6) DECEMBER 12, 2006; (7) JANUARY 13, 2009; (8) DECEMBER 8, 2009; (9) AUGUST 21, 2019; (10) <u>OCTOBER 20, 2021</u>
4103	Salary Merit Adjustments	JUNE 3, 1992	OCTOBER 20, 2021	(1) OCTOBER 17, 1995; (2) MAY 3, 1999 ; (3) OCTOBER 14, 2008; (4) JULY 10, 2012; (5) AUGUST 21 2019
4105	Employee Recognition	APRIL 12, 2005	OCTOBER 20, 2021	(1) AUGUST 21, 2019
4110	Hours of Work	JUNE 3, 1992	AUGUST 21, 2019	(1) NOVEMBER 7, 1995; (2) OCTOBER 14, 2008; (3) ARIL 13, 2010
4111	Lunch and Rest Periods	JUNE 3, 1992	AUGUST 16, 2023 <u>21, 2019</u>	(1) OCTOBER 6, 1998; (2) JUNE 10, 2008; (3) APRIL 13, 2010; (4) <u>AUGUST 21, 2019</u>

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POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4112	Overtime Pay	JUNE 3, 1992	NOVEMBER 16, 2022 <u>AUGUST 16, 2023</u>	(1) MAY 24, 1995; (2) OCTOBER 17, 1995; (3) MAY 13, 1997; (4) OCTOBER 17, 2002; (5) FEBRUARY 28, 2006; (6) OCTOBER 14, 2008; (7) MARCH 10, 2009; (8) APRIL 13, 2010; (9) OCTOBER 11, 2011; (10) JANUARY 12, 2016; (11) SEPTEMBER 13, 2016; (12) AUGUST 21, 2019; (13) OCTOBER 20, 2021; (14) NOVEMBER 16, 2022
4113	Payroll	JUNE 3, 1992	OCTOBER 20, 2021 <u>AUGUST 16, 2023</u>	(1) JANUARY 7, 1986; (2) JULY 24, 1995; (3) FEBRUARY 3, 1998; (4) MAY 13, 2008; (5) APRIL 13, 2010; (6) NOVEMBER 19, 2014; (7) AUGUST 21, 2019; (8) OCTOBER 20, 2021
4120	Standby Duty	JUNE 3, 1992	NOVEMBER 16, 2022 <u>AUGUST 16, 2023</u>	(1) OCTOBER 17, 1995; (2) JANUARY 2, 1996; (3) DECEMBER 7, 1999; (4) JUNE 10, 2008; (5) APRIL 13, 2010; (6) DECEMBER 9, 2014; (7) JANUARY 12, 2016; (8) AUGUST 21, 2019; (9) OCTOBER 20, 2021; (10) NOVEMBER 16, 2022
4200	Employee Insurance Benefits	JUNE 3, 1992	AUGUST 21, 2019 <u>16, 2023</u>	(1) JUNE 20, 2008; (2) NOVEMBER 19, 2014; (3) AUGUST 21, 2019

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POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4210	Health Insurance	JANUARY 7, 1986	AUGUST 21, 2019	(1) JUNE 3, 1992; (2) JULY 24, 1995; (3) JANUARY 16, 2001; (4) JANUARY 8, 2002; (5) JANUARY 7, 2003; (6) JANUARY 13, 2004; (7) JANUARY 11, 2005; (8) MAY 10, 2005 (9) JANUARY 10, 2006; (10) JANUARY 9, 2007; (11) JUNE 10, 2008; (12) JANUARY 11, 2011; (13) JANUARY 10, 2012; (14) JANUARY 8, 2013; (15) JANUARY 14, 2014; (16) DECEMBER 9, 2014; (17) JANUARY 13, 2015; (18) JANUARY 10, 2017; (19) APRIL 11, 2017; (20) JANUARY 16, 2019
4211	Dental Insurance	JANUARY 7, 1986	AUGUST 21, 2019	(1) JUNE 3, 1992; (2) JULY 24, 1995; (3) JUNE 10, 2008; (4) DECEMBER 13, 2016; (5) JANUARY 16, 2019
4212	Vision Insurance	JUNE 3, 1992	AUGUST 21, 2019	(1) JULY 24, 1995; (2) JUNE 10, 2008; (3) DECEMBER 13, 2016; (4) JANUARY 16, 2019

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POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4220	Life Insurance and Accidental Death and Dismemberment Insurance	JANUARY 7, 1986	AUGUST 21, 2019	(1) JUNE 3, 1992; (2) OCTOBER 17, 1995; (3) JUNE 10, 2008; (4) DECEMBER 5, 2016; (5) JANUARY 16, 2019
4222	Disability Insurance	JANUARY 7, 1986	AUGUST 21, 2019 16, 2023	(1) JUNE 3, 1992; (2) JULY 24, 1995; (3) JUNE 10, 2008; (4) DECEMBER 13, 2016; (5) JANUARY 16, 2019; (6) AUGUST 21, 2019
4223	Workers' Compensation Insurance	JANUARY 7, 1986	AUGUST 21, 2019	(1) JUNE 3, 1992; (2) JULY 1, 1997; (3) JUNE 10, 2008
4301	Annual Leave	JULY 1, 1965	OCTOBER 20, 2021 AUGUST 16, 2023	(1) JANUARY 1, 1976; (2) JUNE 3, 1992; (3) OCTOBER 17, 1995; (4) JULY 6, 1999; (5) OCTOBER 14, 2008; (6) APRIL 13, 2010; (7) JUNE 12, 2012; (8) DECEMBER 9, 2014; (10) AUGUST 21, 2019; (11) OCTOBER 20, 2021
4302	Management Leave	JUNE 3, 1992	AUGUST 21, 2019 16, 2023	(1) MAY 24, 1995; (2) OCTOBER 17, 1995; (3) NOVEMBER 7, 1995; (4) JULY 20, 1999; (5) OCTOBER 14, 2008; (6) APRIL 13, 2010; (7) JUNE 12, 2012; (8) DECEMBER 9, 2014; (9) AUGUST 21, 2019

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4303	Compensatory Time-Off (CTO)	JUNE 3, 1992	AUGUST 21, 2019 <u>16, 2023</u>	(1) MAY 24, 1995; (2) OCTOBER 17, 1995; (3) NOVEMBER 7, 1995 ; (4) JULY 20, 1999; (5) JUNE 10, 2008; (6) OCTOBER 14, 2008; (7) NOVEMBER 19, 2014; (8) AUGUST 21, 2019
4305	Administrative Leave	OCTOBER 14, 2008	AUGUST 21, 2019	(1) JULY 10, 2012
4308	Pregnancy Disability Leave	AUGUST 21, 2019	AUGUST 21, 2019 <u>16, 2023</u>	(1) AUGUST 21, 2019
4309	California Family Leave Act	JANUARY 20, 2021	OCTOBER 20, <u>AUGUST 16, 2023</u>	(1) JANUARY 20, 2021; (2) OCTOBER 20, 2021
4310	Sick Leave	JULY 1, 1965	AUGUST 21, 2019 <u>16, 2023</u>	(1) MARCH 3, 1981; (2) JUNE 3, 1992; (3) JULY 24, 1995; (4) NOVEMBER 7, 1995; (5) JULY 20, 1999; (6) JUNE 10, 2008; (7) APRIL 13, 2010; (8) AUGUST 21, 2019
4311	Compassionate Leave	JUNE 3, 1992	DECEMBER 21, <u>AUGUST 16, 2023</u>	(1) JULY 24, 1995; (2) JULY 20, 1999; (3) OCTOBER 14, 2008; (4) DECEMBER 21, 2022
4312	Catastrophic Illness/Injury Leave Donation	JULY 20, 1999	AUGUST 21, 2019	(1) DECEMBER 9, 2014; (2) JUNE 20, 2008

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4320	Court Appearance	JUNE 3, 1992	AUGUST 21, 2019 <u>16, 2023</u>	(1) JULY 20, 1999; (2) JUNE 10, 2008; (3) AUGUST 21, 2019
4321	Jury Service Leave	JULY 1, 1965	AUGUST 21, 2019	(1) JUNE 3, 1992; (2) JUNE 10, 2008; (3) DECEMBER 9, 2014; (4) DECEMBER 8, 2015
4325	Military Duty Leave of Absence	JULY 1, 1965	AUGUST 21, 2019 <u>16, 2023</u>	(1) JUNE 3, 1992; (2) OCTOBER 17, 1995; (3) JUNE 10, 2008; (4) AUGUST 21, 2019
4330	Personal Leave of Absence	AUGUST 2, 1983	OCTOBER 20, 2021	(1) JUNE 3, 1992; JUNE 10, 2008; (3) OCTOBER 14, 2008; (4) AUGUST 21, 2019
4350	Holidays	APRIL 13, 2010	DECEMBER 21, 2022	(1) JANUARY 6, 1976; (2) JUNE 3, 1992; (3) JULY 24, 1995; (4) JUNE 10, 2008; (5) APRIL 13, 2010; (6) DECEMBER 21, 2022
4401	Education Assistance Program	JUNE 3, 1992	OCTOBER 20, 2021 <u>AUGUST 16, 2023</u>	(1) AUGUST 9, 1995; (2) NOVEMBER 7, 1995; (3) JANUARY 5, 1999; (4) JUNE 8, 2004; (5) OCTOBER 14, 2008; (6) DECEMBER 14, 2010; (7) NOVEMBER 19, 2014; (8) JANUARY 10, 2017; (9) AUGUST 21, 2019; (10) OCTOBER 20, 2021
4411	Deferred Compensation	JUNE 3, 1992	AUGUST 21, 2019	(1) JUNE 10, 2008; (2) NOVEMBER 19, 2014

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POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4420	Employee Tools and Safety Equipment	JUNE 3, 1992	OCTOBER 20, 2021	(1) AUGUST 9, 1995; (2) JANUARY 2, 1996; (3) MAY 13, 2008; (4) OCTOBER 14, 2008; (5) FEBRUARY 14, 2012; (6) NOVEMBER 10, 2015; (7) AUGUST 21, 2019
4430	Employee Suggestions	JUNE 3, 1992	AUGUST 21, 2019	(1) AUGUST 9, 1995; (2) JUNE 10, 2008
4440	Membership in Professional and Technical Societies/Associations	JUNE 3, 1992	AUGUST 21, 2019	(1) JUNE 10, 2008
4450	Telephone Calls	JUNE 3, 1992	OCTOBER 20, 2021	(1) JUNE 10, 2008; (2) AUGUST 21, 2019
4501	Standards of Conduct	JUNE 3, 1992	OCTOBER 20, 2021	(1) JUNE 10, 2008; (2) NOVEMBER 19, 2014
4511	Attendance	JUNE 3, 1992	AUGUST 21, 2019	(1) AUGUST 9, 1995; (2) JUNE 10, 2008; (3) AUGUST 21, 2019
4512	Harassment/Discrimination Prevention	AUGUST 21, 2019	OCTOBER 20, 2021	(1) AUGUST 21, 2019; (2) OCTOBER 20, 2021
4513	Disciplinary Procedures	JANUARY 6, 1976	OCTOBER 20, 2021	(1) JUNE 3, 1992; (2) AUGUST 9, 1995; (3) JUNE 10, 2008; (4) AUGUST 21, 2019

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4514	Grievance Procedure	JUNE 3, 1992	OCTOBER 20, 2021	(1) AUGUST 9, 1995; (2) JUNE 10, 2008; (3) MARCH 24, 2016; (4) AUGUST 21, 2019
4520	Employee Conflict of Interest	JUNE 3, 1992	OCTOBER 20, 2021	(1) JUNE 10, 2008
4530	Uniforms and Dress Code	JUNE 3, 1992	AUGUST 21, 2019	(1) OCTOBER 14, 2008; (2) OCTOBER 11, 2011
4600	Training & Development		AUGUST 21, 2019	
4601	Employee Orientation	JUNE 3, 1992	AUGUST 21, 2019	(1) OCTOBER 14, 2008
4610	Performance Evaluations	JUNE 3, 1992	AUGUST 21, 2019	(1) AUGUST 9, 1995; (2) OCTOBER 14, 2008; (3) July 10, 2012; (4) DECEMBER 13, 2016
4611	Promotions	JUNE 3, 1992	AUGUST 21, 2019	(1) AUGUST 9, 1995; (2) JUNE 10, 2008; (3) OCTOBER 14, 2008
4701	Safety Officer	JUNE 3, 1992	AUGUST 21, 2019	(1) JUNE 10, 2008; (2) NOVEMBER 1, 2016
4702	Injury and Illness Prevention	JUNE 3, 1992	AUGUST 21, 2019	(1) AUGUST 7, 2001; (2) MAY 8, 2007

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4830	Insurance Benefits for Retirees Retiring Between 06/03/92-03/19/96	JUNE 3, 1992	AUGUST 21, 2019	(1) MARCH 19, 1996; (2) JUNE 10, 2008
4831	Insurance Benefits for Retirees after 03/19/96	MARCH 19, 1996	DECEMBER 21, 2022	(1) JANUARY 16, 2001; (2) JANUARY 8, 2002; (3) JANUARY 7, 2003; (4) JANUARY 1, 2004; (5) FEBRUARY 10, 2004; (6) DECEMBER 13, 2005; (7) DECEMBER 12, 2006; (8) DECEMBER 11, 2007; (9) JANUARY 13, 2009; (10) DECEMBER 8, 2009 (11) DECEMBER 14, 2010; (12) DECEMBER 13, 2011; (13) DECEMBER 11, 2012; (14) DECEMBER 10, 2013; (15) DECEMBER 9, 2014; (16) DECEMBER 08, 2015; (17) JANUARY 10, 2017; (18) JANUARY 1, 2018; (19) JANUARY 16, 2019; (20) AUGUST 21, 2019; (21) OCTOBER 16, 2019; (22) NOVEMBER 18, 2020; (23) DECEMBER 15, 2021; (24) DECEMBER 21, 2022

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POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4901	Employee Expenses/Per Diem Reimbursement	JUNE 3, 1992	JUNE 17, 2020 AUGUST 16, 2023	(1) OCTOBER 17, 1995; (2) OCTOBER 17, 2002; (3) JUNE 10, 2008; (4) DECEMBER 14, 2010; (5) SEPTEMBER 11, 2012; (6) AUGUST 21, 2019; (7) <u>JUNE 17, 2020</u>
4911	District Vehicle and Equipment Assignment	JUNE 3, 1992	NOVEMBER 19, 2014	(1) OCTOBER 6, 1998; (2) JUNE 10, 2008
4912	Employee Parking	JUNE 3, 1992	JUNE 10, 2008	(1) OCTOBER 17, 1995
4930	Computer Use and Internet Access	MARCH 4, 2003	OCTOBER 20, 2021	(1) JUNE 10, 2008; (2) NOVEMBER 19, 2014
4931	Voice Mail and Electronic Mail	MARCH 4, 2004	OCTOBER 20, 2021	(1) JUNE 10, 2009; (2) NOVEMBER 19, 2014
4932	Mobile Devices	MARCH 11, 2008	OCTOBER 20, 2021	(1) APRIL 22, 2016; (2) NOVEMBER 14, 2018
4940	Reasonable Suspicion Drug/Alcohol Testing	AUGUST 21, 2019	OCTOBER 20, 2021	(1) AUGUST 21, 2019

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ATTACHMENT 4
Clean Version of Human Resources Policies Updates
(4000 series) with New Edits

CITRUS HEIGHTS WATER DISTRICT
HUMAN RESOURCES POLICIES MANUAL

4001.00 EMPLOYMENT STATUS DEFINITIONS

4001.01 Regular Employees

Employees holding a regularly-authorized District position who have completed any applicable probationary period. Regular employees may be full-time (budgeted to work 2,080 hours in a year) or part-time (budgeted to work at least 1,040 hours but less than 2,080 in a year). At the discretion of the General Manager, employment as a Regular Employee may or may not be subject to an Employment Agreement. If subject to an Employment Agreement, the nature, duration and conditions of employment will be established in writing at the onset of employment. Regular employees may be Fair Labor Standards Act (FLSA) exempt (paid on a salaried basis and not eligible for overtime compensation) or non-exempt (paid on an hourly basis and eligible for overtime compensation). Unless otherwise designated as “at will” at the time of appointment or in an applicable Employment Agreement, a regular employee may only be terminated or disciplined for cause.

4001.02 Temporary Employees

Employees hired to work fewer than 1,040 hours in a year or employees, often recruited and placed through a temporary agency, who work on a temporary basis for the District. The nature, duration, and conditions of employment will be established in writing at the onset of employment. Temporary Employees will not be eligible for benefits that accrue to Regular Employees, including vacation time, sick leave, or holidays except as required by law. Compensation shall be on an hourly basis.

4001.03 Special Employment Categories

Employees hired for a special purpose or duration to meet a particular District need are “special employees” and may include: (a) provisional employees – those who meet the minimum qualifications for a regular position and who are appointed on an interim basis of at least two weeks’ duration to fill a vacancy until such position is filled; (b) specially- funded employees – those working in a full- or part-time capacity but in a limited term position funded by special, non-District revenues, or (c) interim employees— those existing employees who accept an interim promotional opportunity or a limited period of time, as specified in an employment agreement. “Interim employees” may be promoted into the regular position at the discretion of the General Manager upon completion of the applicable probationary period. Special employees are not eligible for benefits that accrue to regular employees except as required by law or as

otherwise specified in writing at the time of appointment to a special employment category.

4001.04 Non-Employee Services

The District may occasionally obtain services from external sources that are true independent contractors (e.g. law firms, engineering firms, environmental consulting firms, and the like.) Such arrangements will be made in writing and must be executed by the Board of Directors or the General Manager (or designee).

4001.06 Rehired Employees

Employees rehired after leaving employment with the District may be subject to employment at the discretion of the District. The nature, duration and conditions of employment will be established in writing at the onset of employment.

The ability to rehire California Public Employees' Retirement System (CalPERS) retirees is subject to the restrictions and guidelines set forth by the Public Employee's Retirement Law (PERL).

When an employee is rehired, his/her duration of District employment (see Policy 4050) shall not include any period of time while not a District employee (e.g. gaps in District Employment).

4001.20 Employment Agreements

The District will enter into an Employment Agreement with the General Manager (who is a direct report to the District Board) and such agreement will be approved and executed by the District Board and the General Manager employee. The District may also, at the discretion of the General Manager, employ persons who report to the General Manager to work for the District under a written Employment Agreement, which shall be signed by the General Manager and by the employee. The Employment Agreement shall specify the terms and conditions of the relationship between the District and the employee, and may include terms and conditions of employment that differ from those of other District employees.

4001.30 General Manager

The General Manager is the head of the District's personnel system and all operational departments. Where the term "General Manager" is used throughout the Human Resources policies in the District's Policies and Procedures manuals, as well as accompanying Administrative Procedures, the term shall mean the General Manager or designee(s).

4005.00 PROBATIONARY PERIOD DEFINED

A working test period of 12 months during which an employee is required to demonstrate his/her fitness for the duties to which he/she is appointed by actual performance of the duties of the position.

4005.01 Objective of Probationary Period/Positions Covered

The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work and for securing the most effective adjustment of a new employee to his/her position. All employees appointed to District positions that are not "at will" positions must successfully complete a probationary period.

4005.02 Probationary Periods/Appointments to Positions

All original employee appointments shall be subject to a probationary period of no less than twelve months of actual service, and may be extended an additional 90 days at the discretion of the General Manager. All promotional or lateral appointments shall be subject to a probationary period of six months, which may be extended an additional six months at the discretion of the General Manager. If a probationary employee's probationary period is extended, the employee shall be given written notice of the extension prior to the expiration of the probationary period.

4005.03 Extension of Probationary Period For Absences From Work

Absences from work for ten (10) or more work days during the probationary period, regardless of the reason or cause for the absence, shall automatically, and without further notice provided to the employee, cause the probationary period to be extended by the total number of calendar days of the absence. Approved vacation leave absences will not be considered for purposes of this section.

4005.04 Rejection from Probation

During the probationary period, an employee's District employment in that position is "at will," and he or she may be rejected at any time without cause and without the right of appeal. The probationary employee who is rejected will be notified in writing that he or she has not successfully completed the probationary period. If the rejection occurs during the original probationary period, the employee shall be discharged from employment. An employee who has previously completed an original probationary period, and who is rejected during a promotional or lateral probationary period, shall be reinstated to the employee's immediately former position unless he/she is rejected for a reason which would have constituted cause for the employee's discharge from the former position.

4005.05 Rejection of Probationary Employee

During a probationary period an employee may be rejected by the General Manager (or designee) at any time, with or without cause, and without the right of administrative appeal except as required by law.

4010.00 RECRUITING AND SELECTION

The following provisions apply to the recruitment and selection of Regular Employees. When such a personnel vacancy occurs, the General Manager will conduct a recruitment and selection program to identify and choose the most qualified individual for the position. The Board of Directors shall determine the procedures to be followed for recruitment and selection of the General Manager.

4010.01 Procedure

The following steps govern the recruiting and selection process:

- A. The District generally supports the practice of promoting from within. It also believes that employees have the primary responsibility for their own career development. To assist in both of these processes, any current employee has the opportunity to apply for any position the District may post.
- B. Upon the authorization of the General Manager, the District may waive the outside recruiting process on a case-by-case basis if it is determined to be in the best interest of the District to consider only internal candidates for the vacancy.
- C. Regular positions with the District generally will be subject to a competitive recruitment process, either as an internal or an external recruitment, as determined in the discretion of the General Manager. Vacancies will be advertised in the appropriate medium(s) in hard copy or electronic versions, at the discretion of the General Manager, as needed to ensure a sufficient pool of qualified applicants. Liberal use of low-cost, widely disseminated electronic resources and social media is encouraged as appropriate, in order to reach a broad and diverse candidate pool. Recruiting sources could also include local or regional newspapers, posting on the internet and/or District web site, professional journals, trade publications and/or public sector job recruitment bulletins. A period of time for accepting applications will be established that will be sufficient for interested persons from outside the District organization to obtain and submit applications for vacancies when they occur.
- D. Incoming applications or resumes will be screened to identify qualified candidates. For positions below the General Manager, screening will be done by the General Manager or designee(s). The Board will establish any applicable screening process for candidates applying for the General Manager position.
- E. Screening interviews will be conducted. Interview panel composition will vary based on the needs of the position and circumstances, and

they may include evaluator(s) from outside of the District (e.g., management or supervisory employees from other public agencies) to ensure the impartiality of the evaluation process.

- F. Once a candidate is selected, a conditional written offer will be made that identifies the position title, starting compensation, and other information about various terms and conditions of employment. Such offer will be conditioned on passing a reference and appropriate background check, as well as any applicable medical evaluation and drug/alcohol test. No candidate shall begin employment at the District prior to successful completion of the offer conditions.
- G. Once a candidate has successfully passed all of the conditional offer conditions, arrangements for a start date of employment will be made.
- H. Pre-employment medical screenings and applicable drug/alcohol testing will be at the District's expense by a physician or testing facility designated by the District. Final offers of employment are contingent upon the results of this examination.
 - Effective January 1, 2024, pre-employment drug testing which includes screening for cannabis may only test for the presence of THC in the individual's bodily fluids, and may not include any test for non-psychoactive cannabis metabolites. These limitations do not apply to positions that require a federal government background or security clearance, such as for employees who are required to participate in the District's "Federally Mandated Commercial Drivers License Holders Drug/Alcohol Testing Education Program."
- I. Candidates who are conditionally offered employment must consent in writing to a Employment Background Investigation. This investigation will be at the District's expense by an investigator designated by the District and may include one or more of the following investigations: criminal court records; department of motor vehicles records; social security verification report; civil court index check; individual consumer credit check; bankruptcies, tax liens and judgments; sex offender registry; education and credential verification; employment verification; professional references; and workers' compensation history. Final offers of employment are contingent upon the results of this investigation.
- J. All employees must complete the Employment Verification Form I-9 issued by the Immigration and Naturalization Service and provide appropriate documentation of eligibility to work in the U.S.

4010.02 Notice

The General Manager shall notify the Board of Directors, via written or verbal notice, of all new employees, appointees or promotions at the next Regular Meeting of the Board of Directors.

4011.00 EQUAL OPPORTUNITY

The District is committed to equal opportunity with respect to all employees and applicants for employment. The District hires and treats employees without regard to race, color, creed, religion, national origin, ancestry, sex (including pregnancy, childbirth and related medical conditions), sexual orientation, gender identity or expression, age, marital status, citizenship status, and status with regard to public assistance, physical or mental disability, medical condition, genetic information, veteran status, political affiliation, reproductive health decision, or other basis protected by law. The District may make employment decisions on the basis of bona fide qualifications as permitted by law.

The District's human resources policies, including promotion, transfer, compensation, employee benefits, reassignment, layoff or termination of employment, training and development, and discipline will be administered in accordance with this Policy.

Any employee with a question or problem in the equal opportunity area should bring the question or problem to the attention of the General Manager or the General Counsel.

4012.00 EMPLOYMENT OF RELATIVES

The District reserves the right, in some situations and business requirements, to prohibit employment of close relatives in any circumstances where there is actual or potential adverse impact on supervision, safety, security, efficiency or morale. Some such circumstances would include employment of relatives within a direct management reporting chain or any other circumstances of shared supervision, shared job duties, or any other. The purpose of this policy is to promote public confidence in the integrity and efficiency of the District's forces, to promote consistent and equitable treatment of District employees, to prevent breaches in confidentiality, and to prevent favoritism and the perception of favoritism.

4012.01 Close Relative Defined

Close relatives include:

Spouses*	Mother-in-law*
Parents	Father-in-law*
Children	Brother-in-law*
Brother	Sister-in-law*
Sister	Stepchildren*
Adopted Children	Stepparents*
Grandparents	Domestic Partner, as defined in
Aunts	Family Code section 297(b)*
Uncles	Romantic partner sharing
1 st Cousins	

Grandchildren
Guardians / Wards
Nieces
Nephews

employee's residence*
Children of a Domestic Partner, as
defined in Family Code section
297(b), or of a romantic partner
sharing employee's residence*

*current and former

4012.02 Existing Employees

If District employees become Close Relatives after employment with the District, the District reserves the right to move or transfer one or both such Close Relative employees to eliminate actual or potential adverse impacts, as well as (in extreme circumstances) to terminate the employment of one or both Close Relative employees. Such action by the District shall be at the sole discretion of the General Manager or designee with respect to all positions below the General Manager. Such discretion shall reside solely with the Board of Directors where the General Manger is one of the Close Relative employees involved.

4013.00 VOLUNTEER PROGRAM

The Citrus Heights Water District has determined that the establishment of an unpaid Volunteer Program is an effective method of improving public service and participation by allowing interested individuals to volunteer their time, efforts and expertise to our organization. The specifics of the Volunteer Program shall be set forth in Administrative Procedure (AP4013) promulgated by the General Manager. The purpose of this policy is to establish guidelines for the use of volunteers in District programs and/or day-to-day operations and to specify the roles and responsibilities of those involved in the Volunteer Program.

The Volunteer Program shall not be used to reduce, eliminate or otherwise supplant any position or task provided by the District that is maintained by dedicated, paid personnel employed by the District. Under no circumstances will a volunteer be assigned or undertake emergency activities involving water system operations, including but not limited to activities that, by law, must be performed by a certified operator. That would include, but isn't limited to, any operation or repair of the District's Water Distribution or Water Treatment systems without the proper supervision of a properly certified operator employed by the District. All District volunteers will be subject to the conduct requirements applicable to District employees, including but not limited to the Standards of Conduct in Policy 4501 and the District's harassment and discrimination prevention policy in Policy 4512.

4014.00 DISASTER SERVICE WORKER

In the event of a local, regional, state, or national emergency, all employees shall be required to report for work in accordance with District's emergency preparedness plans. Assigned duties may vary from

normal duties. In such an emergency, provisions of these Rules may be expressly waived by action of the General Manager. Employees are required to perform duties as “disaster service workers” (DSW), and as such may be assigned by the District or its General Manager to fulfill emergency action needs outside the course and scope of their regular job duties. When serving as a DSW, an employee may also be directed to report to a different supervisor and/or to work at a different location than normal in order to fulfill the DSW role.

4020.00 RIGHTS AND RESPONSIBILITIES

4020.01 General Principles

These policies and procedures are not a contract with any employee, and the District reserves the right to change the contents at any time and without notice, at the discretion of the Board of Directors. To ensure that the District is able to carry out its statutory functions, mission, and responsibilities, the District is committed to the following general principles in personnel matters:

- 1) Basing personnel actions on merit, operational needs and efficiencies, excellent service to customers, and organizational needs.
- 2) Prohibiting illegal discrimination and other inappropriate bias.
- 3) Ensuring and fostering a culture of excellence and accountability in performance.

4020.02 Personnel Matters

In terms of personnel matters, the Board of Directors shall be responsible for the selection, management, and direction of the General Manager and General Counsel, for setting policy for the organization and providing staff with appropriate direction to implement such policy. The General Manager shall be the chief personnel officer for the District responsible for the selection, management, and direction of the District’s workforce. Throughout Division 4 of this District Policy and Procedures Manual, the term “General Manager” shall refer to the actual General Manager or designee.

4020.03 At-Will and “For Cause” Employment

“At-will” is an employment relationship in which either the District or the employee can end the employment relationship at any time, with or without cause or notice. Regular employees holding such positions will typically have an Employment Agreement with the District setting forth various terms and conditions of employment, however nothing in such agreement may alter the “at will” nature of their employment or guarantees any particular term of employment. Similarly, nothing in the District’s policies and procedures shall be interpreted to modify or limit the employment-at-will relationship for such positions absent formal action by the District Board of Directors executed in writing.

For all Regular positions that are not designated as “at will,” (typically these are positions below the Supervisor/Principal level of the organizational chart), employment with the district is “for cause” following successful completion of any applicable probationary

period. This means that such employees may only be disciplined or terminated “for cause” and subject to applicable due process set forth elsewhere in these Policies and Procedures (Policy 4513). A “for cause” employee’s acceptance of a promotion or transfer to a higher level position that is “at will” shall automatically be deemed a waiver of all “for cause” and due process rights or procedures.

These policies and procedures are not a contract with any employee, and the District reserves the right to change the contents at any time and without notice, at the discretion of the Board of Directors.

4020.04 Review of Policy

All Human Resources Policies and Procedures will be reviewed and updated as frequently as evolving legal requirements may require. Further, the District shall endeavor to review and update its Human Resource Policies and Procedures approximately annually to ensure compliance with applicable law.

4040.00 PERSONNEL RECORDS AND PRIVACY

With regard to the collection, storage, dissemination and administration of information pertaining to employees, it is the District’s policy to collect only information which the District needs to carry out valid responsibilities or that are otherwise required by law.

Access to personnel files is restricted to authorized employees of the District on a “need to know” basis and is typically restricted to the General Manager and designees regularly assigned to carry out various personnel duties and functions. Other employees may be granted access to personnel file materials at the direction of the General Manager in order to carry out specific authorized personnel functions and activities.

4040.10 Requests for Employee Information or Employment References

All requests for employee information shall be governed by applicable state or federal laws and shall be referred to the General Manager for handling.

Dates of employment (hire and/or rehire) and current job title of an employee and salary may be released to a third party without a signed request or signed consent of the employee. Release of other information requires a signed request, specifying the information desired, the party or parties to whom it may be released, and the signed consent of the employee. Other releases of personnel information will be made as required by law.

Except for authorized disclosure of information by the General Manager, neither District Board members nor District employees shall provide employment references on former employees or current employees without the employee’s execution of a written District waiver and release.

4040.20 Review and Duplication of Personnel Records and Medical Records

In accordance with applicable provisions of law, employees may review the non-

confidential portions of their own personnel records file upon reasonable notice to the General Manager at a mutually agreed-upon time. One copy of the documents from the employee's personnel records file and medical records file can be made for the employee for their own records at District expense. Generally applicable copying charges will apply to any additional copies requested.

4050.00 EMPLOYMENT DURATION

The duration of employment with Citrus Heights Water District for all Regular employees shall be calculated under the direction of the General Manager for the purposes of establishing insurance benefit eligibility, calculating benefit accruals and the determination of other Human Resources policy provisions.

4050.10 Determination of Employment Duration

Unless otherwise specified in other Human Resources policies, the following criteria are to be used in determining an employee's District employment duration.

4050.15 Hire Date

The Hire Date for employees shall be the first day of employment with the District as a Regular Employee of the District.

4050.20 Employment Duration: Regular Employees

The duration of District employment for Regular employees shall be the difference in years between the current calendar date and the Hire Date inclusive of employment duration inclusions and excluding employment duration exclusions as specified below.

4050.25 Employment Duration Inclusions

The following absences from the workplace are to be included in an employee's duration of District employment:

- Annual Leave
- Management Leave for Exempt Employees
- Compensatory Time Off (CTO)
- Administrative Leave
- Sick Leave
- Compassionate Leave
- Court Appearance
- Jury Service Leave
- Holidays
- Leave without Pay (the first five (5) days annually)

4050.26 Employment Duration Exclusions

The following absences from the workplace are not to be included in an employee's duration of District employment, except as may otherwise be required by law:

- Personal Leave of Absence
- Layoff or Reduction of Work Force
- Break(s) in District Employment for Rehired Employees
- Leave without Pay (beginning with the sixth (6th) day annually)

4050.30 Employment Duration: Regular Part-Time Employees

The duration of District employment for Regular Part-Time employees shall be calculated based upon the number of cumulative hours paid as a Part-Time employee divided by 2,080 as expressed in years inclusive of employment duration inclusions and excluding employment duration exclusions as specified above.

4090.00 JOB DESCRIPTIONS

Job descriptions, including physical qualifications in compliance with state and federal law (e.g. the Americans with Disabilities Act (ADA)), shall be developed and maintained for each job position.

