

TRIUNFO WATER & SANITATION DISTRICT

Draft Minutes of October 25, 2021 Board of Directors Meeting (Hybrid)
Oak Park Library (Film & Lecture Room 102)
899 N. Kanan Road, Oak Park, California

1. Call to Order, Roll Call: Chair Ray Tjulander called the meeting to order at 5:15 p.m. Director Jane Nye, Director James Wall, Vice Chair Leon Shapiro and Chair Raymond Tjulander were present. Director Janna Orkney was absent.

Staff present: General Manager Mark Norris, Legal Counsel John Mathews, Director of Finance Vickie Dragan, Interim Director of Operations Richard Jones, Environmental Resource Analyst Arik Baharouzi, Clerk of the Board Fidela Garcia, Engineering Program Manager Tim Doyle, Administrative Program Manager Chi Hermann and Consultant Sandy Warren (virtual).

2. Pledge of Allegiance: led by Director Wall.

3. Agenda Review

Director Wall moved to accept the agenda as presented with two minor typographical corrections to the titles of items 8 and 14. Item 8, the word United should be Urban and Item 14, the word Revised should be Review. Motion seconded by Vice Chair Shapiro. Motion carried unanimously 4-0 (Director Orkney absent).

4. Public Comment – None

PRESENTATION ITEM

5. Calleguas-Las Virgenes Intertie Project Update

Dan Drugan, Calleguas Municipal Water District representative, presented a report by teleconference and stated he would return at a later date for a preconstruction update to the Board.

CONSENT ITEMS (Items 6 through 7)

6. Approve the minutes of the Board of Directors regular meeting of September 27, 2021
7. Triunfo Water & Sanitation District (TWSD) Core Management Agreements-Salary & Benefits Increase Based on Consumer Price Index (CPI)

It is recommended the Board:

- A. Receive and file this report; and

- B. Approve the Director of Finance to make a budget adjustment in the amount of \$27,900 to the Salaries and Employee Benefits section of the FY 2021-22 Adopted Budget.

No public comment was heard on items 6 & 7.

Vice Chair Shapiro moved to accept items 6 and 7, as presented. Motion seconded by Director Wall. Motion carried unanimously, 4-0 (Director Orkney absent).

ACTION ITEM (Items 8 through 16)

8. **Public Hearing: Triunfo Water & Sanitation District (TWSD) 2020 Urban Water Management Plan**

It is recommended the Board:

- A. Conduct a public hearing regarding the TWSD 2020 Urban Water Management Plan:
 - 1) Call to order and open the public hearing.
 - 2) Receive staff report and recommendations.
 - 3) Report of written communications.
 - 4) Public comment.
 - 5) Close public hearing.
 - 6) Discussion by Board of Directors
- B. Adopt Resolution No. TWSD 2021-007 for the Triunfo Water & Sanitation District 2020 Urban Water Management Plan.

Chair Tjulander opened the public hearing at 5:25 p.m.

Mr. Norris, General Manager, provided an overview of the item.

With no one wishing to comment, the public hearing was closed at 5:26 p.m.

Vice Chair Shapiro moved to approve the Urban Water Management Plan. Motion seconded by Director Wall. Motion carried unanimously 4-0, (Director Orkney absent).

9. **Consideration and adoption of Triunfo Water & Sanitation District Resolution No. TWSD 2021-005 enabling use of remote teleconference meetings in accordance with Assembly Bill 361**

It is recommended the Board: Adopt TWSD Resolution No. 2021-005 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Triunfo Water & Sanitation District for the Period of October 25, 2021 to November 24, 2021.

Mr. Mathews, Legal Counsel, presented the report.

No public comment was heard.

Director Wall moved to adopt TWSD Resolution No. 2021-005 authorizing remote teleconference meetings of the legislative bodies of the Triunfo Water & Sanitation District for the period of October 25, 2021 to November 24, 2021. Motion seconded by Vice Chair Shapiro. Motion carried unanimously 4-0, (Director Orkney absent).

10. Contract for Asphalt Rehabilitation at the Kilburn Water Reservoir Contract No. T21-005 – Toro Enterprises, Inc.

It is recommended the Board:

- A. Authorize the Chair to sign TWSD Contract No. T21-005 for Toro Enterprises, Inc. for replacement of the asphalt access road and repair of the apron area at Kilburn in the amount of \$155,625 with a term to January 31, 2022; and
- B. Approve the Director of Finance to increase the CIP budget (Project #222905) by \$155,625 plus the to-be-determined cost of inspection.

Mr. Doyle, Engineering Program Manager, presented the report.

No public comment was heard.

Director Wall moved to authorize the Chair to sign TWSD Contract No. T21-005 for Toro Enterprises, Inc. and approve the Director of Finance to increase the CIP budget (Project #222905) by \$155,625 plus the to-be-determined cost of inspection. Motion seconded by Director Nye. Motion carried unanimously, 4-0 (Director Orkney absent).

11. Contract for Design Services for The Bell Canyon Sewer Rehabilitation Project Contract No. T21-006 – Phoenix Civil Engineering, Inc.

It is recommended the Board: Authorize the Chair to sign TWSD Contract No. T21-006 for Phoenix Civil Engineering, Inc. for engineering design services for the Bell Canyon Sewer Rehabilitation Project in the amount of \$103,770 with a term to December 31, 2022.

Mr. Norris, General Manager, presented the report.

No public comment was heard.

Vice Chair Shapiro moved to approve the Chair to sign TWSD Contract No. T21-006 for Phoenix Civil Engineering, Inc. for engineering design services for the Bell Canyon Sewer Rehabilitation Project in the amount of \$103,770 with a term to December 31, 2022. Motion seconded by Director Wall. Motion carried unanimously, 4-0 (Director Orkney absent).

12. Discussion of providing a Pure Water Project update letter to customers

It is recommended the Board: Discuss the request providing a Pure Water project update letter to customers and provide direction to staff.

Mr. Norris, General Manager, presented the report.

No public comment was heard.

It was the consensus of the Board to keep the focus on placement of updated information on the Pure Water project on the website at this time.

13. Discussion of wastewater customer assistance program

It is recommended the Board: Discuss the request extending the customer assistance program for its wastewater customers and provide direction to staff.

Mr. Norris, General Manager, presented the report.

No public comment was heard.

By consensus, the Board directed staff to prepare an item for its consideration at its next Board meeting.

14. Review of Ordinance No. TWSD-100, General Ordinance for District Formation

It is recommended the Board:

- A. Conduct the first reading, by title only, of proposed Ordinance No. TWSD-100; and
- B. Schedule a public hearing and Board action on November 22, 2021 to conduct the second reading, by title only, and consider adoption of Ordinance No. TWSD-100; and

- C. Direct staff to publish on November 8, 2021, a notice in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of this Ordinance and noticing a November 22, 2021, public hearing to consider adoption of this Ordinance; or
- D. Provide staff with direction.

Mr. Mathews, Legal Counsel, presented the report.

No public comment was heard.

Director Wall moved to approve staff's recommendations A, B, and C above. Motion seconded by Director Nye. Motion carried unanimously, 4-0 (Director Orkney absent).

Ms. Garcia, Clerk of the Board, conducted the first reading by title only.

ORDINANCE NO. TWSD-100 (ADOPTED 11/22/21) GENERAL

- 15. Designation of Voting Delegate and Alternate for the Association of California Water Agencies Election of President and Vice President

It is recommended the Board designate a voting delegate and alternate for the ACWA General Session Membership Meeting on December 1, 2021 to be held at the ACWA Fall Conference.

Mr. Norris, General Manager, presented the report.

By consensus of the Board, Director Orkney was appointed as voting delegate for the ACWA General Session Membership Meeting and Chair Tjulander as voting alternate.

- 16. Discussion: Redistricting of Ventura County Supervisorial Districts

It is recommended the Board discuss potential impacts to the District and provide direction to staff.

Mr. Norris, General Manager, presented the report.

A discussion was held and no action was taken.

INFORMATION ITEMS (Items 17 through 25)

It is recommended the Board receive and file the following items:

17. Disbursements, September 2021
18. Investment Report, September 2021
19. TWSD Website Google Analytics Report
20. Water Conservation Customer Rebate Program
21. Statewide Water Supply Conditions Report, September 2021
22. Water Service Update, September 2021
23. Water Conservation Report September 2021
24. Revenue & Expense Report, September 2021
25. Future Meetings, Seminars and Conferences:
 - Nov. 1, 5:00 p.m. – JPA Meeting (Virtual/Live)
 - Nov. 10, 10:00 a.m. – CSDA Webinar: General Manager Evaluations
 - Nov. 10, 11:00 a.m. – WaterReuse Webcast: Ag Reuse in CA: Moving to the Next Level
 - Nov. 15, 9:00 a.m. – WaterReuse Webcast: Keys to Success: Water Recycling in Small and Disadvantaged Communities
 - Nov. 22, 5:15 p.m. – TWSD Board Meeting, Oak Park Library
 - Nov. 30 – Dec. 2 – ACWA Annual Conference, Pasadena (Virtual/Live)
 - Dec. 6, 5:00 p.m. – JPA Meeting (Virtual/Live)
 - Dec 7, 10:00 a.m. – CSDA Webinar: The Great Board Chair
 - Dec. 7, 5:30 p.m. – VCSDA Meeting (Virtual/Live)
 - Dec. 27, 5:15 p.m. – TWSD Board Meeting, Oak Park Library
 - Jan. 19 – CASA 2022 Winter Conference, Palm Springs

Director Wall moved to receive and file the information reports. Motion seconded by Director Nye. Motion carried unanimously, 4-0 (Director Orkney absent).

ORAL REPORTS (Items 26 through 29)

26. Standing Committee Reports
 - A. Finance Committee
 - B. Personnel Committee
Vice Chair Shapiro reported on the Committee meeting held on October 21, 2021.
 - C. Public Outreach / Communications Committee
Director Wall reported on the Committee meeting held on October 12, 2021.
27. Board Member Comments

Director Nye inquired about the regular board meeting scheduled for December. A brief discussion was held regarding the potential need to cancel the December meeting and schedule a special meeting in its place due to potential unavailability of Board members; however, no action taken.

Mr. Norris, General Manger, responded to Director Nye's question on whether the District would be responding to Governor Newsome's emergency declaration. He said that the Metropolitan Water District would be holding a meeting on November 9 and that once that meeing happens, the District would then have a clearer water picture in order to appropriately respond, if that is what is needed.

28. Reports on Outside Meetings/Conferences: None.

29. General Manager, Legal Counsel Comments: None.

NEW BUSINESS (Item 30 only)

30. Future Agenda Items

None other than as stated earlier.

ADJOURNMENT: There being no further business, and without objection, Chair Tjulander adjourned the meeting at 6:25 p.m. to a Regular Meeting to be held Monday, November 22, 2021, at the Oak Park Library.

Prepared by: Approved:

Fidela Garcia
Clerk of the Board

Ray Tjulander, Chair
Triunfo Water & Sanitation District

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Providing Outstanding Service Since 1963

Board of Directors

Raymond Tjulander, Chair

Leon Shapiro, Vice Chair

Jane Nye, Director

Janna Orkney, Director

James Wall, Director

November 22, 2021

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

CONSIDERATION AND ADOPTION OF TRIUNFO WATER & SANITATION DISTRICT RESOLUTION NO. TWSD 2021-009 EXTENDING THE CONTINUED USE OF REMOTE TELECONFERENCE MEETINGS IN ACCORDANCE WITH ASSEMBLY BILL 361

SUMMARY

In March 2020, amid rising concern surrounding the spread of the COVID-19 virus throughout communities in the state, California Governor Gavin Newsom issued a series of Executive Orders aimed at containing the novel coronavirus. These Executive Orders (N-25-20, N-29-20, and N-35-20) collectively modified or waived certain noticing and meeting requirements in the Brown Act Open Meetings Law (Gov. Code §54950 et seq.) for local agency public meetings so that the public health and safety of all attendees would be protected through teleconferenced or remote meetings. Using these Executive Orders in combination with still applicable public meeting requirements, Triunfo Water & Sanitation Board of Directors began conducting its open meetings via teleconference and videoconference.

On June 11, 2021, after it was determined that the threat of the novel coronavirus was abating, the Governor issued Executive Order N-08-21 which rescinded all the modifications and waivers made to the Brown Act by the previous Executive Orders, effective September 30, 2021. However, the Delta variant of the coronavirus began to take spread and this prompted certain state legislative action in the form of AB 361 to amend the Brown Act Open Meetings Law which would extend the ability to use teleconference meetings for local public agencies under specified conditions.

On September 16, 2021, the Governor signed AB 361 into law and thus amended Government Code §54953 (see Stats. 2021, Ch. 165) to extend the teleconference/remote public meeting authority and waivers provided under prior Executive Orders so long as certain conditions are met and findings are made to implement the provisions of recently amended section 54953, subdivision (e) of the Government Code, a local public agency's decision-making body must determine, by majority vote, that meeting in person during a declared state of emergency would present

imminent risks to the health or safety of attendees. Particular provisions for how to hold such teleconferenced meetings are required in paragraph (e)(2). A local public agency may continue to hold its public meetings by teleconferencing, paragraph (e)(3) but would require the local public agency decision-making body to make certain findings by majority vote every 30 days after the first of such teleconferenced meetings. This can be done by resolution and renewed resolution if the agency desires to continue meeting under the modified Brown Act requirements or allow the resolution to lapse.

On October 25, 2021, the Board approved Resolution No. TWSD 2021-005 making the findings that the District's legislative bodies meeting in person would present imminent risks to the health and safety of attendees and directed staff to return within 30 days to review whether these circumstances continue to exist and should extend the use of AB 361's teleconferencing procedures. Since the circumstances of the state of emergency continue to impact in person meetings and being the current resolution will expire on November 25, 2021, staff is recommending the Board consider extending the resolution for an additional 30 days.

The amended provisions of Government Code §54953 will sunset on January 1, 2024. This is subject to change if the Legislature and Governor elect to extend the sunset date or make the provisions permanent.

This letter has been reviewed by Legal Counsel as to form.

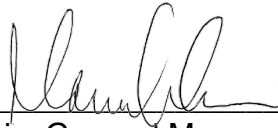
If you should have any questions or need additional information, please contact me by phone at (805) 658-4642 or via email at fidelagarcia@triumfowsd.com.

RECOMMENDATION

It is recommended the Board adopt TWSD Resolution No. 2021-009 Authorizing the Continued Use of Remote Teleconference Meetings of the Legislative Bodies of the Triunfo Water & Sanitation District for the Period of November 25, 2021 to December 25, 2021.

Fidela Garcia, Clerk of the Board

REVIEWED AND APPROVED:



Mark Norris, General Manager

Attachments:

TWSD Resolution No. 2021-009

TRIUNFO WATER & SANITATION DISTRICT

RESOLUTION NO. TWSD 2021-009

A RESOLUTION OF THE BOARD OF DIRECTORS OF TRIUNFO WATER & SANITATION DISTRICT AUTHORIZING THE CONTINUED USE OF REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF TRIUNFO WATER & SANITATION DISTRICT FOR THE PERIOD NOVEMBER 25, 2021 TO DECEMBER 25, 2021

WHEREAS, the TRIUNFO WATER & SANITATION DISTRICT (“District”) is committed to preserving and providing public access and participation in meetings of the Board of Directors in accordance with the California Constitution; and

WHEREAS, all meetings of the District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code §§54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, a state of emergency was declared by Governor Newsom on March 4, 2020 pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, the District’s legislative bodies meeting in person would present imminent risks to the health and safety of attendees.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF TRIUNFO WATER & SANITATION DISTRICT DOES HEREBY FIND AND RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Remote Teleconference Meetings. The General Manager and Staff of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 3. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until December 25, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the District may continue to teleconference without compliance with paragraph (b)(3) of Government Code section 54953.

PASSED AND ADOPTED by the Board of Directors of Triunfo Water & Sanitation District, this 22nd day of November, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Raymond Tjulander, Chair

ATTEST:

Fidela Garcia, Clerk of the Board

APPROVED AS TO FORM:

John Mathews, District Counsel



Providing Outstanding Service Since 1963

Board of Directors

Raymond Tjulander, Chair

Leon Shapiro, Vice Chair

Jane Nye, Director

Janna Orkney, Director

James Wall, Director

November 22, 2021

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

APPROVAL OF THE DISTRICT'S CLASSIFICATION AND COMPENSATION STUDY FOR ADDITIONAL NEW POSITIONS

Summary

At the April 26, 2021 Triunfo Water & Sanitation District's (District) Board Meeting, as the second step of the District's plan to sever its contractual relationship with Ventura Regional Sanitation District (VRSD), the Board requested that staff move forward with transitioning the water/wastewater field services from VRSD to a hybrid structure which includes District in-house staffing of certain key positions and supplementing with outside contracts. To facilitate the new staff positions, and complete the transition process by June 30, 2022, the Koff and Associates job classifications and compensation study (C&C) was expanded to address several additional positions. Staff identified five (5) job classifications, totaling seven (7) personnel, that would be required to operate under the hybrid operational structure and those include; Operations Manager, Water/Wastewater Supervisor, Water/Wastewater Worker (3), Environmental Resource Analyst, and an Accounting Assistant.