Job descriptions shall be used in a variety of personnel-related issues and circumstances, including but not limited to organizational structure, employee recruitment and selection, performance appraisals, evaluation of accommodation requests, etc.

The statements and qualifications contained within a job description shall reflect general details as necessary to describe the principal function of a job, including but not limited to the essential duties and other responsibilities; physical capabilities; working conditions; licenses and certifications required; and the level of knowledge, abilities, and experience typically required, but should not be considered an all-inclusive listing of work requirements, which often evolve and change from time to time.

4090.10 Job Description Development and Approval

The Board of Directors shall act as the approval and revision body for budgeted positions set forth in the District's publicly-available pay schedule. The General Manager shall prescribe job classes and develop, approve, and amend as necessary all employee job descriptions consistent with the positions listed in District's publicly-available pay schedule.

4101.00 COMPENSATION/RECLASSIFICATION/POSITIONS

4101.10 Salaries

It is the intent of the District, subject to applicable economic conditions, to provide employee compensation that is comparable, based upon experience, qualifications, skill set, and performance, with those of similar water utilities and public agencies in the Sacramento region. "Salary" as used in this policy is used in the generic sense to refer to compensation generally, which may be paid on an hourly or salaried basis.

4101.11 Salary Ranges

The salary and total compensation schedules of similar water utilities and public agencies in the Sacramento region may occasionally be used by the District, along with other information as available.

In determining salary ranges for District employment positions, the following criteria are expressed as goals for the District:

- The maximum salary for a particular salary range is to be established as the 100th percentile of the best matches of the maximum labor market salary adjusted for total compensation including benefits. This will be used to set the top step of the District's benchmark classification salary. Salary ranges for all regular employment positions with the District shall be established by action of the Board of Directors.

4101.12 Salary Survey

The District shall perform a total compensation survey at intervals of no more than three years to ensure that District salaries are consistent with the marketplace.

The information resulting from a total compensation survey will be considered by the District in making amendments to the District's Salary Schedule.

- In the event that a District salary range or ranges are determined to be below the marketplace for an employment position or positions, the Salary Schedule may be amended to reflect a changed increase to the range. Changes to employee compensation within the new range, shall be determined by the General Manager and may be implemented over time subject to the provision of budgeted funds.
- In the event that a District salary range or ranges are determined to be above the marketplace for an employment position or positions, the Salary Schedule may be amended to reflect a changed decrease to the range. Such a decrease to the range will typically not change an employee's salary except as otherwise determined by the Board of Directors. In the event that an employee's base salary is above the salary range as a result of a decrease to the range, said employee's salary will typically remain frozen (i.e. Y Rated), with no merit or COLA increases, until such time as the salary range is further amended, either due to COLA adjustments, subsequent total compensation surveys or action by the Board of Directors, such that said employee's salary is then within the salary range for the employment position.

4101.13 Salary Schedule

The Salary Schedule may only be amended by action of the Board of Directors. Employees should refer to the current Salary Schedule for further information.

4101.14 Salary Adjustments

Adjustments in salary for employees other than the General Manager, other than salary cost-of-living (COLA) adjustments provided pursuant to Policy 4102, within salary ranges adopted in the Salary Schedule may be considered and authorized by the General Manager.

An adjustment in salary for the General Manager, other than salary cost-of-living (COLA) adjustments provided pursuant to Policy 4102, within salary ranges adopted in the Salary Schedule shall be considered and authorized only by the Board of Directors.

4101.15 Reclassification

When changes in job duties, surveys or other data show that a position requires modification, the duties and responsibilities contained in the job description will be reviewed to determine whether reclassification is appropriate. Reclassification of a job may, but will not necessarily, increase or decrease an employee's rate of pay. In the event that a position classification has to be changed to a classification with a lower base salary range, the General Manager will determine if the employee's pay rate will be reduced. If the employee's pay rate is not reduced, the pay rate will remain frozen (i.e. Y Rated), with no merit or COLA increases, until the Salary Schedule is modified such that an increase may be considered.

4101.20 Other Compensation

In addition to salaried compensation provided to employees, other compensation may be provided as approved from time to time by the Board of Directors, and is listed in the Other Compensation Schedule.

4101.25 Positions

The positions listed in the District's current Salary Schedule are those for which the District maintains a current job description and salary range. Filling of the positions is dependent upon the needed skills and training necessary for the District to efficiently carry out its mission. Employment of any person or persons in any of the positions noted is further dependent on the Board of Directors appropriation of funds through the District's budget process or by other Board-approved means. All listed positions need not necessarily be filled.

The orderly grouping of various functional positions is intended to be indicative of a typical career path that an employee could foresee based upon one's growth in areas such as but not limited to knowledge, training, education, accountability, responsibility, and employee supervision.

Temporary workers, which are not considered part of the District's regular work force may be hired from independent employment services at the discretion of the General

Manager within authorized budget amounts.

4101.26 Expansion of Work Force

Expansion of the District's regular work force to include positions in excess of the organizational structure and chart shall require approval by the Board of Directors.

4102.00 SALARY COST OF LIVING ADJUSTMENTS (COLA)

The Cost of Living Adjustment (COLA) is reviewed on an annual basis by the General Manager. Any recommendations for COLA adjustments are then submitted to the District's Board of Directors for review and potential approval, subject to its sole discretion and assessment of the District's then-current financial circumstances. Factors which the District Board of Directors will consider in determining whether to approve a COLA adjustment include, but are not limited to:

- a. whether District personnel compensation is currently at or above the 100th percentile for compensation when compared to similar water utilities and public agencies within the Sacramento region,
- b. whether and to what extent an increase in personnel costs will impact the percentage of total proposed budget allocated for personnel costs, and
- c. whether an increase and/or the amount of a potential increase in water rates will be required for the year in which the COLA is recommended or requested.

The Consumer Price Index for All Urban West Consumers (CPI-U), averaged over the first six months of the calendar year, is to be used as a guideline in determining the amount of a COLA; however, the Board has the sole discretion to approve a COLA (which may be less than the CPI-U), and no COLA shall exceed 5% regardless of the CPI-U. The current salary schedule will typically be reviewed in December; and the salary ranges amended by an approved COLA percentage shall be effective the first full pay period of January. Cost of Living Adjustments are to be applied regardless of position within a salary range.

Unless otherwise directed by the Board of Directors, individual employee salaries shall increase by the same percentage amount as the COLA adopted by the Board of Directors, but individual employee salaries will not be reduced by a decrease in the COLA.

4102.10 Salary Survey

In the event that the District's salary schedule is amended due to a salary survey (see Policy 4101), amendment of the current salary schedule by a COLA will not apply.

4102.20 COLA for Reclassified Employees

Salary Cost of Living Adjustments for employees that are reclassified are addressed in the District's Reclassification Policy (see Policy 4130).

4102.30 No COLA for Part-Time and Temporary Employees

Hourly wage rates for Part-Time Employees and Temporary Employees hired directly by the District will not be amended due to a salary cost of living adjustment.

4103.00 SALARY MERIT ADJUSTMENTS

Salary adjustments within the salary range for a particular job title shall be based upon the eligible employee's performance evaluation and any applicable criteria established by the General Manager by Administrative Procedure. No employee whose overall performance evaluation rating is below "meets expectations plus" will be eligible for a merit adjustment in that rating year. Said adjustments shall be determined by the General Manager within the budget established and approved by the Board of Directors.

Salary adjustments tied to the employee's performance evaluation constitute a "Pay for Performance" system where an overall rating of "meets expectations plus" constitutes "superior" performance. For example, a rating of "unsatisfactory," "needs improvement" or "meets expectations" is not eligible for a merit adjustment; ratings of "meets expectations plus," "commendable," "commendable plus" and "exceptional" are eligible to receive a percentage of increase determined by the General Manager in accordance with the budget established and approved by the Board of Directors for this purpose. Salary adjustments for the General Manager shall require approval by the Board of Directors

Merit adjustments, when earned through performance, adjust the base compensation of the employee, as reflected in the publicly-available pay schedule, and therefore are considered pensionable compensation.

An employee who receives a "merit adjustment" may also qualify for a employee incentive award through the District's annual Employee Recognition and Rewards Program, as set forth in Policy 4105 below.

4103.10 Extended Range Merit Adjustment At Top of Classification Range

Subject to its assessment of the District's financial circumstances and budgetary approval, the Board of Directors shall annually establish the District's publicly-available salary ranges for each regular, full-time classification other than the General Manager with a minimum salary, a maximum salary that equates to the top base step for each range, and an "extended range" that is no more than percent (5%) above the control point.

An employee who has, through merit adjustments, reached the top of the employee's salary range (i.e. the maximum salary) is eligible annually to earn "extended range" merit performance pay of 1-5% for the coming year in accordance with the ratings received in the employee's annual performance evaluation for the prior year. This percentage shall be set by and at the discretion of the General Manager (and for employees subordinate to Department Directors, the General Manager shall consult with the applicable Department Directors to establish the appropriate percentage.)

At the end of each evaluation year, the base salary for any employee who has been receiving "extended range" merit pay shall automatically revert back to the maximum salary level. If the employee's performance ratings for that year again qualify for

“extended range” merit pay, a new corresponding percentage will be set and implemented for the coming year.

No employee who receives a rating in any evaluation category below “meets expectations plus” shall be eligible for “extended range” merit performance pay.

In no case may an employee’s salary exceed the extended range established for that classification as set forth on the Board-approved, publicly-available pay schedule.

4105.00 EMPLOYEE RECOGNITION AND REWARDS PROGRAM

The District’s employees are one of its most valuable assets. The District affirms its desire to employ highly skilled and motivated employees in order to provide the highest level of service within its own work force, to its customers and to the community. In order to acknowledge those employees that go above and beyond everyday expectations in their duties, the District will develop and maintain an Employee Recognition and Rewards Program, the details of which shall be set forth in applicable Administrative Procedure implemented by the General Manager. The Board of Directors shall maintain discretion to approve funds designated for use in the Program. Employee incentive awards through the Program coincide with the annual performance rating of the employee and are in addition to any applicable merit adjustment pursuant to Policy 4103 above. Employee incentive awards are only available for employees who are rated “meets expectations plus” or above; incentive awards are tied to the performance rating, where the maximum rating of “excellent” may receive an incentive award of up to 5% of the Employee’s existing annual salary. For example, and dependent on District Board approval of funds for use in the annual Program, the following Employee incentive awards may be earned by Employees who exceed performance expectations: Incentive Award Range of 0-3% for Meets Expectations Plus; 0-3.5% for Commendable; 0-4% for Commendable Plus; and 0-5% for Excellent.

An employee incentive award earned through the Program is a one-time payment for the calendar year which does not increase the base compensation for PEPRA employees during that year, as set forth in the publicly-available pay schedule.

4110.00 HOURS OF WORK

District employees generally work Monday through Thursday, defined as regular work days, unless otherwise prescribed by the General Manager. Work hours and schedules will be determined by the General Manager to meet the customer service, operational, project management and administrative needs of the District and may be modified from time to time at the discretion of the General Manager. Employees shall be notified in writing of their typical work schedule.

Periodic or temporary variations to the typical work schedule may be authorized in writing by the General Manager.

Certain limited time near the end of a work day may be authorized by the department supervisor for the cleaning up and putting away of tools and equipment. Employees may also be authorized to use this time to clean.

The District looks unfavorably at any idle time and encourages all employees to use their own initiative in all situations, when not otherwise directed, to make productive efforts toward the betterment of the District. Any employee who believes he or she has exhausted available regularly- assigned work tasks must immediately seek direction from a supervisor to obtain additional assignments.

4111.00 LUNCH AND REST PERIODS

4111.10 Lunch Period

All non-exempt employees scheduled for more than a five (5) hour work day are eligible for a minimum thirty (30) minute unpaid lunch period during which the employee is relieved of duty. Scheduling of the lunch period will be at the discretion of the department director or supervisor, and the employee is responsible for taking the lunch period at the approved time. Lunch periods may exceed thirty (30) minutes in length at the discretion of the supervisor.

The lunch period is inclusive of travel time from and returning to the assigned work location.

Lunch periods are not paid work time. In situations authorized by the department director or supervisor for those lunches taken as part of a work or training activity, the time is deemed "hours worked" and paid in accordance with regular pay procedures.

4111.20 Rest Period

All non-exempt employees are eligible for a paid rest period not to exceed fifteen (15) minutes for each consecutive four (4) hour work period. Scheduling of the rest period will be at the discretion of the department director or supervisor.

The rest period is inclusive of travel time from and returning to the assigned work location.

4112.00 OVERTIME PAY

District overtime pay policy will conform to the requirements of applicable law including the federal Fair Labor Standards Act. All "non-exempt" employees will be paid at one and one-half (1.50) times their regular rate of pay for hours worked in excess of forty (40) hours in a regular work week; at one and one-half (1.50) times their regular rate of pay for hours worked in excess of over ten (10) and up to twelve (12) hours a day; and at (2.00) times their regular rate of pay for hours worked in excess of twelve (12) hours in a day. A regular work week is defined as a seven-calendar-day period commencing at 12:00 a.m. each Monday and ending at 11:59 p.m. the following Sunday. Pay for non-exempt employees' work in excess of forty-eight (48) hours

in a regular work week will be at two (2.00) times their regular rate of pay. The District retains discretion to “flex” an employee’s working hours within a single seven-day work period to reduce potential overtime costs.

Leave hours shall not be counted as hours worked for the purpose of qualifying for overtime pay except in circumstances where the employee works hours that require returning to work in an emergency situation, after being off duty on discretionary leave and where the emergency work hours are not a continuation of a regular work shift. Under these circumstances, when discretionary leave hours have been scheduled in advance (i.e. vacation or CTO) and are interrupted by an emergency call back, the leave hours within that work period may be counted as hours worked for the purpose of qualifying for overtime pay.

Employees are required to accurately report all hours worked, including overtime, on their timecards. Unauthorized or unreported overtime work is strictly prohibited. Employees may be subject to discipline for violations of this overtime policy. No overtime shall be recorded or reported for less than 8 minutes of work.

At a non-exempt employee’s option, compensatory time-off (CTO) in lieu of overtime payments may be granted subject to a maximum CTO accrual (see Policy 4303).

4112.02 Holiday Overtime Pay

All non-exempt employees will be paid at two (2.00) times their regular rate of pay for hours worked on the day of a District observed holiday. All non-exempt employees will be paid at 2.5 times their regular rate of pay for hours worked in excess of 10 hours on the day of a District observed holiday. For a list of designated District holidays (see Policy 4350).

4112.03 Paid Leave Following Extended Work Shifts

In consideration of the safety and well-being of District employees, any employees, at the discretion of the General Manager’s approval, may be granted authorized Leave-with-Pay on the work day that immediately follows a work shift that prevented the employee from having at least eight (8) non-working hours. The purpose of this provision is to ensure that District employees are not required to work when they are overly fatigued from working an overnight or extended shift and that employees are allowed non-working time off to rest without being required to use their Annual Leave, Compensatory Time-Off (CTO) or take Leave-without-Pay.

Upon returning to work after the prescribed eight (8) non-working hours, the employee may be granted a maximum Leave-with-Pay based upon the time difference to the nearest one-quarter hour between their typical work shift starting time and their actual return to work time. In the event that the employee works beyond their typical work shift ending time, the maximum Leave-with-Pay will be reduced by the time worked beyond the typical work shift ending time.

4112.04 Exempt Employees

Exempt positions are those ineligible for overtime compensation according to applicable law. Such positions will be so designated in the applicable job description and/or Employment Agreement.

4112.50 Overtime Recruitment

Scheduled overtime or non-emergency response overtime work shall not be performed without the express prior approval of the General Manager. In unusual circumstances where the General Manager is unreachable, the highest ranking on-duty supervisor may approve such scheduled non-emergency overtime work. Emergencies requiring immediate response do not require prior approval. The procedure for staffing scheduled, non-emergency overtime shall be determined by the General Manager in an appropriate Administrative Procedure.

In an emergency situation (as determined by the General Manager), the General Manager retains the discretion to assign overtime (whether as a hold-over or call-back response) to the first available employees who possess the skill set necessary to address the emergency issue.

4113.00 PAYROLL

Payroll functions shall be performed under the direction of the General Manager.

4113.01 Payroll Period

The payroll period for payment of compensation due to employees shall be 14 calendar days in length. The payroll period shall end at 11:59 p.m. on the 14th calendar day following the beginning of the pay period.

4113.02 Payroll Withholding

The District will make payroll deductions as required by law for each employee. Deductions required by law may include, but are not limited to, Federal tax withholding, State tax withholding, Social Security and Medicare withholding. Deductions may also include garnishment of wages as ordered by a court of law or other entities as authorized by law. The District will also make payroll deductions as requested in writing by the employee for other programs or purposes approved by the District such as deferred compensation plans and supplemental insurance plans.

4113.03 Direct Deposit of Payroll Checks

The District may offer direct deposit of an employee's payroll check into the employees' personal financial account(s), subject to any requirements and/or limitations imposed by State or federal law, the District's payroll service vendor or the District. Enrollment in direct deposit shall be optional and at the sole discretion of each employee.

4113.10 Non-Exempt Employee Time Sheets

All District employees shall record their hours worked, contemporaneously with working the hours, on an Employee Time Sheet. Non-exempt full time employees must account for at least forty (40) hours per work week and shall record any applicable leave time utilized or overtime hours worked. At the District's discretion, non-exempt full time employees shall record the starting and ending time of each work day and meal period. The Time Sheet shall be submitted on a bi-weekly basis to an employee's supervisor or designee as soon as practicable following the end of the work week, typically prior to 9:00 a.m. on the Monday morning immediately following the end of the work week. Where applicable, the time sheet shall accurately account for tasks performed each work day utilizing the labor code categories and abbreviations as may be established and modified from time to time by the District.

Accuracy of time sheets is critically important, and all employees are to certify in writing that the hours appearing on their time sheet are a true and accurate record of the actual hours worked. Any employee with a question about how to accurately complete the time sheet should seek direction from the General Manager prior to certifying and submitting it. Any attempt to falsify or misrepresent hours worked on a time sheet is strictly prohibited and will subject an employee to disciplinary action. Each employee's time sheet shall be reviewed biweekly and approved in writing by their supervisor.

4113.11 Time Sheets for Exempt Employees

Time sheets for exempt employees shall be submitted to account for and track tasks performed and as a method of recording leave hours used. Where applicable, the time sheet shall accurately account for tasks performed each work day utilizing the labor code categories and abbreviations as may be established and modified from time to time by the District.

4113.12 Work Week

For purposes of completing time sheets and determining hours worked during a work week, the District's work week shall commence at 12:00 a.m. on Monday and end at 11:59 p.m. on the following Sunday.

4113.20 Payday

All employees will be paid on the Thursday following the end of each bi-weekly payroll period except when this date falls on a District holiday. When this occurs, payment will be made on the preceding business day whenever possible within the constraints of the payroll process. When making payment on the preceding business day is not possible, payment will be made on the first business day following the District holiday.

4113.21 Payment for Standby Duty and Standby Duty Overtime

The bi-weekly payroll covers Standby Duty and Standby Duty Overtime work performed through the completion of a weekly Standby Duty period ending on or before the end of the pay period. Standby Duty and accompanying overtime work completed after the close of the bi-weekly payroll period will be reported and paid as part of the next payroll period.

Completion of a Weekly Standby Duty report by the Director of Operations or their designee shall serve as authorization for payment of Standby Duty and Standby Duty Overtime.

4113.30 Advances Prohibited

Employee payroll advances for hours not yet worked are prohibited.

4113.40 No Check Cashing

Cashing of personal or payroll checks by the District is prohibited.

4120.00 STANDBY DUTY

4120.01 Assignment and Rotation of Standby Duty

Regular employees with water distribution system operating experience and certification as a California State Water Distribution System Operator are eligible for water distribution system Standby Duty. Said water distribution system operating employees within the job classes of Expert/Specialist and Journey/Professional shall perform Standby Duty on a rotating basis subject to recommendation by the Director of Operations or designee and approval by the General Manager. In recommending/approving an employee for Standby Duty, the following items shall be required:

1. Knowledge of the operation and maintenance of the District's water distribution and transmission system.
2. Knowledge of District geography.
3. Knowledge of District policies and procedures.
4. Response time to the District property / service area.
 - a. Employees assigned to Standby Duty must reside within twenty (20) miles of the District headquarters while performing Standby Duty.

The rotation schedule of employees eligible for Standby Duty shall be maintained and prepared at the direction of the General Manager. Assigned employees are responsible for their weekly duty as assigned, however, a substitute employee(s) from the ranks of those eligible is permitted, with the approval of the Director of Operations or designee, so long as there is no inconvenience to other employees or the District. The employee who was originally assigned to standby duty is ultimately responsible for their assigned week.

Standby Duty shall begin at 5:00 PM on Tuesday and shall end at 5:00 PM on the following Tuesday. Employees shall not perform Standby Duty for two (2) consecutive weeks unless approved by the Director of Operations or designee.

4120.02 Duties

The duties of the employee assigned to Standby Duty encompass responding, either by telephone or in person, to after-hour reports from customers or others of problems associated with District operations. Significant in this response is personal observation and analysis of failure or damage to the District's water transmission and distribution system. In analyzing the failure or damage, the Standby Duty person shall consider public safety, water quality, personal property, the integrity of the adjacent water distribution facilities and other related factors in determining the need to assemble additional District personnel to address the situation.

Selection and assembly of additional personnel to address an off-duty call-out situation shall be consistent with the District's Overtime Recruitment requirements.

An employee assigned to Standby Duty shall remain accessible at all times by a combination of an employee provided standard telephone and/or a District provided cellular telephone. The Standby Duty person shall not take part in repair activities if at all possible in order to remain accessible for subsequent responses to after-hour reports.

4120.03 Standby Duty Pay

Employees who are assigned to Standby Duty in a non-working status at their residence during off-duty hours shall be entitled to payment for Standby Duty in addition to their regular compensation and overtime pay as set forth in the "Other Compensation" schedule (see Policy 4101) per each Standby Duty assignment. Daily pay for Standby Duty, as set forth by the Board of Directors, may differentiate between regular work days, Friday, Saturday, Sunday and holidays.

An employee who is assigned to Standby Duty during the time period from 6:30 AM to 5:00 PM on a District observed holiday (see Policy 4350) will be compensated for the day the holiday is observed by receiving District holiday Standby Duty pay (see Policy 4101) and will also receive ten (10) hours added to their Annual Leave accrual upon completion of their Standby Duty assignment.

4120.04 Vehicle and Equipment Use

Employees who are assigned to Standby Duty shall be provided with and use a District vehicle, in accordance with the District's vehicle policy, as designated by the Director of Operations or designee. Said vehicle shall be equipped with the necessary tools and equipment to enable the employee to properly carry out the tasks typically associated with Standby Duty. A check list of the tools and equipment necessary to perform Standby Duty shall be prepared by the Director of Operations or designee. Weekly, prior to occupying said District vehicle, the incoming Standby Duty employee shall confirm that all tools and equipment are secure and present in good working condition. On the last day of a Standby Duty assignment, the outgoing Standby Duty employee shall clean said vehicle inside and out at the beginning of the regular duty shift. Weekly, both the incoming and outgoing standby employees shall fill out the call truck list for tools and equipment.

The employee may, at his/her own risk and liability, store his/her personal vehicle at the District's corporation yard while using a District vehicle for the performance of Standby Duty. Relocation of a Standby Duty employee's personal vehicle to a location other than the District's corporation yard shall be the responsibility of the employee and shall be done outside of regular working hours without additional compensation.

4120.50 Call-Outs

4120.51 Call-Out Reports

A Call-Out Report must be completed by the Standby Duty employee for all calls received, whether or not it was necessary for the Standby Duty employee to respond in person to a call. The Call-Out Report will be prepared on the District-provided form and shall be delivered to an Operations Department supervisor at the beginning of the next regular work day.

All call-outs and overtime worked are to be reviewed by the Director of Operations prior to payment of overtime. The Director of Operations or designee shall prepare a weekly report quantifying Standby Duty Pay and Call-Out Pay. The Director of Operations shall maintain a historical file of Standby Duty and Call-Out Reports together with supporting documentation including, but not limited to, notification reports received from the District's answering service.

4120.60 Call-Out Pay

An employee shall receive overtime Call-Out Pay in addition to Standby Duty Pay for responding, either by telephone or in person, to after-hour reports from customers or others, of problems associated with District operations. No overtime shall be recorded or reported for less than 8 minutes of work, which shall be cumulatively applied for the Standby Duty week if the employee remains on standby duty.

4120.61 Compensation Rate

Call-Out Pay shall be at the appropriate overtime rate of hourly compensation with a one (1) hour minimum per call-out. An employee shall be compensated with Call-Out Pay whether the response is by telephone or in-person.

4120.62 Multiple Call-Outs

Whenever the same employee receives multiple call-outs within the same time period (i.e., before the employee returns to his / her residence from the first call-out), the employee shall not be entitled to additional pay except for time actually worked beyond the first call-out minimum.

4120.63 Travel Allowance

For purposes of determining hourly compensation for call-outs, travel time from the employee's residence to the reporting station and return to residence shall be included in the minimum pay period. However, travel time does not count as "hours worked" for purposes calculating any applicable overtime. An exception to this would be if the

employee would be required to remain on duty until the start of the regularly scheduled shift when return travel time will not be paid.

4200.00 EMPLOYEE INSURANCE BENEFITS

4200.01 General

The District provides a variety of insurance coverages and benefits. The General Manager or those employees designated to regularly perform human resources duties are available to discuss and answer employee questions. It is the employee's responsibility to fill out claim forms and send them in for processing; however, the employee may obtain assistance from such personnel.

4200.10 Employee Benefits Statement

The General Manager shall oversee preparation and distribution of an annual summary statement of employee benefits and costs related thereto including the employee's utilization of the District's Education Assistance Program (see Human Resources Policy 4401) shall be provided to each employee in accordance with particular benefit plan requirements or by March 31 of each year.

4210.00 HEALTH INSURANCE

Regular employees working forty (40) or more hours per week, and their dependents, as defined in Section 4210.10 of this Policy, are covered by a group health insurance plan through the District. Group health insurance benefits for Regular part-time and other employees are provided as required by law.

Coverage begins on the first day of the month following an eligible employee's hire date and is paid by the District to a monthly maximum periodically set by the Board. Monthly health insurance premium amounts for a covered employee that exceed this monthly maximum shall be paid by the employee in the form of a payroll deduction from each pay period. Covered employees shall also pay a contribution toward their health insurance coverage in accordance with the benefit program approved from time to time by the Board of Directors. Similarly, co-payments required by the approved benefit program shall be the full responsibility of the employee at time of service. Upon submission of a claim to a third party administrator, eligible co-payments may be eligible for reimbursement through an approved District health savings or plan or reimbursement program. Employees should consult Human Resources or the Provider for details.

It is mandatory that each employee notify the General Manager whenever any additions or deletions occur in his/her dependent status.

Employees may elect not to enroll in a District-provided health insurance plan if they have qualifying health insurance coverage through a parent's, spouse's or a registered domestic partner's employer. If an employee elects not to enroll in the District-provided health insurance plan, the employee shall receive a payment of \$400.00 per month in lieu of health insurance enrollment. The payment shall be processed through the

District's payroll, and is subject to all applicable federal, state and local withholdings. For non-exempt employees, this amount is also factored into the employee's "regular rate of pay" for purposes of overtime compensation calculations.

4210.01 Cobra

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires employers with at least twenty (20) employees to continue health care coverage for employees and/or eligible dependents, as defined in Section 4210.10 of this Policy, that lose coverage due to certain qualifying events. If an employee's group health benefits end due to specified qualifying events in compliance with federal law, the employee or dependent may elect to continue coverage under the District's health insurance plan for a limited period and at the employee's or dependent's expense as provided by federal and/or state law.

Covered employees or eligible dependents will be responsible for notifying the health insurance plan administrator of divorces, legal separations, or loss of dependent status. Individuals will have a limited period to elect to continue the health care coverage as provided by federal or state law.

Employees and dependents that qualify and wish to continue their health care coverage will receive notification of their COBRA rights from the District's third-party administrator and will receive the necessary information and forms to initiate the conversion process.

4210.10 Dependents

For the purpose of determining eligibility for group health insurance benefits, dependents shall be as established and defined by the group health insurance carrier or by state or federal law. Evidence of the legal or eligibility status of dependents (e.g., marriage license, birth certificate etc.) may be required by carriers as a condition of providing dependent coverage

4210.11 Directors

Consistent with Section 2080.20 of this Policy and as permitted by law, Directors may participate in the District's group health insurance plan in the same manner and subject to the same terms and conditions as regular employees. However, Directors shall be responsible for the entire cost of participating in the plan, expressly including any share of the cost paid by the District for such employees. In addition, Directors are not eligible for any payment in lieu of coverage offered to employees. Participating Directors shall promptly reimburse the District for any premium advanced on their behalf upon receipt of an invoice from the District. Failure or late payment may be grounds for terminating benefits.

4211.00 DENTAL INSURANCE

The District provides group dental insurance for Regular employees whose positions are regularly scheduled to work 32 hours per week or more and their eligible dependents. Group dental insurance benefits for Part-Time employees are subject to the terms and conditions specified in the Offer Letter between the District and the Part-Time employee (see Policy 4001). Premiums are paid by the District in accordance with the current benefit program approved by the Board.

4211.10 Dependents

For the purpose of determining eligibility for group dental insurance benefits, dependents shall be as established and defined by the group health insurance carrier. Carriers typically include spouses and children to a specified age as eligible dependents. Evidence of the legal or eligibility status of dependents (e.g., marriage license, birth certificate, etc.) may be required by carriers as a condition of providing dependent coverage.

4211.11 Directors

Consistent with Section 2080.20 of this Policy and as permitted by law, Directors may participate in the District's group dental insurance plan in the same manner and subject to the same terms and conditions as regular employees. However, Directors shall be responsible for the entire cost of participating in the plan, expressly including any share of the cost paid by the District for such employees. In addition, Directors are not eligible for any payment in lieu of coverage offered to employees. Participating Directors shall promptly reimburse the District for any premium advanced on their behalf upon receipt of an invoice from the District. Failure or late payment may be grounds for terminating benefits.

4211.20 Policy Renewal

Renewal of the Dental Insurance Policy shall be handled administratively, and only brought forward to the Board for approval if there are any recommended policy or carrier changes, or if the rates come in above the approved budgeted amount.

4212.00 VISION INSURANCE

The District provides group vision insurance for Regular employees whose positions are regularly scheduled to work thirty-two (32) hours per week or more and their eligible dependents. Group vision insurance benefits for Part-Time employees are subject to the terms and conditions specified in the Offer Letter between the District and the Part-Time employee (see Policy 4001). Premiums are paid by the District in accordance with the current benefit program approved by the Board.

4212.10 Dependents

For the purpose of determining eligibility for group vision insurance benefits, dependents shall be as established and defined by the group health insurance carrier. Carriers typically include spouses and children to a specified age as eligible dependents. Evidence of the legal or eligibility status of dependents (e.g., marriage license, birth certificate, etc.)

may be required by carriers as a condition of providing dependent coverage.

42.12.11 Directors

Consistent with Section 2080.20 of this Policy and as permitted by law, Directors may participate in the District's group vision insurance plan in the same manner and subject to the same terms and conditions as regular employees. However, Directors shall be responsible for the entire cost of participating in the plan, expressly including any share of the cost paid by the District for such employees. In addition, Directors are not eligible for any payment in lieu of coverage offered to employees. Participating Directors shall promptly reimburse the District for any premium advanced on their behalf upon receipt of an invoice from the District. Failure or late payment may be grounds for terminating benefits.

4212.20 Policy Renewal

Renewal of the Vision Insurance Policy shall be handled administratively, and only brought forward to the Board for approval if there are any recommended policy or carrier changes, or if the rates come in above the approved budgeted amount.

4220.00 LIFE INSURANCE

Regular employees whose positions are regularly scheduled to work thirty-two (32) or more hours per week are covered by a group life insurance plan. Premiums are paid by the District in accordance with the current benefit program approved by the Board.

All employees may purchase additional life insurance above that provided by the District. Said purchase shall be made by payroll deduction as coordinated through Human Resources.

Provision of this additional life insurance is subject to acceptance by the insurance company. No additional compensation will be provided in lieu of non-acceptance of coverage.

4220.20 Accidental Death and Dismemberment Insurance

Regular employees who work thirty-two (32) or more hours per week are covered by a group accidental death and dismemberment insurance plan. Premiums are paid by the District in accordance with the current benefit program approved by the Board.

4220.30 Policy Renewal

Renewal of the Life Insurance and Accidental Death and Dismemberment Policy shall be handled administratively, and only brought forward to the Board for approval if there are any recommended policy or carrier changes, or if the rates come in above the approved budgeted amount.

4222.00 DISABILITY INSURANCE

Regular employees whose positions are regularly scheduled to work thirty-two (32) or more hours per week are covered by a long term disability insurance plan. Premiums are paid by the District in accordance with the current benefit program approved by the Board. Employees will

be provided with a copy of the plan document that specifies the situations by which an employee is eligible and the method by which the exact benefit is calculated.

In general terms, the benefit of Long Term Disability (LTD) Insurance is to provide income protection if the employee becomes disabled from a covered sickness, accidental bodily injury or pregnancy. Coverage begins after a specified number of calendar days of continuous disability as provided in the policy. Any and all accrued Annual Leave, Management Leave, Compensatory Time Off (CTO), Sick Leave may be used during the initial period and may be integrated with the employee's Long Term Disability Insurance benefit after this period. At no time will the employee's gross earnings between any combinations of insurance or accrued benefit be greater than 100% of the employee's regular pay during a period of disability.

A physician statement certifying a disability is required to apply for Long Term Disability Insurance benefits. Forms for application are available from Human Resources.

An employee's Annual Leave and Sick Leave benefits will continue to accrue during the disability. The District will continue to pay the District portion of health, dental, vision, life, accidental death and dismemberment and long term disability insurance premiums (at the levels in place prior to the LTD insurance claim event) while an individual is receiving LTD benefits to the extent required by law or other District policy.

4222.10 Policy Renewal

Renewal of the Disability Insurance Policy shall be handled administratively, and only brought forward to the Board for approval if there are any recommended policy or carrier changes, or if the rates come in above the approved budgeted amount.

4223.00 WORKERS' COMPENSATION INSURANCE

Any employee, director, or officer who is injured in the performance of assigned duties shall receive such medical examination, medical care, compensation and other benefits as are awarded under the workers' compensation laws of the California Labor Code and the District's Workers' Compensation Insurance Policy.

It is the employee's responsibility to immediately report all injuries, regardless of severity, as set forth in Policy 4703, Injury and Illness Reporting.

The District will coordinate Workers' Compensation Insurance benefits with Sick Leave benefits if the employee so elects. After Sick Leave benefits are exhausted, Annual Leave, Management Leave or Compensatory Time-Off (CTO) may be used. Any employee who is off work and receiving Workers' Compensation Insurance benefits may elect to continue receiving a regular salary from the District while using accrued Annual Leave, Management Leave, CTO and/or Sick Leave.

Employee Annual Leave, Management Leave and Sick Leave benefits will continue to accrue during the initial 45 calendar days of a work-incurred disability, plus one day for each day (or fraction thereof) worked on a Return to Work Program (See Policy 4730) work assignment, after

which they will cease accruing until the employee returns to unrestricted work duty. The District will continue to pay premiums for the group health, dental, vision, life, accidental death and dismemberment and long term disability insurance currently in force, up to the maximum dollar amount paid by the District while an individual is disabled and receiving Workers' Compensation Insurance benefits and on an approved Medical Leave of Absence (see Policy 4331). The employee will be responsible for paying any premium amounts that exceed the maximum amounts paid by the District.

4223.10 Volunteer Workers

Pursuant to District Resolution 7-97 and Labor Code Section 3363.5, an unpaid person authorized to perform volunteer service for the District shall be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits provided for by law for any injury sustained by such person while engaged in the services of the District under the direction and control of the governing Board of the District or its designee.

4301.00 ANNUAL LEAVE

The District's Annual Leave benefit provides Regular employees with paid time off for personal purposes including but not limited to an annual vacation. Ownership of Annual Leave is vested with the employee. Throughout this Policy manual and accompanying Administrative Procedures, where the term "vacation" is used it is as a synonym for leave covered by the District's Annual Leave benefit.

The District encourages every Regular employee to take an annual vacation as paid time-off away from work. An annual vacation is defined as a minimum of forty (40) work hours of annual leave taken as consecutive full days away from work, excluding weekends and holidays, on an approved Annual Leave.

For the purpose of calculating the duration of District employment to determine Annual Leave accrual rate, total employment by the District as a Regular employee will be the basis. Such employment need not be continuous.

4301.01 Accrual

For each Regular employee, Annual Leave shall be earned and accrued for each regular hour paid on the basis of the schedule below:

Schedule A: For employees hired prior to October 15, 2008

<u>Duration of District Employment at end of calendar month</u>	<u>Hours Accrued Per Reg Hr Paid</u>	<u>Maximum Hours Accrued Annually</u>
0.00 to 3.99 years	.04616	96
4.00 to 6.99 years	.05770	120
7.00 to 9.99 years	.06924	144
10.00 to 14.99 years	.08077	168
15.00 to 19.99 years	.09231	192
20.00 years or more	.10385	216

Schedule B: For employees hired or re-hired on or after October 15, 2008

<u>Duration of District Employment at end of calendar month</u>	<u>Hours Accrued Per Reg Hr Paid</u>	<u>Maximum Hours Accrued Annually</u>
0.00 to 3.99 years	.04616	96
4.00 to 7.99 years	.05770	120
8.00 to 11.99 years	.06924	144
12.00 to 15.99 years	.08077	168
16.00 to 19.99 years	.09231	192
20.00 years or more	.10385	216

The Annual Leave accrual rate and determination of total District employment years for Regular employees shall be prorated in accordance with their regular scheduled hours (e.g. a 3/4 time employee will accrue at $\frac{3}{4}$ the rates and maximums specified above). Annual leave accrues on a bi-weekly basis concurrent with employee's bi-weekly compensation schedule.

Employees shall continue to accrue Annual Leave while in a District-paid status on Annual Leave, Management Leave, Administrative Leave, Sick Leave and/or while using Compensatory Time-Off (CTO).

4301.02 Scheduling

Vacations and time-off must be scheduled by, and approved as far in advance as possible, by the employee's Direct Supervisor or their designee. Direct Supervisors or their designee will coordinate vacation schedules internally to minimize impact on the District's operation. Annual Leave scheduling will be at the discretion of the Direct Supervisor or their designee. In the absence of the employee's Direct Supervisor or their designee, the Department Director or the General Manager shall act as the approving authority.

While on Annual Leave if an employee exceeds his/her earned Annual Leave time, his/her Management Leave and Compensatory Time-Off balances will be debited. When the aforementioned leave resources are exhausted he/she shall be considered on an unpaid Personal Leave of Absence subject to the provisions of the Personal Leave of Absence Policy 4330.

4301.03 Documentation

- A. A leave request entered into the appropriate payroll system and approved is required for use of Annual Leave.
- B. The General Manager shall maintain records of Annual Leave balances, accruals and deductions. Employees shall be notified regularly of their Annual Leave balances through the District's payroll process.

- C. Annual Leave hours shall be deducted from an employee's total as used.

4301.04 Annual Leave Accrual and Payment

- A. Maximum Accrual. Employees are encouraged to take full use of their Annual Leave and avoid accumulations beyond 200 hours. Accumulations above 200 hours will be reduced to 200 hours based on the last payroll of October. Account balances in excess of 200 hours will be paid to the employee on a special payroll in November. Payment shall be made at the employee's current rate of pay and shall be paid according to the employee's instructions on the Earned Leave Payout form.
- B. Separation from Employment. If employment is terminated for any reason, accrued Annual Leave will be paid through the last full day of employment. Payment shall be made at the employee's then-current rate of pay. Employees may elect to receive payment for accrued Annual Leave at the time of temporary reduction of work force (see Human Resources Policy 4810).
- C. Employee Request for Payment in Lieu of Annual Leave. An employee may request payment once per year in accordance with the procedure set forth in the Administrative Procedures.

4302.00 MANAGEMENT LEAVE

In recognition of additional hours required due to working time necessary outside of regular working hours for exempt employees, as listed in Human Resources Policy 4112, Management Leave shall accrue for exempt employees and shall be credited independent of other Leaves. Ownership of Management Leave is vested with the employee.

4302.01 Accrual

Each exempt employee receives 80 hours of Management Leave on November 1st. New employees or newly promoted employees receive a prorated number of hours based on their start date for the exempt position.

4302.02 Scheduling

Time-off must be scheduled and approved as far in advance as possible by the General Manager. The General Manager will coordinate leave schedules internally to minimize impact on the District's operation. Scheduling will be at the discretion of the General Manager.

4302.03 Documentation

- A. A leave request entered into the appropriate payroll system and approved is required for use of Management Leave.
- B. The General Manager shall maintain records of Management Leave balances, accruals and deductions. Exempt employees shall be notified no less than bi-weekly of their Management Leave balance.

- C. Management Leave hours shall be deducted from an employee's total as used.

4302.04 Accrual and Payment of Management Leave

- A. Maximum Accrual. Employees are encouraged to take full use of their Management Leave and cannot have accumulations beyond 80 hours. Any accumulation of management leave hours will be reduced to 0 at the last full pay period of October, and the hours will be cashed out on a special payroll in November. Payment shall be made at the exempt employee's current rate of pay and shall be paid according to the employee's instructions on the Earned Leave Payout form.
- B. Separation from Employment. If employment is terminated for any reason, accrued Management Leave will be paid through the last full day of employment. Payment shall be made at the exempt employee's current rate of pay. Employees may elect to receive payment for accrued Management Leave at the time of a temporary reduction of work force (see Human Resources Policy 4810).
- C. Employee Request for Payment in Lieu of Management Leave. Once per calendar year, an employee can request payment in lieu of accrued Management Leave in accordance with the procedures and requirements set forth in Administrative Policy 4301 relating to payment in lieu of Annual Leave or Management.

4302.05 Conversion of or Maintaining Management Leave

Accrued Management Leave for exempt employees who then become non-exempt will, at the time of receiving non-exempt status, be subject to one of the following options at the written direction from the employee:

- A. Conversion in full from Management Leave to Annual Leave (see Human Resources Policy 4301 Annual Leave).
- B. Maintained as Management Leave for use by the employee with no further accruals.

4303.00 COMPENSATORY TIME- OFF (CTO)

Regular employees may choose to receive Compensatory Time-Off (CTO) in lieu of paid overtime. Ownership of CTO is vested with the employee.

A maximum balance of one hundred sixty (160) hours of CTO may be maintained at any one time. These one hundred sixty (160) hours may be used only as time off and may be carried indefinitely. Overtime work hours will be converted at the appropriate rate consistent with Human Resources Policy 4112 Overtime Pay and Recruitment (1.5, 2, 2.5 times) to regular hours of CTO.

Exempt employees are not eligible for overtime compensation and are excluded from accrual of CTO.

4303.01 Conversion Table

Overtime hours will be converted to regular hours of CTO at the following rates:
One (1) hour of regular overtime equals one and one-half (1.5) hours of CTO
One (1) hour of double time overtime equals two (2) hours of CTO
One (1) hour of Holiday overtime in excess of ten (10) hours equals two and one-half (2.5) hours of CTO

The General Manager will designate District staff that will perform the conversion calculations.

4303.02 Scheduling

Time-Off must be scheduled by, and approved as far in advance as possible, by the employee's Department Director. Department Directors will coordinate leave schedules internally to minimize impact on the District's operation. Scheduling will be at the discretion of the Department Director.

4303.03 Documentation

- A. A signed and approved Leave Request form is required for use of CTO.
- B. The General Manager shall maintain records of CTO balances, accruals and deductions. Employees shall be notified of their CTO balance on their bi-weekly pay stub.
- C. CTO hours shall be deducted from an employee's total as used.
- D. Employees desiring to receive CTO for overtime hours worked shall so indicate on their weekly timesheet next to those hours requested to be converted from paid overtime to CTO.

4303.04.1 Payment in Lieu of Compensatory Time-Off

- A. Once per calendar year, an employee can request payment in lieu of accrued CTO in accordance with the procedures and requirements set forth in Administrative Policy 4301 relating to payment in lieu of Annual Leave, Management Leave and CTO.
- B. Employees can request to cash out CTO balances above 80 hours during the last payroll of October. Cash outs will be paid on a special payroll in November. Payment shall be made at the employee's current rate of pay and shall be paid according to the employee's instructions on the Earned Leave Payout form.
- C. If employment is terminated for any reason, accrued CTO will be paid in full at the time of final compensation. Payment shall be made at the then-current hourly rate of pay, or the average rate over the final three years of employment, whichever is greater.
- D. Payment for CTO hours accrued will be provided at the time of employee separation from the District except that employees may elect to receive payment for accrued CTO (a) at the time of a temporary reduction of work force (see Human Resources Policy 4810 Layoff or Reduction in Workforce).

Payment of CTO shall be processed through the District payroll. The District shall report paid CTO and make withholdings from paid CTO in accordance with applicable requirements of the Internal Revenue Service, the California State Franchise Tax Board and any and all other legal requirements.

4303.05 Conversion of CTO to Management Leave for Exempt Employees

Accrued CTO for non-exempt employees who then become exempt will be converted in full from CTO to Management Leave for Exempt Employees (see Human Resources Policy 4302, Management Leave) at the time of attaining exempt status.

4305.00 ADMINISTRATIVE LEAVE

An employee may be placed on paid Administrative Leave when such action is determined to be in the best interest of the District at the discretion of the General Manager. While on Administrative Leave, an employee shall retain the same rights and benefits as if he or she were physically present for duty; however, in the General Manager's discretion, access to District premises, equipment, or systems may be restricted during Administrative Leave periods.

4308.00 PREGNANCY DISABILITY LEAVE

An employee disabled by pregnancy, childbirth or related medical conditions may be eligible to take a pregnancy disability leave (PDL) of absence. PDL eligibility does not require any minimum length of service or hours worked in the past year. If affected by pregnancy or a related medical condition, employees also are eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Employees disabled by qualifying conditions may also be entitled to other reasonable accommodations where doing so is medically necessary. In addition, if it is medically advisable for employees to take intermittent leave or work a reduced schedule, the District may require them to transfer temporarily to an alternative position with equivalent pay and benefits that can better accommodate recurring periods of leave.

The PDL is for any period(s) of actual disability caused by pregnancy, childbirth or related medical condition up to four (4) months per pregnancy. For purposes of this policy, "four months" means time off for the number of days the employee would normally work within the four calendar months (one-third of a year, or 17 1/3 weeks), following the commencement date of taking a pregnancy disability leave. Employees working a part-time schedule will have their PDL calculated on a pro-rata basis. The PDL does not need to be taken in one continuous period of time, but can be taken on an intermittent basis pursuant to the law.

Time off needed for prenatal or postnatal care, severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, doctor-ordered bed rest, postpartum depression, loss or end of pregnancy, and recovery from childbirth or loss or end of pregnancy are all covered by PDL.

To receive reasonable accommodation, obtain a transfer or take a PDL, employees must provide sufficient notice so the District can make appropriate plans. Thirty days' advance notice is required if the need for the reasonable accommodation, transfer or PDL is foreseeable, otherwise as soon as practicable if the need is an emergency or unforeseeable.

Employees are required to obtain a certification from their health care provider of the medical advisability of an accommodation or for a transfer. The certification is sufficient if it contains:

(1) a description of the requested reasonable accommodation or transfer; (2) a statement describing the medical advisability of the reasonable accommodation or transfer because of pregnancy; and (3) the date on which the need for reasonable accommodation or transfer became or will become medically advisable and the estimated duration of the reasonable accommodation or transfer.

A medical certification indicating disability necessitating a leave is sufficient if it contains: (1) a statement that the employee needs to take pregnancy disability leave because she is disabled by pregnancy, childbirth or a related medical condition; (2) the date on which the employee became disabled because of pregnancy; and (3) the estimated duration of the leave.

Upon request, the General Manager or employees with designated Human Resources duties shall provide a medical certification form that the employee can take to her doctor.

PDL is unpaid. At the employee's option, she can use any accrued vacation time or other accrued paid time off as part of the PDL before taking the remainder of leave on an unpaid basis. The District does require, however, that the employee use any available sick time during the PDL. The substitution of any paid leave will not extend the duration of the PDL. During PDL, the District will continue to pay for employees' participation (if applicable) in the District's group health plan for the duration of the leave, commencing on the date that the PDL began, at the level and under the conditions that would have been provided if the employee had continued to work in his or her position for the duration of the leave. Thus, the employee must continue to pay his or her share of any group health plan premiums during the leave. If an employee has other voluntary benefit plans and/or dependent medical insurance coverage, he/she also will be required to pay the regular contributions for those benefits while on leave.

Upon return from a covered PDL, the employee, in most instances, will be reinstated to the same position.

4308.01 Lactation Breaks

The District will provide a reasonable amount of break time for an employee who wishes to express breast milk for her infant child. If possible, the break time must run concurrently with rest and meal periods already provided to the employee. If break time cannot run concurrently with rest and meal periods, it will be unpaid.

The District will make reasonable efforts to provide the use of a room or location in close proximity to the employee's work area, other than a bathroom, for the employee to express milk in private. This location may be the employee's private office, if applicable.

Please consult the General Manager or an employee with designated Human Resources responsibilities if you have questions regarding this policy.

4309.00 CALIFORNIA FAMILY RIGHTS ACT

Eligible District employees may, upon request, take up to 12 weeks of unpaid leave under the California Family Rights Act (CFRA) leave. The leave may be used to bond with a new child within one year of the child's birth, adoption, or foster care placement, under the circumstances set forth below (parental leave) or to care for themselves, a child, parent, grandparent, grandchild, sibling, spouse, domestic partner, or designated person in order to address a serious health condition of the employee or family member (family care and medical leave), or to respond to a "qualifying exigency" for a spouse, domestic partner, child, or parent serving in the US military. "Designated person" is defined by any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time of the employee's request for leave. Eligible District employee may have one (1) designated person per 12-month period. A "qualifying exigency" is defined by the California Unemployment Insurance code, Section 3302.2 . Parental leave must be concluded within 12 months of the child's birth, adoption or foster care placement. Employees should direct any questions to the General Manager or Human Resources staff.

To be eligible for California Family Rights Act (CFRA) leave, employees must:

- (1) have more than 12 months of service with the District during the 12-month period prior to the date on which the leave is to commence;
- (2) have at least 1,250 hours of service with the District during the previous 12-month period

The maximum amount of leave an employee may use under this policy is 12 weeks within a 12-month period, whether for parental leave or family care and medical leave. The District will require certification for military orders, or by the health care provider of the individual requiring care be first provided, specifying the date on which the serious health condition commenced, the probable duration of the condition, and estimate of the amount of time needed for the employee to provide the family care and a statement that the serious health condition warrants the participation of the employee to provide care during a period of treatment or supervision of the individual requiring the care.

In the case where both parents are employed by the District and are otherwise eligible for parental leave, each employee is eligible for up to 12 weeks of parental leave. Further, parental leave will be provided in addition to any entitlement of pregnancy disability leave (PDL) due to an employee's own pregnancy-related disability.

Eligible employees may take parental leave in at least two-week increments, with shorter increments allowed on two occasions. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the District's operations.

Intermittent leave is permitted in the same intervals as provided in the District's sick leave policy.

Leave under the California Family Rights Act is unpaid, although employees are entitled to utilize accrued annual leave, CTO, management leave, paid sick time as a source of wage replacement during such leave.

During CFRA Leaves, the District will continue to pay for employees' participation (if applicable) in the District's group health plan for the duration of the leave, commencing on the date that the parental leave or family care and medical leave began, at the level and under the conditions that would have been provided if the employee had continued to work in his or her position for the duration of the leave. Thus, the employee must continue to pay his or her share of any group health plan premiums during the leave. If an employee has other voluntary benefit plans and/or dependent medical insurance coverage, he/she also will be required to pay the regular contributions for those benefits while on leave.

The District may recover the premiums that it paid for maintaining coverage for the employee under any group health plans, if (1) the employee fails to return from leave after the expiration of the period of leave to which the employee is entitled, and (2) such failure to return is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control.

Employees must notify the District of their request for CFRA Leave as soon as they are aware of the need for such leave. For foreseeable leave, the employee must provide 30 calendar days' advance notice to the District of the need for leave. For events that are unforeseeable 30 days in advance, the employee must notify the District as soon as is practicable and generally must comply with the District's normal call-in or notice procedures. All requests for CFRA Leave should include enough information to make the District aware that the employee needs qualifying leave, and the anticipated timing and duration of the leave, if known. If an employee fails to provide the requisite 30-day advance notice for foreseeable events without any reasonable excuse for the delay, the District reserves the right to delay the taking of the leave until at least 30 days after the date the employee provides notice of the need for such leave.

Once the District is aware of the employee's need for leave, it will inform the employee whether he or she is eligible under the California Family Rights Act for either parental leave, family care and medical leave, or military family member's qualifying exigency. The District may request documentation evidencing the need for such leave as permitted by law.

Eligible employees who take CFRA Leave should note that they are guaranteed employment in the same or a comparable position upon termination of such leave, subject to any exceptions provided by law.

If the District employs both parents who are entitled to CFRA parental leave, each parent is eligible for up to 12 weeks of CFRA parental leave for "baby bonding."

The District will not discriminate in any way against, an individual because he or she exercised CFRA Leave rights or gave information or testimony as to the employee's or another person's CFRA Leave, and it will not interfere or limit in any way the exercise or attempted exercise of any

such rights.

4310.00 SICK LEAVE

The District's Sick Leave benefit provides income protection for Regular and Part-Time employees who, because of personal or family illness or accident, are temporarily disabled and absent from work for limited periods of time. Sick Leave is to be considered a privilege based upon specific circumstances. Sick leave has no cash value or other value at separation except as set forth in this Policy and as may be provided in the District's current agreement with CalPERS.

4310.01 Accrual

For each Regular employee, Sick Leave shall be earned and accrued beginning upon the completion of the first full month of employment and thereafter at the end of each full month of employment at the rate of eight (8) hours per month.

The rate of Sick Leave accrual for Regular employees shall be per pro rata to match the employee's work hours as a percentage of full time equivalency (but not less than one hour per thirty hours worked).

Employees shall continue to accrue Sick Leave while on a District-paid form of leave, including Annual Leave, Management Leave, Administrative Leave, Sick Leave and/or while using Compensatory Time-Off (CTO).

Sick Leave may be accumulated with no maximum.

An employee who becomes ill while on Annual Leave, Management Leave or CTO and desires to claim Sick Leave rather than use of said Leaves as scheduled shall make such a request as soon as possible. The District may require, without prejudice, a medical doctor's certificate for any period of Sick Leave requested while on Annual Leave, Management Leave or CTO.

Sick Leave is not considered to be discretionary and is to be used only during illness or to attend to the illness of a family member. If Sick Leave is exhausted, Annual Leave, Management Leave, or CTO can be used in instances of an employee's illness or need to attend to the illness of a family member. Sick Leave shall not be advanced to an employee prior to its regular accrual; in other words, Sick Leave balances shall not allowed to go in arrears. An employee with no Sick Leave, Annual Leave, Management Leave, or CTO shall not receive compensation for days not worked due to illness or injury.

4310.02 Procedures

- A. Notification/Maintenance of Contact – An employee must provide reasonable advance notification, orally or in writing, of the need to use sick leave, if foreseeable. If the need to use sick leave is not foreseeable, the employee must provide notice as soon as practical. Extended Sick

Leave benefits are contingent upon maintenance of regular contact with the District. Employees are expected to inform their supervisor of their ongoing need to use Sick Leave and their estimated date of return to work and to maintain this communication. The supervisor shall relay this information to their Department Director.

- B. Medical Release to Return to Work - The District reserves the right to require a health care provider's written release before the employee may return to work. "Health care provider" has the same meaning as defined in paragraph (10) of subdivision (b) of Section 12945.2 of the Government Code, as it may from time to time be amended.
- C. The District will not condition the use of sick leave on the employee finding someone to cover his/her work.
- D. The District retains the right to request verification of sick leave eligibility/appropriate usage in circumstances indicating potential sick leave fraud or abuse may exist.

4310.03 Permitted Usage

- A. Except as otherwise provided by law or other District policy, an employee may only use paid sick days for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventative care; or specified purposes for an Employee who is a victim of domestic violence, sexual assault, stalking, or certain other crimes, the purposes described in Labor Code sections 230(c), 230.1(a), and 230.2(b).

The term "Family Member" for purposes of this Policy includes:

- dependent child (including biological, adopted, or foster children, stepchildren, legal ward, or child to whom the employee stands in loco parentis, regardless of the age or dependency status),
 - parent (a biological , adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child),
 - spouse,
 - registered domestic partner,
 - grandparent,
 - grandchild,
 - sibling, or other family member with whom the employee resides.
- B. In limited emergency circumstances declared by the General Manager, not to exceed a period of four (4) months from such declaration, an employee may also temporarily be permitted to use the employee's accrued sick leave for absences to attend to mandatory evacuations and post-evacuation cleanup affecting the employee or the employee's "Close Family Member" that are caused by local natural disasters (e.g. the Oroville Dam evacuation in February 2017 and the northern California wildfires in October 2017). For purposes of this section, "Close Family Member" shall have the same definition as in District Policy 4311

(Compassionate Leave).

To be eligible for such temporary use of sick leave, an employee must:

- Have accrued District sick leave available (no “advance” of sick leave is permitted);
- Personally own or rent real property within an area subject to a mandatory evacuation order, or have a Close Family member who owns or rents property within an area subject to a mandatory evacuation order.

4310.04 Documentation

- A. A leave request entered into the appropriate payroll system and approved is required for payroll/tracking purposes of Sick Leave.
- B. The General Manager shall maintain records of Sick Leave balances, accruals and deductions. Employees shall be notified no less than monthly of their Sick Leave balance.
- C. Sick Leave hours shall be deducted as used (per pay period) from an employee’s total.

4310.05 Accrued but Unused Sick Leave at Retirement or Separation

During employment, a District employee’s accrued sick leave has no cash value except as a wage replacement source during sick leave-related absences.

At retirement or separation, for employees hired on or after September 1, 2019, accrued but unused sick leave has no cash value, but may be converted to CalPERS service credit at retirement as permitted by law and the District’s then-current contract with CalPERS.

At retirement or separation, for employees hired prior to September 1, 2019, upon execution of a full release of claims against the District and all District personnel, an employee will be eligible for severance pay equal to their current hourly rate of pay multiplied by the value of one-third of their remaining Sick Leave hours balance, if any, as follows:

- A. Upon death while employed by the District, or
- B. For CalPERS Members who retire from the District, as to remaining hours after sick leave, if any, is converted to additional CalPERS service credit (as permitted by law and the District’s then-current contract with CalPERS), or
- C. Upon employee’s separation from employment (other than any CalPERS retirement) due to an inability to return to work upon the end of an approved Medical Leave.

4311.00 COMPASSIONATE LEAVE

The District provides up to five (5) days of Compassionate Leave with pay twice in a calendar year in the event of the death of a Regular employee’s close family relative as defined below or any family member who resides with or with whom the employee resides.

The Compassionate Leave must be used within three (3) months of the death of the close family relative/family member.

Within thirty (30) days of the first day of the leave, the District may require the Regular employee to provide documentation of the death of the family member. "Documentation" includes, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

4311.01 Close Family Relative Defined

Close family relatives include:

Spouses*	Mother-in-law*
Parents	Father-in-law*
Children	Brother-in-law*
Brother	Sister-in-law*
Sister	Stepchildren*
Adopted Children	Stepparents*
Grandparents	Domestic Partner, as defined in
Aunts	Family Code section 297(b)*
Uncles	Romantic partner sharing
1 st Cousins	employee's residence*
Grandchildren	Children of a Domestic Partner, as
Guardians / Wards	defined in Family Code section
Nieces	297(b), or of a romantic partner
Nephews	sharing employee's residence*

*current and former

4312.00 CATASTROPHIC ILLNESS/INJURY LEAVE DONATION PROGRAM

The Catastrophic Illness / Injury Leave Donation Program allows Regular employees to donate leave time to other Regular employees that are not able to work due to a catastrophic illness or injury. This Program functions as a wage replacement program during an otherwise approved leave of absence. It does not guarantee any particular type or duration of approved leave of absence. A catastrophic illness or injury means an illness or injury that is expected to incapacitate an employee for an extended period of time and for which taking extended time off from work creates a financial hardship for the employee because he or she has exhausted all of his or her sick or other District- paid time off. This illness or injury may serve to incapacitate the employee or a member(s) of the employee's immediate family which requires the employee to take time off from work for an extended period of time to care for that family member(s).

The procedures and requirements of the Program are set forth in Administrative Procedure AP4312.

4320.00 COURT APPEARANCE

4320.01 Work-Related Court Appearance

Work-related court appearances are work time for which District employees shall be paid. A copy of all subpoenas or notices requiring appearance in court or at a deposition shall be provided to the General Manager as soon as possible following an employee's or the District's receipt of them so that appropriate scheduling and other arrangements can be made. If an employee's private vehicle is used for travel, mileage to and from the appearance shall be reimbursed in accordance with the applicable District reimbursement policies. All time spent by an employee in traveling, waiting and testifying for such appearances will be compensated at his/her regular rate of pay with such hours credited as hours worked for purposes of overtime calculation, if necessary. Should an employee receive from a court or other non-District sources, fees for services as a witness reimbursement or mileage reimbursement for travel in a District vehicle, the employee shall relinquish such fees to the District.

4320.02 Non-Work-Related Court Appearance

Non-work-related court appearances will require the employee to use Annual Leave, Management Leave or Compensatory Time-Off (CTO) to the extent that such leave time is available to the employee. If no such paid time off is available, the employee will have to take the time off as unpaid. Requests for non-work court appearance leave should be made as soon as practicable following an employee's receipt of a notice to appear.

4321.00 JURY SERVICE LEAVE

All employees are eligible to receive Jury Service Leave and compensation for regularly scheduled work hours when such employee is serving as a juror for any legally constituted court or government unit.

Upon receipt of a court summons, an employee shall present the summons to the General Manager at least one week, if possible, in advance of Jury Service. The General Manager will make any necessary scheduling adjustments to accommodate the employee's Jury Service.

To receive compensation for work time missed due to Jury Service, employees must select the "standby" option for the jury service, if available. Employees are to report to work until such time as they are actually called to report for Jury Service if they are on the "standby" option and/or if the time required to meet Jury Service obligations is less than five (5) hours per day. Eligible employees who serve on Jury Service will receive their regular District compensation for regularly scheduled work hours. Regular compensation does not include Certification Compensation, Standby Duty Pay, Call-Out Pay or other special pay provisions. Jury Service hours are not considered as hours worked for overtime purposes.

Pursuant to the California Code of Civil Procedure Section 215(b), employees of the District that continue to receive compensation from the District for work time missed due to Jury Service will

not be paid juror fees from the courts. District employees shall complete the court's Fee Waiver Form in this regard and provide the District with a copy of said Form along with the jury certification slips noted below.

All jury certification slips received indicating appearance dates shall be submitted to the General Manager with a copy to the employee's supervisor.

4325.00 MILITARY DUTY LEAVE OF ABSENCE

Subject to presentation of Orders, a District employee shall have the right to a Military Duty Leave of Absence in accordance with state and federal law. An employee seeking Military Leave should present the applicable orders to the General Manager to determine applicable leave rights, compensation, etc. In addition to the presentation of Orders, a leave request entered into the appropriate payroll system and approved must be completed by the employee and approved by the employee's Department Director prior to said Leave.

4330.00 PERSONAL LEAVE OF ABSENCE

The District may grant Regular employees unpaid time off for substantial personal reasons at the sole discretion of the General Manager. A Personal Leave of Absence will not be granted unless all Annual Leave, Management Leave and Compensatory Time-Off (CTO) are exhausted. All Personal Leaves of Absence under this policy are unpaid, and reinstatement is not guaranteed, except as otherwise required by law. No paid leave shall accrue during a personal leave of absence.

4330.01 Duration

Approved leaves may be granted for a period of no less than seven (7) calendar days and no more than sixty (60) calendar days, except as may otherwise be required by law.

4330.02 Procedure

Request for a Personal Leave of Absence must be submitted in writing to the General Manager at least ten (10) calendar days prior to the Leave commencement date, except when medical conditions or emergency situations make such requirement impossible. Requests must be approved in writing by the General Manager and will be made at his/her sole discretion.

4330.03 Reinstatement

Upon return to work, an employee will be reinstated in the same job classification, or to a position of like status, pay and benefit entitlement that he/she held prior to his/her Personal Leave of Absence. Nothing contained herein, however, shall limit the District's right to reorganize, expand or curtail any service. In the event an employee's job is eliminated while he/she is on a Leave, the employee shall be entitled upon his/her return, to the same alternatives and considerations that would have been available to the employee had he/she been working at the time his/her position was abolished. An

employee's failure to return from a Personal Leave of Absence by a pre-arranged written date will be considered an Absence Without Notice (see Policy 4511).

4330.04 Benefits

During the period of Personal Leave of Absence, arrangements must be made by the employee to pay applicable group health, dental, vision, life, accidental death and dismemberment, and long term disability insurance premiums which are normally paid by the District and to pay for supplemental benefits that are being paid by the employee through payroll deduction. Retirement benefits, Annual Leave, Management Leave and Sick Leave, and any other leave for which accrual is based on time worked or paid time off, will not accrue for the period of the Personal Leave of Absence regardless of the length of said Leave.

Except as otherwise required by law, when an employee returns to work from an approved Personal Leave of Absence, his/her duration of District employment (see Policy 4050) will be adjusted by the period of time absent from work while on an approved Personal Leave of Absence.

4350.00 HOLIDAYS

To provide paid time-off benefits for its Regular and Part-Time employees, the District recognizes the following holidays for all Regular and Part-Time employees:

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 DayFirst	Monday in September
Veteran's Day	November 11
Wednesday before Thanksgiving (1/2 day)	Fourth Wednesday in November
Thanksgiving Day	Fourth Thursday in November
December 24 (1/2 day)	December 24
December 25	December 25
Floating Holiday (1 work day)	Approved for use via vacation leave procedures; cashed out in November each year if unused

Paid furlough week: December 26 through December 31st. District offices and operations will be closed during the week between Christmas and New Year's Day, and all employees will be "furloughed" with pay during that week.

If a holiday falls on Sunday, the following Monday shall be observed as the holiday. If a holiday falls on a Friday or Saturday, it will be observed the preceding Thursday. December 24 is an exception, if it falls on a Friday, Saturday or Sunday it will be observed the preceding Thursday. An employee must be in a paid status (either working or using approved District-paid leave) both the work day before and the work day after a designated holiday in order to receive pay for the holiday.

4401.00 EDUCATION ASSISTANCE PROGRAM

The District encourages Regular employees to participate in educational and training activities. In addition to increasing employee job proficiency, this Education Assistance Program is intended to improve work force stability and the District's ability to attract and retain outstanding employees.