At the June 28, 2021, Board Meeting, your Board approved a contract with Koff to conduct a C&C study for the 5 new job classifications. Koff was able to utilize data from the same twelve agencies previously used from the 2020 study and matched each of the 5 proposed District positions with similar positions for those agencies. This draft report was presented to the District's Personnel and Finance Committee on November 10, 2021, and there were no requested changes prior to presenting to the entire Board.

Koff has completed the job classification and compensation study and is here tonight to present their findings and recommendations. Georg Krammer, CEO of Koff & Associates (Gallagher Benefit Services, Inc.), will make the subject presentation and respond to any questions. Staff recommends your Board review and approve the findings and recommendations presented in the Report and direct staff to move forward with implementation.

Please contact me at 805-658-4621 or email marknorris@triunfowsd.com if you have any questions or need additional information.

Fiscal Impact

The estimated Salaries & Benefits (S&B) cost for the additional seven (7) positions is \$965,300 and will be included in the Fiscal Year 2022-2023 Budget.

Recommendation

It is recommended that the Board:

- A. Review, discuss, and approve the findings and recommendations in the Triunfo WSD Compensation Study Draft Report and Job Classifications, dated November 8, 2021, from Koff & Associates, Inc.; and
- B. Direct staff to proceed with developing an implementation schedule and begin a recruitment process; or
- C. Provide staff with direction.

REVIEWED AND APPROVED:



Mark Norris - General Manager

Attachments: Triunfo WSD Compensation Study Draft Report, November 8, 2021



Koff & Associates
A Gallagher Company

November 8, 2021

Classification and Compensation Study Draft Report

Triunfo Water & Sanitation District

KOFF & ASSOCIATES, A GALLAGHER COMPANY

GEORG S. KRAMMER

Managing Director

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November 8, 2021

Mr. Mark Norris
General Manager
Triunfo Water & Sanitation District
1001 Partridge Drive, Suite 150
Ventura, CA 93003

Dear Mr. Norris:

Koff & Associates is pleased to present the Classification and Compensation Study Report to the Triunfo Water & Sanitation District. This report documents the new classifications created for the study, and the market compensation survey methodology, findings, and recommendations for implementation.

We would like to thank you for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with Triunfo Water & Sanitation District and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,



Georg S. Krammer
Managing Director



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EXECUTIVE SUMMARY

Background

In September 2021, Triunfo Water & Sanitation District (“District”) retained Koff & Associates (“K&A”) to conduct a review of documentation to be used in the development of five classification descriptions for new District positions, and to conduct a base salary study for the purpose of setting salaries for these classifications.

This classification and compensation review process was precipitated by:

- The need to establish five new classifications and to formally document them in classification descriptions;
- The concern of the Board of Directors and management that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the District to recruit and retain high-quality staff;
- The desire to have a compensation plan that can meet the needs of the District; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across the District.

The goal of the classification study was to ensure that these new positions were properly documented in classification descriptions as the District moved forward with recruiting positions for this work. The goals of the compensation study were to assist the District in developing a competitive pay plan, which is based upon market data, and to ensure that the plan is fiscally responsible and meets the needs of the District with regards to recruitment and retention of qualified staff.

Summary of Findings

This report summarizes the study methodology, classification description development process, analytical tools, and the base salary survey findings; consistent with practices established in the District’s 2020 study, all data has been analyzed relative to the median of the market.

STUDY PROCESS

New Classifications/Study Benchmarks

The study was initiated in a meeting with the District’s management team to establish the five new classifications. To facilitate the process the District provided K&A with job descriptions which were similar to the new jobs they were establishing, and operational feedback on the scope of responsibility for each position; K&A asked more detailed questions on the scope, span of control, duties and responsibilities, and minimum qualifications for these new positions, and the classification plan comprises the following new classifications:

- Accounting Assistant
- Environmental Resources Analyst
- Operations Manager
- Water/Wastewater Operations Supervisor
- Water/Wastewater Worker

Utilizing information and feedback from that meeting, K&A developed draft classification descriptions which were reviewed and approved by the District’s management team. All new classification descriptions are presented in Appendix I.

The compensation study included 4 classifications, as listed in Table 1 below; of note is the fact that the Water/Wastewater Operations Supervisor was not surveyed as a benchmark. It is our experience that supervisory classifications are often impacted by organizational differences and that salary levels for these classifications are more properly addressed through the internal alignment process. More information on this matter is presented in the “Benchmarking/Internal Alignment Process” section on page 6 of this report.

Table 1. Benchmark Classifications

Classification Title
1. Accounting Assistant
2. Environmental Resources Analyst
3. Operations Manager
4. Water/Wastewater Worker (three different service areas [distribution, electrical-mechanical and meter reading] were surveyed to determine any market differences in these functional areas)

Comparator Agencies

The District’s current established comparator agencies were surveyed for these classes; these agencies are presented in Table 2.

Table 2. Comparator Agencies

Agency
1. Camrosa Water District
2. Casitas Municipal Water District
3. City of Agoura Hills
4. City of Thousand Oaks
5. City of Westlake Village



Agency
6. El Toro Water District
7. Goleta Sanitary District
8. Goleta Water District
9. Las Virgenes Municipal Water District
10. Rowland Water District
11. Ventura Regional Sanitation District
12. Yorba Linda Water District

Data Collection

Data was collected during the month of September 2021 through comparator agency websites, conversations with human resources, accounting, and/or finance personnel, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents.

Matching Methodology

K&A believes that the data collection step is the most critical for maintaining the overall credibility of any study and relied on the District’s newly developed classification descriptions as the foundation for comparison. These newly developed classification descriptions can be found in Appendix I.

When K&A researches and collects data from the comparator agencies to identify possible matches for each of the benchmark classifications, there is an assumption that comparable matches may not be made that are 100% equivalent to the classifications at the District. Therefore, K&A does not match based upon job titles, which can often be misleading, but rather analyze class descriptions before a comparable match is determined.

K&A’s methodology is to analyze each class description and the whole position by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;

- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.

In order for a match to be included, K&A requires that a classification's "likeness" be at approximately 70% of the matched classification.

When an appropriate match is not identified for one classification, K&A often uses "hybrids" which can be functional or represent a span in scope of responsibility. A functional hybrid means that the job of one classification at the District is performed by two or more classifications at a comparator agency. A "hybrid" representing a span in scope means that the comparator agency has one class that is "bigger" in scope and responsibility and one class that is "smaller," where the District's class falls in the middle.

If an appropriate match could not be found, then no match was reported as a non-comparable (N/C).

Data Spreadsheets

For each benchmark classification, there is one information page:

- Top Monthly Base Salary

The average (mean) and median (midpoint) of the comparator agencies are reported on the top monthly salary spreadsheet. The percentage above or below that the District is compared to the average and median is also reported.

The mean is the sum of the comparator agencies' salaries divided by the number of matches. The median is the midpoint of all data with 50% of data points below and 50% of data points above.

In order to calculate the mean and median, K&A requires that there be a minimum of four comparator agencies with matching classifications to the benchmark classification. The reason for requiring a minimum of four matches is so that no one classification has undue influence on the calculations. Sufficient data was collected from the comparator agencies for all the benchmark classifications.

When using survey data to make salary range recommendations and adjustments, K&A recommends using the median, rather than the mean, because the median is not skewed by extremely high or low salary values.



MARKET COMPENSATION FINDINGS

The following table represents a summary of the market top monthly (base) salary compensation findings. For each benchmark classification, the number of matches (agencies with a comparable position) and top monthly salary market median is listed.

Table 3. Market Compensation Results Summary

Classification Title	# of Matches	Top Monthly Median Salary
Accounting Assistant	7	\$5,625
Environmental Resources Analyst	5	\$8,157
Operations Manager	6	\$13,713
Water/Wastewater Worker – Distribution Service Area	9	\$7,062
Water/Wastewater Worker – Electrical/Mechanical Maintenance Service Area	6	\$7,716
Water/Wastewater Worker – Meter Maintenance/Reader Service Area	9	\$6,209

RECOMMENDATIONS

Pay Philosophy

The District has many options regarding what type of compensation plan it wants to implement. This decision will be based on what the District’s pay philosophy is, at which level it desires to pay its employees compared to the market, whether it is going to consider additional alternative compensation programs, and how great the competition is with other agencies over recruitment of a highly qualified workforce. For this study, K&A analyzed and reported all data relative to the median of the market.

Proposed Salary Structure

Currently, the District has a salary structure with an open range schedule with a 30% range spread and Appendix IV contains the current salary range structure, with the proposed salary ranges for the newly developed classifications included.

It is important to note that the salary range structure connects all salary ranges, and their steps, by formula, thereby allowing for COLAs to be applied to only one-dollar figure in the table/matrix, which then automatically updates the entire table. Due to the formula that connects each range to the next (with 5% differentials between each range), there is a compounding effect when drawing relationships that span several ranges. For example, with 5% differentials between ranges, four ranges should represent a 20% differential. However, because the compounding

effect of 5%, on top of 5%, on top of 5%, and so on, the differential between Range 1 and Range 5 is not exactly 20%, but it is slightly greater.

Benchmarking/Internal Alignment Process

Appendix V of this report presents the recommended salary levels for the new classifications; these are listed below the District's range placements for its current classifications, and identified as "Proposed". While salary recommendations for benchmarked classifications are typically set to the market median, we outline below some differences in that methodology for the District's review before the recommendations are finalized.

- Water/Wastewater Worker – Three different service areas were measured in the market; it is not yet clear exactly how this classification will be used, but as a matter of pay equity, the salary level for the classification has been set relative to the market median for the highest service area (electrical-mechanical). The rationale for this recommendation is that the Water/Wastewater Worker is a single classification with different assignment areas; for that reason, all positions will need to be on the same pay scale even though the market values them differently. For competitive reasons, we selected the highest pay level given the need for that specific skill set either within a single position, or for other positions assigned to that area. There are other options, but whatever option is selected, all Water/Wastewater Worker positions should be placed in the same pay range, irrespective of what functional area they are assigned to.
- Water/Wastewater Operations Supervisor – The salary recommendation for this classification is based upon internal alignment with the highest-level classification supervised, which is a 15% differential with the Water/Wastewater Worker (Electrical Mechanical Maintenance Service Area).

USING THE MARKET DATA AS A TOOL

K&A would like to reiterate that this report and the findings are meant to be a tool for the District to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff; however, financial realities and the District's expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data presented herein represents a market survey that will give the District an instrument to make future compensation decisions.



Classification and Compensation Study – Draft Report Triunfo Water & Sanitation District

It has been a pleasure working with Triunfo Water & Sanitation District on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,
Koff & Associates

A handwritten signature in blue ink that reads "Georg S. Krammer".

Georg S. Krammer
Managing Director

Appendix I

New Classification Descriptions



ACCOUNTING ASSISTANT

Class Title: Accounting Assistant
Bargaining Unit: Independent/Non-Contract
Class Code: TBD
Salary: TBD
FLSA: Non-Exempt
Revised: September 2021

DEFINITION

Under general supervision, provides clerical support to the District's accounting programs; posts financial transactions to an automated accounting system; adjusts, balances, and reconciles accounts, bank statements, petty cash funds, and related transactions; generates, processes, and maintains contracts and purchasing documentation; processes and maintains vendor and contractor invoices, purchase orders, and related documents; reviews water billing and payment issues; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing clerical accounting duties. Positions at this level exercise judgement and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLE OF TYPICAL JOB FUNCTIONS *(Illustrative only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs routine clerical accounting support duties including posting, balancing, adjusting, and maintaining accounting and financial records according to established policies and procedures.
- Reviews and processes checks and payments; prepares documentation for payment; coordinates management review and approval of batches; contacts department and/or vendors to make corrections or request additional information when necessary; enters and verifies data into the financial management system to produce payment; prints checks; prepares electronic funds transfer and submits to the bank; attaches copies of checks and backup documentation to vouchers and purchase orders.

- Responds to customer inquiries and complaints; provides information regarding water consumption and billing issues; resolves customer billing issues; responds to customer requests to start new water accounts and turn water services on and off; prepares and distributes customer service orders to field staff.
- Researches and answers questions regarding the status of accounts and payments, the proper coding of transactions, and related accounting issues.
- Assists in the preparation of monthly, quarterly, and year-end financial, summary, and technical reports.
- Reviews, verifies, and processes various request for cash and payment such as petty cash and reimbursement requests; verifies proper approval, account numbers, and amounts; ensures compliance with District policy and procedure; prepares receipts.
- Maintains contracts, purchasing cards, and purchase orders in compliance with purchasing policies; follows up on contract insurance requirements and documentation; and provides support to the request for proposal process.
- Maintains and updates Internal Revenue Service W-9 information of vendors for year-end tax reporting and processing.
- Performs a variety of administrative office support duties such as sorting and distributing mail and ordering and maintaining office and other related supplies.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping, including cash receipts and disbursements, accounts payable, and/or accounts receivable.
- District metering and billing categories.
- Cash handling techniques.
- Business arithmetic and basic financial techniques.
- District accounting transaction methods, policies and procedures.
- Methods and techniques of researching and resolving billing or accounting transaction issues.
- Record keeping and filing systems and methods.
- Business letter writing and the standard format for reports and correspondence.
- District and mandated safety rules, regulations, and protocols.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Research and resolve customer issues and/or refer to higher level staff.
- Maintain accurate databases, records, and files.
- Perform arithmetic computations accurately.

Accounting Assistant

- Organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade and two years of clerical accounting and/or utility billing experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ENVIRONMENTAL RESOURCES ANALYST

Class Title: Environmental Resources Analyst

Bargaining Unit: Independent/Non-Contract

Class Code: TBD

Salary: TBD

FLSA: Non-Exempt

Revised: September 2021

DEFINITION

Under direction, performs a wide range of environmental and regulatory compliance duties including, but not limited to, wastewater pre-treatment programs, source control inspection, and implementation of regulatory compliance programs, policies, and procedures; inspects and monitors a wide variety of commercial and industrial businesses to evaluate their operations and compliance with District and regulatory requirements; conducts compliance audits; prepares regulatory reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level professional classification provides environmental and regulatory compliance support to the District's water and wastewater operations and systems. Incumbents regularly perform tasks of work complexity which require discretion and independent judgement. Assignments are given within general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLE OF TYPICAL JOB FUNCTIONS *(Illustrative only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a wide range of environmental and regulatory compliance duties in the District's water and wastewater operations including but not limited to, environmental protection, pre-treatment programs, and source control inspection; works with field operations to identify environmental impacts of District operations and actions needed to avoid or mitigate those impacts.

Environmental Resources Analyst

- Implements regulatory compliance programs, policies, and procedures designed to ensure the District's compliance with all applicable federal, state, and local regulations; ensures all mitigation plans are implemented and reported to relevant agencies; prepares required notices for publication and dissemination to the public.
- Assists with the development and implementation of new or revised environmental resource programs, policies, procedures, and methods of operation; assists with recommending and implementing enhancements to ensure effective systems and services are in place.
- Compiles data and generates technical reports and Board letters; provides input into formal legal actions to obtain compliance with source control and industrial waste regulations and ordinances.
- Analyzes and evaluates proposed environmental legislation and regulation for its impact on District operations; provides recommendations and proposed actions on strategies for complying with proposed environmental legislation.
- Conducts source control inspections on commercial and industrial dischargers into the system; evaluates operations and preventive measures taken to control pollutants; collects samples and analyzes results prepared by contracted laboratory services; informs organization of results including the presence of toxic and hazardous materials and other permit violations; identifies actions needed for voluntary compliance with regulations; re-inspects facilities for compliance and identifies District options for enforcement for management and legal review; implements agreed upon actions.
- Checks plans, specifications, and documentation of new businesses for conformance with District regulations and standards and federal pretreatment requirements; communicates requirements for pretreatment and monitoring equipment to the businesses; performs onsite inspections to ensure compliance with approved plans for pretreatment systems and monitoring stations.
- Investigates and traces sources of illegal discharges entering the sewage or stormwater system; maintains accurate records and files of actions taken.
- Conducts a variety of studies; performs a broad range of professional scientific research and work; collects, computes, and analyzes data; and prepares findings and recommendations.
- Organizes, controls, and prepares or coordinates with consultants on regulatory reports required by applicable law and regulation.
- Determines appropriate sampling methods; collects representative samples of water, wastewater and stormwater from specific system locations including commercial, residential and industrial; sends samples to laboratory for testing; analyzes lab reports to determine what actions may be needed.
- Performs inspections of commercial and industrial construction projects associated with sewer connections for billing purposes; performs count of plumbing fixtures in commercial buildings to determine correct sewer connection fees.
- Serves as an ongoing liaison and represents the District with governmental agencies, industry, community groups, and organizations; attends meetings, answers questions, and provides information on assigned projects.
- Maintains current knowledge of trends and best practices in environmental issues and regulations through conferences and publications.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Processes and practices of wastewater treatment/pretreatment and distribution, recycled water and potable water systems.
- Industrial waste inspection and pretreatment reporting methods, techniques, and practices.
- Principles of microbiological and chemical testing.
- Sample collection techniques.
- Mitigation measures for source control non-compliance issues.
- Mathematical and statistical techniques.
- Principles and procedures of record keeping and report preparation.
- District and mandated safety rules, regulations, and protocols.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide professional support to the District's environmental resources program through investigative and analytical work.
- Assist in developing and implementing goals, objectives, practices, policies, procedures for environmental resource programs .
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Conduct and provide recommendations on a diverse range of pretreatment and source control inspections and investigations.
- Review legislative initiatives on environmental regulations and provide analysis on the District's response to proposed legislative actions.
- Collect samples in accordance with proper protocols.
- Conduct independent research studies; analyze trends and issues and make sound recommendations and/or alternative options.
- Write source control corrective action reports to comply with Environmental Laboratory Accreditation Program (ELAP) regulations.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in environmental science, chemistry, microbiology, or a related field and four years' experience of professional environmental program compliance.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- California Water Environmental Association (CWEA) Environmental Compliance Inspector Certification is highly desired.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to operate a motor vehicle and visit various District sites; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; vision to inspect site conditions and work in progress. The job involves fieldwork requiring walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OPERATIONS MANAGER

Class Title: Operations Manager
Bargaining Unit: Independent/Non-Contract
Class Code: TBD
Salary: TBD
FLSA: Exempt
Revised: September 2021

DEFINITION

Under general direction, assumes management responsibility for the operations, services, and activities of staff performing environmental compliance, wastewater source control, and potable water, wastewater, and recycled water system distribution and maintenance; oversees and manages the work of contractors performing specialized services; prepares and administers the field operations budget; ensures compliance with regulatory requirements in all service areas; provides technical support in the planning, design, and construction of field operations capital improvement projects; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. Exercises direct supervision over technical and/or administrative staff; directs the work of consultants, and contractors.