The Education Assistance Program is available to all Regular employees subject to the approval and discretion of the General Manager. The Board of Directors shall act as the approval body for programs applicable to District Officers per Board of Directors and Officers Policy 2060 and the General Manager.

Expenses advanced by the District for pre-approved educational and training functions that are not attended by the employee (except for circumstances beyond the employee's control as determined in the discretion of the General Manager) and for which a refund or credit cannot be obtained shall be reimbursed to the District by the employee within thirty (30) calendar days of the date of said function.

When required by law, amounts paid to employees under the Educational Assistance Program shall be reported by the District as income to the employee and payroll withholdings made in accordance with State and Federal law.

4401.01 Certification

Regular employees are encouraged to avail themselves of educational opportunities including, but not limited to:

- Certified California State Water Distribution System Operators Grade D1-D5
- Certified California State Water Treatment Operators Grade T1-T2
- American Water Works Association California-Nevada Section Certifications
 - Backflow Prevention Assembly Tester
 - Cross Connection Specialist
- Certified California Water Use Efficiency Practitioner Grade 1-3

4401.02 On-Duty Education

Regular employees may, with prior approval by the General Manager, attend courses, seminars, conferences, workshops, cross-training activities or meetings that provide specific training in subjects related directly to water operations, to the employee's current position, or one he/she may reasonably aspire to.

Management will annually review and identify areas of training required to maintain technical and administrative capabilities. The District will pay fees, tuition, and approved expenses. The General Manager's approval for all requests for on-duty training must be obtained prior to attendance and/or making reservations.

4401.03 Off-Duty Education

Regular employees who desire to obtain skills and/or knowledge, on a voluntary basis, that enables them to improve their general knowledge base and prepare them for future assignments with the District may seek approval from the General Manager pursuant to this policy.

This education may occur after regular working hours at an accredited university, college, vocational trade school, or through a self-study correspondence course which leads to a certificate, license or diploma related to the general water, administrative and public service functions of the District.

Acceptable accrediting agencies are those recognized by the U.S. Department of Education, Office of Postsecondary Education (OPE), the California Bureau for Private Postsecondary Education (BPPE), or the State of California.

Under special circumstances which must be approved in advance, employees may be approved to attend classes during business hours.

4401.04 Eligibility for Off-Duty Education Financial Assistance

Only Regular employees who are performing their jobs satisfactorily and have an employment duration with the District of more than one (1.00) year are eligible for this program.

The following off-duty education may be considered for financial assistance:

1. Degree (Associates, Bachelors, Masters, other as approved).
2. Specific courses taken for credit relating to water functions.
3. Specific courses taken for credit having a general connection to the functions or mission of the District (i.e., accounting, administrative professional, public administration, welding, chemistry, information technology, civil engineering, etc.)

4401.05 Conditions for Financial Assistance

The following conditions apply for receiving financial assistance from the District:

1. Every course that the employee desires to attend must be approved in advance as applicable by the General Manager (or for the General Manager's course(s), by the Board of Directors.)
2. Reimbursement to the employee upon completion of the course with a minimum

final grade of a C or equivalent.

3. For good cause shown and financial need demonstrated, the General Manager may approve an advance payment to employee for use in paying tuition or course fee upon employee entering into a written agreement, per District procedure, to repay the District within one year for any funds advanced where employee fails to complete the course with a minimum final grade of a C or equivalent. Such written agreement will include employee authorization to withhold payments of up to \$100 per pay period from employee's salary, and the balance (if any) to be deducted from employee's final paycheck upon separation, to the extent permitted by law.
4. Funds received from outside sources, such as scholarships or Veteran's Education Benefits, must be applied to the cost of the program first. Then the remaining cost will be paid by the District.

The annual contribution limits by the District shall be established by administrative procedure applicable with Board policy.

4411.00 DEFERRED COMPENSATION

All Regular District employees are eligible for membership in the District's deferred compensation plan(s). Payroll deductions are available upon request.

Effective as of January 6, 2020, the beginning of the first payroll period in 2020, the Employer shall make a matching contribution on behalf of all regular District employees equal to the amount of an employee's Elective Deferral Contributions and Designated Roth Contributions to the Plan for each payroll period, up to a maximum contribution of three percent (3%) of the employee's Base Salary for the payroll period. Contact the General Manager for information on joining the plan(s).

4420.00 EMPLOYEE EQUIPMENT

Employee tools and safety equipment shall be issued as necessary to perform the work prescribed. The specific equipment and reimbursements provided shall be determined at the discretion of the General Manager and identified in an administrative procedure modified from time to time as operational issues dictate. Failure to utilize required safety equipment in violation of District policies or applicable state/federal requirements is prohibited and will subject an employee to disciplinary action.

Employees shall be provided with uniforms in accordance with Policy 4530.

Employees are liable for any loss or damage caused by negligence or misuse of District-provided employee equipment. Personal use of District-provided employee equipment is not permitted, and will subject an employee to disciplinary action.

4430.00 EMPLOYEE SUGGESTIONS

Employees are encouraged to provide suggestions to their supervisor, Department Director or to

the General Manager that may lead to improvements in District operations, services and conditions in the workplace.

4440.00 MEMBERSHIP IN PROFESSIONAL & TECHNICAL
SOCIETIES/ASSOCIATIONS

The District may pay directly or reimburse employees for dues and expenses related to District-approved membership in professional and technical societies and associations which directly benefit the District. District-approved memberships shall be determined by the General Manager, subject to authorized budget limits.

4450.00 TELEPHONE CALLS

The use of District telephones (both landlines and cellular/smart phones) is intended for official District business. While it is understood that the use of District telephones for personal reasons is necessary on occasion “as an incidental use”, this privilege must not be abused and time spent in making or receiving such calls shall be kept to a minimum. Employees shall not use District telephones for personal toll/long-distance calls that incur charges.

4501.00 STANDARDS OF CONDUCT

The tenure of every District employee shall be conditioned on good behavior and satisfactory work performance. The District establishes Standards of Conduct to guide employees and to assure a safe, efficient, and harmonious operation of the District. Infractions of District standards, or other actions inconsistent with the goals of the District, may lead to progressive disciplinary action under the procedures described in Human Resources Policy 4513.

Standards of Conduct for District employees are as follows:

1. Employees shall satisfactorily perform their duties.
2. Employees shall maintain satisfactory attendance and arrive to work on time, with satisfactory and appropriate justification for absences or tardiness.
3. Employees shall demonstrate respect for, and adhere to, assignments and directives issued by supervisors.
4. Employees shall properly and truthfully complete District records or other documents, including the employment application, time cards, leave requests, benefits related documents or requests, and other records of the District.
5. Employees shall not engage in physical altercations with, threats of physical harm to, and physical and/or verbal abuse of employees, customers or the public.
6. Employees shall exercise prudent care and caution in the conduct of their duties.
7. Employees shall observe safety rules, regulations, policies, practices and procedures including the wearing of safety equipment as directed.
8. Employees shall not engage in the theft or unauthorized use/removal of District property.
9. Employees shall not willfully destroy District property or property of others.
10. Employees shall not engage in unauthorized solicitation or distribution of solicitations. With the exception of District related and/or charitable activities specifically approved by

the General Manager or Board of Directors, solicitation is prohibited during work time and in work areas. Distribution of unauthorized literature, posters, handbills or notices in work areas or while on working time is prohibited.

11. Employees shall not possess a lethal weapon on District property during employment.
12. Employees shall not report to work under the influence of, or engage in the possession, sale, purchase or use of alcohol, drugs or any substance which would impair their ability to work.
13. Employees shall take and subscribe any oath, affirmation or deposition as required by law in connection with District employment.
14. Employees shall not engage in activities that create a conflict of interest with their duties and responsibilities with the District.
15. Employees shall not engage in discriminatory or harassing misconduct.
16. Employees shall immediately report the loss, revocation, suspension, or restriction of a California Driver's License when such is necessary to operate District vehicles as a condition of employment.
17. Employees shall immediately report the loss, revocation, suspension, or restriction of a State Water Resources Control Board Water Distribution Operator Certificate or Water Treatment Operator Certificate when such is necessary to operate and maintain District facilities as a condition of employment.
18. Employees shall report for required medical examinations or tests or comply with a District request for a physician's statement.
19. Employee shall not engage in conduct blatantly detrimental to District property, its customers, employees and the public or engage in other practices that may be inconsistent with the mission, vision, values, commitments, image, policies, or goals of the District.
20. Employee shall comply with all directives and refrain from all prohibited actions set forth in this Human Resources Policies Manual, as it may be amended from time to time.
21. Employee shall not engage in any willful act undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department or division.
22. The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. A plea or verdict of guilty, or a conviction showing a plea of *nolo contendere* made to any offense involving moral turpitude is deemed to be a conviction within the meaning of this sub-section. A crime involving moral turpitude is defined as any intentional act of violence against another (including by not limited to attempted or actual assault, homicide, kidnapping, rape, lewd acts upon a minor), arson, fraud crimes or dishonesty.

4511.00 ATTENDANCE

Punctual, consistent and reliable attendance is an essential function of all District positions.

4511.01 Absence

An absence is defined as any failure to be present for work during scheduled working hours (including overtime). Absences which are excused are detailed beginning with

Policy 4301 and concluding with Policy 4350.

4511.02 Lateness

Each employee is required to arrive on time, ready to work and complete a full shift. Supervisors will document and use disciplinary actions to correct persistent patterns of lateness or departing early. Lateness is defined as not being present and prepared to work at an assigned location at a prescribed time.

4511.03 Notification

Employees are required to give their supervisor advance notice, when possible, of lateness or absence. If advance notice is not possible, personal notification by phone should be given directly to the supervisor prior to work starting time. A voice message left in the supervisor's District voice mail box or by an electronic mail (e-mail) message left in the supervisor's District e-mail box is acceptable for meeting the notification requirement if authorized by the employee's supervisor. The use of the District's answering service to communicate an absence, except in cases of extreme emergency, is strictly prohibited. Employees may call into the District before and after business hours on the District's "Private Line" telephone number that is listed on the District telephone directory that is periodically furnished to all employees.

A leave request entered into the appropriate payroll system and approved is required to document all absences. Leave Request Forms shall be completed by the employee and provided to the supervisor within the first eight (8) hours upon return to work.

Employees who are absent must maintain contact with their supervisor daily unless the employee is on approved leave or has provided a doctor's certificate covering a specified period.

In case of extended illness, arrangements should be made by the employee to have his/her condition reported to the District at frequent intervals so work assignments can be delegated to others.

4511.04 Job Abandonment

Where an employee is not on a leave protected by applicable law, an absence without notice for three (3) consecutive days shall be deemed abandonment of District employment and will be treated as a voluntary resignation.

The employee may be eligible for reinstatement after job abandonment only in exceptional circumstances. A Request for Reinstatement must be submitted in writing by the employee to the General Manager detailing the reasons for the absence and explaining why the employee could not have provided the notice required by these rules. Reinstatement Requests must be approved in writing by the General Manager and will be made at his/her sole discretion.

4511.05 Disciplinary Action

Unexcused absenteeism, lateness, early departure, leave-without-pay or other infractions of attendance standards are grounds for disciplinary action.

4512.00 HARASSMENT AND DISCRIMINATION PREVENTION POLICY

4512.01 Purpose

All employees, applicants, volunteers, and independent contractors (“workers”) working for the District are to be treated with respect and dignity. The District is committed to providing an atmosphere free of harassment and discrimination based on such factors as race, religion, creed, national origin or ancestry, physical or mental disability, medical condition, genetic condition, pregnancy (including childbirth or related conditions), marital status, gender or gender identity/expression, sex, age, sexual orientation, family care or medical leave status, military or veteran status, reproductive health decision, or any other characteristic protected by law.

Harassment and discrimination are against the law, and they are demeaning and harmful to both the victim and the District. The District will not tolerate harassment of, or discrimination or retaliation against, its workers by directors, managers, supervisors, co-workers, or anyone conducting District business. Similarly, the District will not tolerate harassment of its workers by others with whom the District has a business, service, or professional relationship (including members of the public).

This Policy does not restrict nor inhibit any supervisor from their responsibility or in their ability to direct, critique and discipline employees in a non-discriminatory, non-retaliatory manner.

Failure to follow this Policy may result in disciplinary action, up to and including termination of employment.

4512.01 Procedures

1.0 Harassment Prohibited

Harassment includes conduct that has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties or any other condition of employment or career development. This Policy prohibits harassment in any form, including:

- 1.1 Verbal or Written harassment such as epithets, jokes, nicknames, derogatory comments or slurs based on any basis protected by law. By way of example, this would include inappropriate comments on appearance, including dress or physical features;

- 1.2 Physical harassment such as assault, touching, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual on the basis of any protected classification. As examples, this could be conduct in the form of pinching, grabbing, patting, or making explicit or implied job threats or promises in return for submission to physical acts; and
- 1.3 Visual harassment such as derogatory posters, cartoons or drawings, gestures or leering based on one of the categories of protected status.
- 1.4 Sexual harassment includes, any unsolicited, offensive or unwelcome sexual advances, requests for sexual favors, and other oral or written, visual, or physical conduct of a sexual nature which occurs under any of the following circumstances:
 - 1.4.1 Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment;
 - 1.4.2 Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual; or
 - 1.4.3 Other examples of sexual harassment include unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; and the display or use in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations.
 - 1.4.4 Sexual harassment also includes gender-based harassment by a person of the same gender.
 - 1.4.5 Prohibited sexual harassment need not be motivated by sexual desire to be unlawful or violate this Policy.
 - 1.4.6 Electronic communications can constitute harassment. This Policy prohibits all types of conduct that fall within the definition of harassment, including e-mails and text messages.
 - 1.4.7 Harassment involving the public includes either harassment of (a) any member of the public by any person conducting District business or otherwise representing the District, or (b) any worker in the conduct of his or her job duties by any member of the public.

2.0 Retaliation Prohibited

Retaliation against an employee for reporting violations of this Policy in good faith, or for participating in the investigation of a harassment or discrimination complaint, is strictly prohibited.

3.0 Procedures regarding all complaints of potential harassment including retaliation

3.1 Employee Responsibility

It is important that employees inform the District as soon as possible about any prohibited harassment because nothing can be done to remedy the situation if the District does not know that it exists.

3.1.1 Any individual who feels comfortable doing so should let a fellow employee know when that employee's behavior or comments are offensive or unwelcome, even if the situation does not rise to the level of a violation of this Policy. However, individuals are not required to handle these situations on their own. If an individual is not comfortable handling a situation directly with another employee, the individual should immediately report the conduct to one of the persons listed below.

3.1.2 Any individual who believes that they have been or are being harassed in violation of this Policy shall immediately report this violation to his or her supervisor, the General Manager, the District's designated Human Resources staff or any District supervisor with whom the individual feels comfortable speaking. Complaints about the General Manager should be directed to the District's General Counsel or Board President (who shall immediately notify the General Counsel to coordinate an appropriate inquiry and response).

3.1.3 Any individual who is aware or suspects that another person has been harassed in violation of this Policy shall report this violation to his or her supervisor, the General Manager or any District supervisor with whom the individual feels comfortable speaking.

3.2 Supervisor Responsibility

3.2.1 Each supervisor has the responsibility of maintaining a work environment free of harassment. This responsibility includes being available to discuss this Policy with the workers that they supervise and to assure the workers that they are not required to endure any form of prohibited harassment. If someone reports a harassment allegation to a supervisor, it is the responsibility of the supervisor to take immediate action by documenting the incident(s) and reporting the allegation of harassment to the General Manager or the designated Human Resources staff.

3.2.2 Any supervisor who fails to take appropriate action to report or address harassment, discrimination or retaliation issues can and will be disciplined by the District.

3.3 Investigation

The District will investigate all complaints of harassment in a prompt, objective, and thorough manner, including interviews of those with relevant knowledge. The District's investigation will be designed to maintain, to the extent possible, the privacy and confidentiality of all parties and witnesses involved. Complete confidentiality cannot occur, however, due to the need to investigate fully and to take effective remedial action. Whenever appropriate, the supervisor of the affected department(s) may be informed that a complaint has been filed. The General Manager is responsible for directing an

investigation into such allegations and for implementing appropriate remedial action, where warranted. The District will not disclose a completed investigation report except as it deems necessary to support disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or as otherwise required by law.

3.4 Resolution

3.4.1 After investigation, the District will communicate the confidential findings (i.e., sustained, not sustained, or inconclusive) to the complainant, the alleged harasser, and members of management with a legitimate need to know.

3.4.2 If there is a finding that harassment in violation of this Policy or applicable laws has occurred, the District will take appropriate and immediate action to end any harassment and prevent its recurrence. Where appropriate, the District may first work to resolve the matter informally. If the matter is not suitable for informal resolution, appropriate formal action will be taken pursuant to applicable policies and agreements. If formal action is required, the complainant may be required to testify at a hearing.

3.5 Discipline

Any employee found to have violated this Policy will be disciplined. Specific action taken will depend upon the specific circumstances.

4.0 Harassment Involving the Public

4.1 The District strictly prohibits harassment of any member of the public by any person conducting District business or otherwise representing the District.

4.2 Dealing with the public can be challenging and sometimes contentious. While employees are expected to interface with the public as their duties dictate, sometimes in difficult or even volatile situations, employees are not expected to endure actual harassment by members of the public. If an employee feels that he or she is being subjected to harassment by a member of the public, the employee should report such harassment to his or her supervisor (or other person listed above) for investigation and appropriate action. Employees will not be penalized for refusing to tolerate harassment from a member of the public.

5.0 Further Information

Employees are urged to contact the General Manager if they have any questions or concerns about this Policy.

In addition to this Policy, the State of California Department of Fair Employment and Housing ("DFEH") provides additional information regarding the legal remedies and complaint process available through the government agencies. If a worker thinks he or she has been harassed, discriminated against, or that he or she has been retaliated against for complaining, that person may file a complaint or obtain additional information from DFEH at 1-800-884-1684 or www.calcivilrights.ca.gov.

4513.00 DISCIPLINARY PROCEDURE FOR REGULAR EMPLOYEES

This Disciplinary Procedure Policy applies to employees who are not “at will” and who have successfully completed the applicable probationary period. The District has and desires a culture of coaching and training employees to address many performance and conduct concerns. However, some situations require a more formal type of corrective action where they involve: (a) repeated or more serious performance deficiencies or (b) significant misconduct. Depending upon the facts and circumstances involved in each situation, the District may choose to begin disciplinary action at any step. In general, however, discipline should follow a pattern of increasing severity as causes for discipline are more serious and persist.

4513.01 Minor Discipline

Minor discipline may be imposed without reference to the procedural requirement of Section 4513.03 of this Policy. Minor discipline includes verbal warnings, written reprimands, change in work hours, and reassignment without reduction in pay. Minor disciplinary actions may be appealed to the General Manager, whose determination shall be final.

4513.02 Major Discipline

The following disciplinary actions require compliance with the procedures of Section 4513.03 of this Policy. The following procedures may be taken by the appropriate level of management to correct misconduct or performance deficiencies of “for cause” employees (i.e., those regular employees who are not “at-will”). Forms of major discipline are:

- A. **Suspension Without Pay:** An ordered interruption of duties for one or more days without pay. Minor suspensions of five work days or less are not subject to the pre-disciplinary procedure below in 4513.03.A and B, but are subject to the post-disciplinary appeal procedure in Section 4513.D.
- B. **Salary Reduction:** A reduction in pay from within the employee’s current range to any lower salary within that range, as such range is recorded in the District’s current salary schedule.
- C. **Demotion:** A reduction from a position in one classification to a position in another classification having a lower salary range affected for disciplinary purposes. (Demotions resulting from employee’s inability to perform required duties, organizational changes, or layoffs are not disciplinary.)
- D. **Dismissal:** Discharge from District employment for disciplinary purposes. A disciplinary dismissal does not include I) layoff or similar release from employment based on a determination by the District that the needs of the District do not require continuation of the employee’s position or II) release due to inability to perform all essential functions of the employee’s position, with or without a reasonable accommodation; a release for either reason is not a disciplinary dismissal and is not subject to the procedures in Policy

4513.

4513.03 Disciplinary Procedures for Major Discipline

A. Notice of Proposed Discipline: Before imposing major discipline (other than suspensions of five work days or less), the District shall deliver to the employee a written notice of the proposed major discipline. The notice of proposed discipline shall be prepared by the Department Director. Such notice shall be personally served on the employee or sent by traceable overnight delivery service (e.g. Golden State Overnight, Federal Express, etc.) to the employee's place of residence as shown on the records of the District. The notice shall contain the following:

- 1) The type and effective date of the proposed disciplinary action.
- 2) A statement of the reasons for the proposed discipline and applicable Policies, rules, etc. The statement of reasons shall contain such specifications as to give a reasonable person a fair opportunity to understand and respond to the reasons.
- 3) If the reasons are based upon documents or materials, the notice shall include copies of the documents or materials considered or relied upon in reaching the determination of proposed discipline.
- 4) Notice of the employee's right to respond either verbally in a pre-disciplinary meeting or in writing, the date, time, place, and person to whom response may be made, and inform the employee a representative of the employee's choice may accompany the employee to the conference, should he/she choose to respond verbally. The notice should also inform the employee that failure to respond within the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed.
- 5) The General Manager may, in his or her discretion, approve the temporary assignment of an employee to a status of paid administrative leave during any administrative investigation or during the disciplinary process.

B. Employee's Response ("Skelly" meeting). The employee shall have ten (10) calendar days from the date of receipt of the notice to respond to the notice by submitting a written or verbal response. A written response shall be made to the person indicated in the notice. If the employee elects to respond verbally, the meeting to respond shall be known as the Skelly meeting. The Skelly meeting may be conducted by the Department Director or designee. In the Skelly meeting, the employee may be represented by legal counsel or other personal representative, but not by any person involved in the issues or incidents giving rise to the proposed discipline.

C. Notice of Final Disciplinary Action: After the employee has had an opportunity to respond and the pre-disciplinary (Skelly) process is complete, the Department Director or his/her representative shall notify the employee in writing of the final disciplinary action to be imposed upon the employee (if any), the reasons for the disciplinary action, the charge(s), and the effective date(s) of the disciplinary action. The notice shall also advise

the employee of the right to appeal, however an appeal shall not delay or otherwise impact the effective date of the final discipline.

D. Post-Disciplinary Appeal from Major Discipline. An employee may appeal a dismissal, demotion, pay reduction, or suspension without pay by filing a written request with the General Manager within five (5) business days of the date of the Notice of Final Disciplinary Action. The appeal shall include the reasons for the appeal.

The General Manager shall set a date for an evidentiary appeal hearing (which shall be held within sixty (60) days of the request for appeal, absent unusual circumstances) and shall provide written notice of the date, time, and location of the hearing to the employee. The employee may be represented by legal counsel and/or by a representative, but not by any person involved in the issues or incidents giving rise to the disciplinary action.

In his or her discretion, the General Manager may conduct the hearing personally (with assistance of counsel) or arrange for a neutral hearing officer to conduct the hearing and then render an advisory written decision for the General Manager's consideration and decision regarding final discipline. In such case, the hearing officer may be selected by agreement among the parties or the parties may obtain a list of qualified potential hearing officers from the State Mediation and Conciliation Service and select the hearing officer by alternating strikes. The hearing officer should have experience conducting similar types of appeal hearings and will establish procedures for conducting the hearing. The cost of a hearing officer shall be shared equally by the District and an employee organization that represents the employee, if any.

At the evidentiary appeal hearing, witnesses will testify under oath, the parties have the right to introduce relevant oral and written evidence on his/her behalf, and to confront and cross-examine adverse witnesses. To the extent possible, hearings shall be informal, and the technical rules of evidence need not be followed. Any evidence upon which reasonable people may rely in the conduct of serious affairs may be admitted, at the discretion of the General Manager/hearing officer conducting the hearing. A written record of the hearing may be prepared in the discretion of the General Manager or hearing officer (if any), the cost of which shall be shared by the parties. The District and the employee shall each bear their own expenses, fees and costs. Absent good cause to the contrary (as determined by the General Manager/hearing officer), the employee's failure to appear personally at the appeal hearing shall be deemed a withdrawal of the appeal.

If the General Manager presides personally over the hearing, then the General Manager shall render a written decision within twenty (20) business days from the date of the conclusion of the appeal hearing (or from the receipt of the written transcript and closing briefs (if any), if requested by the General Manager). If a hearing officer presides over the hearing, then the hearing officer shall render an advisory written decision in accordance with the timeline above, and the General Manager shall render a written decision regarding final discipline within ten (10) business days of receiving the hearing officer's advisory decision.

The General Manager's decision shall be the final step in the District's administrative process, subject to review as provided by law in Code of Civil Procedure sections 1094.5 and 1094.6.

If the disciplinary action is subsequently revoked or lessened, the employee is entitled to reimbursement for the interim loss of District pay, if any. Reimbursement is limited to the period of time between the effective date of disciplinary action and the date of final decision on the appeal. No reimbursement may be made for any portion of the period during which the employee was not ready, willing and able to perform the duties of his/her position.

4514.00 GRIEVANCE PROCEDURE

The grievance procedure provides "for cause" employees a means for settling disputes involving the interpretation, application or enforcement of District policies as quickly as possible, and at the lowest possible level of authority. The grievance procedure, however, is not applicable to:

- Employee discipline or employee evaluations;
- Performance improvement plans, training assignments;
- The determination of the contents of a job classification or decision to reclassify ` (or not to reclassify) a position;
- The determination of procedures and standards for employment and promotion; or
- Challenges to layoffs, transfers, denial of reinstatement or denial of advancement.
- Release for inability to perform essential job functions with or without a reasonable accommodation.

NOTE: complaints of harassment, discrimination or retaliation are not subject to this procedure but rather should be processed in accordance with Policy 4312.

Each step in the grievance procedure is meant to completely resolve the complaint or problem. The steps are to be taken in progressive steps; the employee moves on to the next step only if the problem has not been resolved.

4514.01 Grievance Steps

Step One: The employee filing a grievance ("the grievant") must notify his or her Department Head in writing of a grievance within five (5) business days of the event(s) giving rise to the grievance. If the grievant is unaware of the event(s) within that time frame, then the five (5) day initial reporting period shall run from the time when the grievant learned of the event(s) or reasonably should have learned of them. The Department Director will set a meeting with the grievant and a member of the designated Human Resources staff within five (5) business days to discuss the grievance. The Department Head will issue a written determination on the grievance within five (5) business days of the meeting with the employee.

Step Two: If a satisfactory result is not reached at Step One, the grievant may appeal in writing to the General Manager. Such appeal must be submitted within five (5) business

days of the Department Director's written decision at Step One. The General Manager shall schedule a meeting with the grievant (and any others the General Manager deems appropriate to include) to discuss the grievance. After the meeting, the General Manager may, in his or her discretion, investigate the grievance further and talk with anyone involved or anyone who might contribute to the facts. The General Manager will return a written decision within ten (10) business days of the meeting with the grievant. The General Manager's decision shall be final and binding.

4520.00 EMPLOYEE CONFLICT OF INTEREST

The District recognizes the right of employees to engage in private activities away from their employment. However, the following rules will apply to assess and prevent potential conflicts of interest from arising. Failure to adhere to the rules governing conflict of interest may lead to disciplinary action up to and including discharge from employment with the District. Designated employees may also be subject to the provisions of Policy No. 1035, Conflict of Interest.

4520.01 Interference of Adversity Prohibited

No employee shall engage in outside work that will interfere with his or her District job.

4520.02 Gratuities

No employee shall accept personal gratuities or tips offered for District services rendered to a customer or prospective customer.

4520.03 District Time, Equipment and Materials

No work not related to the business of the District shall be done during regular hours of employment and no District facilities, equipment, labor or supplies may be used to conduct such work.

Transportation in District vehicles of persons other than Directors, Officers, employees, agents of the District, or authorized guests, is prohibited and will subject the employee to discipline.

Employees should discourage personal telephone calls and visitors during work hours.

4520.04 District Liability

Employees shall not discuss opinions or comments regarding District liability in any matter with the public. Management shall be advised in all instances regarding customer relations problems that cannot be satisfactorily resolved.

4530.00 UNIFORMS AND DRESS CODE

4530.01 Work Attire

District employees are expected to observe good habits of grooming and personal hygiene, and (for office workers) to dress professionally in an appropriate manner for a business office during business hours. A neat, tasteful appearance contributes to the positive impression District employees make on our customers and service partners.

District logo shirts or sweaters are encouraged and acceptable except where more formal attire is warranted for the occasion (e.g. a court appearance.) On the other hand, while no policy can address every form of problematic attire, employees are advised that tank tops or other beach/recreational wear, revealing clothing or clothing/hats bearing messaging (e.g., purported humor, political messages, sports logos, etc.) are prohibited. For special occasions designated by the General Manager, a type of clothing usually prohibited may be permitted for the day (e.g. sports team shirts, hats or jerseys).

For all District employees, attire must be clean, well-maintained, and appropriate for the assigned work area or work event. Distracting or safety-impacting personal adornments (such as piercings, brands or tattoos) may, in the General Manager's discretion, be required to be removed or covered while an employee is on duty. Any employee with questions about acceptable work attire should immediately seek guidance from the employee's supervisor or the General Manager.

4530.02 Facial Hair

All facial hair will be kept neat and trimmed. In certain positions, at the supervisor's discretion, facial hair may be disallowed due to safety concerns.

4530.03 Uniforms

The positions for which employees are required to wear District-provided uniforms or personal protective equipment, and the uniform and equipment requirements themselves, are described in more detail in the administrative uniform procedure.

4601.00 EMPLOYEE ORIENTATION

A new or rehired employee will be given an orientation to District policies and benefits and the responsibilities of their employment position. This orientation shall begin on their first day of employment unless circumstances make this impractical.

As directed by the General Manager, the employee orientation process will be conducted and documented by District department directors, managers, administrators and other personnel and include, but not be limited to, the following subjects:

- Human Resources Policies
- Employee Benefits
- Job Duties and Standards for Acceptable Behavior and Job Performance
- Safety

4610.00 PERFORMANCE EVALUATION

Each employee, upon being selected for employment or upon changing jobs while in District employment, shall receive frequent, informal performance feedback and may, at the discretion of the applicable supervisor in consultation with the next-higher-manager, receive a short-form performance evaluation at the end of the first six months in their employment position. Every probationary employee will be evaluated at the end of the applicable probationary period approaches and prior to being approved for “regular” status. Thereafter, employees will be evaluated annually (or more frequently) thereafter as directed by the General Manager. The purpose of this evaluation will be to provide guidance to the employee with a review of his/her overall job performance within the assigned work areas. The performance evaluation may also be used as a basis for determining employment retention, dismissal, and/or salary adjustment.

The performance evaluation will be facilitated by the employee’s Department Director. The Department Director may include other supervisory employees in the evaluation process.

The employee Evaluation Form shall be completed by the employee’s supervisor(s) if so directed by the Department Director, and submitted to the Department Director for review and comments. The form shall be reviewed, with the opportunity to add written comments, by each supervisor up the chain of command if requested, concluding with the Department Director.

Completion of the Evaluation Form shall be followed by a Department Director/ supervisor(s)/ employee meeting at which time the evaluator(s) and employee shall have an opportunity to express his or her comments about the evaluation in general and with reference to any segments of the performance evaluation specifically. The Department Director and supervisor(s) shall sign the Evaluation Form at the conclusion of the meeting and the employee shall be given a signed copy of same. The employee will be requested to sign his/her evaluation. The employee may provide written comments to the Department Director for attachment to the evaluation within five (5) working days of the Department Director/ supervisor(s)/employee meeting, and the employee’s comments shall be maintained together with the evaluation in the employee’s personnel file. The Department Director shall then submit the employee’s Evaluation Form together with any employee comments to the General Manager. Performance evaluations are not subject to the disciplinary appeal or grievance procedures.

The General Manager shall serve as the evaluator for his/her direct reports.

The performance evaluation shall not preclude the day-to-day needs of employees regarding guidance, assistance, corrective action, and employer/employee relations in general.

The District provides various forms of training and development support geared both to current job skills and requirements and to employees seeking to improve their general knowledge. Employees are encouraged to communicate in all areas of job interest, in a timely fashion, to their immediate supervisor, who in turn shall report said communication to his or her supervisor. Upon retirement or separation of employment with Citrus Heights Water District, an exit interview may be prepared consistent with the protocol above as reasonably practical and maintained in the employee’s personnel file.

Promotions generally result in an increase of responsibility within a category of jobs (e.g., from Water Distribution Operator II to Water Distribution Lead Worker/Operator) or to another job category, or to another department. Promotions are not automatic when an individual reaches the top of his/her salary range. Promotions may be made from the existing work force providing an employee is qualified to fill the position. Employee performance evaluations, interviews, and supervisor and management observations will provide the primary source to determine job suitability. A District employee who promotes to a higher position will be subject to a promotional probationary period in conjunction with District policy.

4701.00 SAFETY OFFICER

One (1) Regular employee of the District will be designated in writing by the General Manager to perform, as a collateral duty, the duties of Safety Officer.

The overall duty of the Safety Officer shall be to help the District achieve the greatest practical degree of freedom from injuries / illnesses and to insure that every employee is provided safe and healthful working conditions, free from recognized hazards. Responsibilities for the Safety Officer shall be as set forth in the District's Injury and Illness Prevention Program (IIPP) (see Policy 4702), Return to Work Program (see Policy 4730) and other responsibilities and duties as assigned from time to time by the General Manager. The Safety Officer will serve as the Team Lead of the District's Loss Prevention Program.

Safety Officer will have increased responsibilities for which the designated employee (other than the General Manager) shall receive a 5% Safety Officer Training/Coordinator Premium.

4702.00 INJURY AND ILLNESS PREVENTION

It is the policy of Citrus Heights Water District to achieve the greatest practical degree of freedom from accidents and to insure that every employee is provided safe and healthful working conditions, free from recognized hazards. To this end, the District shall institute and maintain an Injury and Illness Prevention Program (IIPP) based on the model IIPP program provided by the Association of California Water Agencies - Joint Powers Insurance Authority (ACWA-JPIA). The IIPP shall be reviewed annually and updated as necessary.

Injuries are costly to the individual worker, often significantly changing the employee's future or impairing the security of the employee's family. They are also costly to the District, both directly and indirectly, with indirect costs often being much higher than the direct costs. It is the firm and continuing policy of the Board of Directors that industrial accidents shall be significantly reduced or eliminated with the use of reasonable administrative procedures, engineering controls and by the aggressive promotion of safe work practices within the District.

Each employee has a responsibility to themselves for their own safety, as well as a responsibility to their family, to their fellow workers, to their community, and to their employer in the performance of their duties. Therefore, employees shall be expected to observe safety practices, rules, and operating procedures, as well as instructions relating to the efficient performance of their work. Optimum safety and efficiency in District operations is reached only when all employees are keenly alert and safety conscious.

4702.10 Safety Committee

The District shall establish a Safety Committee to support the Injury and Illness Prevention Program and to ensure that employees are provided safe and healthful working conditions, free from recognized hazards.

4702.11 Composition

The Safety Committee shall be composed of the following five (5) members:

1. The District's Safety Officer shall serve as the Chair of the Safety Committee.
2. One (1) representative from Administrative Services shall be selected by the General Manager to serve a two-year term. Serving consecutive terms shall be avoided when possible and practical.
3. Two (2) representatives from Operations shall be selected by the General Manager to serve a two-year term. Serving consecutive terms shall be avoided when possible and practical.
4. One (1) representative from Engineering shall be selected by the General Manager to serve a two-year term. Serving consecutive terms shall be avoided when possible and practical.

4702.12 Coordination and Responsibilities

The Safety Committee meets monthly. The meeting date, time and place will be determined by the Safety Committee members and coordinated by the Safety Officer as the presiding member.

The Safety Committee's primary responsibility is to review all reports of incidents or accidents submitted to the Safety Officer, determine cause and recommend actions to be taken to eliminate hazards or educate/train employees on safe work practices and techniques. The Safety Committee will conduct inspections of District facilities at least once a year, to document hazards, and recommend actions needed to eliminate or minimize the risk to employees. In addition, the Safety Committee will prepare written records of the safety committee meetings, review results of the periodic scheduled inspections, review investigations of accidents and exposures and make recommendations to management for the prevention of future incidents, investigate alleged hazardous conditions, and evaluate employee safety suggestions and make recommendations to the General Manager for action by the Board of Directors.

4703.00 INJURY AND ILLNESS REPORTING

All job-related injuries and illnesses, regardless of severity, must be reported immediately to the affected employee's supervisor, the Safety Officer, the designated Human Resources staff and the General Manager in order to provide prompt and trained evaluation and medical attention, if necessary, and to ensure accurate and timely reporting for Cal-OSHA and Worker's

Compensation Insurance. Additional procedures for reporting and actions to be followed by the affected employee, the employee's supervisor and other District staff are contained in the District's Injury and Illness Prevention Program and Return to Work Program (see Human Resources Policy 4730).

The District retains the right to exclude from the workplace employees exhibiting an illness or injury. Non-exempt employees who are excluded from the workplace for exhibiting an illness or injury may be entitled to reporting time pay.

4710.00 SMOKING IN THE WORKPLACE

The District shall provide a smoke free workplace. Smoking (including e-cigarette use or vaping) is not permitted at any location where employees, customers and the public may be exposed to secondhand smoke, including:

- In District buildings.
- Within 20 feet of District building exterior doors, operable window openings, or heating/air conditioning units, or within 20 feet of a walkway used for entering or passing between District buildings.
- In District vehicles.
- At District groundwater well sites.

4730.00 RETURN TO WORK PROGRAM

In an effort to minimize serious disability due to on-the-job injuries and to reduce workers' compensation costs, the District will develop and maintain a Return to Work Program. This policy is consistent with the District's responsibilities under the Fair Employment & Housing Act to provide reasonable accommodations to persons with disabilities.

The Program will consist of a team effort made by supervisors, representatives of the District's workers' compensation insurance carrier, the medical provider, the injured employee, and other District staff. All team members are expected to assist in returning the injured employee to a productive status.

Supervisors will assist by directing the employee to appropriate care and assisting in proper reporting of the injury while maintaining regular, substantive communication with the injured employee. They will also assist in arranging work that meets modified work restrictions, as needed, to reduce lost time. The District will work with the representatives of the District's workers' compensation insurance carrier to assist with determining the employee's ability to return to work in accordance with medical recommendations.

4730.01 District Responsibilities

The District shall be responsible for developing and maintaining the Return to Work Program, including any procedures and forms necessary to administer the Program, and providing information to employees regarding the Program.

4730.02 Employee Responsibilities

The injured employee shall be responsible for cooperating with and communicating with his or her supervisor and other District staff, the physician that is treating his or her injury and the District's workers' compensation insurance carrier, to support efforts to assist the employee in returning to productive work as soon as possible.

4740.00 REASONABLE ACCOMMODATION

It is the policy of the District not to discriminate against any qualified person on the basis of mental or physical disability. If an employee needs a reasonable accommodation, the employee should personally notify the General Manager, orally or in writing, as soon as possible.

Reasonable accommodation may include such things as modifications to the work environment, purchase of auxiliary aids, structural accessibility changes in the workplace, modified schedule, and temporary leave from work; however, the District is not required to alter the job duties of the employee's position or provide a reasonable accommodation that would cause an undue hardship to the District.

While temporary light duty may be an appropriate accommodation, the District is not required to permanently alter the essential duties of the employee's position.

4740.10 Interactive Process

Upon receiving a request for accommodation, the District will engage in a reasonable, interactive process with the employee to ascertain whether the employee is a qualified individual with a disability and, if so, whether any reasonable accommodations are available to permit the employee to perform the essential job duties of employee's position. (The District can also independently commence the interactive process with an employee if it acquires information to suggest that the employee needs a reasonable accommodation in the workplace). The District welcomes the employee's input in this process and will consider any and all suggestions for reasonable accommodations. The District retains the ultimate discretion to determine whether to provide a reasonable accommodation and, if so, which one to provide. In connection with a request for a reasonable accommodation, employees may be required to provide supporting medical documentation, which will be kept by the District in a confidential medical file.

4800.00 EMPLOYEE SEPARATION

4800.01 Categories of Separation

When employees leave the District, they will be assigned to the following categories of separation:

- A. Resignation: A voluntary separation, including:
 - Resignation with or without notice.
 - Failure to return from a leave of absence.

- Failure to return from a reduction-in-force upon recall.

Employees who resign are required to file a written statement of voluntary resignation with the Human Resources Specialist.

- B. Release: A separation in which the employee is removed from the payroll for non-disciplinary purposes. Releases may result from the employee:
 - Not being qualified for the type of work assigned and no other work is available.
 - Due to a reduction in the District work force.
 - Inability to perform essential job functions with or without a reasonable accommodation.
 - For other reasons that are typically not the fault of the employee.
- C. Deceased: The death of an employee in active employment.
- D. Retirement: A voluntary separation which usually includes qualification for benefits under the District's retirement plan.
- E. Discharge: A separation in which the employee is dismissed and removed from the payroll for violation of District Standards of Conduct, safety regulations, or unsatisfactory job performance for which the employee is at fault.

4800.02 Notice to Employee

The District shall provide employees with written notice of separation of employment from the District.

4810.00 LAYOFF OR REDUCTION OF WORK FORCE

The District expects to maintain steady employment for each employee. However, circumstances may require adjustments in personnel by means of a reduction of work force. Before competent employees are separated due to lack of work, every effort will be made to reassign them to another position within the District (see also Policy 4513).

4810.01 Procedure

If the number of employees must be reduced, the reduction will occur beginning with Temporary Employees.

Further reductions will be based on operational needs and performance history. Within a given classification where the number of positions is being reduced, layoffs among incumbents will be determined based on operational need (e.g. required skill sets and certifications) and performance history over a period not to exceed the prior five (5) years.

The District reserves the right to retain certain Regular Employees without regard to duration of District employment because of the employee's special knowledge, skill, training, or experience.

Employees will receive at least ten (10) working days' written notice from the General

Manager if they are to be released due to a reduction of work force. At the General Manager's discretion, the affected employee(s) may be placed on paid administrative leave for some or all of the notice period. Employees will receive payment for accrued Annual Leave, Management Leave and Compensatory Time-Off due to a reduction of work force. Payment will be made at the time of the final paycheck.

Employees will be placed on a recall list for twelve (12) months following separation due to reduction in work force. Recall from the list will be based on first operational need, and then performance history. Any former employee on the recall list who retires while on the list remains eligible for recall, but would have to comply with applicable CalPERS requirements if recalled to active service.

4820.00 CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CalPERS)

4820.01 Membership

The District is a member of the Public Employees' Retirement System of the State of California (CalPERS) and membership is governed by CalPERS eligibility regulations.

4820.02 Retirement and Other Benefits for CalPERS Members

Requirements for vesting in the CalPERS retirement system, service retirement or disability retirement, death benefits and other CalPERS benefits are set forth in the District's contract(s) with CalPERS and by regulations and procedures established and enforced by CalPERS. Employees are encouraged to visit the CalPERS website, my.calpers.ca.gov, for more information about their CalPERS retirement options and benefits or to contact the General Manager for more information about CalPERS benefits.

4820.03 Separation of Employment

Upon separation of employment, an employee will have various options regarding their CalPERS contributions and status depending upon their years of service and vesting in the CalPERS retirement system. Employees are encouraged to visit the CalPERS website, my.calpers.ca.gov for more information regarding their options upon separation of employment or to contact the General Manager for more information.

4820.04 Employee CalPERS Contributions

Requirements for employee contributions toward their CalPERS retirement benefit are set forth in the District's contract with CalPERS and by regulations and procedures established and enforced by CalPERS.

4820.05 District CalPERS Contributions

Requirements for District contributions toward employees' CalPERS retirement benefits are set forth in the District's contract with CalPERS and by regulations and procedures

4820.06 Disability Retirement Determination-Delegation to General Manager

Under Government Code Section 21150, before an employee seeking disability retirement (including industrial disability) may have their application approved by the California Public Employees' Retirement System (CalPERS), the District Board of Directors must make determinations, based on medical evaluations (either through a Qualified Medical Examiner report, through the Workers Compensation process, or a Fitness for Duty evaluation) that the employee can no longer perform their essential job duties with or without a reasonable accommodation due to a disabling condition.

Pursuant to Government Code Section 21173, the governing body of a contracting agency may delegate the authority to make such disability determination to the General Manager. The District Board of Directors hereby delegates to the General Manager the authority to a) make applications on behalf of the District, pursuant to Government Code Section 21152 for disability retirement of any employee, and b) under Government Code Section 21156 as to whether such disability is industrial and c) to certify such determination and provide any other necessary and required information to CalPERS. In making such determinations, the General Manager shall rely upon the medical recommendations of a qualified medical examiner, treating physician or the fitness for duty evaluator.

4830.00 INSURANCE BENEFITS FOR RETIREES RETIRING BETWEEN JUNE 3, 1992 AND MARCH 19, 1996

Subject to the eligibility requirements and levels below, and subject to the retired employee's enrollment in Medicare upon reaching eligibility for such benefits, the District provides the following retiree health insurance benefits. Except as otherwise required by law, no particular form or level of insurance benefit is guaranteed, but rather is subject to the discretion of the Board of Directors as it may direct from time to time.

4830.01 20 Year Service

Retired employees with twenty (20) years of employment by the District are provided with health insurance of the District's choice at District expense upon retirement for the retiree if requested.

4830.02 25 Year Service

Retired employees with twenty-five (25) years of employment by the District are provided with health insurance of the District's choice at District expense for the retiree and his/her spouse/dependents if requested.

Retired employees with twenty-five (25) years of employment by the District who either have no spouse/dependents or do not desire coverage for same may elect the insurance benefit applicable for thirty (30) year service.

4830.03 30 Year Service

Retired employees with thirty (30) years of employment by the District are provided with

health, dental, and vision insurance of the District's choice at District expense. Spouse/Dependents of a retired employee with thirty (30) years of employment by the District are provided with health and dental insurance at District expense.

4830.04 Basis for Calculating Length of Employment

For the purpose of calculating length of employment to determine insurance benefits for retirees, total employment by the District, whether as a Regular or Probationary employee, will be the base. Such employment need not be continuous.

4830.20 Application of Policy

This policy shall continue to apply to retired employees for whom this policy was in effect upon their retirement.

Employees that retire after the amended date above are subject to the provisions of Insurance Benefits for Retirees Policy 4831.

4831.00 INSURANCE BENEFITS FOR RETIREES

For employees hired prior to January 31, 2019 who have not opted into the District's health reimbursement account benefit program, the District will participate in the cost of health, dental and vision insurance coverage for retired employees and their qualified spouse, registered domestic partner, and dependents based upon length of employment with the District. Employees hired on or after January 31, 2019 will have the option of the District's health reimbursement account benefit, but no other retiree insurance benefits under this Policy.

4831.10 Length of Employment And Eligibility

For the purpose of calculating the length of employment to determine the District's participation in the cost of insurance benefits for retirees, total employment calculated/credited by PERS as years of service as an employee of Citrus Heights Water District shall be the basis and shall not include credit for years of service attributed to accrued sick leave or credit for purchased years of service time. Such employment shall be cumulative and need not be continuous. No credit will be provided for employment with the District in a Temporary capacity.

Employees must have been employed by the District for a minimum of twenty (20.00) years to qualify for benefits under this Policy and must enroll in Medicare/utilize Medicare as primary upon reaching Medicare eligibility. Employees retiring from the District with less than twenty (20.00) years of service do not qualify for benefits under this Policy.

4831.20 Application of Policy

This policy shall apply to employees retiring from the District following the date of its adoption, March 19, 1996.

Insurance benefits afforded to employees that retired prior to the adoption of this policy shall continue to be governed by the policies, terms, or conditions existing at the time of said prior retirements (see Policy 4830).

4831.30 Qualification of Spouse/Registered Domestic Partner/Dependents

The spouse, registered domestic partner and/or dependents of the employee as of the date of retirement from the District are eligible to participate in the benefits of this Policy. A spouse, registered domestic partner and/or dependents added after retirement are not eligible for participation. Qualified dependent children are eligible to participate up to the age limits as defined by state and/or federal health care regulations.

4831.40 Selection of Benefits

A retiree can choose either to obtain health, dental and vision insurance on their own for themselves and their qualified dependents or, at the time of retirement, the retiree and each dependent covered under the District's insurance plans, while the retiree was on active status, will be offered the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) option to continue health insurance coverage under the "qualifying event" provision as set forth in the law.

Retirees or their surviving dependents, as defined in Section 4831.30 of this policy, shall be eligible to receive reimbursement from the District in an amount not to exceed the maximum District financial participation shown in Section 4831.50 of this Policy.

Reimbursement shall be made only upon presentation of written proof of coverage and proof of payment in a form acceptable to the District. Written proof of coverage must be provided to the Human Resources Department at the beginning of each calendar year before any reimbursement will be issued for the remainder of that year.

4831.50 District Participation

The District's financial participation under this Policy is dependent upon the length of employment with the District as follows:

Length of Employment	Maximum Monthly District Participation
20.00 years	\$395.00
25.00 years	\$442.00
30.00 years	\$495.00

No credit, cash back refund, or other consideration will be provided for any unused portion of the maximum District participation.

The Maximum Monthly District Participation shall be amended as of and effective January 1 of each year by the percent change in the Consumer Price Index for All Urban West Consumers (CPI-U) averaged over the first six months (January to June) unless otherwise determined by the Board of Directors. Said amendments shall be rounded up to the nearest whole dollar amount.

Unless otherwise directed by the Board of Directors, the monthly amount of reimbursement received by eligible retirees will be increased by any increase pursuant to the paragraph above, but will not be reduced by a decrease in the Maximum Monthly District Participation amount.

The District shall report contributions and make withholdings from contributions in accordance with applicable requirements of the Internal Revenue Service, the California State Franchise Tax Board and any and all other legal requirements. Retirees bear sole responsibility for the tax consequences of District contributions.

4831.85 Death of Retiree

In the event of a retiree's death, a surviving qualified spouse, registered domestic partner, and/or dependents may choose to continue to participate in the benefits of this Policy. A spouse that remarries or a registered domestic partner that enters into another domestic partnership or marries is no longer eligible for participation.

4831.86 Death of Qualified Employee

In the event of the death, prior to retirement, of a District employee who otherwise has met the length of employment requirements necessary to qualify for insurance benefits for retirees, the surviving spouse, registered domestic partner and/or dependents may choose to participate in the benefits under the terms of this Policy.

4831.90 Amendments

The District reserves the right to amend or discontinue this Policy at its sole discretion at any time.

4901.01 EMPLOYEE BUSINESS EXPENSES

Request for travel advances are to be submitted on the appropriate form for review and approval by the General Manager. District vehicles shall be used for travel by vehicle unless a District vehicle is not available. Reimbursement for the use of personal vehicles for District business-related travel shall be approved in advance in writing by the employee's immediate supervisor only in circumstances where a District vehicle is not available. Before an employee can use his or her own vehicle for District business, the employee must have proof of insurance on file with the District, and personal vehicles are not permitted to be used in District business beyond a three hundred fifty (350) mile radius.

Spouses and dependents may accompany the employee on such trips, subject to General Manager approval, provided that their expenses are fully paid for by the employee.

Payment or reimbursement for actual and necessary expenses is obtained by submitting an expense reconciliation form with appropriate receipts to the General Manager for review and approval. Normally, expenses in excess of \$50.00 will be paid by check.

Business expenses advanced by the District for educational and training functions that are not attended by the employee other than due to circumstances beyond their control and for which a

refund or credit cannot be obtained shall be promptly reimbursed to the District by the employee within thirty (30) days of the date of said function.

4901.02 EMPLOYEE MEAL EXPENSES

Meal reimbursements shall be allowed for employees authorized to work at night or on weekends beyond normal working hours. Authorized work must extend beyond normal working hours for more than two (2) hours to qualify for meal allowance. Employees shall receive a Half-Day per diem as noted below in such event.

Employees may claim reimbursement for meals when traveling on official business or attending a pre-approved seminar, conference, or meeting. Per diem reimbursements for approved events, not to exceed the limits detailed below, can be obtained by submitting a reconciliation request form to the General Manager for review and approval.

Half Day event \$45.00

Full Day Event \$90.00

Employees shall generally not receive the above per diem if meals are provided as an accompaniment to registration. However, if an employee is unable to utilize the provided meal, he or she may receive a half-day or full day per diem as applicable. Any request for per diem shall indicate the District-related reason for not enjoying the provided meal

4901.03 OTHER EMPLOYEE EXPENSES

Incidental employee expenses totaling \$50.00 or less shall be considered for reimbursement from the Petty Cash fund upon request and approval by the General Manager or his/her designated representative, based on presentation of appropriate receipts. Normally, expenses in excess of \$50.00 will be paid by check.

4911.00 DISTRICT VEHICLE AND EQUIPMENT ASSIGNMENT AND USE

The District will provide vehicles and equipment for use on District business on an as needed or required basis. Employees operating District vehicles and equipment are responsible for their safe operation in accordance with the law. Since most job classifications require daily or periodic operation of District vehicles, employees are required to be in possession of a valid California Driver's License for the class of vehicle being operated. The revoking, suspension, or restriction of that license for any reason by the State of California, or a driving record unacceptable to the District for any reason, may be sufficient cause for reclassification or disciplinary action. Satisfaction of traffic citations is the employee's responsibility.

4911.10 Assignment

The Operations Manager shall maintain a list of all vehicle and equipment assignments.

Only employees designated by the General Manager, Assistant General Manager or Operations Manager will be allowed to take vehicles and equipment home after working hours.

Use of the District vehicle for driving to and from work by the employee constitutes

Personal Use of Company Automobile (PUCA) as defined by the Internal Revenue Service (IRS). As such, the PUCA benefit shall be accrued to the employee at the current daily rate prescribed by the IRS based on the requirements of the commuting rule.

Employees that are assigned vehicles for work-to-home use must reside within 20 miles of the District headquarters; unless otherwise approved by the General Manager.

On occasion, overtime is necessary to accommodate the needs of the District. This may cause a separation of working hours when regular working hours and overtime hours are not continuous. In these cases, a District vehicle may be assigned for the duration of the irregular work hours by obtaining prior approval of the employee's supervisor. The use of a District vehicle by an employee meeting this criterion shall be on a controlled basis, and shall be monitored by the appropriate supervisor.

4911.20 Vehicle and Equipment Use

District vehicles and equipment shall be operated only in the course of District business unless otherwise approved by the supervisor.

4911.30 Vehicle and Equipment Identification

District vehicles and equipment, except those assigned to exempt employees, shall have a District logo and vehicle identification number permanently affixed. District vehicles assigned to exempt employees shall have a vehicle identification number permanently affixed and may be provided with removable magnetic logos for use at the discretion of the exempt employee.

4911.40 Vehicle and Equipment Inspections

All District vehicles and equipment shall be inspected weekly. Inspections shall be performed and documented by employees at the direction of the Operations Manager. Inspection reports shall be reviewed by the Operations Manager and maintained by the Safety Officer.

4911.50 Traffic Accident Procedure

When an employee is involved in a traffic accident while operating a District vehicle or District equipment, he/she must immediately notify his/her supervisor, the Assistant General Manager or the General Manager. The employee shall not discuss the accident with anybody but law enforcement officers, a District supervisor or the District's insurance representative. Care should be taken to preserve any evidence and to obtain witnesses.

All vehicles shall be equipped with an accident report packet supplied by the District's liability insurance carrier for use and reference in the event of a traffic accident.

4912.00 PARKING

To courteously serve the District's many visitors, parking should be readily available to the public in the parking lot immediately adjacent to the District's Administrative Office. Employees

shall refrain from parking in this area.

Employees shall park in designated employee parking areas or along the public street. Parking shall be at the employee's risk.

Individual parking locations will be designated by the Operations Manager based upon job class and seniority.

4930.00 COMPUTER USE AND INTERNET ACCESS

4930.01 Definitions

For purposes of this policy the following definitions shall apply:

Electronic Communications shall mean and include the use of information systems in the communicating or posting of information or material by way of electronic mail (e-mail), bulletin boards, Internet, or other electronic tools.

Information Systems shall mean and include computers, network, servers and other similar devices that are administered by the District. "Networks" shall mean and include video, voice and data networks, routers and storage devices.

4930.02 District-Maintained Systems

Information systems are maintained by the District to facilitate District business. Therefore, all information sent, received, composed and/or stored on these systems is the property of the District. Access to information systems and electronic communications at the District is a privilege, not a right, and must be treated as such by all employees. All employees must act honestly and responsibly to maintain the integrity of these systems. All employees must respect the rights of all pertinent license and contractual agreements related to District information systems. All employees shall act in accordance with these responsibilities, and the relevant local, state and federal laws and regulations. Failure to so conduct oneself in compliance with this Policy may result in disciplinary action.

4930.03 Privacy Not Guaranteed

All employees should have no expectation of privacy while using the District's electronic communications and/or information systems. The District reserves the right to access, at any time; an employee's electronic mail (e-mail) messages (outgoing and incoming), databases, word-processing, spreadsheet documents and all other forms of files created or stored using the District's electronic communications and/or information systems. Therefore, an employee's outgoing e-mail message must not indicate to the recipient that his/her incoming mail will be confidential or private. The existence of a password on the system is not intended to indicate that messages will remain private, and all employees must make passwords known to the District's General Manager and other District employees as designated by the General Manager. Failure to notify the General Manager and other designated employees of passwords or password changes may result in disciplinary action.

4930.04 Misuse of Systems

Misuse of District's electronic communications and information systems is prohibited and is subject to disciplinary procedures. Misuse includes, but is not limited to, the following:

- A. Attempting to modify or remove computer equipment, software, or peripherals without proper authorization.
- B. Accessing without proper authorization computers, software, information or networks.
- C. Taking actions, without authorization, which interfere with the access of others to information systems.
- D. Circumventing log-on or other security methods.
- E. Using information for illegal or unauthorized purposes.
- F. Personal use of any District information systems or electronic communications for non-District consulting, business or employment.
- G. Sending fraudulent electronic communications.
- H. Using electronic communications to harass or threaten other users.
- I. Violating any state or federal law or regulation in connection with use of any information system.
- J. Personal use of any District system to access, download, print, store, forward, transmit or distribute obscene material.
- K. Violating any software license or copyright, including copying or redistributing copyrighted software, without the written authorization of the software owner.
- L. Reading other users' information or files without permission.
- M. Forging, fraudulently altering or falsifying, or otherwise misusing District records.
- N. Launching a computer worm, computer virus or other rogue program.
- O. Downloading or posting illegal, proprietary or damaging material to a District computer.
- P. Transporting illegal, proprietary or damaging material across a District network.

4930.05 Harassment and Discrimination

Messages on the District's voice mail and electronic mail (e-mail) systems are subject to the same policies regarding harassment and discrimination as are any other workplace communication. Offensive, harassing or discriminatory content in such messages may result in disciplinary action.

4931.00 VOICE MAIL AND ELECTRONIC MAIL

4931.01 District-Maintained Systems

Voice mail and electronic mail (e-mail) systems are maintained by the District to

facilitate District business. Therefore, all messages sent, received, composed and/or stored on these systems are the property of the District.

4931.02 Voice Mail

Voice mail greetings and messages, whether on the District's office telephone system or on individually-assigned cellular telephones, are reflections of the professionalism of the District and is part of the District's service to its customers. As such, greetings and messages on voice mail shall be professional and courteous. Employees are expected to check their voice mail boxes on at least a daily basis, and change their greeting as necessary to let callers know when voice messages may not be retrieved promptly, such as when the employee is going on leave or training away from the office.

4931.03 Electronic Mail

Electronic mail, also referred to as "e-mail", should reflect careful, professional and courteous drafting, particularly since it is easily forwarded to others and may be subject to disclosure through a Public Records Act request. Be careful about attachments and broad publication of messages. Copyright laws and license agreements also apply to e-mail. Employees with assigned e-mail accounts are expected to check their e-mail on at least a daily basis, and to reply promptly to inquiries and requests received via e-mail.

4931.04 Personal Use Limitations

Voice mail and electronic mail systems are to be used by employees in conducting District business and are not for employees' personal use. The District understands that, on occasion, immediate family members may need to leave messages on the voice mail or e-mail system for an employee, and is willing to accommodate such incidental personal use to a limited degree. However, personal use of the voice mail or e-mail system that interferes with an employee's work performance or otherwise violates District policy may result in disciplinary action.

4931.05 Privacy Not Guaranteed

The District reserves the right to access an employee's voice mail (outgoing and incoming) and e-mail messages at any time. Therefore, an employee's outgoing voice mail message must not indicate to the caller that his/her incoming message will be confidential or private. The existence of a password on either system is not intended to indicate that messages will remain private, and all employees must make passwords known to the District's Assistant General Manager and other District employees as designated by the General Manager. Failure to notify the Assistant General Manager of passwords or password changes may result in disciplinary action.

4931.06 Erasure Not Reliable

Employees should be aware that even when a message has been erased, it still might be possible to retrieve it from a backup system. Therefore, employees should not rely on the erasure of messages to assume a message has been removed.

4931.07 Message Access

Messages on the voice mail and e-mail systems are to be accessed by the intended recipient and by others at the direct request of the intended recipient. However, the District reserves the right to access any and all messages on both systems at any time. Any attempt to block District access to messages, or to gain unauthorized access to messages on either system, may result in disciplinary action.

4931.08 Harassment and Discrimination

Messages on the District's voice mail and e-mail systems are subject to the same policies regarding harassment and discrimination as are any other workplace communication. Offensive, harassing or discriminatory content in such messages may result in disciplinary action.

4932.00 MOBILE DEVICES

Mobile devices, including but not limited to; cellular telephones, smartphones, or laptop/tablet computers, are important tools for the District. However, mobile devices also represent a significant risk to data security as, if the appropriate security applications and procedures are not applied, they can be a channel for unauthorized access to the District's data and Information Technology infrastructure. This can subsequently lead to data leakage and system infection. The District has a requirement to protect its information assets in order to safeguard its customers, property and reputation. This policy outlines a set of practices and requirements for the safe use of mobile devices and applications.

4932.01 Issuance of District Mobile Devices

District mobile devices will be issued to District employees as determined by the General Manager or his/her designee to facilitate the conduct of District business. Employees that are issued District mobile devices are responsible for care of the device and keeping it secure from theft or loss. Loss of, or damage to, a District mobile device shall be reported immediately to the General Manager or his/her designee. Employees may be liable for reimbursement for equipment issued to them that is lost or damaged. Issued equipment shall remain the sole property of the District and shall be subject to inspection and/or monitoring (including related records, phone logs, text messages, and internet usage logs) at any time. Employees in possession of District equipment are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the equipment for return or inspection. Employees unable to present the device in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement.

Exempt employees, including Department Managers and Supervisors, may have the opportunity to use their personal devices for work purposes when authorized by the employee and the District. If the exempt employee chooses to use his/her District sanctioned personal cellular telephone he/she will receive a stipend amount as listed in District Policy 4101.A2 Other Compensation.

4932.02 Use of District Mobile Devices

The use of District mobile devices is intended for official District business. While it is understood that the use of District mobile devices for personal reasons is necessary on occasion, this privilege must not be abused and time spent in making or receiving such calls shall be kept to a minimum. Personal use of a District mobile devices that interferes with an employee's work performance or otherwise violates District policy may result in disciplinary action. Personal toll/long-distance calls or personal use of other services that result in additional charges shall be reported to the General Manager or his or her designee in writing. Personal use charges shall be reimbursed to the District by the employee that incurred the charges within 20 calendar days of presentation of the receipt that contains the personal use charges.

4932.03 Mobile Device Usage While Driving or Operating Equipment

The use of mobile devices, both those issued by the District and personal mobile devices, while driving or operating motorized equipment on District business and/or District time is considered a dangerous distraction and is prohibited. Calls may be answered by passengers; and if a discussion is necessitated between the driver and caller, the driver must pull over to a safe area off the road to take part in the discussion. If driving alone, the driver may pull over to a safe area off the road to respond to the call or message. Under no circumstances may a driver initiate a cellular phone call while driving a vehicle or operating motorized equipment during the course of business or on District time. An exception may be made if the driver has or vehicle is equipped with a Bluetooth or hands free device.

4932.04 Privacy Not Guaranteed

The District reserves the right to access an employee's cellular telephone voice mail (outgoing and incoming) messages at any time. Therefore, an employee's outgoing voice mail message must not indicate to the caller that his/her incoming message will be confidential or private. The existence of a password on the cellular telephone voice mail system is not intended to indicate that messages will remain private, and all employees must make passwords known to the District's General Manager and other District employees as designated by the General Manager. Failure to notify the General Manager, or designee of passwords or password changes may result in disciplinary action.

4932.05 Message Access

Messages on the voice mail and e-mail systems are to be accessed by the intended recipient and by others at the direct request of the intended recipient. However, the District reserves the right to access any and all cellular telephone voice messages at any time. Any attempt to block District access to messages may result in disciplinary action.

4932.06 Personal Cellular and/or Wireless Devices

Excessive use of cellular/wireless devices during the work day, regardless of the phone or device used can interfere with employee productivity and be distracting to others. During

paid work time, employees are expected to exercise the same discretion in using personal cellular/wireless devices as is expected for the use of any District telephone or computer. Cellular phones may not be used at any work site where the operation of the phone is or may be a distraction to the public or other employees.

4940.00 REASONABLE SUSPICION ALCOHOL AND DRUG TESTING
 PROCEDURES

It is the policy of the District to establish and maintain a safe and healthy workplace for all District employees that is free of any adverse effects on job performance caused in any way by the use or presence of drugs or alcohol. Additionally, this policy is intended to inform employees that assistance toward rehabilitation is available if an employee needs help in overcoming addiction to, dependence upon, or problems related to the abuse of drugs or alcohol.

Involvement with drugs and alcohol, both on and off the job, takes a toll on individual job performance and employee safety. Impacts of substance abuse include higher health benefits usage and workers' compensation claims, increased safety and liability risks, and diminished productivity and quality of work. The District's goal is to prevent or reduce these and other negative effects associated with substance abuse. This policy will serve to establish prohibitions against conducting District business or representing the District while under the influence of drugs or alcohol. Violation of this policy may result in disciplinary action up to and including termination.

Definitions

- Alcohol means any alcohol or alcoholic beverage as defined in the California Business and Professions Code Sections 23003 and 23004.
- Controlled Substance means alcohol, an illegal drug (under either California or federal law) or a drug which is defined as a controlled substance under federal law, such as cannabis, or an immediate precursor thereto.
- Conviction means a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal and state criminal statutes.
- Drug means any drug, including, but not limited to, an illegal drug, a controlled substance or a prescription or over-the-counter drug (legal drug) which is listed in any schedule in Sections 11054, 11055, 11056, 11057, or 11058 of the California Health and Safety Code.

–Illegal drug means any drug or immediate precursor which is specified or referenced in any provision of the California Uniform Controlled Substance Act (Division 10 of the Health and Safety Code) which may subject an individual to criminal penalties, or a legal drug which has not been obtained legally, is being used by an individual for whom it was not prescribed, or is not being used in a manner, combination, or quantity for which it was manufactured, prescribed, or intended.