CLASS CHARACTERISTICS

This management classification is responsible for planning, organizing, and directing the operations, services, and activities of the District's water, wastewater, and recycled water system distribution and maintenance. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities which include administration, evaluation, and the recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards. The work involves a high-level of problem-solving requiring analysis of unique issues without precedent and/or structure, and formulating, presenting, and implementing strategies and recommendations for resolution. Employees serve as a specialist and liaison with other public agencies, private organizations, regulatory agencies, and members of the public. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLE OF TYPICAL JOB FUNCTIONS *(Illustrative only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for water/wastewater infrastructure operations and services including water distribution, electrical/instrumentation, paintings and coatings, mechanical, and

Operations Manager

collection systems maintenance; plans, organizes, directs and coordinates preventive, predictive and corrective maintenance programs.

- Directs and oversees regulatory compliance services needed to properly maintain the District's facilities and fleet, including any permitting requirements.
- Secures, monitors and manages service contracts for the operation and maintenance of the potable water, recycled water and wastewater systems.
- Selects, trains, motivates and directs assigned personnel; evaluates and reviews work for acceptability and conformance with standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Interprets District ordinances, policies, and applicable laws and regulations, and ensures services comply with the policies and strategic direction set by the General Manager, Board of Directors, and mandated regulations; coordinates the work of operations staff with other departments, agencies, contractors, and individuals.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned operations; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the District's strategic and operational plans.
- Develops methods and recommendations to improve operation and maintenance services; analyzes maintenance and operating costs and takes necessary action to ensure efficient operation.
- Manages and participates in the development and administration of the operations annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Prepares and presents staff reports, documents or correspondence to boards, groups and/or committees; remains current on issues, trends and best practices in water/wastewater services.
- Prepares, negotiates, and manages Request for Qualifications and Request for Proposals for District projects; develops and technical specifications and plans for projects, equipment purchases, and consultant services; administers and manages contracts ensuring compliance with all requirements.
- Provides support in the planning, design, and construction of capital improvements in District infrastructure.
- Proposes and implements safe working practices and associated safety requirements; coordinates staff safety training; makes certain safety reports are properly prepared and submitted in a timely manner.
- Attends meetings, conferences, workshops, and training sessions; reviews publications and related materials to remain current on best practices and new developments in water/wastewater operations.
- Ensures that staff observe and comply with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of preventive, predictive and corrective maintenance.
- Principles and practices of contract negotiation and management.
- Principles and practices of budget development and management.
- Regulatory requirements for District operations.
- Principles, practices, methods, and maintenance requirements involved in water and wastewater system distribution, pumping, storage facilities, and related equipment.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- General principles of risk management related to assigned areas of responsibility.
- Mathematical skills.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, direct, oversee, and manage the staff and operations of a comprehensive water and wastewater distribution system.
- Develop and implement goals and objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the District's field operations.
- Prepare, administer, and monitor assigned budgets.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively and evaluate performance in an objective and positive manner.
- Research, analyze and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Analyze complex operational and administrative problems, evaluate alternatives, and recommend or implement effective courses of action.
- Prepare clear and concise reports, correspondence, policies, procedures, and other documentation.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Operations Manager

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in civil engineering, public administration or a related field and five years of increasingly responsible experience in managing water and/or wastewater plant and distribution operations, maintenance, and repair function, two of which should be in a supervisory or management capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of, or the ability to obtain, a Grade IV Distribution Operator Certificate to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

When working in a field environment, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to operate a motor vehicle and visit various District sites; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; vision to inspect site conditions and work in progress. Fieldwork may require walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When working in a field environment, employees are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WATER/WASTEWATER OPERATIONS SUPERVISOR

Class Title: Water/Wastewater Operations Supervisor

Bargaining Unit: Independent/Non-Contract

Class Code: TBD

Salary: TBD

FLSA: Non-Exempt

Revised: September 2021

DEFINITION

Under direction, supervises, oversees, reviews, and participates in the work of staff performing semi-skilled and skilled tasks on the District's water/wastewater infrastructure systems; recommends preventative, predictive and corrective maintenance requirements; oversees construction projects such as pipe replacement and excavation projects; ensures staff comply with District and mandated safety requirements; plans and executes the protective coating program; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Operations Manager. Exercises direct and general supervision over technical and maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level classification in the Water/Wastewater Worker series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of operations, maintenance, and repair functions of the District's potable and reclaimed water production and associated facilities. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLE OF TYPICAL JOB FUNCTIONS *(Illustrative only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Supervises, oversees, reviews, and participates in the work of staff performing semi-skilled and skilled tasks in the operation, maintenance, and repair of the District's potable and reclaimed water production, storage, pumping equipment, and distribution systems; oversees construction projects such as pipe replacement and excavation projects.
- Oversees the District's preventative, predictive and corrective maintenance programs; estimates time, materials, and equipment necessary for the successful completion of projects; researches new operational methods, techniques, and equipment, and recommends their applications; reviews and updates written maintenance instructions and schedules; and maintains records of work performed.

- Maintains inventory of materials, parts, and supplies; identifies and requisitions replacements as necessary.
- Responds to, and oversees, maintenance and repair on system breaks and leaks in accordance with safety guidelines; places safety signs and traffic-control barricades; establishes alternate routes and system operations to meet emergency demands; sets up temporary water where needed; coordinates activities with other District departments, outside agencies, and contractors.
- Responds to questions and concerns from the general public and/or clients; provides information as appropriate and resolves complaints or refers to management.
- Plans and executes the District's protective coating program; conducts corrosion surveys of water distribution and wastewater plant facilities to determine preventive maintenance requirements; monitors contracts; researches procedures, regulations, and technical reference materials; complies with mandated requirements for hazardous materials handling and application.
- Assists in the training of lower-level staff in the areas of assigned work; ensures adherence to safe work methods, procedures, and practices; identifies training opportunities and needs; makes recommendations to management.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment; inspects vehicles in preparation for transit to facilities for their respective duties/assignments; operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Backfills Water/Wastewater Worker activities including water distribution system and collection system operation, mechanical maintenance and repair, construction, and painting and coating services.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles, methods and techniques for operating pumps, valves, electric motors, and electronic, computerized, and manual control systems.
- Functions and servicing requirements of the equipment used in water and wastewater distribution systems.
- Principles and practices of preventive, predictive and corrective maintenance.
- Methods and techniques of estimating staff resources and funds needed for assigned projects.
- Operational characteristics of a diverse range of systems, such as water distribution, process control, and pumping systems.
- Methods and techniques of conducting inspections on system plant, equipment, and infrastructure.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- Principles, methods, techniques, tools, and equipment used in the installation, maintenance and repair of electrical and mechanical equipment and machinery common to water and wastewater systems.
- Mathematical concepts.
- Principles and practices of record keeping.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of professional and technical staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Operate a variety of pumping, control, and transmission equipment and machinery, including digital control equipment.
- Oversee the work of contractors engaged in District construction or coating protection projects.
- Analyze complex maintenance problems, evaluate alternatives, and recommend or adopt effective courses of action.
- Develop and implement work standards.
- Accurately read meters, gauges, valve books, blueprints, and schematic drawings.
- Make accurate mathematic calculations.
- Prepare records and reports of work performed.
- Properly and safely operate light-medium and heavy-duty construction equipment and operate and maintain hand and power tools pertaining to the work.
- Properly utilize Operate Personal Protective Equipment (PPE).
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural, guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade with three (3) years of increasingly responsible experience in the operation, maintenance, mechanical, or electrical repair of wastewater facilities and/or water production/delivery with training in budgeting, supervision, and management practices highly desirable.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of a Distribution Operator III certificate at time of hire. Distribution Operator IV certificate within one year of date of employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff. Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work evenings, weekends, and holidays in the event of after-hour emergencies or for stand-by shift coverage. Must wear prescribed District safety equipment and adhere to strict safety procedures and work habits.

WATER/WASTEWATER WORKER

Class Title: Water/Wastewater Worker

Bargaining Unit: Independent/Non-Contract

Class Code: TBD

Salary: TBD

FLSA: Non-Exempt

Revised: September 2021

DEFINITION

Under general supervision, performs semi-skilled to skilled duties in operating, monitoring, inspecting, and maintaining potable and reclaimed water production, storage, pumping equipment, and distribution systems; inspects production, treatment, storage and distribution facilities for maintenance and cleaning needs; performs preventative maintenance program tasks on pumps, valves, engines, motors, and related system, equipment and facilities; performs a variety of field customer service-related tasks to ensure accurate recording of water usage; responds to water leak and emergency repair situations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing technical duties in support of the District's field maintenance and operations functions. Positions at this level exercise judgement and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLE OF TYPICAL JOB FUNCTIONS *(Illustrative only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives and responds to inquiries; diagnoses and resolves water and wastewater system maintenance and repair situations; documents and maintains a variety of records and logs on overall system operations, shutdowns and actions taken.
- Provides assistance in surface preparation and coating application on overground and underground pipes, as well as tanks, well casings, and plant equipment.

Water/Wastewater Worker

- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment; inspects vehicles in preparation for transit to facilities for their respective duties/assignments; operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

When Assigned to Distribution and Collection Systems:

- Performs technical duties in the operation of systems through monitoring, inspecting, and maintaining the potable and reclaimed water production, storage, pumping equipment, and distribution systems.
- Conducts sewer line inspection for proper flow, restrictions, water and root intrusion, vector control, manhole and cover condition; removes debris from lines and manholes; cleans sewer line using hydrorodder, hydro/vacuum unit and rod unit; operates video system to inspect sewer line.
- Interprets and determine problems in the system from information on gauges, meters, charts, and graphs; operates pumps, valves, and related equipment to regulate flows and pressures.
- Performs operational adjustments to the distribution system to ensure compliance with quality and regulatory requirements, including but not limited to, flushing trouble areas.
- Responds to and confirms the existence of water main breaks, leaks, hydrants, etc.; contains and repairs minor leaks in accordance with safety guidelines; places safety signs and traffic-control barricades, isolates main breaks by operating distribution system valves; makes emergency shut-downs.

When Assigned to Mechanical Maintenance

- Performs a variety of skilled duties involved in the inspection, diagnosis, troubleshooting, preventive maintenance, repair and servicing of field and plant machinery used in the operation of water, reclaimed water, and wastewater facilities.
- Maintains a diverse range of mechanical equipment and appurtenances in sewage lift stations and pumping stations including but not limited to pipes, tubes, rods, seals, shafts, stuffing boxes, gears, motors, bearings, couplings, chemical production, storage and feed systems, valves, and pumps.
- Performs lift station operational duties; responds to all alarms; performs regular site inspections; examines lift operations and identifies maintenance and repair needs.
- Installs and/or rebuilds existing pumps and valves at lift stations, tanks, ponds, pumping plants and water process facilities; fabricates and installs piping for new pump installations which may include plumbing, pipe fitting, welding, and machine tool operations.

When Assigned to Water Meter Program:

- Performs a variety of field customer service-related tasks to ensure accurate recording of water usage for billing purposes; turns on new water service; responds to customer requests for information and works with customers on any assigned service-related issues.
- Retrieves data from water meters in accordance with an assigned schedule and route including taking transfer and final readings; notes any unusual computer messages and takes appropriate actions to remedy issues.
- Observes condition of meter or other unusual conditions relative to need for repair; maintains meters, boxes, lids, and landscape around meter boxes; conducts checks to identify leaks or non-operational

meters; makes routine meter repairs and/or replaces them; reports water-use violations; assists customers in resolving water volume and pressure problems.

- Delivers delinquency and past-due notices; turns off water service for non-payment; assists customers with requests for payment extensions; submits customer request for credit arrangements to avoid service termination.
- Reviews meter readings to ensure accuracy of readings and that high- and low-usage amounts recorded fall within historical consumption limits and performs re-reads.
- Performs minor valve maintenance and leak-detection tasks, reports meter or service defects, unusual water flow, or unauthorized fire hydrant use.

QUALIFICATIONS

Knowledge of:

- Principles, methods, techniques, tools, and equipment used in the installation, maintenance (predictive, preventive, and corrective) and repair of industrial/ mechanical equipment and machinery used in the operation of water, reclaimed water, and wastewater distribution systems.
- Principles, methods and techniques for operating pumps, valves, electric motors, and electronic, computerized, and manual control systems.
- Methods and techniques of water meter reading including the use of automated systems.
- Methods and techniques of compiling and evaluating water use data.
- Mathematical skills.
- Traffic control procedures and traffic sign regulations.
- Principles and practices of record keeping.
- District and mandated safety rules, regulations, and protocols.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Operate a variety of pumping, control, and transmission equipment and machinery, including digital control equipment.
- Install, diagnose, maintain, and repair a wide variety of industrial/mechanical equipment, systems, and machinery used in the operation of water, reclaimed water, and wastewater facilities.
- Use precision and diagnostic instruments in assigned areas of responsibility.
- Make mathematical calculations.
- Read and interpret maps and schematics.
- Operate a diverse range of tools and equipment in multiple trades areas.
- Read and perform maintenance and repair work on a variety of types of water meters.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Maintain work records, files, and logs.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Properly utilize Personal Protective Equipment (PPE).
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Cleans and picks up litter in and around plant facilities; performs landscape maintenance using manual and power equipment; removes brush, debris, and trash.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade, supplemented by two years of experience in the installation, maintenance, repair and operations of water and wastewater distribution systems, facilities, and equipment.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of a State of California Distribution Operator Certificate, Grade II (D2) to be maintained throughout employment.
- Possession of, or ability to obtain the State of California Distribution Operation Certificate, Grade III (D3) is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff. Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work evenings, weekends, and holidays in the event of after-hour emergencies or for stand-by shift coverage. Must wear prescribed District safety equipment and adhere to strict safety procedures and work habits.