–Legal drug means any over-the-counter or prescription drug which has been obtained

legally and is being used in a manner, combination, and quantity for which it was manufactured, prescribed, or intended.

- Drug-Free Workplace means a site for the performance of work in which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.
- District Business means duties that are performed by an employee for the District, whether on or off District premises, including, but not limited to, events at which an employee represents the District in his/her official capacity and occasions when an employee uses property such as a vehicle owned by the District.
- Substance Abuse means the improper use of controlled substances or any other substance (including legal drugs) that impairs an employee's ability to safely and effectively perform the functions of a particular job.
- Under the Influence means an employee has a measurable amount of a controlled substance in his/her body or is exhibiting negative symptoms of use of a controlled substance or legal drug.

It is the policy of the District that:

- An employee performing District business shall not be under the influence of a controlled substance, or under the influence of a legal drug which interferes with the employee's ability to safely and effectively perform his/her duties.
 - An employee's job performance or safety shall not be jeopardized in any way because another employee is conducting District business under the influence of a controlled substance.
 - An employee shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.
 - An employee shall not possess or consume an open container of alcohol or an illegal drug on District premises.
 - An employee shall not allow an open container of alcohol or an illegal drug to be placed or carried in an District vehicle or in any vehicle over which an employee has control while conducting District business.
 - An employee shall not sell, offer, or provide an illegal drug to another person while conducting District business.
 - District prohibits the consumption of alcohol by employees while conducting District business, whether or not such consumption will cause the employee to be considered under the influence of alcohol. Employees representing District at social events or industry events are not prohibited from limited appropriate consumption of alcohol at those events.
 - An employee shall not test positive for a controlled substance.
- A. Application. This section applies to all District employees. Any District employees who

fall within mandatory random testing requirements of the Department of Transportation regulations will also be subject to random testing as required by law and other District Policy.

B. Notice. All employees subject to testing for controlled substances and alcohol shall be individually notified, in advance and in writing, that they are subject to reasonable suspicion and/or post-accident testing while on duty.

C. Reasonable Suspicion Testing.

1. A reasonable suspicion test must be based upon specific, contemporaneous, articulated observations concerning the appearance, behavior, speech, or body odors of the employee, or in the event an accident occurs while an employee is driving a District vehicle, where there is reasonable suspicion that the driver of the vehicle may be under the influence of alcohol or other drugs. The observations must be made immediately prior to the determination that reasonable suspicion testing is warranted.

2. The observations must be made by a supervisor and District official who has received at least one hour training in identifying indicators of probable alcohol misuse plus at least one hour training in identifying indicators of probable controlled substance use.

3. Reasonable suspicion observations must be contemporaneous, i.e., they must be made just before, during, or just after the employee's performance of job-related duties.

4. Employees for whom a reasonable suspicion determination has been made will be placed on paid administrative leave pending test results.

5. Tests based on reasonable suspicion of alcohol misuse shall be promptly administered. If the test is not given within two hours following the reasonable suspicion determination, the employer shall prepare and maintain on file a statement of the reasons the test was not promptly administered. No test based on reasonable suspicion of alcohol misuse will be given that is not within eight hours of the reasonable suspicion determination.

6. A written record of the reasonable suspicion observations, dated and signed by all employees making the observations, must be made within 24 hours or before the results of the test are released, whichever is earlier. A copy of this record will be given to the employee when the results of the test are released.

7. The supervisor and District official who are making the reasonable suspicion observations shall not conduct the test or participate in the collection or chain of custody of any specimen for testing.

8. Testing shall occur at a testing facility or laboratory that is Department of Health and Human Services certified, and comply with all laboratory analysis procedures and quality control measures set forth in the regulations applicable to DOT random testing. See 49 C.F.R., part 40.

D. Miscellaneous.

1. A refusal to test shall be deemed a positive test. "Refusal" includes but is not limited to
- Refusal to provide a urine sample
 - Inability to provide a urine sample without a valid medical explanation
 - Refusal to complete and sign the testing consent form or otherwise act to interfere with the testing or prevent completion of the test
 - Tampering with or attempting to adulterate the collection specimen or procedure

- Leaving the scene of an accident without obtaining permission from a supervisor, manager, or department director prior to the supervisor, manager, or department director making a determination whether to send the employee for post-accident testing.

2. Employees will not be docked pay nor will their leave be charged for time required to take the tests specified in this article. The employer will pay for the initial test. In the case of post-accident testing, the employee will be compensated at the appropriate rate of pay for the length of time required to complete the testing process.

3. The employee shall pay for all confirmatory testing of a split sample. In the event that the confirmatory test is negative, the employee will be reimbursed the cost of the test. The employee has the following options for payment for this test: 1) Remit payment to the District, or 2) Request a payroll deduction.

4. The District will treat all test results as confidential medical records and recognize that these records may need to be released in the course of legal proceedings.

ATTACHMENT 4001.A1 MANAGER/SUPERVISOR EMPLOYMENT AGREEMENT NEW HIRE

CITRUS HEIGHTS WATER DISTRICT

**MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT FOR
[JOB TITLE]**

This Employment Agreement effective _____, 20 pursuant to final execution by all parties, is between the Citrus Heights Water District, a public agency (“the DISTRICT”), and

_____, an individual (“EMPLOYEE”), and is intended to establish compensation, benefits, and terms and conditions of employment for [JOB TITLE]. The General Manager has the authority to employ and terminate the employment of EMPLOYEE. EMPLOYEE acknowledges that as an Executive, Manager, or Supervisor, EMPLOYEE is exempt from the Fair Labor Standards Act (FLSA). EMPLOYEE further agrees that EMPLOYEE is an at-will employee, serves at the pleasure of the General Manager, and EMPLOYEE can be terminated from employment with the DISTRICT with or without notice or cause, and with no rights of appeal. This Employment Agreement supersedes any and all written and verbal employment terms and conditions between the DISTRICT and EMPLOYEE commencing upon the effective date of EMPLOYEE's appointment to the position of [JOB TITLE].

RECITALS

WHEREAS, the DISTRICT desires to retain the service of EMPLOYEE as [JOB TITLE] [TITLE] of the DISTRICT, and EMPLOYEE consents to provide said services, subject to the terms and conditions of this Employment Agreement; and

WHEREAS, it is the desire of the DISTRICT to establish terms and conditions of employment, establish compensation and to provide certain benefits, to provide a procedure to set goals and objectives to be met, measurements thereof, to provide for a review and evaluation of performance, to provide for termination, if necessary, and to provide for other subjects related to the status of EMPLOYEE within this Employment Agreement; and

WHEREAS, the DISTRICT has determined the duties and responsibilities for this position as outlined in Exhibit A, which may be amended from time to time, attached hereto and incorporated herein by reference; and

WHEREAS, the DISTRICT has determined the salary and benefits for this position as outlined in Exhibit B, which may be amended from time to time, attached hereto and incorporated herein by reference; and

WHEREAS, it is the desire of the parties to secure peace of mind with respect to future security in the event of termination and severance of employment, as outlined in Exhibit C attached hereto and incorporated herein by reference; and

WHEREAS, EMPLOYEE desires to accept employment with the DISTRICT in the position

specified above.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. TERM. The term of this Employment Agreement shall commence on upon being executed by EMPLOYEE and approved and executed by the General Manager. The term of employment is unspecified. This Employment Agreement shall remain in effect until such time as the employment is concluded by either party in accordance with the provisions of Section 5 of this Employment Agreement.

2. AT-WILL EMPLOYMENT. EMPLOYEE acknowledges that he/she is an at-will EMPLOYEE who shall serve at the pleasure of the General Manager at all times during the period of his/her service under this Employment Agreement. The terms and provisions of the DISTRICT's personnel policies, procedures, ordinances and resolutions applicable to at-will employees shall also apply to EMPLOYEE. Nothing in this Employment Agreement is intended to, or does, confer upon EMPLOYEE any right to any property interest in continued employment, or any due process right to a hearing before or after a decision by the General Manager to terminate his/her employment, except as is expressly provided in Section 5 of this Employment Agreement. Nothing contained in this Employment Agreement shall in any way prevent, limit or otherwise interfere with the right of the DISTRICT and its General Manager to terminate the services of EMPLOYEE as provided herein. Nothing in this Employment Agreement shall prevent, limit or otherwise interfere with the right of EMPLOYEE to resign at any time from this position with the DISTRICT, subject only to the provisions set forth in Section 5 herein. This at-will Employment Agreement shall be expressly subject to the rights and obligations of the DISTRICT and EMPLOYEE, as set forth in herein.

3. DUTIES AND RESPONSIBILITIES.

(a) Duties. EMPLOYEE's duties and responsibilities under this Employment Agreement will be those assigned to the office of [JOB TITLE], as described in the job description for [JOB TITLE] position, as adopted and amended from time to time by the DISTRICT's General Manager, and such other duties and responsibilities as may be assigned in writing by the General Manager. The current job description for [JOB TITLE] is attached as Exhibit A to this Employment Agreement. By execution of this Employment Agreement, EMPLOYEE attests that he/she meets the qualifications for employment as stated in said Exhibit A.

(b) Accountability. EMPLOYEE shall provide service at the direction of and under the supervision of the General Manager. EMPLOYEE shall report directly to the General Manager and will give a report of his/her activities on a periodic basis to the General Manager.

(c) Job Position. EMPLOYEE shall serve as [JOB TITLE], and is hereby designated as a person who shall have charge of, handle and have access to the property of the District. EMPLOYEE shall be responsible to the General Manager for the proper administration of the duties and responsibilities required of [JOB TITLE].

(d) Work Hours. EMPLOYEE agrees to dedicate his/her full time and attention to the discharge of [JOB TITLE]'s duties and responsibilities and will be available to work at such

times as necessary to fully and competently perform the duties and responsibilities of [JOB TITLE], regardless of the number of hours necessary. EMPLOYEE acknowledges that the duties of [JOB TITLE] may require an average of more than forty (40) hours per week, and that some day-to-day work hours may vary. EMPLOYEE is entitled to Management Leave pursuant to DISTRICT Policy and will not otherwise be compensated for overtime hours worked or otherwise earned, or be entitled to compensatory time off for hours worked in excess of forty (40) hours per week.

(e) Other Activities. EMPLOYEE will participate in regional, community and professional activities and organizations on behalf of the DISTRICT which are in furtherance of the interest of the customers and mission of the DISTRICT.

EMPLOYEE will not engage in any conduct or other employment or business that would interfere with his/her duties and responsibilities to the DISTRICT. EMPLOYEE further acknowledges that the position of [JOB TITLE] is one requiring frequent and highly-visible contact and involvement with members of the public and the community. EMPLOYEE will not engage in any conduct within or outside the scope of his/her employment with the DISTRICT that reflects unfavorably on or discredits the DISTRICT, its Board of Directors, its General Manager or other DISTRICT employees.

Except upon the prior written consent of the General Manager, EMPLOYEE, during the term of this Employment Agreement, shall not accept any other employment, engage directly or indirectly in any other business, commercial, or professional activity (whether or not pursued for monetary advantage) that is or may be competitive with the DISTRICT, that might create a conflict of interest with the DISTRICT, or that otherwise might interfere with the business and operations of the DISTRICT. So that the DISTRICT may be aware of the extent of any other demands upon [JOB TITLE]'s time and attention, EMPLOYEE shall disclose in confidence to the General Manager the nature and scope of any other business activity in which he/she is or becomes engaged during the term of this Employment Agreement. This shall not be deemed to prohibit passive personal investments.

(f) Performance Evaluation. The General Manager shall provide EMPLOYEE with an evaluation of his/her performance annually or more frequently at the sole discretion of the General Manager. This evaluation shall detail EMPLOYEE's accomplishments and highlight areas for improvement, if any, from the last performance evaluation.

(i) Annual Written Goals and Policy Objectives. On or about the anniversary date of this Employment Agreement or on a schedule otherwise determined by the General Manager, the General Manager shall provide EMPLOYEE with a written summary of the goals he/she is to accomplish in the following calendar year and/or otherwise specified period of time. This written summary shall prioritize the goals to be accomplished and shall further state that such goals and policy objectives are to be completed within an expressed time period unless otherwise stated by the General Manager.

(ii) Rewards and Recognition. At the discretion of the General Manager, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized, contingent upon accomplishment of the goals and objectives set by the General Manager at

his/her discretion.

(g) Other Terms and Conditions of Employment. EMPLOYEE's employment also will be governed by the DISTRICT's Policies, which may be amended from time to time, and the DISTRICT and EMPLOYEE will comply with all applicable provisions of the Policies. If any term or condition of this Employment Agreement is inconsistent with or in conflict with a term or condition of the Policies, the provisions of this Employment Agreement will govern.

4. COMPENSATION AND BENEFITS. In consideration of the services to be provided by EMPLOYEE under this Employment Agreement, the DISTRICT will provide to EMPLOYEE the salary and benefits stated below. EMPLOYEE shall also be entitled to all benefits and rights afforded to other Executive / Managers / Supervisors of the DISTRICT, except to the extent provided by this Employment Agreement, and, in the case of any conflict between this Employment Agreement, and the DISTRICT'S Personnel policies, procedures, ordinances and resolutions, the terms of this Employment Agreement will prevail.

(a) Salary. During the term of this Employment Agreement, EMPLOYEE will be paid the salary as specified in Exhibit B to this Employment Agreement. EMPLOYEE may receive salary merit increases at the discretion of the General Manager; however EMPLOYEE shall not be entitled to receive any merit increases during the term of this Employment Agreement if such an increase causes EMPLOYEE's compensation to exceed the maximum of the salary range for the position. EMPLOYEE's salary shall be paid pursuant to regularly established procedures, and as they may be amended by the DISTRICT at its sole discretion. EMPLOYEE's salary will be subject to modification by: (1) the same cost-of-living increase (COLA), if any, as approved by the DISTRICT for all DISTRICT employees; by (2) the amount of any salary merit increase, which may or may not coincide with a Performance Evaluation for [JOB TITLE]; by (3) an amount determined pursuant to a total compensation survey of similar positions; or by (4) any other means as determined at the sole discretion of the DISTRICT and approved in open session at a regular public meeting of the Board of Directors.

(b) Rewards and Recognition. At the discretion of the General Manager, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized, contingent upon accomplishment of the goals and objectives set by the General Manager at his/her discretion.

(c) Benefits. EMPLOYEE shall be provided the same types of benefits afforded by the DISTRICT to other regular full-time Executive / Manager / Supervisor class employees, which now exist or hereafter may be adopted or amended in accordance with the DISTRICT Policies, except that in the event of any difference or conflict between such benefits and this Employment Agreement, the terms of this Employment Agreement will prevail.

(d) Cellular Telephone. EMPLOYEE shall receive a DISTRICT provided cellular telephone for the DISTRICT's business. The EMPLOYEE's use of, cost to and compensation for a DISTRICT cell phone, if any, are subject to the terms of DISTRICT Policy.

(e) Expenses. EMPLOYEE will be entitled to be reimbursed for the reasonable amount of his/her actual and necessary expenses incurred in carrying out his/her duties and responsibilities

as [JOB TITLE] to the extent that his expenses have been properly documented in conformance with the DISTRICT Policy and the Internal Revenue Service's requirements for an Accountable Plan.

(f) Professional Activity and Development. The DISTRICT desires EMPLOYEE to be reasonably active in national, statewide, regional and professional organizations that will contribute to EMPLOYEE's professional development and standing and that will contribute to the advancement of the DISTRICT's interests and standing. Toward that end, EMPLOYEE may, upon advance notice to and written approval by the General Manager, undertake such activities as are directly related to professional development and that advance the interests and standing of the DISTRICT. Provided however, that such activities do not in any way interfere with or adversely affect employment or the performance of his/her duties and responsibilities as provided herein. The DISTRICT agrees to reimburse EMPLOYEE's reasonable and necessary expenses for such activities, licenses, certification and/or education, upon advance notice to and written approval by the General Manager, and subject to available funds.

5. CONCLUSION OF EMPLOYMENT. This Employment Agreement may be concluded in any one of the following ways:

(a) By the DISTRICT Without "Cause." The General Manager has the authority, at his/her sole discretion, to terminate EMPLOYEE's employment with the DISTRICT without "cause" at any time.

(b) By the General Manager for "Cause." The General Manager may terminate EMPLOYEE from employment with the DISTRICT for "cause" at any time. Said termination of employment shall be for "cause" if EMPLOYEE: (i) refuses or fails to act in accordance with any legal direction or order; (ii) exhibits unavailability for service in regard to his/her employment, materially unsatisfactory performance, misconduct, dishonesty, habitual neglect of duty and responsibilities, gross insubordination or incompetence; (iii) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; or (iv) breaches any material term of this Employment Agreement.

(c) By Mutual Agreement. At any time, the parties may conclude this Employment Agreement by mutual agreement, expressed in writing.

(d) By EMPLOYEE. At any time, EMPLOYEE may conclude this Employment Agreement and retire or voluntarily resign from his/her employment with the DISTRICT by providing the General Manager with written notice. The DISTRICT shall have the option, at its sole discretion, to conclude the employment of EMPLOYEE at any time prior to the end of any notice period.

(e) Obligations at the Conclusion of Employment.

(i) The DISTRICT shall pay EMPLOYEE all compensation due and owing through the last day actually worked, including an amount equal to the regular salary, and cash value of accrued leave balances EMPLOYEE would have earned and accrued as provided by then current DISTRICT policies, or as required by State or Federal law, through the balance of the above notice period, or through the remaining balance of the Employment

Agreement if one is stated, whichever is less; the District shall pay EMPLOYEE all compensation then due and owing; thereafter, all of the DISTRICT's obligations under this Employment Agreement shall cease unless otherwise stated.

(ii) EMPLOYEE agrees that all property, including, without limitation, all equipment, tangible proprietary information, documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) created on any medium and furnished to, obtained by, or prepared by EMPLOYEE in the course of or incident to his employment, belongs to the DISTRICT and shall be returned promptly to the DISTRICT upon termination of employment except for copies of public records and notes which are in the personal custody of EMPLOYEE.

(iii) The representations and warranties contained in this Employment Agreement and EMPLOYEE's obligations shall survive the conclusion of employment and the expiration of this Employment Agreement.

(iv) Following conclusion of employment, EMPLOYEE shall fully cooperate with the DISTRICT in all matters relating to the completion of pending work on behalf of the DISTRICT and the orderly transfer of work to other employees of the DISTRICT. EMPLOYEE shall also cooperate in the defense of any action brought by any third party against the DISTRICT that relates in any way to EMPLOYEE's acts or omissions while employed by the DISTRICT.

(f) Severance Pay. In the event EMPLOYEE is terminated without "cause" or asked to resign without "cause" during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement as described in Exhibit C attached hereto, to pay EMPLOYEE a lump sum cash payment equal to three (3) months of Salary as severance pay at EMPLOYEE's rate of pay at the time of severance. Payments required under this provision shall be subject to and shall be interpreted to comply with the requirements set forth in Government Code section 53260, which limits the maximum cash settlement that the Employee may receive if the contract is terminated.

Notwithstanding the provisions of any DISTRICT policy, procedure or practice to the contrary, upon the conclusion of EMPLOYEE's employment, whether with or without cause, EMPLOYEE will not be entitled to any compensation, benefits (except COBRA or other state or Federal benefits), damages or other monetary award except as specifically authorized by this Employment Agreement.

6. INDEMNIFICATION. The DISTRICT shall defend, hold harmless and indemnify EMPLOYEE against any tort, civil rights, personnel, discrimination, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the course and scope of EMPLOYEE's performance of his/her duties and responsibilities. Such indemnity shall cover EMPLOYEE against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of

legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by EMPLOYEE. The DISTRICT may compromise and settle any such claim or suit and pay the amount of any settlement or judgment therefrom. Further, any settlement by EMPLOYEE must be made with the prior approval by the DISTRICT in order for indemnification, as provided in this Section, to be available. The DISTRICT's obligation to defend and indemnify EMPLOYEE is contingent on EMPLOYEE's cooperation with the DISTRICT, and with defense counsel. In addition, the DISTRICT's obligation is contingent on EMPLOYEE's conduct having occurred within the course and scope of his/her employment. In the event of a claim or litigation against both the DISTRICT and EMPLOYEE, the DISTRICT may retain a single legal counsel to defend both parties, unless there appears to be a conflict in the positions of the DISTRICT and EMPLOYEE. In the event that there is a conflict between the DISTRICT and EMPLOYEE, then separate counsel shall be retained for each party, and the DISTRICT shall pay for both attorneys.

7. AMENDMENTS. This Employment Agreement may be amended only by a subsequent writing approved and signed by each of the parties.

No failure to exercise and no delay in exercising any right, remedy, or power under this Employment Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, or power under this Employment Agreement preclude any other or further exercise thereof, or the exercise of any other right, remedy, or power provided herein or by law or in equity.

8. EXHIBITS. The following Exhibits, while integral to this Employment Agreement, may be modified by action the Board of Directors independent of taking action upon the entire Employment Agreement:

- Exhibit A: Job Description for [JOB TITLE]
- Exhibit B: Regular Salary Compensation
- Exhibit C: Comprehensive General Release and Severance Agreement

9. ENTIRE AGREEMENT. This writing constitutes the sole, entire, integrated and exclusive contract between the parties respecting EMPLOYEE's employment by the DISTRICT, and any other contracts, contract terms, understandings, promises or representations not expressly set forth or referenced in this writing are null and void, and of no force and effect.

10. NOTICES. Any notice or other communication under this Employment Agreement must be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to the General Manager of the DISTRICT. EMPLOYEE shall be obligated to notify the DISTRICT in writing of any change to his/her address. Notice of change of address shall be effective only when done in accordance with this Section, to the parties as follows:

DISTRICT's Notice Address:

6230 Sylvan Road
Citrus Heights, California 95610-5615 Fax: (916) 725-0345

EMPLOYEE's Notice Address:

11. WAIVER. The waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Employment Agreement will not be deemed a waiver with respect to any subsequent default or matter.

12. SUCCESSORS AND ASSIGNS. This Employment Agreement is personal to EMPLOYEE. He/she may not transfer or assign this Employment Agreement or any part of it. Subject to this restriction on transfer and assignment, this Employment Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

13. CONSTRUCTION AND INTERPRETATION. The parties agree and acknowledge that this Employment Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Employment Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Employment Agreement.

14. ACTION BY THE DISTRICT. All actions required or permitted to be taken under this Employment Agreement by the DISTRICT, including, without limitation, exercise of discretion, consents, waivers, and amendments to this Employment Agreement, shall be made and authorized only by the DISTRICT's Board of Directors or by its representative as specifically authorized in writing by the Board of Directors to fulfill these obligations under this Employment Agreement.

15. SEVERABILITY. If any provision of this Employment Agreement, or its application to any person, place, or circumstance, is held by an arbitrator or a court of competent jurisdiction to be invalid, unenforceable, or void, such provision shall be enforced, or modified at the discretion of the DISTRICT, to the greatest extent permitted by law, and the remainder of this Employment Agreement and such provision as applied to other persons, places, and circumstances shall remain in full force and effect.

16. POTENTIAL LITIGATION. The venue for any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Employment Agreement shall be in Sacramento County, California.

17. GOVERNING LAW. This Employment Agreement shall be governed by and construed in accordance with the laws of the State of California. In accordance with the provisions of

Section 53262 of the Government Code, this Employment Agreement is subject to approval or ratification in an open session of a public meeting of the Board of Directors of the DISTRICT.

18. ACKNOWLEDGMENT. EMPLOYEE acknowledges that he/she has had the opportunity to consult legal counsel in regard to this Employment Agreement, that he/she has read and understands this Employment Agreement, that he/she is fully aware of its legal effect, and that he/she has entered into it freely and voluntarily and based on his/her own judgment and not on any representations or promises other than those contained in this Employment Agreement. Therefore, the presumption that differences in interpretation shall go against the drafting party does not apply.

19. EXECUTION. The parties have duly executed this Employment Agreement as of the last date last written in the signature block below.

CITRUS HEIGHTS WATER DISTRICT

By: General Manager

Date

EMPLOYEE

By: Date

CITRUS HEIGHTS WATER DISTRICT
EXECUTIVE/ MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT
EXHIBIT A
JOB DESCRIPTION FOR [JOB TITLE]

CITRUS HEIGHTS WATER DISTRICT MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT

EXHIBIT B

REGULAR SALARY COMPENSATION FOR [JOB TITLE]

Salary:

\$ per hour
\$ bi-weekly
\$ monthly
\$ per year

The Regular Salary Range for this position is from a bi-weekly base of \$__, (\$_____ per hour) to a bi-weekly maximum of \$-__, (\$_____ per hour) pursuant to the District's Salary Schedule4101.A1.

Effective Date for Regular Salary Compensation: _____, 20____

Payroll Authorization:_____

By:

General Manager/Secretary

Date _____

CITRUS HEIGHTS WATER DISTRICT MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT

EXHIBIT C

GENERAL RELEASE POLICY

Severance Pay. In the event EMPLOYEE is terminated without “cause,” as determined by the General Manager in his/her sole and unfettered discretion, or in the event EMPLOYEE is asked to resign during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Employment Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement in the standard form signed by EMPLOYEE, to pay EMPLOYEE a lump sum cash payment equal to three (3) months of Salary as severance pay. However, if EMPLOYEE is terminated because of conviction of any criminal offense or for “cause”, the DISTRICT shall have no obligation to pay severance pay.

The Comprehensive General Release and Settlement Agreement which is a condition for this benefit shall be in a form used by the DISTRICT at the time of employment severance. The form Comprehensive General Release and Settlement Agreement may change from time to time, depending upon changes in practices or law. The Comprehensive General Release and Settlement Agreement and compliance with its terms shall not be construed as an admission by the DISTRICT of any liability whatsoever, or as an admission by the DISTRICT of any violation of the rights of EMPLOYEE or any other person or violation of any order, law, statute, duty, or contract whatsoever against EMPLOYEE or any other person.

The Comprehensive General Release and Settlement Agreement shall be a full and complete settlement of any and all claims, complaints, actions and charges arising out of EMPLOYEE’s employment with the DISTRICT and/or the termination thereof as provided for herein.

EMPLOYEE will agree that the payments constitute the entire amount of monetary consideration provided to EMPLOYEE and that he/she will not seek any further compensation for other claimed damage, costs, or attorney’s fees in connection with or related to EMPLOYEE employment with the DISTRICT. By way of example and not in limitation of the foregoing, released claims shall include any claims arising under Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act; the Americans with Disabilities Act; the Vietnam Era Veterans Readjustment Assistance Act of 1974; or any successor or replacement statutes; the California Family Rights Act Of 1991; the Employee Retirement Income Security Act of 1974, as amended; the Workers Adjustment And Retraining Notification Act, as amended; the Fair Labor Standards Act and similar State and federal laws; the California Wage Payment Act, as amended; California Industrial Welfare Commission Wage Orders; and the California Fair Employment and Housing Act, that provides the right to an employee to bring charges, claims, or complaints against an employer if the employee believes they have been discriminated against on a number of bases including age, ancestry, color, religious creed, denial of family and medical care leave, disability, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin, race, sex, gender, gender identity, gender expression, or sexual orientation, as well as any claims asserting wrongful

termination, harassment, breach of contract, breach of the covenant of good faith and fair dealing, negligent or intentional infliction of emotional distress, negligent or intentional misrepresentation, negligent or intentional interference with contract or prospective economic advantage, defamation, invasion of privacy, and claims related to disability. Released Claims shall also include, but not be limited to, claims for wages or other compensation due, severance pay, rewards and recognition pay, sick leave pay, annual leave pay, management leave pay, life or health insurance, or any other EMPLOYEE benefits.

CITRUS HEIGHTS WATER DISTRICT

**DIRECTOR OF EMPLOYMENT AGREEMENT FOR
[JOB TITLE]**

This Employment Agreement effective , 20 pursuant to final execution by all parties, is between the Citrus Heights Water District, a public agency (“the DISTRICT”), and

 , an individual (“EMPLOYEE”), and is intended to establish compensation, benefits, and terms and conditions of employment for [JOB TITLE]. The General Manager has the authority to employ and terminate the employment of EMPLOYEE. EMPLOYEE acknowledges that as an Executive, Manager, or Supervisor, EMPLOYEE is exempt from the Fair Labor Standards Act (FLSA). EMPLOYEE further agrees that EMPLOYEE is an at-will employee, serves at the pleasure of the General Manager, and EMPLOYEE can be terminated from employment with the DISTRICT with or without notice or cause, and with no rights of appeal. This Employment Agreement supersedes any and all written and verbal employment terms and conditions between the DISTRICT and EMPLOYEE commencing upon the effective date of EMPLOYEE's appointment to the position of [JOB TITLE].

RECITALS

WHEREAS, the DISTRICT desires to retain the service of EMPLOYEE as [JOB TITLE] TITLE] of the DISTRICT, and EMPLOYEE consents to provide said services, subject to the terms and conditions of this Employment Agreement; and

WHEREAS, it is the desire of the DISTRICT to establish terms and conditions of employment, establish compensation and to provide certain benefits, to provide a procedure to set goals and objectives to be met, measurements thereof, to provide for a review and evaluation of performance, to provide for termination, if necessary, and to provide for other subjects related to the status of EMPLOYEE within this Employment Agreement; and

WHEREAS, the DISTRICT has determined the duties and responsibilities for this position as outlined in Exhibit A, which may be amended from time to time, attached hereto and incorporated herein by reference; and

WHEREAS, the DISTRICT has determined the salary and benefits for this position as outlined in Exhibit B, which may be amended from time to time, attached hereto and incorporated herein by reference; and

WHEREAS, it is the desire of the parties to secure peace of mind with respect to future security in the event of termination and severance of employment, as outlined in Exhibit C attached hereto and incorporated herein by reference; and

WHEREAS, EMPLOYEE desires to accept employment with the DISTRICT in the position specified above.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. TERM. The term of this Employment Agreement shall commence on upon being executed by EMPLOYEE and approved and executed by the General Manager. The term of employment is unspecified. This Employment Agreement shall remain in effect until such time as the employment is concluded by either party in accordance with the provisions of Section 5 of this Employment Agreement.

2. AT-WILL EMPLOYMENT. EMPLOYEE acknowledges that he/she is an at-will EMPLOYEE who shall serve at the pleasure of the General Manager at all times during the period of his/her service under this Employment Agreement. The terms and provisions of the DISTRICT's personnel policies, procedures, ordinances and resolutions applicable to at-will employees shall also apply to EMPLOYEE. Nothing in this Employment Agreement is intended to, or does, confer upon EMPLOYEE any right to any property interest in continued employment, or any due process right to a hearing before or after a decision by the General Manager to terminate his/her employment, except as is expressly provided in Section 5 of this Employment Agreement. Nothing contained in this Employment Agreement shall in any way prevent, limit or otherwise interfere with the right of the DISTRICT and its General Manager to terminate the services of EMPLOYEE as provided herein. Nothing in this Employment Agreement shall prevent, limit or otherwise interfere with the right of EMPLOYEE to resign at any time from this position with the DISTRICT, subject only to the provisions set forth in Section 5 herein. This at-will Employment Agreement shall be expressly subject to the rights and obligations of the DISTRICT and EMPLOYEE, as set forth in herein.

3. DUTIES AND RESPONSIBILITIES.

(a) Duties. EMPLOYEE's duties and responsibilities under this Employment Agreement will be those assigned to the office of [JOB TITLE], as described in the job description for [JOB TITLE] position, as adopted and amended from time to time by the DISTRICT's General Manager, and such other duties and responsibilities as may be assigned in writing by the General Manager. The current job description for [JOB TITLE] is attached as Exhibit A to this Employment Agreement. By execution of this Employment Agreement, EMPLOYEE attests that he/she meets the qualifications for employment as stated in said Exhibit A.

(b) Accountability. EMPLOYEE shall provide service at the direction of and under the supervision of the General Manager. EMPLOYEE shall report directly to the General Manager and will give a report of his/her activities on a periodic basis to the General Manager.

(c) Job Position. EMPLOYEE shall serve as [JOB TITLE], and is hereby designated as a person who shall have charge of, handle and have access to the property of the District. EMPLOYEE shall be responsible to the General Manager for the proper administration of the duties and responsibilities required of [JOB TITLE].

(d) Work Hours. EMPLOYEE agrees to dedicate his/her full time and attention to the discharge of [JOB TITLE]'s duties and responsibilities and will be available to work at such times as necessary to fully and competently perform the duties and responsibilities of [JOB TITLE], regardless of the number of hours necessary. EMPLOYEE acknowledges that the duties

of [JOB TITLE] may require an average of more than forty (40) hours per week, and that some day-to-day work hours may vary. EMPLOYEE is entitled to Management Leave pursuant to DISTRICT Policy and will not otherwise be compensated for overtime hours worked or otherwise earned, or be entitled to compensatory time off for hours worked in excess of forty (40) hours per week.

(e) Other Activities. EMPLOYEE will participate in regional, community and professional activities and organizations on behalf of the DISTRICT which are in furtherance of the interest of the customers and mission of the DISTRICT.

EMPLOYEE will not engage in any conduct or other employment or business that would interfere with his/her duties and responsibilities to the DISTRICT. EMPLOYEE further acknowledges that the position of [JOB TITLE] is one requiring frequent and highly-visible contact and involvement with members of the public and the community. EMPLOYEE will not engage in any conduct within or outside the scope of his/her employment with the DISTRICT that reflects unfavorably on or discredits the DISTRICT, its Board of Directors, its General Manager or other DISTRICT employees.

Except upon the prior written consent of the General Manager, EMPLOYEE, during the term of this Employment Agreement, shall not accept any other employment, engage directly or indirectly in any other business, commercial, or professional activity (whether or not pursued for monetary advantage) that is or may be competitive with the DISTRICT, that might create a conflict of interest with the DISTRICT, or that otherwise might interfere with the business and operations of the DISTRICT. So that the DISTRICT may be aware of the extent of any other demands upon [JOB TITLE]'s time and attention, EMPLOYEE shall disclose in confidence to the General Manager the nature and scope of any other business activity in which he/she is or becomes engaged during the term of this Employment Agreement. This shall not be deemed to prohibit passive personal investments.

(f) Performance Evaluation. The General Manager shall provide EMPLOYEE with an evaluation of his/her performance annually or more frequently at the sole discretion of the General Manager. This evaluation shall detail EMPLOYEE's accomplishments and highlight areas for improvement, if any, from the last performance evaluation.

(i) **Annual Written Goals and Policy Objectives.** On or about the anniversary date of this Employment Agreement or on a schedule otherwise determined by the General Manager, the General Manager shall provide EMPLOYEE with a written summary of the goals he/she is to accomplish in the following calendar year and/or otherwise specified period of time. This written summary shall prioritize the goals to be accomplished and shall further state that such goals and policy objectives are to be completed within an expressed time period unless otherwise stated by the General Manager.

(ii) **Rewards and Recognition.** At the discretion of the General Manager, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized, contingent upon accomplishment of the goals and objectives set by the General Manager at his/her discretion.

(g) Other Terms and Conditions of Employment. EMPLOYEE's employment also will be governed by the DISTRICT's Policies, which may be amended from time to time, and the DISTRICT and EMPLOYEE will comply with all applicable provisions of the Policies. If any term or condition of this Employment Agreement is inconsistent with or in conflict with a term or condition of the Policies, the provisions of this Employment Agreement will govern.

4. COMPENSATION AND BENEFITS. In consideration of the services to be provided by EMPLOYEE under this Employment Agreement, the DISTRICT will provide to EMPLOYEE the salary and benefits stated below. EMPLOYEE shall also be entitled to all benefits and rights afforded to other Executive / Managers / Supervisors of the DISTRICT, except to the extent provided by this Employment Agreement, and, in the case of any conflict between this Employment Agreement, and the DISTRICT'S Personnel policies, procedures, ordinances and resolutions, the terms of this Employment Agreement will prevail.

(a) Salary. During the term of this Employment Agreement, EMPLOYEE will be paid the salary as specified in Exhibit B to this Employment Agreement. EMPLOYEE may receive salary merit increases at the discretion of the General Manager; however EMPLOYEE shall not be entitled to receive any merit increases during the term of this Employment Agreement if such an increase causes EMPLOYEE's compensation to exceed the maximum of the salary range for the position. EMPLOYEE's salary shall be paid pursuant to regularly established procedures, and as they may be amended by the DISTRICT at its sole discretion. EMPLOYEE's salary will be subject to modification by: (1) the same cost-of-living increase (COLA), if any, as approved by the DISTRICT for all DISTRICT employees; by (2) the amount of any salary merit increase, which may or may not coincide with a Performance Evaluation for [JOB TITLE]; by (3) an amount determined pursuant to a total compensation survey of similar positions; or by (4) any other means as determined at the sole discretion of the DISTRICT and approved in open session at a regular public meeting of the Board of Directors.

(b) Rewards and Recognition. At the discretion of the General Manager, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized, contingent upon accomplishment of the goals and objectives set by the General Manager at his/her discretion.

(c) Benefits. EMPLOYEE shall be provided the same types of benefits afforded by the DISTRICT to other regular full-time Executive / Manager / Supervisor class employees, which now exist or hereafter may be adopted or amended in accordance with the DISTRICT Policies, except that in the event of any difference or conflict between such benefits and this Employment Agreement, the terms of this Employment Agreement will prevail.

(d) Cellular Telephone. EMPLOYEE shall receive a DISTRICT provided cellular telephone for the DISTRICT's business. The EMPLOYEE's use of, cost to and compensation for a DISTRICT cell phone, if any, are subject to the terms of DISTRICT Policy.

(e) Expenses. EMPLOYEE will be entitled to be reimbursed for the reasonable amount of his/her actual and necessary expenses incurred in carrying out his/her duties and responsibilities as [JOB TITLE] to the extent that his expenses have been properly documented in conformance with the DISTRICT Policy and the Internal Revenue Service's requirements for an Accountable

Plan.

(f) Professional Activity and Development. The DISTRICT desires EMPLOYEE to be reasonably active in national, statewide, regional and professional organizations that will contribute to EMPLOYEE's professional development and standing and that will contribute to the advancement of the DISTRICT's interests and standing. Toward that end, EMPLOYEE may, upon advance notice to and written approval by the General Manager, undertake such activities as are directly related to professional development and that advance the interests and standing of the DISTRICT. Provided however, that such activities do not in any way interfere with or adversely affect employment or the performance of his/her duties and responsibilities as provided herein. The DISTRICT agrees to reimburse EMPLOYEE's reasonable and necessary expenses for such activities, licenses, certification and/or education, upon advance notice to and written approval by the General Manager, and subject to available funds.

5. CONCLUSION OF EMPLOYMENT. This Employment Agreement may be concluded in any one of the following ways:

(a) By the DISTRICT Without "Cause." The General Manager has the authority, at his/her sole discretion, to terminate EMPLOYEE's employment with the DISTRICT without "cause" at any time.

(b) By the General Manager for "Cause." The General Manager may terminate EMPLOYEE from employment with the DISTRICT for "cause" at any time. Said termination of employment shall be for "cause" if EMPLOYEE: (i) refuses or fails to act in accordance with any legal direction or order; (ii) exhibits unavailability for service in regard to his/her employment, materially unsatisfactory performance, misconduct, dishonesty, habitual neglect of duty and responsibilities, gross insubordination or incompetence; (iii) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; or (iv) breaches any material term of this Employment Agreement.

(c) By Mutual Agreement. At any time, the parties may conclude this Employment Agreement by mutual agreement, expressed in writing.

(d) By EMPLOYEE. At any time, EMPLOYEE may conclude this Employment Agreement and retire or voluntarily resign from his/her employment with the DISTRICT by providing the General Manager with written notice. The DISTRICT shall have the option, at its sole discretion, to conclude the employment of EMPLOYEE at any time prior to the end of any notice period.

(e) Obligations at the Conclusion of Employment.

(i) The DISTRICT shall pay EMPLOYEE all compensation due and owing through the last day actually worked, including an amount equal to the regular salary, and cash value of accrued leave balances EMPLOYEE would have earned and accrued as provided by then current DISTRICT policies, or as required by State or Federal law, through the balance of the above notice period, or through the remaining balance of the

Employment Agreement if one is stated, whichever is less; the District shall pay EMPLOYEE all compensation then due and owing; thereafter, all of the DISTRICT's obligations under this Employment Agreement shall cease unless otherwise stated.

(ii) EMPLOYEE agrees that all property, including, without limitation, all equipment, tangible proprietary information, documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) created on any medium and furnished to, obtained by, or prepared by EMPLOYEE in the course of or incident to his employment, belongs to the DISTRICT and shall be returned promptly to the DISTRICT upon termination of employment except for copies of public records and notes which are in the personal custody of EMPLOYEE.

(iii) The representations and warranties contained in this Employment Agreement and EMPLOYEE's obligations shall survive the conclusion of employment and the expiration of this Employment Agreement.

(iv) Following conclusion of employment, EMPLOYEE shall fully cooperate with the DISTRICT in all matters relating to the completion of pending work on behalf of the DISTRICT and the orderly transfer of work to other employees of the DISTRICT. EMPLOYEE shall also cooperate in the defense of any action brought by any third party against the DISTRICT that relates in any way to EMPLOYEE's acts or omissions while employed by the DISTRICT.

(f) Severance Pay. In the event EMPLOYEE is terminated without "cause" or asked to resign without "cause" during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement as described in Exhibit C attached hereto, to pay EMPLOYEE a lump sum cash payment equal to six (6) months of Salary as severance pay at EMPLOYEE's rate of pay at the time of severance. Payments required under this provision shall be subject to, and shall be interpreted to comply with the requirements set forth in Government Code section 53260, which limits the maximum cash settlement that the Employee may receive if the contract is terminated.

Notwithstanding the provisions of any DISTRICT policy, procedure or practice to the contrary, upon the conclusion of EMPLOYEE's employment, whether with or without cause, EMPLOYEE will not be entitled to any compensation, benefits (except COBRA or other state or Federal benefits), damages or other monetary award except as specifically authorized by this Employment Agreement.

6. INDEMNIFICATION. The DISTRICT shall defend, hold harmless and indemnify EMPLOYEE against any tort, civil rights, personnel, discrimination, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the course and scope of EMPLOYEE's performance of his/her duties and responsibilities. Such indemnity shall cover EMPLOYEE against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon,

or suffered by EMPLOYEE. The DISTRICT may compromise and settle any such claim or suit and pay the amount of any settlement or judgment therefrom. Further, any settlement by EMPLOYEE must be made with the prior approval by the DISTRICT in order for indemnification, as provided in this Section, to be available. The DISTRICT's obligation to defend and indemnify EMPLOYEE is contingent on EMPLOYEE's cooperation with the DISTRICT, and with defense counsel. In addition, the DISTRICT's obligation is contingent on EMPLOYEE's conduct having occurred within the course and scope of his/her employment. In the event of a claim or litigation against both the DISTRICT and EMPLOYEE, the DISTRICT may retain a single legal counsel to defend both parties, unless there appears to be a conflict in the positions of the DISTRICT and EMPLOYEE. In the event that there is a conflict between the DISTRICT and EMPLOYEE, then separate counsel shall be retained for each party, and the DISTRICT shall pay for both attorneys.

7. AMENDMENTS. This Employment Agreement may be amended only by a subsequent writing approved and signed by each of the parties.

No failure to exercise and no delay in exercising any right, remedy, or power under this Employment Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, or power under this Employment Agreement preclude any other or further exercise thereof, or the exercise of any other right, remedy, or power provided herein or by law or in equity.

8. EXHIBITS. The following Exhibits, while integral to this Employment Agreement, may be modified by action the Board of Directors independent of taking action upon the entire Employment Agreement:

- Exhibit A: Job Description for [JOB TITLE]
- Exhibit B: Regular Salary Compensation
- Exhibit C: Comprehensive General Release and Severance Agreement

9. ENTIRE AGREEMENT. This writing constitutes the sole, entire, integrated and exclusive contract between the parties respecting EMPLOYEE's employment by the DISTRICT, and any other contracts, contract terms, understandings, promises or representations not expressly set forth or referenced in this writing are null and void, and of no force and effect.

10. NOTICES. Any notice or other communication under this Employment Agreement must be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to the General Manager of the DISTRICT. EMPLOYEE shall be obligated to notify the DISTRICT in writing of any change to his/her address. Notice of change of address shall be effective only when done in accordance with this Section, to the parties as follows:

DISTRICT's Notice Address:

6230 Sylvan Road

Citrus Heights, California 95610-5615 Fax: (916) 725-0345

EMPLOYEE's Notice Address:

11. WAIVER. The waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Employment Agreement will not be deemed a waiver with respect to any subsequent default or matter.

12. SUCCESSORS AND ASSIGNS. This Employment Agreement is personal to EMPLOYEE. He/she may not transfer or assign this Employment Agreement or any part of it. Subject to this restriction on transfer and assignment, this Employment Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

13. CONSTRUCTION AND INTERPRETATION. The parties agree and acknowledge that this Employment Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Employment Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Employment Agreement.

14. ACTION BY THE DISTRICT. All actions required or permitted to be taken under this Employment Agreement by the DISTRICT, including, without limitation, exercise of discretion, consents, waivers, and amendments to this Employment Agreement, shall be made and authorized only by the DISTRICT's Board of Directors or by its representative as specifically authorized in writing by the Board of Directors to fulfill these obligations under this Employment Agreement.

15. SEVERABILITY. If any provision of this Employment Agreement, or its application to any person, place, or circumstance, is held by an arbitrator or a court of competent jurisdiction to be invalid, unenforceable, or void, such provision shall be enforced, or modified at the discretion of the DISTRICT, to the greatest extent permitted by law, and the remainder of this Employment Agreement and such provision as applied to other persons, places, and circumstances shall remain in full force and effect.

16. POTENTIAL LITIGATION. The venue for any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Employment Agreement shall be in Sacramento County, California.

17. GOVERNING LAW. This Employment Agreement shall be governed by and construed in accordance with the laws of the State of California. In accordance with the provisions of

Section 53262 of the Government Code, this Employment Agreement is subject to approval or ratification in an open session of a public meeting of the Board of Directors of the DISTRICT.

18. ACKNOWLEDGMENT. EMPLOYEE acknowledges that he/she has had the opportunity to consult legal counsel in regard to this Employment Agreement, that he/she has read and understands this Employment Agreement, that he/she is fully aware of its legal effect, and that he/she has entered into it freely and voluntarily and based on his/her own judgment and not on any representations or promises other than those contained in this Employment Agreement. Therefore, the presumption that differences in interpretation shall go against the drafting party does not apply.

19. EXECUTION. The parties have duly executed this Employment Agreement as of the last date last written in the signature block below.

CITRUS HEIGHTS WATER DISTRICT

By: Date
General Manager/Secretary

EMPLOYEE

By: Date

**CITRUS HEIGHTS WATER DISTRICT DIRECTOR OF _EMPLOYMENT
AGREEMENT**

EXHIBIT A

JOB DESCRIPTION FOR [JOB TITLE]

**CITRUS HEIGHTS WATER DISTRICT DIRECTOR OF Employment
AGREEMENT**

EXHIBIT B

REGULAR SALARY COMPENSATION FOR [JOB TITLE]

Salary:

\$ per hour
\$ bi-weekly
\$ monthly
\$ per year

The Regular Salary Range for this position is from a bi-weekly base of \$__, (\$ per hour) to a bi-weekly maximum of \$-_, (\$ per hour) pursuant to the District's Salary Schedule4101.A1.

Effective Date for Regular Salary Compensation: , 20

Payroll Authorization: By: _____

General Manager/Secretary

Date

**CITRUS HEIGHTS WATER DISTRICT DIRECTOR OF EMPLOYMENT
AGREEMENT**

EXHIBIT C

GENERAL RELEASE POLICY

Severance Pay. In the event EMPLOYEE is terminated without "cause," as determined by the General Manager in his/her sole and unfettered discretion, or in the event EMPLOYEE is asked to resign during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Employment Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement in the standard form signed by EMPLOYEE, to pay EMPLOYEE a lump sum cash payment equal to six (6) months of Salary as severance pay. However, if EMPLOYEE is terminated because of conviction of any criminal offense or for "cause", the DISTRICT shall have no obligation to pay severance pay.

The Comprehensive General Release and Settlement Agreement which is a condition for this benefit shall be in a form used by the DISTRICT at the time of employment severance. The form Comprehensive General Release and Settlement Agreement may change from time to time, depending upon changes in practices or law. The Comprehensive General Release and Settlement Agreement and compliance with its terms shall not be construed as an admission by the DISTRICT of any liability whatsoever, or as an admission by the DISTRICT of any violation of the rights of EMPLOYEE or any other person or violation of any order, law, statute, duty, or contract whatsoever against EMPLOYEE or any other person.

The Comprehensive General Release and Settlement Agreement shall be a full and complete settlement of any and all claims, complaints, actions and charges arising out of EMPLOYEE's employment with the DISTRICT and/or the termination thereof as provided for herein.

EMPLOYEE will agree that the payments constitute the entire amount of monetary consideration provided to EMPLOYEE and that he/she will not seek any further compensation for other claimed damage, costs, or attorney's fees in connection with or related to EMPLOYEE employment with the DISTRICT. By way of example and not in limitation of the foregoing, released claims shall include any claims arising under Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act; the Americans with Disabilities Act; the Vietnam Era Veterans Readjustment Assistance Act of 1974; or any successor or replacement statutes; the California Family Rights Act Of 1991; the Employee Retirement Income Security Act of 1974, as amended; the Workers Adjustment And Retraining Notification Act, as amended; the Fair Labor Standards Act and similar State and federal laws; the California Wage Payment Act, as amended; California Industrial Welfare Commission Wage Orders; and the California Fair Employment and Housing Act, that provides the right to an employee to bring charges, claims, or complaints against an employer if the employee believes they have been discriminated against on a number of bases including age, ancestry, color, religious creed, denial of family and medical care leave, disability, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin, race, sex, gender, gender identity, gender expression, or sexual orientation, as well as any claims asserting wrongful

termination, harassment, breach of contract, breach of the covenant of good faith and fair dealing, negligent or intentional infliction of emotional distress, negligent or intentional misrepresentation, negligent or intentional interference with contract or prospective economic advantage, defamation, invasion of privacy, and claims related to disability. Released Claims shall also include, but not be limited to, claims for wages or other compensation due, severance pay, rewards and recognition pay, sick leave pay, annual leave pay, management leave pay, life or health insurance, or any other EMPLOYEE benefits.

CITRUS HEIGHTS WATER DISTRICT

**DIRECTOR OF/EXECUTIVE / MANAGER / SUPERVISOR EMPLOYMENT
AGREEMENT
FOR [JOB TITLE]**

This Employment Agreement effective , 20 pursuant to final execution by all parties, is between the Citrus Heights Water District, a public agency (“the DISTRICT”), and

 , an individual (“EMPLOYEE”), and is intended to establish compensation, benefits, and terms and conditions of employment for [JOB TITLE]. The General Manager has the authority to employ and terminate the employment of EMPLOYEE. EMPLOYEE acknowledges that as an Executive, Manager, or Supervisor, EMPLOYEE is exempt from the Fair Labor Standards Act (FLSA). EMPLOYEE further agrees that EMPLOYEE is an at-will employee, serves at the pleasure of the General Manager, and EMPLOYEE can be terminated from employment with the DISTRICT with or without notice or cause, and with no rights of appeal. This Employment Agreement supersedes any and all written and verbal employment terms and conditions between the DISTRICT and EMPLOYEE commencing upon the effective date of EMPLOYEE's appointment to the position of [JOB TITLE].

RECITALS

WHEREAS, the DISTRICT desires to retain the service of EMPLOYEE as [JOB TITLE] TITLE] of the DISTRICT, and EMPLOYEE consents to provide said services, subject to the terms and conditions of this Employment Agreement; and

WHEREAS, it is the desire of the DISTRICT to establish terms and conditions of employment, establish compensation and to provide certain benefits, to provide a procedure to set goals and objectives to be met, measurements thereof, to provide for a review and evaluation of performance, to provide for termination, if necessary, and to provide for other subjects related to the status of EMPLOYEE within this Employment Agreement; and

WHEREAS, the DISTRICT has determined the duties and responsibilities for this position as outlined in Exhibit A, which may be amended from time to time, attached hereto and incorporated herein by reference; and

WHEREAS, the DISTRICT has determined the salary and benefits for this position as outlined in Exhibit B, which may be amended from time to time, attached hereto and incorporated herein by reference; and

WHEREAS, it is the desire of the parties to secure peace of mind with respect to future security in the event of termination and severance of employment, as outlined in Exhibit C attached hereto and incorporated herein by reference; and

WHEREAS, EMPLOYEE desires to accept employment with the DISTRICT in the position specified above.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. TERM. The term of this Employment Agreement shall commence on upon being executed by EMPLOYEE and approved and executed by the General Manager. The term of employment is unspecified. This Employment Agreement shall remain in effect until such time as the employment is concluded by either party in accordance with the provisions of Section 5 of this Employment Agreement.

2. AT-WILL EMPLOYMENT. EMPLOYEE acknowledges that he/she is an at-will EMPLOYEE who shall serve at the pleasure of the General Manager at all times during the period of his/her service under this Employment Agreement. The terms and provisions of the DISTRICT's personnel policies, procedures, ordinances and resolutions applicable to at-will employees shall also apply to EMPLOYEE. Nothing in this Employment Agreement is intended to, or does, confer upon EMPLOYEE any right to any property interest in continued employment, or any due process right to a hearing before or after a decision by the General Manager to terminate his/her employment, except as is expressly provided in Section 5 of this Employment Agreement. Nothing contained in this Employment Agreement shall in any way prevent, limit or otherwise interfere with the right of the DISTRICT and its General Manager to terminate the services of EMPLOYEE as provided herein. Nothing in this Employment Agreement shall prevent, limit or otherwise interfere with the right of EMPLOYEE to resign at any time from this position with the DISTRICT, subject only to the provisions set forth in Section 5 herein. This at-will Employment Agreement shall be expressly subject to the rights and obligations of the DISTRICT and EMPLOYEE, as set forth in herein.

3. DUTIES AND RESPONSIBILITIES.

(a) Duties. EMPLOYEE's duties and responsibilities under this Employment Agreement will be those assigned to the office of [JOB TITLE], as described in the job description for [JOB TITLE] position, as adopted and amended from time to time by the DISTRICT's General Manager, and such other duties and responsibilities as may be assigned in writing by the General Manager. The current job description for [JOB TITLE] is attached as Exhibit A to this Employment Agreement. By execution of this Employment Agreement, EMPLOYEE attests that he/she meets the qualifications for employment as stated in said Exhibit A.

(b) Accountability. EMPLOYEE shall provide service at the direction of and under the supervision of the General Manager. EMPLOYEE shall report directly to the General Manager and will give a report of his/her activities on a periodic basis to the General Manager.

(c) Job Position. EMPLOYEE shall serve as [JOB TITLE], and is hereby designated as a person who shall have charge of, handle and have access to the property of the District. EMPLOYEE shall be responsible to the General Manager for the proper administration of the duties and responsibilities required of [JOB TITLE].

(d) Work Hours. EMPLOYEE agrees to dedicate his/her full time and attention to the discharge of [JOB TITLE]'s duties and responsibilities and will be available to work at such times as necessary to fully and competently perform the duties and responsibilities of [JOB TITLE], regardless of the number of hours necessary. EMPLOYEE acknowledges that the duties of [JOB TITLE] may require an average of more than forty (40) hours per week, and that some day-to-day work hours may vary. EMPLOYEE is entitled to Management Leave pursuant to DISTRICT Policy and will not otherwise be compensated for overtime hours worked or otherwise earned, or be entitled to compensatory time off for hours worked in excess of forty (40) hours per week.

(e) Other Activities. EMPLOYEE will participate in regional, community and professional activities and organizations on behalf of the DISTRICT which are in furtherance of the interest of the customers and mission of the DISTRICT.

EMPLOYEE will not engage in any conduct or other employment or business that would interfere with his/her duties and responsibilities to the DISTRICT. EMPLOYEE further acknowledges that the position of [JOB TITLE] is one requiring frequent and highly-visible contact and involvement with members of the public and the community. EMPLOYEE will not engage in any conduct within or outside the scope of his/her employment with the DISTRICT that reflects unfavorably on or discredits the DISTRICT, its Board of Directors, its General Manager or other DISTRICT employees.

Except upon the prior written consent of the General Manager, EMPLOYEE, during the term of this Employment Agreement, shall not accept any other employment, engage directly or indirectly in any other business, commercial, or professional activity (whether or not pursued for monetary advantage) that is or may be competitive with the DISTRICT, that might create a conflict of interest with the DISTRICT, or that otherwise might interfere with the business and operations of the DISTRICT. So that the DISTRICT may be aware of the extent of any other demands upon [JOB TITLE]'s time and attention, EMPLOYEE shall disclose in confidence to the General Manager the nature and scope of any other business activity in which he/she is or becomes engaged during the term of this Employment Agreement. This shall not be deemed to prohibit passive personal investments.

(f) Performance Evaluation. The General Manager shall provide EMPLOYEE with an evaluation of his/her performance annually or more frequently at the sole discretion of the General Manager. This evaluation shall detail EMPLOYEE's accomplishments and highlight areas for improvement, if any, from the last performance evaluation

(g) Annual Written Goals and Policy Objectives. On or about the anniversary date of this Employment Agreement or on a schedule otherwise determined by the General Manager, the General Manager shall provide EMPLOYEE with a written summary of the goals he/she is to accomplish in the following calendar year and/or otherwise specified

period of time. This written summary shall prioritize the goals to be accomplished and shall further state that such goals and policy objectives are to be completed within an expressed time period unless otherwise stated by the General Manager.

(h) Rewards and Recognition. At the discretion of the General Manager, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized, contingent upon accomplishment of the goals and objectives set by the General Manager at his/her discretion.

(i) Other Terms and Conditions of Employment. EMPLOYEE's employment also will be governed by the DISTRICT's Policies, which may be amended from time to time, and the DISTRICT and EMPLOYEE will comply with all applicable provisions of the Policies. If any term or condition of this Employment Agreement is inconsistent with or in conflict with a term or condition of the Policies, the provisions of this Employment Agreement will govern.

4. COMPENSATION AND BENEFITS. In consideration of the services to be provided by EMPLOYEE under this Employment Agreement, the DISTRICT will provide to EMPLOYEE the salary and benefits stated below. EMPLOYEE shall also be entitled to all benefits and rights afforded to other Executive / Managers / Supervisors of the DISTRICT, except to the extent provided by this Employment Agreement, and, in the case of any conflict between this Employment Agreement, and the DISTRICT'S Personnel policies, procedures, ordinances and resolutions, the terms of this Employment Agreement will prevail.

(a) Salary. During the term of this Employment Agreement, EMPLOYEE will be paid the salary as specified in Exhibit B to this Employment Agreement. EMPLOYEE may receive salary merit increases at the discretion of the General Manager; however EMPLOYEE shall not be entitled to receive any merit increases during the term of this Employment Agreement if such an increase causes EMPLOYEE's compensation to exceed the maximum of the salary range for the position. EMPLOYEE's salary shall be paid pursuant to regularly established procedures, and as they may be amended by the DISTRICT at its sole discretion. EMPLOYEE's salary will be subject to modification by: (1) the same cost-of-living increase (COLA), if any, as approved by the DISTRICT for all DISTRICT employees; by (2) the amount of any salary merit increase, which may or may not coincide with a Performance Evaluation for [JOB TITLE]; by (3) an amount determined pursuant to a total compensation survey of similar positions; or by (4) any other means as determined at the sole discretion of the DISTRICT and approved in open session at a regular public meeting of the Board of Directors.

(b) Rewards and Recognition. At the discretion of the General Manager, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized, contingent upon accomplishment of the goals and objectives set by the General Manager at his/her discretion.

(c) Benefits. EMPLOYEE shall be provided the same types of benefits afforded by the DISTRICT to other regular full-time Executive / Manager / Supervisor class employees, which now exist or hereafter may be adopted or amended in accordance with the DISTRICT Policies, except that in the event of any difference or conflict between such benefits and this Employment Agreement, the terms of this Employment Agreement will prevail.

- (d) Cellular Telephone. EMPLOYEE shall receive a DISTRICT provided cellular telephone for the DISTRICT's business. The EMPLOYEE's use of, cost to and compensation for a DISTRICT cell phone, if any, are subject to the terms of DISTRICT Policy.
- (e) Expenses. EMPLOYEE will be entitled to be reimbursed for the reasonable amount of his/her actual and necessary expenses incurred in carrying out his/her duties and responsibilities as [JOB TITLE] to the extent that his expenses have been properly documented in conformance with the DISTRICT Policy and the Internal Revenue Service's requirements for an Accountable Plan.
- (f) Professional Activity and Development. The DISTRICT desires EMPLOYEE to be reasonably active in national, statewide, regional and professional organizations that will contribute to EMPLOYEE's professional development and standing and that will contribute to the advancement of the DISTRICT's interests and standing. Toward that end, EMPLOYEE may, upon advance notice to and written approval by the General Manager, undertake such activities as are directly related to professional development and that advance the interests and standing of the DISTRICT. Provided however, that such activities do not in any way interfere with or adversely affect employment or the performance of his/her duties and responsibilities as provided herein. The DISTRICT agrees to reimburse EMPLOYEE's reasonable and necessary expenses for such activities, licenses, certification and/or education, upon advance notice to and written approval by the General Manager, and subject to available funds.

5. CONCLUSION OF EMPLOYMENT. This Employment Agreement may be concluded in any one of the following ways:

- (a) By the DISTRICT Without "Cause." The General Manager has the authority, at his/her sole discretion, to terminate EMPLOYEE's employment with the DISTRICT without "cause" at any time.
- (b) By the General Manager for "Cause." The General Manager may terminate EMPLOYEE from employment with the DISTRICT for "cause" at any time. Said termination of employment shall be for "cause" if EMPLOYEE: (i) refuses or fails to act in accordance with any legal direction or order; (ii) exhibits unavailability for service in regard to his/her employment, materially unsatisfactory performance, misconduct, dishonesty, habitual neglect of duty and responsibilities, gross insubordination or incompetence; (iii) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; or (iv) breaches any material term of this Employment Agreement.
- (c) By Mutual Agreement. At any time, the parties may conclude this Employment Agreement by mutual agreement, expressed in writing.
- (d) By EMPLOYEE. At any time, EMPLOYEE may conclude this Employment Agreement and retire or voluntarily resign from his/her employment with the DISTRICT by providing the General Manager with written notice. The DISTRICT shall have the option, at its sole discretion, to conclude the employment of EMPLOYEE at any time prior to the end of any notice period.
- (e) Obligations at the Conclusion of Employment.

(f) The DISTRICT shall pay EMPLOYEE all compensation due and owing through the last day actually worked, including an amount equal to the regular salary, and cash value of accrued leave balances EMPLOYEE would have earned and accrued as provided by then current DISTRICT policies, or as required by State or Federal law, through the balance of the above notice period, or through the remaining balance of the Employment

Agreement if one is stated, whichever is less; the District shall pay EMPLOYEE all compensation then due and owing; thereafter, all of the DISTRICT's obligations under this Employment Agreement shall cease unless otherwise stated.

(g) EMPLOYEE agrees that all property, including, without limitation, all equipment, tangible proprietary information, documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) created on any medium and furnished to, obtained by, or prepared by EMPLOYEE in the course of or incident to his employment, belongs to the DISTRICT and shall be returned promptly to the DISTRICT upon termination of employment except for copies of public records and notes which are in the personal custody of EMPLOYEE.

(h) The representations and warranties contained in this Employment Agreement and EMPLOYEE's obligations shall survive the conclusion of employment and the expiration of this Employment Agreement.

(i) Following conclusion of employment, EMPLOYEE shall fully cooperate with the DISTRICT in all matters relating to the completion of pending work on behalf of the DISTRICT and the orderly transfer of work to other employees of the DISTRICT. EMPLOYEE shall also cooperate in the defense of any action brought by any third party against the DISTRICT that relates in any way to EMPLOYEE's acts or omissions while employed by the DISTRICT.

(j) Severance Pay. In the event EMPLOYEE is terminated without "cause" or asked to resign without "cause" during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement as described in Exhibit C attached hereto, to pay EMPLOYEE a lump sum cash payment equal to six (6) months of Salary as severance pay at EMPLOYEE's rate of pay at the time of severance. Payments required under this provision shall be subject to, and shall be interpreted to comply with the requirements set forth in Government Code section 53260, which limits the maximum cash settlement that the Employee may receive if the contract is terminated.

Notwithstanding the provisions of any DISTRICT policy, procedure or practice to the contrary, upon the conclusion of EMPLOYEE's employment, whether with or without cause, EMPLOYEE will not be entitled to any compensation, benefits (except COBRA or other state or Federal benefits), damages or other monetary award except as specifically authorized by this Employment Agreement.

6. INDEMNIFICATION. The DISTRICT shall defend, hold harmless and indemnify EMPLOYEE against any tort, civil rights, personnel, discrimination, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the course and scope of EMPLOYEE's performance of his/her duties and

responsibilities. Such indemnity shall cover EMPLOYEE against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by EMPLOYEE. The DISTRICT may compromise and settle any such

claim or suit and pay the amount of any settlement or judgment therefrom. Further, any settlement by EMPLOYEE must be made with the prior approval by the DISTRICT in order for indemnification, as provided in this Section, to be available. The DISTRICT's obligation to defend and indemnify EMPLOYEE is contingent on EMPLOYEE's cooperation with the DISTRICT, and with defense counsel. In addition, the DISTRICT's obligation is contingent on EMPLOYEE's conduct having occurred within the course and scope of his/her employment. In the event of a claim or litigation against both the DISTRICT and EMPLOYEE, the DISTRICT may retain a single legal counsel to defend both parties, unless there appears to be a conflict in the positions of the DISTRICT and EMPLOYEE. In the event that there is a conflict between the DISTRICT and EMPLOYEE, then separate counsel shall be retained for each party, and the DISTRICT shall pay for both attorneys.

7. AMENDMENTS. This Employment Agreement may be amended only by a subsequent writing approved and signed by each of the parties.

No failure to exercise and no delay in exercising any right, remedy, or power under this Employment Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, or power under this Employment Agreement preclude any other or further exercise thereof, or the exercise of any other right, remedy, or power provided herein or by law or in equity.

8. EXHIBITS. The following Exhibits, while integral to this Employment Agreement, may be modified by action the Board of Directors independent of taking action upon the entire Employment Agreement:

Exhibit A: Job Description for [JOB TITLE]

Exhibit B: Regular Salary Compensation

Exhibit C: Comprehensive General Release and Severance Agreement

9. ENTIRE AGREEMENT. This writing constitutes the sole, entire, integrated and exclusive contract between the parties respecting EMPLOYEE's employment by the DISTRICT, and any other contracts, contract terms, understandings, promises or representations not expressly set forth or referenced in this writing are null and void, and of no force and effect.

10. NOTICES. Any notice or other communication under this Employment Agreement must be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to the General Manager of the DISTRICT. EMPLOYEE shall be obligated to notify the DISTRICT in writing of any change to his/her address. Notice of change of address shall be effective only when done in accordance with this Section, to the parties as follows:

DISTRICT's Notice Address:

6230 Sylvan Road

EMPLOYEE's Notice Address:

11. WAIVER. The waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Employment Agreement will not be deemed a waiver with respect to any subsequent default or matter.