Appendix II

Results Summary

**Triunfo Water and Sanitation District
Appendix II: Results Summary
September 2021**

Classification	Top Monthly Salary Data			# of Matches
	Top Monthly Salary	Average of Comparators	Median of Comparators	
Accounting Assistant	Proposed	\$ 5,668	\$ 5,625	7
Environmental Resources Analyst	Proposed	\$ 8,509	\$ 8,157	5
Operations Manager	Proposed	\$ 13,607	\$ 13,713	6
Water/Wastewater Worker - Distribution	Proposed single classification (Water/Wastewater Worker) with multiple functional areas	\$ 7,183	\$ 7,062	9
Water/Wastewater Worker - Electrical/Mechanical Maint		\$ 7,592	\$ 7,716	6
Water/Wastewater Worker - Meter Maint/Reader		\$ 6,148	\$ 6,209	9



Appendix III

Market Compensation Findings

**Triunfo Water and Sanitation District
Appendix III: Market Compensation Findings (Sorted by Top Monthly Salary)
September 2021**

Accounting Assistant						
Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation	Accounting Assistant	Proposed			
2	Goleta Water District	Account Clerk II	\$ 6,353	1/1/2021	unknown	unknown
3	Casitas Municipal Water District	Customer Service - Accounting Technician	\$ 5,989	12/1/2019	unknown	unknown
4	Goleta Sanitary District	Accounting Technician	\$ 5,989	7/1/2021	unknown	unknown
5	Camrosa Water District	Customer Service Representative/Accounts Payable Technician	\$ 5,625	6/26/2021	unknown	unknown
6	City of Thousand Oaks	Accounting Assistant II	\$ 5,559	7/10/2021	7/9/2022	3.25%
7	Yorba Linda Water District	Accounting Assistant I	\$ 5,377	7/1/2021	7/7/2022	1.00%
8	Ventura Regional Sanitation	Fiscal Assistant	\$ 4,786	1/3/2021	unknown	unknown
9	Rowland Water District	N/C				
10	El Toro Water District	N/C				
11	City of Agoura Hills	N/C				
12	Las Virgenes Municipal Water	N/C				
13	City of Westlake Village	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 5,668
% Triunfo Water & Sanitation District Above/Below	
Median of Comparators	\$ 5,625
% Triunfo Water & Sanitation District Above/Below	
Number of Matches	7

N/C - Non Comparator

Triunfo Water and Sanitation District
Appendix III: Market Compensation Findings (Sorted by Top Monthly Salary)
September 2021

Environmental Resources Analyst						
Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation	Environmental Resources Analyst	Proposed			
2	City of Westlake Village	Administrative Analyst	\$ 9,821	7/1/2021	unknown	unknown
3	City of Thousand Oaks ¹	[Associate Analyst/ Environmental Compliance Inspector II]	\$ 8,923	7/10/2021	7/9/2022	1.50%
4	City of Agoura Hills	Administrative Analyst	\$ 8,157	6/18/2021	unknown	unknown
5	Ventura Regional Sanitation	Environmental Resource Analyst	\$ 7,862	1/3/2021	unknown	unknown
6	Goleta Sanitary District	Industrial Waste Control Officer	\$ 7,781	7/1/2021	unknown	unknown
7	Casitas Municipal Water District	N/C				
8	Goleta Water District	N/C				
9	Camrosa Water District	N/C				
10	Rowland Water District	N/C				
11	El Toro Water District	N/C				
12	Las Virgenes Municipal Water	N/C				
13	Yorba Linda Water District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 8,509
% Triunfo Water & Sanitation District Above/Below	
Median of Comparators	\$ 8,157
% Triunfo Water & Sanitation District Above/Below	
Number of Matches	5

N/C - Non Comparator

1 - City of Thousand Oaks: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

Triunfo Water and Sanitation District
Appendix III: Market Compensation Findings (Sorted by Top Monthly Salary)
September 2021

Operations Manager						
Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation	Operations Manager	Proposed			
2	Las Virgenes Municipal Water	[Facilities Manager/ Water Systems Manager]	\$ 14,725	1/9/2021	unknown	unknown
3	Yorba Linda Water District ⁴	[Operations Manager/ Maintenance Superintendent)	\$ 14,141	7/1/2021	7/7/2022	1.00%
4	Rowland Water District ³	[Director of Operations/ Water Systems Supervisor]	\$ 13,758	7/1/2021	unknown	unknown
5	City of Thousand Oaks ¹	[Utilities Superintendent/ Utilities Maintenance Supervisor]	\$ 13,668	7/10/2021	7/9/2022	1.50%
6	Camrosa Water District	Superintendent of Operations	\$ 12,917	6/26/2021	unknown	unknown
7	Goleta Water District	Distribution System Superintendent	\$ 12,434	1/1/2021	unknown	unknown
8	El Toro Water District	N/C				
9	Ventura Regional Sanitation	N/C				
10	City of Agoura Hills	N/C				
11	Casitas Municipal Water District	N/C				
12	City of Westlake Village	N/C				
13	Goleta Sanitary District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 13,607
% Triunfo Water & Sanitation District Above/Below	
Median of Comparators	\$ 13,713
% Triunfo Water & Sanitation District Above/Below	
Number of Matches	6

N/C - Non Comparator

- 1 - City of Thousand Oaks: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.
- 2 - Las Virgenes Municipal Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.
- 3 - Rowland Water District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.
- 4 - Yorba Linda Water District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

Triunfo Water and Sanitation District
Appendix III: Market Compensation Findings (Sorted by Top Monthly Salary)
September 2021

Water/Wastewater Worker - Distribution						
Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation	Water/Wastewater Worker - Distribution	Proposed			
2	Goleta Water District	Distribution System Operator II	\$ 8,381	1/1/2021	unknown	unknown
3	El Toro Water District	Maintenance Worker III - Pump	\$ 8,112	7/1/2021	unknown	unknown
4	Rowland Water District	Water Systems Operator II	\$ 7,784	7/1/2021	unknown	unknown
5	Camrosa Water District	System Operator II	\$ 7,083	6/26/2021	unknown	unknown
6	City of Thousand Oaks	Water Systems Operator	\$ 7,062	7/10/2021	7/9/2022	3.25%
7	Casitas Municipal Water District	Distribution Technician III	\$ 7,048	12/1/2020	unknown	unknown
8	Las Virgenes Municipal Water	Water Distribution Operator II	\$ 6,777	1/9/2021	unknown	unknown
9	Yorba Linda Water District	Maintenance Worker II	\$ 6,224	7/1/2021	7/1/2022	1.00%
10	Ventura Regional Sanitation	Senior Water/ Wastewater Worker	\$ 6,178	1/3/2021	unknown	unknown
11	City of Agoura Hills	N/C				
12	City of Westlake Village	N/C				
13	Goleta Sanitary District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 7,183
% Triunfo Water & Sanitation District Above/Below	
Median of Comparators	\$ 7,062
% Triunfo Water & Sanitation District Above/Below	
Number of Matches	9

N/C - Non Comparator

**Triunfo Water and Sanitation District
Appendix III: Market Compensation Findings (Sorted by Top Monthly Salary)
September 2021**

Water/Wastewater Worker - Electrical/Mechanical Maint						
Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation	Water/Wastewater Worker - Electrical/Mechanical Maint	Proposed			
2	Goleta Water District	Distribution System Operator II	\$ 8,381	1/1/2021	unknown	unknown
3	El Toro Water District	Maintenance Worker III - Pump	\$ 8,112	7/1/2021	unknown	unknown
4	Las Virgenes Municipal Water	Maintenance Mechanic II	\$ 7,947	1/9/2021	unknown	unknown
5	Rowland Water District	Water Maintenance II	\$ 7,484	7/1/2021	unknown	unknown
6	City of Thousand Oaks	Water Systems Operator	\$ 7,062	7/10/2021	7/9/2022	3.25%
7	Ventura Regional Sanitation	Water/Wastewater Electrical Mechanical Worker	\$ 6,562	1/3/2021	unknown	unknown
8	Camrosa Water District	N/C				
9	Yorba Linda Water District	N/C				
10	City of Agoura Hills	N/C				
11	Casitas Municipal Water District	N/C				
12	City of Westlake Village	N/C				
13	Goleta Sanitary District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 7,592
% Triunfo Water & Sanitation District Above/Below	
Median of Comparators	\$ 7,716
% Triunfo Water & Sanitation District Above/Below	
Number of Matches	6

N/C - Non Comparator

**Triunfo Water and Sanitation District
Appendix III: Market Compensation Findings (Sorted by Top Monthly Salary)
September 2021**

Water/Wastewater Worker - Meter Maint/Reader						
Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Triunfo Water & Sanitation	Water/Wastewater Worker - Meter Maint/Reader	Proposed			
2	Goleta Water District	Meter Specialist II	\$ 7,367	1/1/2021	unknown	unknown
3	Rowland Water District	Meter Reader I	\$ 6,454	7/1/2021	unknown	unknown
4	Casitas Municipal Water District	Utility Worker II	\$ 6,420	12/1/2020	unknown	unknown
5	Yorba Linda Water District	Field Customer Service Representative/ Meters II	\$ 6,224	7/1/2021	7/1/2022	1.00%
6	El Toro Water District	Customer Service Field Representative II	\$ 6,209	7/1/2021	unknown	unknown
7	Las Virgenes Municipal Water	Field Customer Service Representative II	\$ 6,134	1/9/2021	unknown	unknown
8	City of Thousand Oaks ¹	[Field Service Representative/ Utilities Maintenance Worker II]	\$ 6,021	7/10/2021	7/9/2022	3.25%
9	Ventura Regional Sanitation	Water/Wastewater Worker	\$ 5,507	1/3/2021	unknown	unknown
10	Camrosa Water District	Field Service Technician II	\$ 5,000	6/26/2021	unknown	unknown
11	City of Agoura Hills	N/C				
12	City of Westlake Village	N/C				
13	Goleta Sanitary District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 6,148
% Triunfo Water & Sanitation District Above/Below	
Median of Comparators	\$ 6,209
% Triunfo Water & Sanitation District Above/Below	
Number of Matches	9

N/C - Non Comparator

1 - City of Thousand Oaks: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

Appendix IV

Proposed Salary Range Schedule

**Triunfo Water and Sanitation District Appendix
IV: Proposed Salary Range Schedule
September 2021**

FACTORS
Range E8, Maximum, Annual \$81,060.00
Range Spread 30.00%
Range Increase 5.00%
Pay Periods per Year 26
Hours per Year 2,080

Salary Range	Annual		Monthly		Biweekly		Hourly	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
1	44,314	57,608	3,693	4,801	1,704.37	2,215.69	21.305	27.696
2	46,529	60,488	3,877	5,041	1,789.59	2,326.47	22.370	29.081
3	48,856	63,513	4,071	5,293	1,879.07	2,442.79	23.488	30.535
4	51,299	66,688	4,275	5,557	1,973.03	2,564.93	24.663	32.062
5	53,864	70,023	4,489	5,835	2,071.68	2,693.18	25.896	33.665
6	56,557	73,524	4,713	6,127	2,175.26	2,827.84	27.191	35.348
7	59,385	77,200	4,949	6,433	2,284.02	2,969.23	28.550	37.115
8	62,354	81,060	5,196	6,755	2,398.22	3,117.69	29.978	38.971
9	65,472	85,113	5,456	7,093	2,518.14	3,273.58	31.477	40.920
10	68,745	89,369	5,729	7,447	2,644.04	3,437.26	33.051	42.966
11	72,182	93,837	6,015	7,820	2,776.25	3,609.12	34.703	45.114
12	75,791	98,529	6,316	8,211	2,915.06	3,789.57	36.438	47.370
13	79,581	103,455	6,632	8,621	3,060.81	3,979.05	38.260	49.738
14	83,560	108,628	6,963	9,052	3,213.85	4,178.01	40.173	52.225
15	87,738	114,060	7,312	9,505	3,374.54	4,386.91	42.182	54.836
16	92,125	119,763	7,677	9,980	3,543.27	4,606.25	44.291	57.578
17	96,731	125,751	8,061	10,479	3,720.43	4,836.56	46.505	60.457
18	101,568	132,038	8,464	11,003	3,906.46	5,078.39	48.831	63.480
19	106,646	138,640	8,887	11,553	4,101.78	5,332.31	51.272	66.654
20	111,979	145,572	9,332	12,131	4,306.87	5,598.93	53.836	69.987
21	117,577	152,851	9,798	12,738	4,522.21	5,878.87	56.528	73.486
22	123,456	160,493	10,288	13,374	4,748.32	6,172.82	59.354	77.160

**Triunfo Water and Sanitation District Appendix
IV: Proposed Salary Range Schedule
September 2021**

FACTORS
Range E8, Maximum, Annual \$81,060.00
Range Spread 30.00%
Range Increase 5.00%
Pay Periods per Year 26
Hours per Year 2,080

Salary Range	Annual		Monthly		Biweekly		Hourly	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
23	129,629	168,518	10,802	14,043	4,985.74	6,481.46	62.322	81.018
24	136,111	176,944	11,343	14,745	5,235.02	6,805.53	65.438	85.069
25	142,916	185,791	11,910	15,483	5,496.78	7,145.81	68.710	89.323
26	150,062	195,081	12,505	16,257	5,771.61	7,503.10	72.145	93.789
27	157,565	204,835	13,130	17,070	6,060.19	7,878.25	75.752	98.478
28	165,443	215,076	13,787	17,923	6,363.20	8,272.17	79.540	103.402
29	173,715	225,830	14,476	18,819	6,681.36	8,685.77	83.517	108.572
30	182,401	237,122	15,200	19,760	7,015.43	9,120.06	87.693	114.001
31	191,521	248,978	15,960	20,748	7,366.20	9,576.07	92.078	119.701
32	201,097	261,427	16,758	21,786	7,734.51	10,054.87	96.681	125.686



Appendix V

Salary Range Placement Recommendations

Triunfo Water and Sanitation District
Appendix V: Salary Range Placement Recommendations
September 2021

Class Title	Current Maximum Monthly Salary	Proposed Salary Range	Proposed Maximum Monthly Salary	Study Benchmark	Rationale
Accountant	\$8,211	12	\$8,211		Market and range placement, 2020 study.
Accounting Technician	\$6,755	8	\$6,755		Market and range placement, 2020 study.
Administrative Program Manager	\$11,003	18	\$11,003		Market and range placement, 2020 study.
Clerk of the Board	\$11,003	18	\$11,003		Market and range placement, 2020 study.
Director of Finance	\$16,257	26	\$16,257		Market and range placement, 2020 study.
Engineering Program Manager	\$14,043	23	\$14,043		Market and range placement, 2020 study.
General Manager	\$19,760	30	\$19,760		Market and range placement, 2020 study.
Public Information Manager	\$12,131	20	\$12,131		Market and range placement, 2020 study.
Accounting Assistant	Proposed	4	\$5,557	X	Market and range placement.
Environmental Resources Analyst	Proposed	12	\$8,211	X	Market and range placement.
Operations Manager	Proposed	23	\$14,043	X	Market and range placement.
Water/Wastewater Operations Supervisor	Proposed	14	\$9,052		Internal alignment 15% above highest level supervised (Water/Wastewater Worker Electrical-Mechanical).
Water/Wastewater Worker - Distribution	Proposed Single Classification of Water/Wastewater Worker - Multiple Service Areas Were Surveyed	11	\$7,820	X	Market data would place this in range 9 (\$7,093); however recommendation is based on alignment with highest market functional area assigned to the classification (Electrical/Mechanical Maintenance).
Water/Wastewater Worker - Electrical/Mechanical Maintenance		11	\$7,820	X	Market and range placement.
Water/Wastewater Worker - Meter Maintenance/Reader		11	\$7,820	X	Market data would place this in range 6 (\$6,127); however recommendation is based on alignment with highest market functional area assigned to the classification (Electrical/Mechanical Maintenance).

Legend for columns:

Column 1 - Classification Title.

Column 2 - Client's current monthly maximum salaries.

Column 3 - Salary range number of the consultant's newly proposed salary range schedule.

Column 4 - Monthly maximum salary of the consultant's newly proposed salary ranges.

Column 5 - Denotes study benchmarks.

Column 6 - The rationale expresses how the consultant arrived at each proposed maximum monthly salary recommendation (i.e., the proposed range placement within the newly proposed salary range schedule).



Providing Outstanding Service Since 1963

Board of Directors

Raymond Tjulander, Chair

Leon Shapiro, Vice Chair

Jane Nye, Director

Janna Orkney, Director

James Wall, Director

November 22, 2021

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

**PUBLIC HEARING: DISTRICT ORDINANCE NO. TWSD-100
GENERAL ORDINANCE FOR DISTRICT FORMATION**

Summary

At the request of District Legal Counsel, the Triunfo Water & Sanitation District (District) Board was presented with the newly created TWSD Ordinance No. TWSD-100 at its October 25, 2021 Board meeting. The purpose of this ordinance is to provide a general overview of the District and the basis for its formation.

Your Board reviewed TWSD Ordinance No. TWSD-100 and directed staff to move forward with the scheduling of a public hear at the November 22, 2021, Board meeting to consider adoption of said Ordinance. Staff recommends the Board conduct a public hearing to approve Ordinance No. TWSD-100 memorializing the basis for the District's formation.

Please contact me at (805) 658-4621 or marknorris@trunfowsd.com if you have any questions.

Fiscal Impact

None except for the cost to place the post adoption summary in the newspaper.

Recommendation

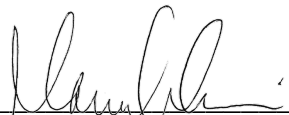
It is recommended the Board:

- A. Conduct a public hearing regarding proposed TWSD Ordinance No. TWSD-100 to provide the general parameters of the District and the basis for its formation:
 - 1) Call to order and open the public hearing.
 - 2) Receive staff report and recommendations.
 - 3) Report of written communications.
 - 4) Public comment.
 - 5) Close public hearing.

6) Discussion by Board of Directors

- B. Conduct the second reading, by title only, of Ordinance No. TWSD-100, General and adopt Ordinance No. TWSD-100; and
- C. Direct staff to update the District's website to include TWSD-100 as part of the District's policies; or
- D. Provide direction to staff.

"ORDINANCE NO. TWSD-100 (ADOPTED 11/22/21) GENERAL"

REVIEWED AND APPROVED:  _____
Mark Norris - General Manager

Attachment: TWSD Ordinance No. TWSD-100

TRIUNFO WATER & SANITATION DISTRICT
ORDINANCE NO. TWSD-100 (Adopted 11/22/21)
GENERAL

WHEREAS, the Triunfo Water & Sanitation District (“District”) is duly organized and established under California Health and Safety Code Section 4700 et seq., known and cited as the “County Sanitation District Act” (“Act”); and

WHEREAS, Health and Safety Code Section 4766 authorizes the District to adopt ordinances for the purpose of exercise and effect of any to its powers, or for the purposes for which it is formed.

NOW, THEREFORE, the Board hereby ordains as follows:

SECTION 1. SHORT TITLE

This Ordinance shall be known as the TWSD General Ordinance.

SECTION 2. GENERAL PROVISIONS

A. Formation

The Triunfo Water & Sanitation District, hereinafter referred to as “TWSD” and formerly known as the Triunfo County Sanitation District was formed in 1963 pursuant to California Health & Safety Code Section 4700 et. seq.

B. Purpose

TWSD was formed to construct, complete and provide sanitary sewers and such other ancillary purposes as provided for in California Health & Safety Code Section 4700, to its constituents. Furthermore, TWSD has all the power set forth in California Health & Safety Code Section 700 et. seq. as amended.