12. SUCCESSORS AND ASSIGNS. This Employment Agreement is personal to EMPLOYEE. He/she may not transfer or assign this Employment Agreement or any part of it. Subject to this restriction on transfer and assignment, this Employment Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

13. CONSTRUCTION AND INTERPRETATION. The parties agree and acknowledge that this Employment Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Employment Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Employment Agreement.

14. ACTION BY THE DISTRICT. All actions required or permitted to be taken under this Employment Agreement by the DISTRICT, including, without limitation, exercise of discretion, consents, waivers, and amendments to this Employment Agreement, shall be made and authorized only by the DISTRICT's Board of Directors or by its representative as specifically authorized in writing by the Board of Directors to fulfill these obligations under this Employment Agreement.

15. SEVERABILITY. If any provision of this Employment Agreement, or its application to any person, place, or circumstance, is held by an arbitrator or a court of competent jurisdiction to be invalid, unenforceable, or void, such provision shall be enforced, or modified at the discretion of the DISTRICT, to the greatest extent permitted by law, and the remainder of this Employment Agreement and such provision as applied to other persons, places, and circumstances shall remain in full force and effect.

16. POTENTIAL LITIGATION. The venue for any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Employment Agreement shall be in Sacramento County, California.

17. GOVERNING LAW. This Employment Agreement shall be governed by and construed in accordance with the laws of the State of California. In accordance with the provisions of Section 53262 of the Government Code, this Employment Agreement is subject to approval or ratification in an open session of a public meeting of the Board of Directors of the DISTRICT.

18. ATTORNEY'S FEES. If any legal action or proceeding is brought to enforce or interpret this Employment Agreement, the prevailing party, as determined by the court, shall be entitled to recover from the other party all reasonable costs and attorney's fees, including such fees and costs as may be incurred in enforcing any judgment or order entered in any such action.

19. ACKNOWLEDGMENT. EMPLOYEE acknowledges that he/she has had the opportunity

to consult legal counsel in regard to this Employment Agreement, that he/she has read and understands this Employment Agreement, that he/she is fully aware of its legal effect, and that he/she has entered into it freely and voluntarily and based on his/her own judgment and not on any representations or promises other than those contained in this Employment Agreement. Therefore, the presumption that differences in interpretation shall go against the drafting party does not apply.

20. EXECUTION. The parties have duly executed this Employment Agreement as of the last date last written in the signature block below.

CITRUS HEIGHTS WATER DISTRICT

By: Date
General Manager/Secretary

EMPLOYEE

By: Date

**CITRUS HEIGHTS WATER DISTRICT
EXECUTIVE/ MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT**

EXHIBIT A

JOB DESCRIPTION FOR [JOB TITLE]

CITRUS HEIGHTS WATER DISTRICT

EXECUTIVE / MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT

EXHIBIT B

REGULAR SALARY COMPENSATION FOR [JOB TITLE]

Salary:

\$ per hour
\$ bi-weekly
\$ monthly
\$ per year

The Regular Salary Range for this position is from a bi-weekly base of \$_,_ (\$ per hour) to a bi-weekly maximum of \$-_, (\$ per hour) pursuant to the District's Salary Schedule effective September 19, 2016.

Effective Date for Regular Salary Compensation: , 20

Payroll Authorization:

CITRUS HEIGHTS WATER DISTRICT

By: Date
 General Manager/Secretary

CITRUS HEIGHTS WATER DISTRICT

EXECUTIVE / MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT

EXHIBIT C GENERAL RELEASE POLICY

Severance Pay. In the event EMPLOYEE is terminated without "cause," as determined by the General Manager in his/her sole and unfettered discretion, or in the event EMPLOYEE is asked to resign during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Employment Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement in the standard form signed by EMPLOYEE, to pay EMPLOYEE a lump sum cash payment equal to six (6) months of Salary as severance pay. However, if EMPLOYEE is terminated because of conviction of any criminal offense or for "cause", the DISTRICT shall have no obligation to pay severance pay.

The Comprehensive General Release and Settlement Agreement which is a condition for this benefit shall be in a form used by the DISTRICT at the time of employment severance. The form Comprehensive General Release and Settlement Agreement may change from time to time, depending upon changes in practices or law. The Comprehensive General Release and Settlement Agreement and compliance with its terms shall not be construed as an admission by the DISTRICT of any liability whatsoever, or as an admission by the DISTRICT of any violation of the rights of EMPLOYEE or any other person or violation of any order, law, statute, duty, or contract whatsoever against EMPLOYEE or any other person.

The Comprehensive General Release and Settlement Agreement shall be a full and complete settlement of any and all claims, complaints, actions and charges arising out of EMPLOYEE's employment with the DISTRICT and/or the termination thereof as provided for herein.

EMPLOYEE will agree that the payments constitute the entire amount of monetary consideration provided to EMPLOYEE and that he/she will not seek any further compensation for other claimed damage, costs, or attorney's fees in connection with or related to EMPLOYEE employment with the DISTRICT. By way of example and not in limitation of the foregoing, released claims shall include any claims arising under Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act; the Americans with Disabilities Act; the Vietnam Era Veterans Readjustment Assistance Act of 1974; or any successor or replacement statutes; the California Family Rights Act Of 1991; the Employee Retirement Income Security Act of 1974, as amended; the Workers Adjustment And Retraining Notification Act, as amended; the Fair Labor Standards Act and similar State and federal laws; the California Wage Payment Act, as amended; California Industrial Welfare Commission Wage Orders; and the California Fair Employment and Housing Act, that provides the right to an employee to bring charges, claims, or

complaints against an employer if the employee believes they have been discriminated against on a number of bases including age, ancestry, color, religious creed, denial of family and medical care leave, disability, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin, race, sex, gender, gender identity, gender expression, or sexual orientation, as well as any claims asserting wrongful termination, harassment, breach of contract, breach of the covenant of good faith and fair dealing, negligent or intentional infliction of emotional distress, negligent or intentional misrepresentation, negligent or intentional interference with contract or prospective economic advantage, defamation, invasion of privacy, and claims related to disability. Released Claims shall also include, but not be limited to, claims for wages or other compensation due, severance pay, rewards and recognition pay, sick leave pay, annual leave pay, management leave pay, life or health insurance, or any other EMPLOYEE benefits.

Attachment 4101.A1 SALARY SCHEDULE ADOPTED- EFFECTIVE JANUARY 2, 2023
HOURLY AND MONTHLY* SALARY RANGE

JOB TITLE / JOB CLASS	2023 Base Hourly	2023 Base Monthly	2023 Maximum Hourly	2023 Maximum Monthly
<u>Organizational Leadership</u>				
General Manager (E)	90.33	15,657.18	121.95	21,138.69
Assistant General Manager (E)	75.64	13,111.39	102.13	17,702.44
<u>Accounting Series</u>				
Director of Finance/ Director of Finance and Administrative Services/ Director of Administrative Services (E)	68.77	11,920.98	92.85	16,093.98
Accounting Manager /Principal Accountant (E)	50.38	8,732.18	68.01	11,787.87
Senior Accountant (E)	43.11	7,472.41	58.19	10,087.56
Accountant	39.19	6,793.78	52.90	9,168.97
<u>Customer Service Series</u>				
Senior Customer Services Specialist	37.47	6,495.70	50.61	8,771.55
Customer Service Specialist	33.87	5,871.44	45.74	7,927.95
Customer Service Technician	28.00	4,853.50	37.80	6,551.95
<u>Engineering Technical Series</u>				
Project Manager (E)	58.29	10,104.43	78.70	13,640.04
Engineering Supervisor/Principal GIS Specialist (E)	45.40	7,869.83	61.29	10,623.71
Engineering/GIS Specialist	39.48	6,844.39	53.31	9,240.22
Engineering/GIS Technician	35.88	6,220.13	48.45	8,398.48
Engineering Aide	31.20	5,408.40	42.15	7,305.56
<u>Construction Inspection Series</u>				
Construction Inspection Supervisor/Principal Construction Inspector (E)	44.16	7,654.25	59.61	10,333.14
Senior Construction Inspector	38.39	6,655.05	51.84	8,985.26
Construction Inspector	34.91	6,051.41	47.13	8,169.78
<u>Engineering Series</u>				
Director of Engineering /District Engineer (E)	75.64	13,111.39	102.13	17,702.44
Principal Civil Engineer (E)	68.77	11,920.98	92.85	16,093.98
Senior Civil Engineer (E)	62.53	10,837.42	84.40	14,629.87
Associate Civil Engineer (E)	56.84	9,853.22	76.73	13,300.73
Assistant Civil Engineer	49.43	8,569.08	66.74	11,568.54
Assistant Engineer	39.48	6,844.39	53.37	9,251.46
<u>Information Technology (IT) Series</u>				
Information Technology Manager (E)	53.93	9,347.07	72.79	12,618.35
Principal Information Technology Analyst (E)	49.03	8,497.84	66.18	11,471.06
Senior Information Technology Analyst	44.56	7,723.61	60.17	10,428.74
Information Technology Analyst	40.52	7,022.48	54.83	9,504.54
Information Technology Technician	33.77	5,852.69	45.59	7,901.70
<u>Management Services (MS) Series</u>				
Administrative Services Manager/Principal Management Analyst/Chief Board Clerk (E)	50.97	8,835.28	68.83	11,930.35

JOB TITLE / JOB CLASS	2023 Base Hourly	2023 Base Monthly	2023 Maximum Hourly	2023 Maximum Monthly
Senior Management Analyst (E)	44.32	7,682.36	59.85	10,374.38
Management Analyst	40.29	6,983.12	54.41	9,431.42
Management Technician	36.64	6,351.35	49.46	8,572.83
<u>Communications & Public Engagement Series</u>				
Communications & Public Engagement Manager/Principal Communications & Public Engagement Analyst (E)	50.97	8,835.28	68.83	11,930.35
Senior Communications and Public Engagement Analyst (E)	44.32	7,682.36	59.85	10,374.38
Communications and Public Engagement Analyst	40.29	6,983.12	54.41	9,431.42
Communications and Public Engagement Technician	36.64	6,351.35	49.46	8,572.83
<u>Water Distribution Series</u>				
Director of Operations (E)	68.77	11,920.98	92.85	16,093.98
Water Distribution Supervisor (E)	52.16	9,041.49	70.42	12,205.93
Assistant Water Distribution Supervisor	44.59	7,729.23	60.20	10,434.37
Water Distribution Lead Worker/Operator	38.79	6,722.54	52.35	9,073.36
Water Distribution Operator II	35.24	6,109.53	47.59	8,248.51
Water Distribution Operator I	32.05	5,554.62	43.27	7,500.53
Water Distribution Worker	23.13	4,009.90	31.22	5,412.15
<u>Operations Specialist Series</u>				
Principal Operations Specialist	52.16	9,041.49	70.42	12,205.93
Senior Operations Specialist	47.41	8,218.52	64.00	11,094.25
Operations Specialist	40.72	7,058.10	54.96	9,525.16
Operations Technician	37.01	6,415.09	49.97	8,660.94
<u>Water Efficiency Series</u>				
Water Efficiency Supervisor (E)	40.85	7,080.60	55.15	9,558.90
Senior Water Efficiency Specialist	35.53	6,158.27	47.96	8,314.13
Water Efficiency Specialist	32.29	5,595.87	43.60	7,558.64
Water Efficiency Technician	29.37	5,089.71	39.63	6,868.76
<u>Water Resources Series</u>				
Water Resources Supervisor/Chief Operator (E)	52.16	9,041.49	70.42	12,205.93
Water Resources Specialist	37.07	6,424.47	50.05	8,675.94
Water Resources Technician	33.70	5,841.45	45.49	7,884.83
<u>Miscellaneous Series</u>				
Intern	15.50	2,686.66	26.79	4,643.54

Attachment 4101.A2 OTHER COMPENSATION ADOPTED JANUARY 18, 2023

4101.A2.01 Regular Employees

In addition to salary compensation received, FLSA (Fair Labor Standards Act) exempt, who are not department heads (Senior Management), and non-exempt Regular Employees (see Policy 4001) are authorized to receive the following compensation:

Certified California State Water Distribution System Operators (see Policy 4401)

Grade	D1	\$20.00/month
Grade	D2	\$40.00/month
Grade	D3	\$60.00/month
Grade	D4	\$80.00/month
Grade	D5	\$100.00/month

Certified California State Water Treatment Operators (see Policy 4401)

Grade	T1	\$20.00/month
Grade	T2	\$40.00/month
Grade	T3	\$60.00/month
Grade	T4	\$80.00/month
Grade	T5	\$100.00/month

American Water Works Association California-Nevada Section Certifications

Backflow Prevention Assembly Tester	\$20.00/month
Cross Connection Specialist	\$20.00/month

Certified California Water Use Efficiency Practitioner

Grade	1	\$20.00/month
Grade	2	\$40.00/month
Grade	3	\$60.00/month

Standby Duty (see Policy 4120)

Regular Work Days	\$44.00/day
Friday	\$108.00/day
Saturday	\$108.00/day
Sunday	\$108.00/day
District Holiday	\$44.00/day

4101.A2.04 Out-Of-Class Pay

At times, the District needs to temporarily assign an existing employee to perform a more complex level of work or additional work in a higher, equivalent or subordinate position. This need may arise due to a vacancy created by an extended leave, resignation or retirement. In order to qualify for Out-of-Class Pay, an employee must be assigned in writing by the General Manager or General Manager's Designee to perform the duties of another job classification due to a temporary vacancy extending for a period of more than eight (8) consecutive working days, holidays excluded. Assigned employees will be compensated at a five percent (5%) increase of their current hourly rate of pay in recognition of the increased responsibilities and additional workload. This Out-of-Class rate of pay increase is temporary in nature and will remain in effect until the assignment is complete. The maximum duration of the temporary assignment is one year. If the need arises to extend the assignment past one year, written justification must be provided by the General Manager and filed in the employee's personnel file. This written justification must include the completion date of the temporary assignment. This Policy section pertains to all positions that report to and/or are subordinate to the General Manager.

4101.A2.05 Personal Cellular Telephone Reimbursement

Exempt employees, including District Department Managers and Supervisors, will receive a monthly stipend in the amount of \$49 to use District sanctioned personal cellular telephones. This stipend will be paid through payroll quarterly. If an employee obtains or currently has a plan that exceeds the monthly stipend, Citrus Heights Water District will not be liable for the cost difference. The device remains the property of the employee, who is responsible for all repairs or replacement of the device.

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POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4001	Employment Status Definitions	JULY 1, 1965	AUGUST 16, 2023	(1) JANUARY 1, 1976; (2) JUNE 3, 1992; (3) JULY 24, 1995; (4) OCTOBER 11, 2005; (5) OCTOBER 14, 2018; (6) MARCH 24, 2016; (7) AUGUST 21, 2019; (8) OCTOBER 20, 2021
4005	Probationary Period Define	JUNE 3, 1992	OCTOBER 20, 2021	(1) JULY 24, 1995; (2) JUNE 10, 2008; (3) MARCH 10, 2009; (4) AUGUST 21, 2019
4010	Recruiting and Selection	JULY 1, 1965	AUGUST 21, 2019	(1) JANUARY 1, 1976; (2) JUNE 3, 1992; (3) AUGUST 9, 1995; (4) JUNE 10, 2008
4011	Equal Opportunity	JUNE 3, 1992	AUGUST 16, 2023	(1) JUNE 10, 2008; (2) JUNE 3, 1992; (3) AUGUST 21, 2019
4012	Employment of Relatives	JUNE 3, 1992	AUGUST 16, 2023	(1) JULY 24, 1995; (2) JUNE 10, 2008; (3) MARCH 10, 2009; (4) AUGUST 21, 2019
4013	Volunteer Program	AUGUST 12, 2014	AUGUST 16, 2023	(1) AUGUST 21, 2019
4014	Disaster Service Worker	AUGUST 16, 2023		

POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4020	Rights and Responsibilities	JUNE 3, 1992	AUGUST 21, 2019	(1) JUNE 10, 2008
4040	Personnel Records and Privacy	JUNE 3, 1992	OCTOBER 20, 2021	(1) OCTOBER 17, 1995; (2) JUNE 10, 2008; (3) NOVEMBER 19, 2014; (4) AUGUST 21, 2019
4050	Employment Duration	JUNE 3, 1992	AUGUST 21, 2019	(1) OCTOBER 14, 2008
4090	Job Descriptions	JULY 10, 2012	AUGUST 21, 2019	(1) OCTOBER 20, 1998; (2) MARCH 16, 1999; (3) JUNE 10, 2008; (4) MAY 10, 2011; (5) JULY 12, 2011; (6) APRIL 10, 2012; (7) JULY 10, 2012
4101	Compensation/Reclassification/ Positions	JULY 6, 1965	AUGUST 16, 2023	(1) JUNE 3, 1992; (2) JULY 24, 1995; (3) MAY 3, 1999; (4) OCTOBER 11, 2005; (5) FEBRUARY 28, 2006; (6) DECEMBER 8, 2009; (7) SEPTEMBER 13, 2016; (8) AUGUST 21, 2019, (9) DECEMBER 15, 2021, (10) JANUARY 18, 2023

POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4102	Salary Cost of Living Adjustments (COLA)	JUNE 3, 1992	AUGUST 16, 2023	(1) OCTOBER 17, 1995; (2) MAY 3, 1999; (3) DECEMBER 8, 2003; (4) DECEMBER 14, 2004; (5) DECEMBER 13, 2005; (6) DECEMBER 12, 2006; (7) JANUARY 13, 2009; (8) DECEMBER 8, 2009; (9) AUGUST 21, 2019; (10) OCTOBER 20, 2021
4103	Salary Merit Adjustments	JUNE 3, 1992	OCTOBER 20, 2021	(1) OCTOBER 17, 1995; (2) MAY 3, 1999; (3) OCTOBER 14, 2008; (4) JULY 10, 2012; (5) AUGUST 21 2019
4105	Employee Recognition	APRIL 12, 2005	OCTOBER 20, 2021	(1) AUGUST 21, 2019
4110	Hours of Work	JUNE 3, 1992	AUGUST 21, 2019	(1) NOVEMBER 7, 1995; (2) OCTOBER 14, 2008; (3) ARIL 13, 2010
4111	Lunch and Rest Periods	JUNE 3, 1992	AUGUST 16, 2023	(1) OCTOBER 6, 1998; (2) JUNE 10, 2008; (3) APRIL 13, 2010; (4) AUGUST 21, 2019

POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4112	Overtime Pay	JUNE 3, 1992	AUGUST 16, 2023	(1) MAY 24, 1995; (2) OCTOBER 17, 1995; (3) MAY 13, 1997; (4) OCTOBER 17, 2002; (5) FEBRUARY 28, 2006; (6) OCTOBER 14, 2008; (7) MARCH 10, 2009; (8) APRIL 13, 2010; (9) OCTOBER 11, 2011; (10) JANUARY 12, 2016; (11) SEPTEMBER 13, 2016; (12) AUGUST 21, 2019; (13) OCTOBER 20, 2021; (14) NOVEMBER 16, 2022
4113	Payroll	JUNE 3, 1992	AUGUST 16, 2023	(1) JANUARY 7, 1986; (2) JULY 24, 1995, (3) FEBRUARY 3, 1998; (4) MAY 13, 2008; (5) APRIL 13, 2010; (6) NOVEMBER 19, 2014; (7) AUGUST 21, 2019; (8) OCTOBER 20, 2021
4120	Standby Duty	JUNE 3, 1992	AUGUST 16, 2023	(1) OCTOBER 17, 1995; (2) JANUARY 2, 1996; (3) DECEMBER 7, 1999; (4) JUNE 10, 2008; (5) APRIL 13, 2010; (6) DECEMBER 9, 2014; (7) JANUARY 12, 2016; (8) AUGUST 21, 2019; (9) OCTOBER 20, 2021; (10) NOVEMBER 16, 2022
4200	Employee Insurance Benefits	JUNE 3, 1992	AUGUST 16, 2023	(1) JUNE 20, 2008; (2) NOVEMBER 19, 2014; (3) AUGUST 21, 2019

POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4210	Health Insurance	JANUARY 7, 1986	AUGUST 21, 2019	(1) JUNE 3, 1992; (2) JULY 24, 1995; (3) JANUARY 16, 2001; (4) JANUARY 8, 2002; (5) JANUARY 7, 2003; (6) JANUARY 13, 2004; (7) JANUARY 11, 2005; (8) MAY 10, 2005 (9) JANUARY 10, 2006; (10) JANUARY 9, 2007; (11) JUNE 10, 2008; (12) JANUARY 11, 2011; (13) JANUARY 10, 2012; (14) JANUARY 8, 2013; (15) JANUARY 14, 2014; (16) DECEMBER 9, 2014; (17) JANUARY 13, 2015; (18) JANUARY 10, 2017; (19) APRIL 11, 2017; (20) JANUARY 16, 2019
4211	Dental Insurance	JANUARY 7, 1986	AUGUST 21, 2019	(1) JUNE 3, 1992; (2) JULY 24, 1995; (3) JUNE 10, 2008; (4) DECEMBER 13, 2016; (5) JANUARY 16, 2019
4212	Vision Insurance	JUNE 3, 1992	AUGUST 21, 2019	(1) JULY 24, 1995; (2) JUNE 10, 2008; (3) DECEMBER 13, 2016; (4) JANUARY 16, 2019

POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4220	Life Insurance and Accidental Death and Dismemberment Insurance	JANUARY 7, 1986	AUGUST 21, 2019	(1) JUNE 3, 1992; (2) OCTOBER 17, 1995; (3) JUNE 10, 2008; (4) DECEMBER 5, 2016; (5) JANUARY 16, 2019
4222	Disability Insurance	JANUARY 7, 1986	AUGUST 16, 2023	(1) JUNE 3, 1992; (2) JULY 24, 1995; (3) JUNE 10, 2008; (4) DECEMBER 13, 2016; (5) JANUARY 16, 2019; (6) AUGUST 21, 2019
4223	Workers' Compensation Insurance	JANUARY 7, 1986	AUGUST 21, 2019	(1) JUNE 3, 1992; (2) JULY 1, 1997; (3) JUNE 10, 2008
4301	Annual Leave	JULY 1, 1965	AUGUST 16, 2023	(1) JANUARY 1, 1976; (2) JUNE 3, 1992; (3) OCTOBER 17, 1995; (4) JULY 6, 1999; (5) OCTOBER 14, 2008; (6) APRIL 13, 2010; (7) JUNE 12, 2012; (8) DECEMBER 9, 2014; (10) AUGUST 21, 2019; (11) OCTOBER 20, 2021
4302	Management Leave	JUNE 3, 1992	AUGUST 16, 2023	(1) MAY 24, 1995; (2) OCTOBER 17, 1995; (3) NOVEMBER 7, 1995; (4) JULY 20, 1999; (5) OCTOBER 14, 2008; (6) APRIL 13, 2010; (7) JUNE 12, 2012; (8) DECEMBER 9, 2014; (9) AUGUST 21, 2019

POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4303	Compensatory Time-Off (CTO)	JUNE 3, 1992	AUGUST 16, 2023	(1) MAY 24, 1995; (2) OCTOBER 17, 1995; (3) NOVEMBER 7, 1995; (4) JULY 20, 1999; (5) JUNE 10, 2008; (6) OCTOBER 14, 2008; (7) NOVEMBER 19, 2014; (8) AUGUST 21, 2019
4305	Administrative Leave	OCTOBER 14, 2008	AUGUST 21, 2019	(1) JULY 10, 2012
4308	Pregnancy Disability Leave	AUGUST 21, 2019	AUGUST 16, 2023	(1) AUGUST 21, 2019
4309	California Family Leave Act	JANUARY 20, 2021	AUGUST 16, 2023	(1) JANUARY 20, 2021; (2) OCTOBER 20, 2021
4310	Sick Leave	JULY 1, 1965	AUGUST 16, 2023	(1) MARCH 3, 1981; (2) JUNE 3, 1992; (3) JULY 24, 1995; (4) NOVEMBER 7, 1995; (5) JULY 20, 1999; (6) JUNE 10, 2008; (7) APRIL 13, 2010; (8) AUGUST 21, 2019
4311	Compassionate Leave	JUNE 3, 1992	AUGUST 16, 2023	(1) JULY 24, 1995; (2) JULY 20, 1999; (3) OCTOBER 14, 2008; (4) DECEMBER 21, 2022
4312	Catastrophic Illness/Injury Leave Donation	JULY 20, 1999	AUGUST 21, 2019	(1) DECEMBER 9, 2014; (2) JUNE 20, 2008

POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4320	Court Appearance	JUNE 3, 1992	AUGUST 16, 2023	(1) JULY 20, 1999; (2) JUNE 10, 2008; (3) AUGUST 21, 2019
4321	Jury Service Leave	JULY 1, 1965	AUGUST 21, 2019	(1) JUNE 3, 1992; (2) JUNE 10, 2008; (3) DECEMBER 9, 2014; (4) DECEMBER 8, 2015
4325	Military Duty Leave of Absence	JULY 1, 1965	AUGUST 16, 2023	(1) JUNE 3, 1992; (2) OCTOBER 17, 1995; (3) JUNE 10, 2008; (4) AUGUST 21, 2019
4330	Personal Leave of Absence	AUGUST 2, 1983	OCTOBER 20, 2021	(1) JUNE 3, 1992; JUNE 10, 2008; (3) OCTOBER 14, 2008; (4) AUGUST 21, 2019
4350	Holidays	APRIL 13, 2010	DECEMBER 21, 2022	(1) JANUARY 6, 1976; (2) JUNE 3, 1992; (3) JULY 24, 1995; (4) JUNE 10, 2008; (5) APRIL 13, 2010; (6) DECEMBER 21, 2022
4401	Education Assistance Program	JUNE 3, 1992	AUGUST 16, 2023	(1) AUGUST 9, 1995; (2) NOVEMBER 7, 1995; (3) JANUARY 5, 1999; (4) JUNE 8, 2004; (5) OCTOBER 14, 2008; (6) DECEMBER 14, 2010; (7) NOVEMBER 19, 2014; (8) JANUARY 10, 2017; (9) AUGUST 21, 2019; (10) OCTOBER 20, 2021
4411	Deferred Compensation	JUNE 3, 1992	AUGUST 21, 2019	(1) JUNE 10, 2008; (2) NOVEMBER 19, 2014

POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4420	Employee Tools and Safety Equipment	JUNE 3, 1992	OCTOBER 20, 2021	(1) AUGUST 9, 1995; (2) JANUARY 2, 1996; (3) MAY 13, 2008; (4) OCTOBER 14, 2008; (5) FEBRUARY 14, 2012; (6) NOVEMBER 10, 2015; (7) AUGUST 21, 2019
4430	Employee Suggestions	JUNE 3, 1992	AUGUST 21, 2019	(1) AUGUST 9, 1995; (2) JUNE 10, 2008
4440	Membership in Professional and Technical Societies/Associations	JUNE 3, 1992	AUGUST 21, 2019	(1) JUNE 10, 2008
4450	Telephone Calls	JUNE 3, 1992	OCTOBER 20, 2021	(1) JUNE 10, 2008; (2) AUGUST 21, 2019
4501	Standards of Conduct	JUNE 3, 1992	OCTOBER 20, 2021	(1) JUNE 10, 2008; (2) NOVEMBER 19, 2014
4511	Attendance	JUNE 3, 1992	AUGUST 16, 2023	(1) AUGUST 9, 1995; (2) JUNE 10, 2008; (3) AUGUST 21, 2019
4512	Harassment/Discrimination Prevention	AUGUST 21, 2019	AUGUST 16, 2023	(1) AUGUST 21, 2019; (2) OCTOBER 20, 2021
4513	Disciplinary Procedures	JANUARY 6, 1976	OCTOBER 20, 2021	(1) JUNE 3, 1992; (2) AUGUST 9, 1995; (3) JUNE 10, 2008; (4) AUGUST 21, 2019

POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4514	Grievance Procedure	JUNE 3, 1992	OCTOBER 20, 2021	(1) AUGUST 9, 1995; (2) JUNE 10, 2008; (3) MARCH 24, 2016; (4) AUGUST 21, 2019
4520	Employee Conflict of Interest	JUNE 3, 1992	OCTOBER 20, 2021	(1) JUNE 10, 2008
4530	Uniforms and Dress Code	JUNE 3, 1992	AUGUST 21, 2019	(1) OCTOBER 14, 2008; (2) OCTOBER 11, 2011
4601	Employee Orientation	JUNE 3, 1992	AUGUST 21, 2019	(1) OCTOBER 14, 2008
4610	Performance Evaluations	JUNE 3, 1992	AUGUST 21, 2019	(1) AUGUST 9, 1995; (2) OCTOBER 14, 2008; (3) July 10, 2012; (4) DECEMBER 13, 2016
4611	Promotions	JUNE 3, 1992	AUGUST 21, 2019	(1) AUGUST 9, 1995; (2) JUNE 10, 2008; (3) OCTOBER 14, 2008
4701	Safety Officer	JUNE 3, 1992	AUGUST 21, 2019	(1) JUNE 10, 2008; (2) NOVEMBER 1, 2016
4702	Injury and Illness Prevention	JUNE 3, 1992	AUGUST 21, 2019	(1) AUGUST 7, 2001; (2) MAY 8, 2007

POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4703	Injury and Illness Reporting	JUNE 3, 1992	AUGUST 16, 2023	(1) MAY 8, 2007; (2) NOVEMBER 19, 2014; (3) AUGUST 21, 2019
4710	Smoking in the Workplace	JUNE 3, 1992	AUGUST 21, 2019	(1) JUNE 10, 2008
4730	Return to Work Program	MARCH 9, 2004	AUGUST 16, 2023	(1) JUNE 10, 2008; (2) AUGUST 21, 2019
4740	Reasonable Accommodations	AUGUST 21, 2019	AUGUST 16, 2023	(1) AUGUST 21, 2019; (2) OCTOBER 20, 2021
4800	Employee Separation	JUNE 3, 1992	OCTOBER 20, 2021	(1) OCTOBER 17, 1995; (2) JUNE 10, 2008; (3) NOVEMBER 19, 2014
4810	Layoff or Reduction of Work Force	JULY 1, 1965	AUGUST 21, 2019	(1) JANUARY 1, 1976; (2) MARCH 3, 1981; (3) JUNE 3, 1992; (4) OCTOBER 17, 1995; (5) JUNE 10, 2008; (6) OCTOBER 14, 2008
4820	California Public Employee's Retirement System	JANUARY 7, 1986	OCTOBER 20, 2021	(1) JUNE 3, 1992; (2) OCTOBER 17, 1995; (3) FEBRUARY 6, 2001; (4) JUNE 10, 2008; (5) FEBRUARY 12, 2013; (6) NOVEMBER 19, 2014; (7) SEPTEMBER 13, 2016; (8) AUGUST 21, 2019

POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4830	Insurance Benefits for Retirees Retiring Between 06/03/92-03/19/96	JUNE 3, 1992	AUGUST 21, 2019	(1) MARCH 19, 1996; (2) JUNE 10, 2008
4831	Insurance Benefits for Retirees after 03/19/96	MARCH 19, 1996	DECEMBER 21, 2022	(1) JANUARY 16, 2001; (2) JANUARY 8, 2002; (3) JANUARY 7, 2003; (4) JANUARY 1, 2004; (5) FEBRUARY 10, 2004; (6) DECEMBER 13, 2005; (7) DECEMBER 12, 2006; (8) DECEMBER 11, 2007; (9) JANUARY 13, 2009; (10) DECEMBER 8, 2009 (11) DECEMBER 14, 2010; (12) DECEMBER 13, 2011; (13) DECEMBER 11, 2012; (14) DECEMBER 10, 2013; (15) DECEMBER 9, 2014; (16) DECEMBER 08, 2015; (17) JANUARY 10, 2017; (18) JANUARY 1, 2018; (19) JANUARY 16, 2019; (20) AUGUST 21, 2019; (21) OCTOBER 16, 2019; (22) NOVEMBER 18, 2020, (23) DECEMBER 15, 2021; (24) DECEMBER 21, 2022

POLICY NUMBER	POLICY TITLE	DATE ADOPTED	DATE AMENDED	PREVIOUS AMENDMENTS
4901	Employee Expenses/Per Diem Reimbursement	JUNE 3, 1992	AUGUST 16, 2023	(1) OCTOBER 17, 1995; (2) OCTOBER 17, 2002; (3) JUNE 10, 2008; (4) DECEMBER 14, 2010; (5) SEPTEMBER 11, 2012; (6) AUGUST 21, 2019; (7) JUNE 17, 2020
4911	District Vehicle and Equipment Assignment	JUNE 3, 1992	NOVEMBER 19, 2014	(1) OCTOBER 6, 1998; (2) JUNE 10, 2008
4912	Employee Parking	JUNE 3, 1992	JUNE 10, 2008	(1) OCTOBER 17, 1995
4930	Computer Use and Internet Access	MARCH 4, 2003	OCTOBER 20, 2021	(1) JUNE 10, 2008; (2) NOVEMBER 19, 2014
4931	Voice Mail and Electronic Mail	MARCH 4, 2004	OCTOBER 20, 2021	(1) JUNE 10, 2009; (2) NOVEMBER 19, 2014
4932	Mobile Devices	MARCH 11, 2008	OCTOBER 20, 2021	(1) APRIL 22, 2016; (2) NOVEMBER 14, 2018
4940	Reasonable Suspicion Drug/Alcohol Testing	AUGUST 21, 2019	OCTOBER 20, 2021	(1) AUGUST 21, 2019