C. Service Area

The service area of TWSD includes portions of the City of Thousand Oaks, and the unincorporated areas of Oak Park, Lake Sherwood area, and Bell Canyon. A copy of a map showing the service area is shown here as Map 1. The service area consists of an area of approximately 50 square miles. The District provides wastewater collection and treatment services to more than 30,000 people in Oak Park, Lake Sherwood, Bell Canyon, and the Westlake Village plus North Ranch portions of Thousand Oaks. The District supplies potable water to more than 14,000 people in Oak Park and provides recycled water to various portions of its service area.

D. History

TWSD was first formed as Triunfo County Sanitation District. Triunfo County Sanitation District later changed its name to Triunfo Sanitation District.

TWSD entered into a joint powers agreement (JPA) in 1964, which agreement was amended in 1987 and later amended in 2009. The exercise of joint powers agreement was entered into

between TWSD and Las Virgenes Municipal Water District. The JPA operates a waste water treatment plant (Tapia) and a composting facility referred to as “Rancho”. Tapia collects and treats water from the eastern portions of Ventura County lying in the TWSD and portions of western Los Angeles County, which is served by Las Virgenes Municipal Water District. A copy of a map showing the service area of the JPA is shown here as Map 2. The joint powers authority also provides recycled water to the service area of the JPA shown in Map 3.

Triunfo Sanitation District in 1993 acquired the Metropolitan Water Company from the Metropolitan Development Company. The Metropolitan Water Company was a developer owned and operated domestic water system that provided potable water to the Oak Park area of Ventura County. The newly acquired water company became known as The Oak Park Water Service.

In 2019, because of TWSD’s broadening services provided to its constituents, including the potable water to Oak Park and recycled water, Triunfo Sanitation District changed its name to Triunfo Water & Sanitation District.

E. Governance

Initially when formed, Triunfo Water & Sanitation District had a Board of Directors consisting of two elected directors, and three appointed directors. The appointed directors represented one from the Ventura Regional Sanitation District, one from the Ventura County Board of Supervisors, and one from the City of Thousand Oaks. In 2010, TWSD took action to become an all elected board with board members serving four-year terms on an alternating basis

SECTION 3. SEVERABILITY

This Ordinance, except for those portions that are found to be invalid, would remain in full force and effect and continue to be valid. The Board of Directors hereby declares it would have passed this Ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases or the application thereof to any person or circumstance be held invalid.

SECTION 4. REPEAL OF PRIOR INCONSISTENT ORDINANCES

Any prior ordinances or portions of ordinances previously adopted by the District Board of Directors that are in conflict with this Ordinance, are repealed as of the Effective Date of this Ordinance.

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SECTION 5. EFFECTIVE DATE

This Ordinance shall become effective December 1, 2021.

PASSED, APPROVED AND ADOPTED this 22nd day of November, 2021 by the following vote:

AYES:

NOES:

ABSENT:

TRIUNFO WATER & SANITATION DISTRICT

Raymond Tjulander, Chair

ATTESTED:

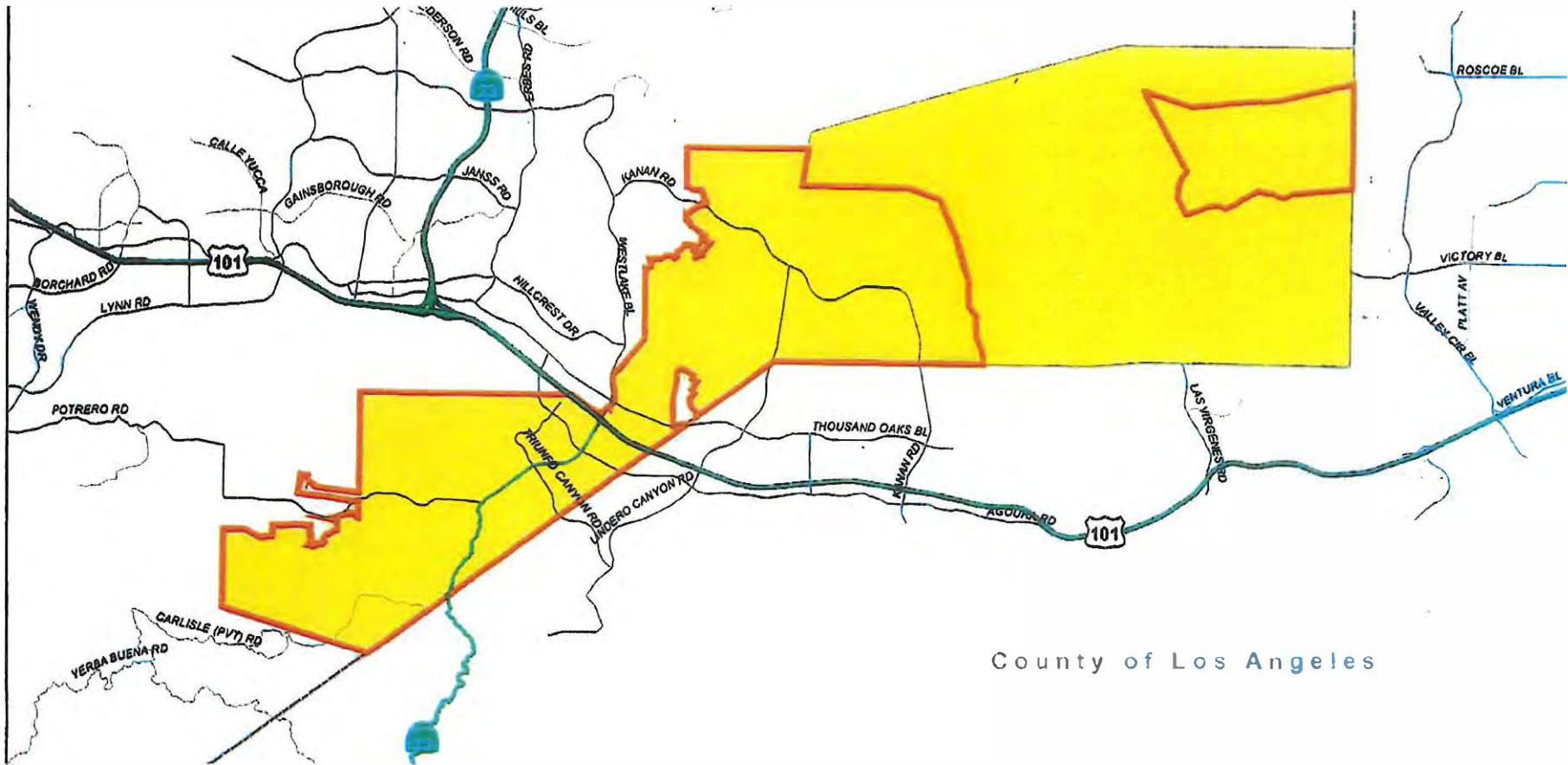
Fidela Garcia, Clerk of the Board

APPROVED AS TO FORM:

John Mathews, General Counsel

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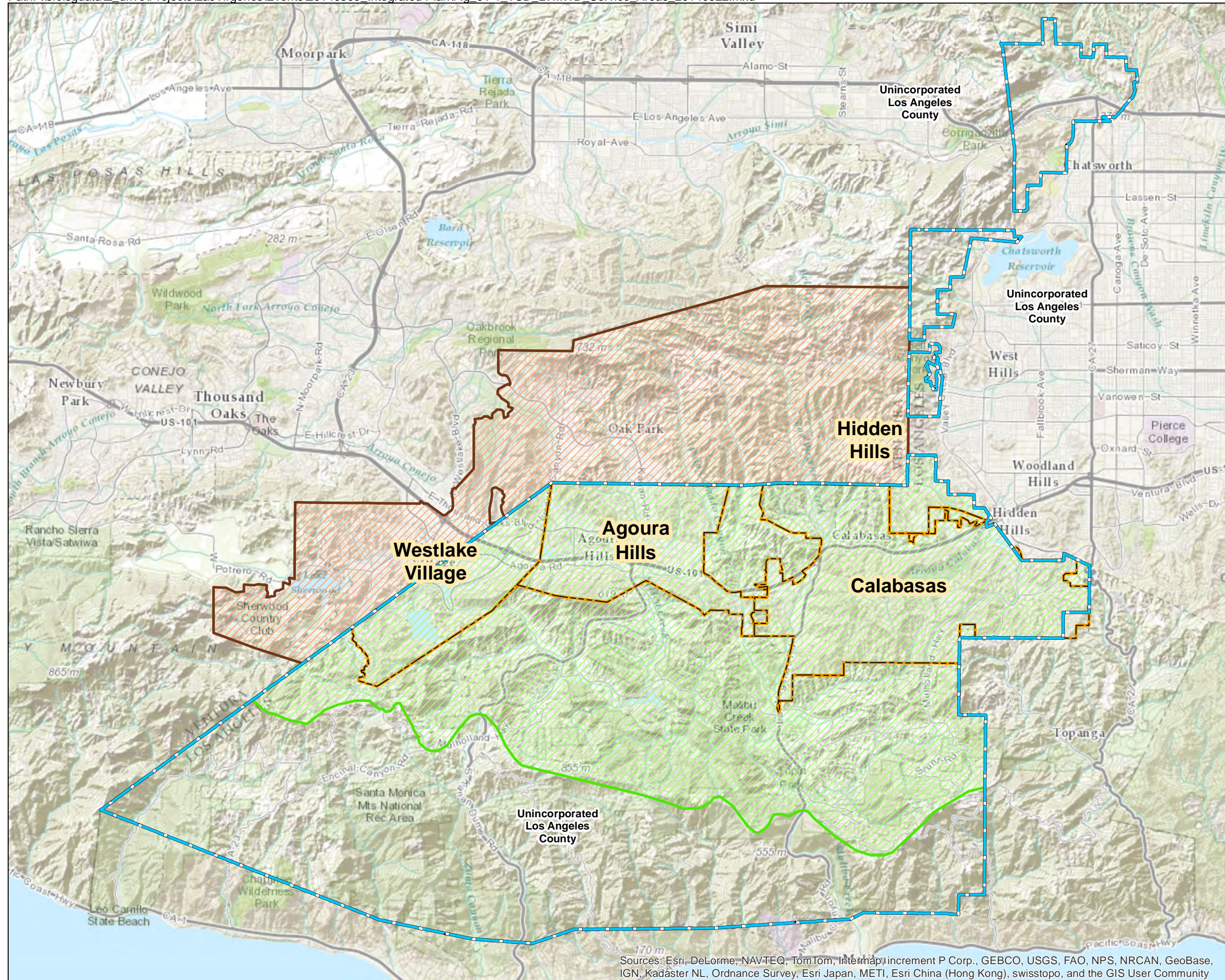
MAP 1







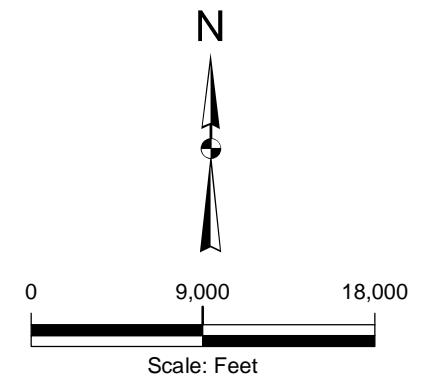
LEGEND

Triunfo Water & Sanitation District Boundary

Triunfo Water & Sanitation District Current Service Area



- Legend**
-  LVMWD Potable Water Service Area
 -  LVMWD Sewer Service Area
 -  Triunfo Sanitation District
 -  City Limits



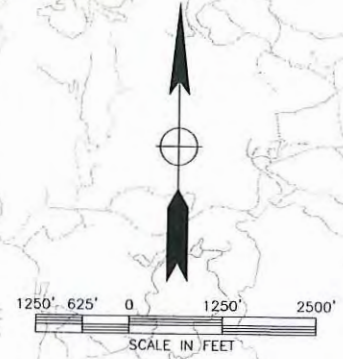
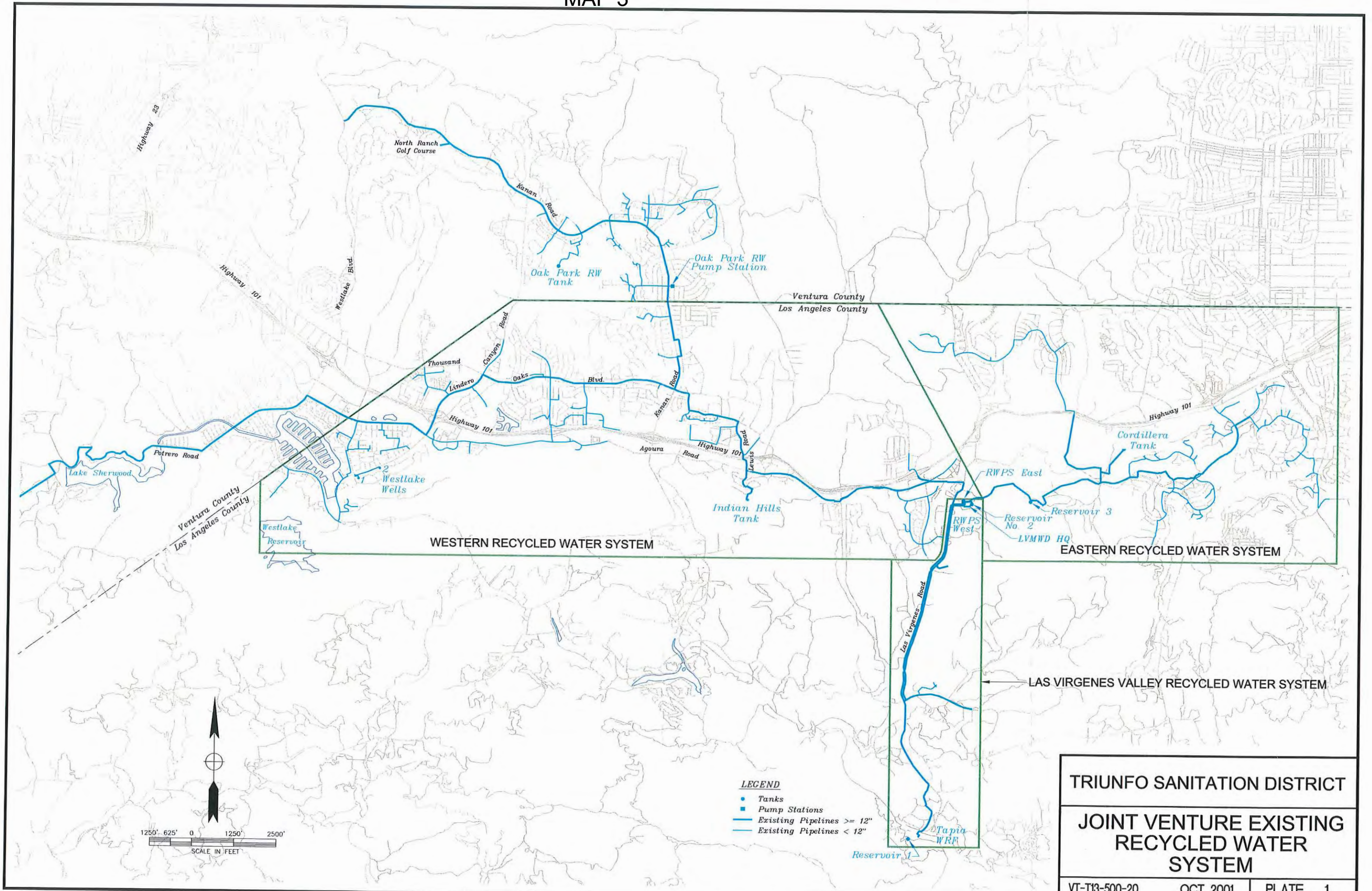
Kennedy/Jenks Consultants
 Integrated Water Master Plan Update 2014
 Los Angeles, County, CA

LVMWD/TSD Service Areas

KJ/ 1389005.00

Figure 1-1

MAP 3



- LEGEND**
- Tanks
 - Pump Stations
 - Existing Pipelines $\geq 12"$
 - Existing Pipelines $< 12"$

TRIUNFO SANITATION DISTRICT

JOINT VENTURE EXISTING RECYCLED WATER SYSTEM

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Board of Directors

Raymond Tjulander, Chair

Leon Shapiro, Vice Chair

Jane Nye, Director

Janna Orkney, Director

James Wall, Director

Providing Outstanding Service Since 1963

November 22, 2021

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

TRIUNFO WATER & SANITATION DISTRICT (TWSD) MANAGEMENT AND OTHER UNREPRESENTED EMPLOYEES RESOLUTION NO TWSD 2021-006

Summary

On September 1, 2020, the Triunfo Water & Sanitation District (District) Board approved TWSD Employee Resolution No. TWSD 2020-007. This interim resolution established salaries & benefits pending final organizational development. The resolution was referenced in the Core Management Contracts and it was the basis for hiring the Administrative and Finance staff that included the Clerk of the Board, Accountant, and three Accounting Technicians. The resolution was intended to be a companion document to the Core Management Contracts pending the development of a more detailed and comprehensive Employee Resolution.

Attached is Resolution No. TWSD 2021-006, Management and Other Unrepresented Employees Resolution including Exhibit 1-Classification Plan, and Exhibit 2-Employee Policy Manual.

- The Resolution establishes the detailed framework and methodology for providing benefits for all District staff. In addition, it describes benefits eligibility, levels of compensation, various paid leave, and distinguishes the various employee classifications.
- Exhibit 1-Classification Plan identifies the job titles employed in the classifications that are covered by the Resolution. In addition, the Classification Plan also includes five (5) additional job classifications, eight (8) additional employees estimated to come on board July 1, 2022, in support of the Ventura Regional Sanitation District contract for Operations and Maintenance expiring on June 30, 2022. The Classification Plan is an integral part of the resolution.

- Exhibit 2-TWSD Employee Policy Manual outlines the benefits, policies, practices, and procedures. The Manual identifies in more detail the Board and Management expectations in regards to the TWSD employees. The Manual is referenced and is also an integral part of the Resolution.

On October 21, 2021, staff met with the Personnel Committee (Committee) to discuss the Management and Other Unrepresented Employees Resolution No. 2021-006. Exhibit 1- Classification Plan and Exhibit 2- Employee Policy Manual were subsequently scheduled to be reviewed at the November 11, 2021 Personnel Committee meeting pending finalization of the Classification and Compensation Study and the Employee Policy Manual.

On November 11, 2021, staff met with the Committee to provide a brief summary of the October 21 Personnel Committee meeting, discuss Exhibit 1-Classification Plan and Exhibit 2-Employee Policy Manual. In addition, Juneteenth Holiday that was recently approved as a Federal Holiday was also discussed. Finally, the Committee also suggested starting VRSD employees transferring to TWSD maintain paid leave accrual rates the same as their VRSD leave accrual prior to joining TWSD. The Committee recommended to move these items as well as Resolution No. 2021-006 together with the Exhibits and Classification and Compensation Study to the full Board for review and approval at the November 22, 2021 Board meeting.

Resolution No. TWSD 2021-006 supersedes interim Resolution No. TWSD 2020-007 adopted by the District Board on September 1, 2020.

Legal Counsel reviewed Resolution No. TWSD 2021-006 including the Exhibits and has approved it as to form and content.

Please contact me at 805-658-4649 or email vickiedragan@triumfowsd.com if you have any questions or need additional information.

Recommendation

It is recommended the Board:

- A. Discuss and approve the TWSD Management and Other Unrepresented Employees Resolution No. TWSD 2021-006 which includes Exhibit 1 and 2;
- B. Consider adopting the Juneteenth as an additional paid District holiday and direct the Director of Finance, if approved, to include the Juneteenth in the Employee Resolution;
- C. Approve and direct the Finance Director to:
 - a. Establish leave accrual rates for the transferred VRSD employee as their rates before leaving VRSD with an effective date of the next pay-period after Board adoption, and

b. In recognition of the long-term service to TWSD by the core management group, approve starting their annual leave accrual rate at 9.92 hours per pay-period (comparable to VRSD's maximum leave accrual rate) with an effective date of the next pay-period after Board adoption.

D. Direct Legal Counsel to reference Resolution No. 2021-006 in the Core Management Contracts, or;

E. Direct staff as necessary.



VICKIE DRAGAN – DIRECTOR OF FINANCE

REVIEWED AND APPROVED


Mark Norris - General Manager

Attachments: TWSD Management and Other Unrepresented Employees Resolution No. TWSD 2021-006 including Exhibit 1 and Exhibit 2

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Management and Other Unrepresented Employees Resolution

November 22, 2021

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TRIUNFO WATER & SANITATION DISTRICT

RESOLUTION NO. 2021-006

A RESOLUTION OF THE BOARD OF TRIUNFO WATER & SANITATION DISTRICT DESCRIBING COMPENSATION, BENEFITS, AND PERSONNEL POLICY MANUAL FOR MANAGEMENT AND OTHER UNREPRESENTED EMPLOYEES OF THE TRIUNFO WATER & SANITATION DISTRICT

The Board of Triunfo Water & Sanitation District resolves as follows:

Article I. GENERAL PROVISIONS

Section 1.01 - TITLE AND PURPOSE

This Resolution describes the employment and compensation plan for management and other unrepresented employees of the Triunfo Water & Sanitation District. This resolution shall become effective November 28, 2021, unless otherwise specifically provided.

Exhibit 2, Triunfo Water & Sanitation District Employee Policy Manual is hereby referenced and made a part of this Resolution.

Section 1.02 - RECOGNITION

This Resolution shall apply only to persons employed in the classifications set forth in Exhibit 1. The provisions of this Resolution shall be applied equally to all employees without unlawful discrimination as to age, sex, race, color, creed, national origin, disability, sexual preference, or sexual orientation.

1. The terms “employee” or “employees” as used in this Resolution shall refer only to persons employed by the Triunfo Water & Sanitation District in regular, allocated positions.
2. Employees subject to this Resolution are classified as either Management or Unrepresented.
3. Compensation for members of the Triunfo Water & Sanitation District Board is controlled by Ordinance.

Section 1.03 - DEFINITIONS

1. Board: members of the Triunfo Water & Sanitation District Board of Directors.
2. District or TWSD: the Triunfo Water & Sanitation District.
3. Employees: persons employed by the Triunfo Water & Sanitation District in regular allocated positions.

4. At-will Employment: General Manager holds his position at the will of the Board of Directors. All employees hold their positions at the will of the General Manager. Only the General Manager has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the General Manager. Employment at-will may be terminated without cause and without right of appeal.
5. Exempt Employees: all employees of the Triunfo Water & Sanitation District that are not eligible to earn overtime compensation.
6. Non-Exempt Employees: all employees of the Triunfo Water & Sanitation District that are eligible to earn overtime.
7. Regular Full-time Employee: an employee who has successfully completed their probationary period and who regularly works forty (40) hours or more per workweek.
8. Regular Part-time Employee: an employee who has successfully completed their probationary period and who regularly works less than forty (40) hours per workweek.
9. Temporary Employee: a person employed by the District for short-term assignments to fill in for an employee on extended sick leave or leave of absence, perform employment of a brief duration for anticipated peak periods, occupy position pending recruitment for a permanent employee, or perform seasonal work. Temporary employees are not considered a regular employee. Such employees serve at the will of the District and are not eligible for employee benefits and may be classified as exempt or non-exempt according to job duties and method of compensation.
10. Supervisory Employee: an employee specifically designated by the General Manager as responsible for monitoring the performance of at least one other individual employee. Supervisory employees may or may not be exempt employees.

Article II. COMPENSATION PLAN

Section 2.01 - Compensation Schedule

Except as otherwise provided herein, employees shall receive the base hourly pay or salary of the pay range assigned to the classification of the position in which they are employed, benefits and retirement in accordance with the pertinent conditions of employment enumerated in these sections, appendices, and exhibits. Salaried employees shall be compensated under the provisions of "Biweekly Salary"; and hourly employees under the provision of "Hourly Salary."

1. Base Hourly Pay or Salary for all employees is defined as the biweekly compensation within the salary range for the employees' job title.
2. Recruiting Salary: In all instances the recruiting step shall be the first step of the appropriate salary range unless authorization of the General Manager has been given for a hiring rate at some other step within the salary range assigned a specific classification.
3. Advanced Pay/Salary Appointments: The General Manager may provide that a position

be filled at a pay/salary level beyond the midpoint of the salary range. An advance pay/salary appointment may be made when either of the following occurs:

- a. Whenever reasonable proof has been presented that no qualified person can be recruited to fill a position at the minimum rate.
 - b. Whenever reasonable proof has been presented that an applicant has qualifications deserving a starting salary higher than bottom step of the range.
4. Regular Payday: Paychecks shall be issued bi-weekly no later than Friday, for the two immediately preceding work weeks. Employees may have their salary directly deposited into a bank of their choice.
 5. Pay on Termination: Upon certification of the Director of Finance that the employment of any employee is terminated prior to the expiration of the biweekly pay period, the compensation of such persons shall become due and shall be paid on the pay day which falls within the next pay period.
 6. Pay for Part-time Services of Regular Employees: The actual compensation for part-time employment shall be determined by multiplying the appropriate hourly rate for the position by the actual number of hours worked.
 7. Payment for Services Rendered on an Annual Basis: Whenever the salary for any position is established as an annual rate, the employee appointed to that position will be paid a salary on a biweekly basis.
 8. Merit Increase Within the Pay/Salary Range: Salary increases within a range shall be based on merit of the employee's annual performance appraisal and shall be automatic unless the appraisal shows a need for improvement and/or does not meet the quality of work required for such position. In that case, the merit increase may be withheld pending improvement(s). A merit increase shall consist of an increase of approximately five percent (5%) within a range for the class unless the employee is less than five percent (5%) from the top of the range and in such a case, the increase shall be to the top of the pay/salary range.
 9. Salary on Promotion: Any regular employee who is promoted to a position in a class having a higher salary rate shall receive the recruiting salary for the higher class or such higher amount as would constitute a minimum of five percent (5%) increase on the range over the salary received prior to the promotion. The salary anniversary date of the employee shall not change.
 10. Salary on Demotion: Whenever an employee who has completed their probationary period in a higher class is then demoted for disciplinary reasons, to a position in the lower class in which they did not previously hold status, they shall receive a salary five percent (5%) less than their salary immediately prior to demotion, or the highest salary on the new range, whichever produces the lower salary. An employee so demoted shall be required to serve a new probationary period.
 11. Salary on Reclassification: Whenever an employee is reclassified to a classification, which has a higher salary range, the employee shall be placed on the lowest step of the

pay range, which provides a minimum of five percent increase in salary. The salary anniversary date of the employee shall not change.

12. Time for Merit Advancements: A newly appointed, reemployed or promoted employee may qualify for:
 - a. An initial merit advancement within the pay/salary range the pay period following completion of 1,040 hours of service in that class.
 - b. Succeeding merit increases within the pay/salary range the pay period following completion of each additional 2,080 hours of service.
 - c. The period of service required to qualify for merit increases by regular part-time employees shall be as for a regular full-time employee.
13. Merit Review: The Department Manager and/or designee shall notify Human Resources and the employee in writing of their decisions regarding approval, denial, or deferment of a merit increase. In all cases, the recommendation of the appointing authority shall be based on the employee's performance.
14. Denial of Merit Increase: If, in the Department Manager's and/or designee's judgment, the employee's performance does not warrant a merit salary increase upon meeting the time requirements of Section 2.01, 12., they may deny the increase and must complete the District's Performance Evaluation Rating Form. Any time prior to the employee's next scheduled merit increase, the employee may request a review of their merit increase by the appointing authority, or the appointing authority by their own initiative, may review the matter. If the appointing authority concurs with the requested review, or if the appointing authority independently initiates their own review, then the appointing authority shall reopen the matter by submitting another performance rating and recommendation. If an employee's merit increase is deferred and granted within the year, that employee's next merit increase shall not be due until 2,080 hours of service have elapsed from the (1st) first day of the period in which the increase was finally granted.
15. Correcting Error in Overlooking Merit Increase: Upon discovery that an employee who would otherwise have been recommended for a merit increase failed to receive such increase as the result of an oversight or system error, the District shall compensate the employee for the additional salary they should have received, when they should have satisfied the merit increase hours needed. In such cases, there will be no adjustment of an employee's anniversary date.
16. Effective Date of Promotion: Whenever a person is promoted to a position, the effective date of promotion shall always be the first (1st) Sunday of the following pay period.

Section 2.02 - OVERTIME

1. Definition:
 - A. Overtime is defined as hours worked over a regularly scheduled nine (9) hour work day or time worked in excess 40 hours in a workweek shall be paid at the overtime rate as hours worked more than forty (40) hours in a 7-day designated work period. Hours worked shall not include any paid time off.

- B. Non-exempt employees are eligible for overtime pay.
 - C. Exempt employees are not entitled to overtime pay.
2. Policy Limitation on Overtime: It is the District's policy to avoid the necessity for overtime whenever possible. Overtime work may sometimes be necessary to meet emergency situations, seasonal, or peak workload requirements. No employee shall work overtime unless authorized by their Department Head.

Article III. BENEFITS

The District reserves the right to curtail, reduce, change, suspend or discontinue any non-vested benefit in its sole discretion at any time. Employees will be notified of any changes in employee benefit programs. The District's right to make these changes is not limited by an employee's length of service or by an employee's reliance on availability of benefits or any other factor. Employees who are normally scheduled to work thirty-two (32) hours or more per week are entitled to the full benefits offered by the District. Part-time employees who are normally scheduled to work less than twenty (20) hours per week and temporary employees are not eligible for benefits unless required by law.

Section 3.01 - RETIREMENT

The District shall contribute on behalf of Regular Full and Part-Time employee, of an amount equal to 16.5% of employee's base annual salary, to a retirement fund established by the District. All contributions are limited to an employee's base pay and may not include other forms of payment or monetary compensation, including other benefits received by employee.

Section 3.02 – FEDERAL SOCIAL SECURITY AND MEDICARE

Every employee shall be covered by the Federal Social Security & Medicare Act and the District shall make the appropriate District contributions on behalf of employee and deduct employee contributions from the employees' salary.

Section 3.03 – DEFERRED COMPENSATION PLAN

An optional program to increase retirement benefits is available to Regular Full and Part-Time employees. The purpose of the plan is to defer a portion of the employee's salary for use at their retirement. Contributions to the plan are voluntary and employee funded.

Section 3.04 - HEALTH AND WELFARE INSURANCE

(a) IRS SECTION 125 PLAN (CAFETERIA PLAN)

The District shall maintain, in accordance with Section 125 of the Internal Service Revenue Code, a Cafeteria Plan for the purpose of providing employees with access to various health and welfare benefits on a pre-tax basis. Benefits available through the Cafeteria Plan include, but are not limited to:

- Group Health Plan Medical Premiums
- Dental and Vision Insurance Premiums

- Flexible Spending Account for Dependent Care
- Flexible Spending Account for Medical Expenses.

The District's contribution to the Cafeteria Plan ("Flex Dollars") for regular full-time employees is \$1,874 per month. Part-time employees will receive 50% of the full-time benefit (\$937/month). The District's contribution provides coverage for employees, their spouse, and dependent children under 26 years.

Eligible employees who opt out of the District's Group medical insurance or do not fully utilize the District's Medical Benefit and Flex Dollar contributions will receive 100% cash-back of the unutilized District contributions. Employees will be required to show proof of medical insurance coverage. Cash back shall not be considered part of employee's base annual salary.

(b) Medical Coverage

The District shall make every reasonable effort to make available health insurance coverage to employee's subject to the District retaining the right to select a plan(s) different from the current plan. Regular-, full- and part-time employees including his or her spouse, and unmarried dependent children under 26 years, are eligible for medical coverage on the first of the month following one (1) full month after employment.

(c) Dental Insurance

The District shall make every reasonable effort to make available dental insurance for regular-, full- and part-time employees, his or her spouse, and unmarried dependent children under 26 years, are eligible for dental coverage on the first of the month following one (1) full month after employment.

(d) Vision Care

The District shall make every reasonable effort to make available vision care insurance for regular-, full- and part-time employees including his or her spouse, and unmarried dependent children under 26 years, are eligible for vision care on the first of the month following one (1) full month after employment.

(e) COBRA

Consolidated Omnibus Budget Reconciliation Act (COBRA) allows employees to pay for their group health insurance at the employer rates for a specific period of time for covered employees, spouses, and dependent children who lose their coverage due to a "qualifying event."

Section 3.05 – ANCILLARY BENEFITS

The District's contributes \$100 per month to provide disability insurance, life insurance, and employee assistance program. Employees are required to contribute if the total cost is over \$100.

(a) Disability Insurance

The District shall provide disability insurance for each regular, full, and part-time employee. The District retains the right to select a plan(s) different from the current plan. Coverage commences after the employee has completed one month of continuous employment with the District and upon submission of an application of membership.

(b) Life Insurance

Life insurance in the amount of \$50,000 is provided by the District for each regular, full, and part-time employee upon completion of one month of continuous employment with the District and upon submission of application of membership. Additional life insurance is available at the employee’s expense.

(c) Employee Assistance Program (EAP)

The District provides and maintains an Employee Assistance Program (EAP) for all regular employees. The EAP offers confidential services that can assist employees and members of their household to resolve personal issues and meet life’s challenges. Information on the program can be found in the brochure located in the hallway or by contacting a staff member in the Finance/Human Resources department.

Section 3.06 – OTHER BENEFITS

(a) Vehicle Allowance

The District shall provide the General Manager, Director of Finance, and Engineering Program Manager a monthly vehicle allowance of four-hundred dollars (\$400) per month. The allowance is for the purpose of purchasing and/or leasing, maintaining, repairing, and ensuring a vehicle for such employees to use for all purposes related to their District duties.

(b) Longevity Pay

The District recognizes an employees’ long-term service to the District and provides for the following cash sums payable annually during the same pay period following the employee’s anniversary date:

- After 5 years of District Service - \$200
- After 10 years of District Service - \$300
- After 15 years of District Service - \$500
- After 20 years of District Service - \$700

(c) Professional Organizations Reimbursement

The District supports memberships in professional organizations which benefit both the employee’s field of expertise and the District by the employee’s direct involvement in the organization. All requests for membership in professional organization require General Manager approval and may be subject to an annual maximum.

(d) Workers’ Compensation

Pursuant to the California Labor Code, all employees are covered by the District’s workers’ compensation program. The program provides medical benefits and wage replacement to employees injured in the course of employment. All work-related illnesses/injuries are required to be immediately reported to a supervisor and Human Resources.

Article IV. TERMS & CONDITIONS OF EMPLOYMENT

Section 4.01 – ATTENDANCE POLICY

All employees are required to provide reasonable advance notice to their supervisor if they know ahead of time that they will be absent or late. Employees may be required to provide documentation of any medical or other excuse for being absent or late. The District reserves the

right to apply Annual Leave Time to unauthorized absences where permitted by applicable law.

Section 4.02 – EXPENSE REIMBURSEMENT

Necessary and actual expenses incurred by an employee while attending to the business of the District may be reimbursed with the approval of the Director of Finance or General Manager.

Section 4.03 – MILEAGE REIMBURSEMENT

When determined necessary and approved by the Director of Finance or General Manager, employees may be authorized to use their private automobile in the discharge of their assigned duties. Reimbursement for use of private automobiles shall be made in accordance with the Federal Government Standard Mileage Rate. Mileage reimbursement does not apply to the General Manager, Director of Finance, and Engineering Program Manager.

Section 4.04 – OUTSIDE EMPLOYMENT

Any employee wishing to engage in an occupation or outside activity for compensation shall inform his department manager of such desire, providing information as to the time required and the nature of the activity, and such other information as may be required. No such activity shall occur during an employee's regularly scheduled hours and shall not conflict with the interests of the District.

Section 4.05 – PERFORMANCE APPRAISAL

Every regular full-time and regular part-time employee who serve at the will of the General Manager shall be given a formal evaluation of job performance at least annually and such evaluation shall be discussed with the employee. The purpose of the performance appraisal report is to assist employees in achieving maximum work capacity and planning the employee's future development. The performance appraisal report is also used to provide a basis for employee selection and advancement, to identify employees who need improvement, and to recognize employees with above standard work performance.

Performance reviews are the responsibility of the employee's supervisor. If an employee feels the performance review is unfair, the employee may take the following steps:

- 1) Present a written report to the immediate supervisor, detailing the reason for each point of disagreement, and requesting further discussion with the department manager.
- 2) If the questions cannot be resolved after discussions between the three parties, a request to conference with the General Manager to review the areas of disagreements.

An employee must have a satisfactory performance appraisal report to be eligible for a merit salary increase or promotion. Deficiencies in performance by an employee may result in a decrease in salary, suspension, demotion, or dismissal. The employee shall sign the performance appraisal report to acknowledge its contents. Such signature shall not necessarily mean that the employee agrees with the contents of said report.

Section 4.06 – POLITICAL ACTIVITY

Employees shall not engage or participate in political activity of any kind during regular

working hours. No non-employee shall be permitted to enter or remain in or on District property, buildings, or structures for the purpose of making, demanding, or giving notice of any political activity or subscription. No employee shall be discriminated or retaliated against for engaging in political activities outside of regular working hours.

Section 4.07 – PROBATIONARY PERIOD

The probationary period for newly hired and newly promoted District employees shall be 1,040 hours of actual and continuous service.

The probationary period may be extended by the General Manager or his designee for a period of up to an additional 1,040 hours of actual and continuous service. If the General Manager or his designee determines that the probationary period should be extended, the probationary employee shall be given notice in writing prior to expiration of the original probationary period.

During the probationary period, an employee may be rejected at any time without cause and without the right to appeal. Any promotional appointee who does not successfully complete the probationary period shall be placed in his former position if the position is vacant at the time. If the employee's former position is not vacant the employee shall be placed on a re-hire list for that position for a period of six months.

The probationary period set forth herein shall apply to both regular part-time and full-time employees. At-will employees can be terminated at any time without cause and without right of appeal.

Section 4.08 – REST PERIODS

Employees shall be entitled to two fifteen (15) minute rest periods per day, one during the first four hours of their shift and the other during the last four hours of their shift.

Section 4.09 – USE OF DISTRICT EQUIPMENT

No District-owned equipment, autos, trucks, instruments, tools, supplies, machines, computers, or any other item which is the property of the District shall be used by an employee while said employee is engaged in any outside employment or activity for compensation or otherwise, except upon prior written approval of the General Manager, or his designee.

Section 4.10 – WORK HOURS

Except as may be otherwise provided, an employee's regular workday and workweek shall be established by the General Manager.

Article V. LEAVES OF ABSENCE

Section 5.01 – ANNUAL LEAVE PROGRAM

The Annual Leave Program combines the time-off accruals for vacation and sick leave into one account. Regular full-time employees earn annual leave time on a biweekly basis according to the following schedule. Annual leave for regular part-time employees will be prorated at 50% of the full-time accrual rate.

Accruals per Years of Service	Accruals per Pay Period	Annual Leave In Days*
Less than 1 to 1 year	7.08	23.00
2	7.38	24.00
3	7.69	25.00
4	8.00	26.00
5	8.31	27.00
6	8.85	28.75
7	9.38	30.50
8	9.92	32.25
9	10.46	34.00
10	11.00	35.75

- Annual Leave in Days is calculated based on 8 hours per day and 26 pay periods per year.

Section 5.02 – BEREAVEMENT LEAVE

An employee may have up to twenty-four (24) hours paid leave for bereavement as a result of the death of a member of the employee’s immediate family. “Immediate family” is defined as the spouse, registered domestic partner, child by birth, child by marriage, foster child, guardianship child, parent, parent in-law, sibling, sibling in-law, grandparent of the employee or grandparent of the employee’s spouse. If additional time off is required, the employee may request Annual Leave.

Section 5.03 – COURT APPEARANCES

No deduction shall be made from the salary of an employee for an absence from work to appear as a witness in court or other judicial proceeding to comply with a valid subpoena or other court order, or to obtain relief, including a restraining order, to help ensure the health, safety, or welfare of a domestic violence victim or his or her child subject to the approval of the General Manager. An employee shall be paid only for time spent appearing in court or other judicial proceeding as set forth herein and the reasonable time the employee needs to return to work. All witness fees must be paid into the District and may not be waived except where the witness appears on behalf of the County, people, a public entity, or officer.

Section 5.04 – HOLIDAY LEAVE

The District shall observe the following twelve (12) Holidays:

- New Year's Day (January 1)
- Martin Luther King Jr. Day
- Presidents' Day
- Cesar Chavez Day
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Veteran's Day (November 11)
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve (December 24)

- Christmas Day (December 25)

If a District holiday falls on Saturday, it shall be observed on the preceding Friday. If a District holiday falls on a Sunday, it shall be observed on the following Monday.

Employees who are eligible for a paid holiday will be compensated for eight (8) hours at the employee's hourly rate of pay. Part-Time employees will be compensated for four (4) hours at the employee's hourly rate.

Any non-exempt employee as defined by Federal law who is required to work on a paid assigned holiday shall receive overtime credit for the time worked.

Section 5.05 - INDUSTRIAL LEAVE (ON THE JOB INJURY)

In the case of an on-the-job injury, the employee may use Annual Leave accruals concurrently with leave in conjunction with Worker's Compensation leave. The employee will then receive from the District a check equal to their regular paycheck less the amount of their check from the Worker's Compensation Insurance Fund.

Section 5.06 - JURY DUTY

Regular employees will be paid his/her regular salary while he/she is on jury duty for up to three (3) days per fiscal year, less the amount received from the Court for such service as a juror. An attendance record from the Court for the time spent on jury duty and the jury duty check payment for such service must be submitted to the District's payroll section.

If jury duty falls on an assigned day off, the District will not compensate the employee.

Section 5.07 - LEAVE WITHOUT PAY

Leave without pay may be granted by the General Manager, but such leave, when granted, shall not exceed a continuous period of 30 calendar days, except for extended unpaid sick leave, military leave, pregnancy leave, and family and medical leave. Annual Leave benefits are not earned, nor holidays paid during leave without pay. This includes unpaid sick leave, military leave, family and medical leave or any other leave where the District is not paying wages to the employee.

Section 5.08 - MILITARY LEAVE

Military leave shall be granted in accordance with the provisions of state and federal law. An employee requesting leave for this purpose shall submit documentation of the need for leave to their supervisor. Within the limits of such orders, the District may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave. When returning from military leave of absence, the employee will be reinstated at their previous position or a similar position in accordance with state and federal laws.

Section 5.09 - VOTING

Eligible employees will be granted time off with pay to vote at any general or primary elections provided by California Elections Code.

Article VI. DISTRICT RIGHTS

The District has and will continue to retain, whether exercised or not, the unilateral and exclusive right to operate, administer, and manage its district services and workforce performing those services in all respects. The exclusive rights of District shall include, but not be limited to, the right to determine the organization of the District and the purpose and mission of its constituent agencies, to set standards of services to be offered to the public, and, through its General Manager to exercise control and discretion over its organization and operations, to establish and implement administrative regulations and employment rules and regulations consistent with law, to direct employees, to classify and reclassify positions, to take disciplinary action for just cause, to relieve employees from duty because of lack of work or for other legitimate reasons, to determine whether goods or services shall be made, purchased or contracted for, to determine the methods, means and numbers and kinds of personnel by which the District's services are provided, including the right to schedule and assign work and overtime, and to otherwise act in the interest of efficient service to the community.

Article VII. SEVERABILITY

It is understood and agreed that this Resolution is subject to all current and future applicable Federal and State laws and regulations and the current provisions of the District Rules and Regulations. If any part or provision of this Resolution is in conflict or inconsistent with such applicable provisions of those Federal, State, or District enactments or is otherwise held to be invalid or unenforceable by any court of competent jurisdiction, such part or provisions shall be suspended and superseded by such applicable law or regulations, and the remainder of this Resolution shall not be affected.

Article VIII. CONFLICTING RESOLUTIONS

All resolutions, parts of resolutions, contracts, or District policies and procedures in conflict with this Resolution, are hereby repealed. This Resolution hereby supersedes Resolution No. 2020-007 adopted by the District Board on September 1, 2020.

Article IX. EFFECTIVE DATE

This Resolution shall become effective upon its adoption by the District Board. This Resolution shall remain in full force and effect, unless amended, repealed or otherwise modified by the District Board.

PASSED AND ADOPTED this _____ day of November 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ray Tjulander, Chair

ATTEST:

Fidela Garcia, Clerk of the Board

APPROVED AS TO FORM:

John Matthews, Legal Counsel

EXHIBIT 1

TRIUNFO WATER & SANITATION DISTRICT CLASSIFICATION PLAN

Salary ranges are subject to change.

Position	*Approximate Annual Salary	
Accountant	\$ 75,791.00	- \$ 98,532.00
Accounting Assistant	\$ 51,299.00	- \$ 66,688.00
Accounting Technician	\$ 62,354.00	- \$ 81,060.00
Administrative Program Manager ^{1, 2}	\$ 111,551.72	- \$ 149,251.65
Clerk of the Board	\$ 101,568.00	- \$ 138,038.00
Director of Finance ²	\$ 156,964.85	- \$ 204,056.82
Engineering Program Manager ^{1, 2}	\$ 135,591.93	- \$ 180,407.80
Environmental Resources Analyst	\$ 75,791.00	- \$ 98,529.00
General Manager ²	\$ 190,791.45	- \$ 248,029.61
Operations Manager	\$ 129,629.00	- \$ 168,518.00
Water/Wastewater Operations Supervisor	\$ 83,560.00	- \$ 108,628.00
Water/Wastewater Worker	\$ 72,182.00	- \$ 93,837.00

**Approximate Annual Salary is based on 2,080 hours.*

1 Increased Minimum and Maximum C&C Annual Salary based on their then contract rates.

2 Increased Minimum and Maximum based on September 2021 CPI increase of 4.6%, effective October 2021.

EXHIBIT 2



Employee Policy Manual

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1.1 OVERVIEW**1.1.1 Purpose**

The purpose of this employee policy manual is to provide guidance to the employees of the Triunfo Water & Sanitation District (TWSD), which will be referred to as the “District” from here on out. The General Manager is vested with the authority to administer personnel relations in accordance with the terms of this manual.

This manual highlights areas of importance to facilitate efficient and economical service to the public, as well as promote a fair and equitable system of personnel management within the District. This manual does not provide an answer to all personnel questions and issues that may arise regarding responsibilities, obligations, rights, privileges, benefits and prohibitions which, are placed upon all employees of the District.

This manual is not a contract. Accordingly, it should not be interpreted to create any expressed or implied contractual rights between the District and any employee. It is expressly understood that the contents of this manual do not constitute the terms of a contract of employment or benefits. Thus, this manual should not be construed as a guarantee of continued employment. Any verbal or written representations to the contrary are invalid and should not be relied upon by current or prospective employees.

The policies set forth in this manual replace any and all previous policy statements, whether written or oral, which differ from or are inconsistent with the policies expressed in this manual. No such prior policies or procedures shall have any force or effect after the effective date of this manual.

This manual may be revised and updated from time to time, as deemed necessary by the General Manager of the District subject to approval by the Triunfo Water & Sanitation District Board of Directors.

1.1.2 About the District

The Triunfo Water & Sanitation District (District) operates and maintains a water distribution system, a wastewater collection and treatment system, and recycled water treatment and distribution system, and other appurtenant facilities (“District Facilities”) for the purposes of providing these services to the customers in Triunfo.

The District was organized in November of 1963 as a special district under the County Sanitation District Act, California Health & Safety Code Division 5, Part 3, Chapter 3, Section 4700 et seq., to provide sewer services for the eastern portion of Ventura County. The District covers approximately 50 square miles of the southeastern portion of Ventura County adjacent to the Los Angeles County line, and serves a population of approximately 33,000. The District receives no tax revenue and relies on fees and charges for service provided.

In October of 1964, the District and Las Virgenes Municipal Water District (LVMWD) entered into a joint powers agreement establishing a Joint Venture to construct, operate, maintain, and provide for a regional sewerage system to serve the area within

the two Districts' boundaries.

The District expanded its service to the community in 1993 with the purchase of the Metropolitan Development's Metropolitan Water Company located within the District's boundaries in Oak Park. The new entity became known as the Oak Park Water Service (OPWS), owned and operated by Triunfo Sanitation District (TSD). In July 2019, the District added "Water" to its name and integrated the operations of Oak Park Water Service into the single entity of Triunfo Sanitation District to Triunfo Water & Sanitation District (TWSD).

The District is governed by a five-member Board of Directors (Board) that is elected by the voting residents of the District's service area. The Board has specific powers and authority as defined by the Water Code and District policies. The Board appoints a General Manager. The General Manager has full charge and control of the operations, maintenance, and construction of the District's water system; full power and authority to employ and discharge all employees in accordance with applicable rules and agreements; prescribe the duties of the employees; set and alter the compensation of employees, subject to approval by the Board and to carry out the policies and regulations as established by the Board.

Because the District is a public agency, service in the public interest is paramount. In accepting employment with the District, each employee assumes an obligation to the residents and businesses of our community to perform his or her duties in a prompt, efficient, and courteous manner. The District is likewise committed to providing its employees with reasonable wages, benefits, and safe working conditions.

1.1.2.1 District Values

All employees shall demonstrate and abide by the following values:

- **Leadership:** We are a team. The community is supported through mutual cooperation and respect. Great ideas come from many sources and we listen with an open mind.
- **Caring:** We care about the quality of our water, we care about our customers' satisfaction and we care about the quality of the working environment.
- **Integrity:** We are honest with one another, with our customers and with our industry partners. We maintain a quality operation that is fiscally sound and forthright. We want the trust and respect of our community and ratepayers.
- **Professionalism:** We are committed to standards of excellence, accuracy and superior conduct.
- **Vision:** We recognize that decisions we make today impact the future of this District and our community. We value our community's natural resources and actively seek ways to improve our services through local control and stewardship.

1.1.2.2 Open Door

Management adheres to an open door policy and encourages all employees to share opinions, ideas, and thoughts about general operations, especially relating to improving efficiency, increasing productivity, devising innovative solutions, and achieving desired results. The open door policy is intended to encourage

personnel at all levels of the District to express their opinions and ideas about any general item. The open door policy allows management to understand details of the District's operations and creative suggestions for improvement that might be lost in translation as the message makes its way through multiple channels.

1.1.2.3 Employee Recognition

Employees receive recognition for every five (5) years of service.

1.2 THINGS TO KNOW

1.2.1 Fiscal Year

The District operates on a fiscal year, from July 1 to June 30. Unless otherwise noted, employee functions in this manual are based on a fiscal year.

1.2.2 Bulletin Boards

District bulletin boards are reserved for the exclusive use of the District for posting work-related notices or notices which must be posted pursuant to local, state and federal law. From time to time, special notices and information for employees will be posted by the District on the bulletin boards. Please check the boards regularly for such notices.

2.1 GENERAL POLICIES

2.1.1 Equal Opportunity Employer

The District is an equal opportunity employer and strictly prohibits unlawful discrimination by any employee. It is the policy of the District that its employment practices be administered without regard to:

- Race
- Color
- Religious creed, including religious dress and grooming practices
- Sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding and medical conditions relating to breastfeeding)
- Marital status
- Physical or mental disability
- Medical condition
- Genetic characteristics or information
- Age (over 40)
- National origin or ancestry
- Sexual orientation (including homosexuality, bisexuality, or heterosexuality)
- Military or veteran status
- Any other consideration made unlawful by applicable discrimination laws

2.1.2 Reasonable Accommodation

Absent undue hardship on the District, or direct threats to the health and safety of employee(s), the District provides employment-related reasonable accommodations to:

- Qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions;
- Employees with conditions related to pregnancy, childbirth, or a related medical condition, if they so request, and with the advice of their health care provider;
- Employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work; and
- Employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

Any employee who requires an accommodation in order to perform the essential functions of his or her job should contact the Director of Finance and request an accommodation. The District will conduct an interactive process with the employee to determine whether the requested accommodation or an alternative is reasonable and can be implemented without imposing an undue hardship on the District.

2.1.3 Anti-Harassment, Anti-Discrimination, and Anti-Retaliation

The District has adopted a policy and complaint procedure against harassment, discrimination and retaliation. The purpose of this policy is to establish a strong commitment to prohibit and prevent discrimination, harassment, and retaliation in the

workplace; to define those terms; and to set forth a procedure for investigating and resolving internal complaints. Employees, applicants, officers, officials or contractors who believe they have experienced any form of harassment, discrimination, or retaliation are encouraged to report this immediately. Complaints may be made following procedures provided in Appendix A, Anti- Harassment, Anti-Discrimination, and Anti-Retaliation Policy, to the General Manager, Director of Finance, by contacting the U.S. Equal Employment Opportunity Commission (EEOC), or the California Department of Fair Employment and Housing (DFEH).

2.1.4 Drug Free Workplace

It is the desire of the District that all work environments be safe, productive and free of the influence of alcohol and/or controlled substances. The District recognizes that the use of alcohol and/or controlled substances in the workplace is not conducive to safe working conditions and will not be tolerated.

Employees will not be at work under the influence of alcohol and/or controlled substances, will not use alcohol and/or controlled substances while on duty or while on paid standby time and will not sell, manufacture, distribute or provide controlled substances to any person while on duty. The District has no intention of interfering with the private lives of its employees unless involvement with alcohol and/or controlled substances off the job affects job performance or public safety.

All employees of the District, whether or not in safety sensitive positions, are subject to reasonable suspicion testing for alcohol and/or controlled substances. In addition, safety sensitive employees (the Department of Transportation's definition includes any employee who must possess a commercial driver license) are subject to pre-employment and random, alcohol and/or controlled substance testing.

Appendix B contains the District's Drug Free Workplace Policy.

2.1.5 Tobacco Free Workplace

The District is committed to providing a healthy and safe workplace for its employees and the public. In keeping with this commitment and in accordance with state law, the use of tobacco or vaping products is strictly prohibited on District premises (other than specially designated areas), in District vehicles, on District work sites, or in the presence of District customers.

2.1.6 Whistle-blower Protection

The General Manager has primary responsibility for:

- Ensuring compliance with this Manual, and ensuring that District employees do not engage in improper activities;
- Investigating allegations of improper activities; and
- Taking appropriate corrective and disciplinary actions.

Employees are encouraged to fulfill their obligation to the public and the District by disclosing in writing to their immediate supervisor, to the extent not expressly prohibited by law, improper work-related activities within their knowledge. In the event that the improper activity involves their immediate supervisor, the employee must follow the chain of command and alert the next responsible manager. Employees will

not interfere with the General Manager's responsibilities in identifying, investigating, and correcting improper work-related activities.

An employee will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding, or influencing any other person so as to deter such person from acting in good faith to report or otherwise bring to the attention of the General Manager any information that, if true, would constitute:

- A work-related violation by a District employee of any law or regulation;
- Gross waste of District funds;
- Gross abuse of authority;
- A specific and substantial danger to public health or safety due to an act or omission of a District employee;
- Use of a District office or position or of District resources for personal gain; or
- A conflict of interest of a District employee.

An employee will not use or threaten to use any official authority or influence to effect any action as a reprisal against a District employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects discussed in this section.

The District also prohibits all of the following:

- Taking any retaliatory adverse employment action against an employee because the employee has or is believed to have disclosed information to any government or law enforcement agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation (Labor Code § 1102.5(b));
- Preventing an employee from disclosing information to a government agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation (Labor Code § 1102.5(a));
- Retaliating against an employee for refusing to participate in any activity that would result in a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation (Labor Code § 1102.5(c)); and
- Retaliating against an employee because the employee's family member has, or is perceived to have, engaged in any of the protected activities listed above.

Any person who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with: 1) the General Manager, or 2) any member of the Board of Directors, if the complaint involves the conduct of the General Manager. Upon the conclusion of an investigation, the General Manager (or the Board of Directors) will take appropriate action consistent with this Manual.

2.1.7 Conflict of Interest

Pursuant to the provisions of Gov. Code § 87300, et seq. no official or employee will accept a fee, compensation, gift, payment of expenses or any other thing of monetary

value in any circumstances in which acceptance may result in or reasonably create the appearance of any one or more of the following:

- Use of public office and/or employment for personal or private gain;
- Preferential treatment of any person;
- Loss of complete independence or impartiality;
- Making a District decision outside of official channels;
- Reduction of public confidence in the integrity of the District and/or its employees; and
- Impeding government efficiency or economy.

It is the employee's responsibility to disclose and report all potential conflict of interest situations to his or her supervisor or the General Manager.

Should a District employee be approached by a contractor or supplier and offered a gift or bribe so as to enhance that contractor's or supplier's position with the District, the employee must immediately report such activity to the General Manager.

Appendix C contains the Conflict of Interest Code.

2.1.8 Outside Employment

An employee shall not engage in any paid or self-employment, activity, or enterprise which is inconsistent, incompatible or in conflict with his or her District duties, functions, responsibilities, or that of the department in which he or she is employed at the District. Part-time employees may engage in outside business employment. In order to avoid perceived or actual conflicts of interest that may arise from outside employment, all employees must obtain written approval from the General Manager prior to undertaking any outside employment (Gov. Code § 1126(a).)

2.1.9 Political Activity

District employees and officials are prohibited from engaging in political activity during working hours or on District property, with the exception that political activities may take place at Board of Director meetings. (Gov. Code § 3207.)

No District employee or official will participate in political activities of any kind while wearing clothing that identifies the employee as a District employee. (Gov. Code § 3206.)

No District employee or official may use District funds or resources to advocate a partisan position or otherwise use District funds or resources to support his or her personal political activities. (Gov. Code § 54964.)

2.1.10 Confidentiality

Employees may, during the course of their duties, acquire, develop, use or learn certain confidential, sensitive, or proprietary information (collectively "Confidential Information") concerning District operations, customers, employees, contractors, vendors, suppliers, or proposed contractors, vendors, or suppliers.

Confidential information includes, but is not limited to: personnel records, customer data, real property acquisition materials, legal memoranda, records pertaining to

pending litigation, preliminary drafts, notes or memoranda which are not typically retained in the ordinary course of business, terrorist attack risk, vulnerability assessments, information security records, or trade secrets, as defined by California Evidence Code § 1061(a)(1), whether such secrets are owned by the District or any of its contractors, vendors, or suppliers or proposed contractors, vendors, or suppliers. Employees shall not, during their employment with the District or any time in the future, directly or indirectly:

- Disclose or furnish, to any other person, firm, agency, corporation, client, business or enterprise, any confidential information acquired during their employment;
- Individually or in conjunction with any other person, firm, agency, company, client, business or corporation, employ or cause to be employed any confidential information in any manner whatsoever except in furtherance of the business of the District;
- Without the written consent of the District, publish, deliver or commit to being published or delivered, any copies, abstracts or summaries of any files, records, documents, drawings, specifications, lists, equipment and similar items relating to the business of the District, except to the extent required in the ordinary course of their duties.

2.1.11 Protecting District Security

Employees are responsible for all equipment assigned to them, including security resources such as key cards, keys, combinations, key pad PINs and passcodes. Duplication of keys is strictly prohibited.

2.1.12 Personal Property

Any loss or damage to personal property of employees that is voluntarily brought on to District premises, will be reviewed for resolution on a case by case basis.

2.2 EMPLOYMENT CLASSIFICATIONS

2.2.1 At-Will Employment

Employment at the District is at-will. This means that an employee may terminate his or her employment at any time with or without advance notice to the District and with or without cause. Likewise, the District may terminate the employment of any employee at any time with or without advance notice and with or without cause.

Except for the General Manager, no manager, supervisor or representative of the District has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to at-will employment.

2.2.2 Categories

The following is a list of the employment categories used by the District. If an individual has any questions about his or her job category, the individual should check with the Director of Finance.

Employee	The term “employee(s)” shall mean all persons employed by the District. The Board of Directors are not employees. Individuals working through an employment agency (leased employees, etc.) and those working as independent contractors are not considered employees of the District and are not entitled to any employment benefits provided by the District.
Exempt Employees	Exempt employees are employees whose job duties meet the federal Fair Labor Standards Act (FLSA) requirements for overtime exemption. Exempt employees are compensated by salaries and are not eligible for overtime pay. The Director of Finance will inform the employee if his or her status is exempt. Exempt employees may have job assignments that require full or part-time work.
Non-exempt Employees	Non-exempt employees are employees subject to federal FLSA overtime regulations and will be compensated for overtime hours worked in accordance with the law. Non-exempt employees must comply with District policies regarding overtime work.
Regular Full-Time Employees	Regular full time employees are employees who are normally scheduled to work and who regularly do work a schedule of 40 hours or more per work week.
Regular Part-Time Employees	Regular part time employees are employees who are regularly scheduled to and do work less than 40 hours per work week. Part time employees may be assigned a work schedule in advance or may work as needed.
Temporary Employees	Temporary employees are employees who are employed by the District for short-term assignments and who are not considered regular employees. Temporary employees are not eligible for employee benefits and may be classified as exempt or non-exempt according to job duties and method of compensation. This classification includes but is not limited to persons hired for the following reasons: seasonal peak workloads, water conservation program and emergency extra workloads.
Management Employees	Management employees are those employees specifically designated by the General Manager as responsible for the management of administration and operations. Management employees are exempt salaried employees and therefore are not eligible for overtime compensation.
Supervisory Employees	Supervisory employees are those employees specifically designated by the General Manager as responsible for monitoring the performance of at least one other individual employee. Supervisory employees may or may not be exempt employees.

2.2.3 Verification of Eligibility for Employment

The District is required by federal immigration laws to verify documentation that shows each person's identity and legal authorization to work in the United States. All offers of employment and continued employment are conditioned upon furnishing satisfactory evidence of identity and legal authorization to work in the United States and each individual must attest to his or her identity and legal authorization to work.

2.2.4 Nepotism

Relatives of employees or directors of the District will not be placed within the District as full-time employees for reasons of security, safety and/or morale. Present employees who marry one another will be permitted to continue their employment with the District only if they do not work in a supervisory relationship with one another or otherwise pose difficulties for supervision, security, safety or morale. If such employee-spouses do work in a supervisory relationship with one another, the District will attempt to reassign one of them to another position for which he or she is qualified if such a position is available. If no such position is available, then one of the employee-spouses will be required to leave the District's employment. The decision as to which employee will leave is left initially to the employee-spouses. If they do not decide which of them will leave, the District will determine based on the District's needs which employee-spouse will be required to leave the District's employment. Any separation or transfer resulting from the administration of this policy is not disciplinary and is not subject to any grievance or appeal, or pre- or post-disciplinary appeal due process.

Relatives as referred to in this policy include spouse, registered domestic partner, parents, children, brothers, sisters, grandparents, stepfather, stepmother, stepbrother, stepsister, stepchild, niece, nephew, cousin, uncle, aunt, grandchildren, and in-laws, or any member of an employee's immediate household.

2.3 EMPLOYEE REIMBURSEMENTS

2.3.1 Mileage Allowance

In the event a personal vehicle must be used, the District will reimburse expenses based on the Internal Revenue Service (IRS) current Standard Mileage rate. The District Accountant will periodically adjust the mileage allowance to correspond to IRS guidelines. Employees must submit proof of the distance (e.g., a Google map of the route) traveled when requesting reimbursement.

2.3.2 Travel Expenses

With the General Manager's permission, employees may travel to work related conferences and similar events. No family members, friends, etc., may ride in a District vehicle at any time. Flight travel should be in coach class; if an employee wishes to upgrade, the employee is responsible for the price difference. Receipts should be itemized and presented to the District Accountant for reimbursement of appropriate travel expenses, which may include airline tickets, hotel stays and other necessities.

Appendix D contains the Travel Procedures and Expenditures Policy.

2.4 DISTRICT VEHICLES AND PERSONAL VEHICLE USE

2.4.1 Employee Use of District Vehicles

District owned vehicles assigned to employees shall generally be restricted to District business only. Only District employees may drive or be a passenger in a District vehicle. District employees who are on-call may use the vehicle for commuting purposes and may maintain the vehicle at his or her residence, so that they may report directly to a work site. De minimis use (such as stopping for a personal errand) during the course of a commute is permitted. Any use beyond de minimis, will be subjected to the guidelines under the Internal Revenue Code and Regulations. Staff may also use District owned vehicles for District related out of town travel and may take the vehicle home on the way to or from the event.

An employee using a District owned vehicle for these purposes shall provide evidence that he or she has a valid California Driver's License. In addition, no other individual than the employee shall operate the vehicle except in the case of an emergency.

Drivers of District owned vehicles are personally responsible for any fines or other citations for traffic violations incurred during the use of the vehicle. The privilege of driving a District owned vehicle may be revoked in the event of repeated violations.

2.4.2 Use of Personal Vehicles for District Purpose

An employee who must use his or her personal vehicle for District purposes (e.g., driving to a conference when a District vehicle is either unavailable or impractical) will be reimbursed by the District at the standard mileage rate established by the IRS.

The employee shall provide evidence that he or she is covered under his or her own automobile insurance policy for any claims and damages arising out of his or her business use of the vehicle. This information must be on file with the Director of Finance.

Drivers are personally responsible for any fines or other citations for traffic violations incurred during the use of the vehicle.

2.5 CREDIT CARD USE

2.5.1 Authorized Users

Credit cards are issued to District employees through the authorization of the General Manager or his or her designee.

2.5.2 Use of District Credit Cards

Employees' use of District credit cards must adhere to the District Issued Credit Card Policy, which may be found in Appendix E.

2.5.3 Account Reconciliation

Detailed receipts for all purchases must be turned in to the supervisor for reconciliation against the monthly credit card bill. Supervisors are responsible for verifying all transactions on credit accounts and for presenting credit card bills and

corresponding receipts to the Finance Department in a timely manner. Late charges on credit accounts are unacceptable.

2.6 JOB PERFORMANCE

2.6.1 Performance Evaluation

2.6.1.1 Content

The performance evaluation is designed to help employees become aware of the progress made and/or of any areas for improvement. Employees will meet with their immediate supervisor to discuss the evaluation. Each employee is encouraged to ask specific questions and to comment about his or her evaluation. The employee's signature on the evaluation will be required to acknowledge receipt of the evaluation, and that the evaluation will be placed in the employee's personnel file. If an employee refuses to sign the evaluation, the Director of Finance and the supervisor will note the refusal on the evaluation and sign the notation. A copy of the evaluation will be provided to the employee. It is the responsibility of the employee to read and understand the content of the evaluation. An employee may submit written comments on the evaluation that will be included with the evaluation in the employee's personnel file.

A performance evaluation does not guarantee a merit pay increase, nor is it a promise of continued employment.

2.6.1.2 Schedule

The District will periodically review employee performance and discuss the review with the employee privately. For permanent full-time employees, evaluations may be performed annually, unless otherwise specified by a supervisor. During the first six (6) months of employment, may be evaluated at the completion of three (3) months and at the completion of six (6) months. For permanent part-time employees, the equivalent actual hours worked will be used to determine the timing of the performance review (e.g., annual is equivalent to 2,080 hours, etc.).

2.6.2 Change in Position

2.6.2.1 Promotion

When District employees apply for a change in position, the District considers, among other things, the following factors:

- The qualifications for that position;
- Evaluation of the candidate's competency, experience and ability to perform the work, as determined by past performance and examination of personnel records; and
- Ability to perform essential job functions of the applicable position.

The General Manager will consider the recommendations of the employee's immediate supervisors when reviewing qualifications for advancement. Change in position is effective upon approval by the General Manager, but does not change the at-will nature of the promoted employee's employment with the District. A promotion will result in a new anniversary date, determined by the

date of promotion.

2.6.2.2 Lateral Transfers

A lateral transfer is where an employee moves from one (1) position to another that has the same wage range. An employee who moves to a lateral position may not necessarily be eligible for a step increase in pay, as this transfer does not constitute a promotion. Employees transferring to a different job assignment at the same level or grade do not change anniversary dates.

Such transfers may be made at the request of the District, or by the employee. An employee request will be considered and approved by the General Manager if a lateral position is vacant and only if the interests of the District are best served by doing so.

2.6.2.3 Demotion

An employee's inability to perform satisfactorily in a new position may result in a return to his or her former position, provided the former position is available. An employee may also be demoted due to unsatisfactory work performance.

2.6.3 Fitness for Duty Exam

The District may require an employee to undergo a fitness for duty examination to determine whether the employee can perform the essential functions of the job with or without reasonable accommodation when there is significant evidence that:

- a. the employee's ability to perform one (1) or more essential functions of his or her job has declined; or
- b. could cause a reasonable person to question whether an employee is still capable of performing one (1) or more of his or her essential job duties, or is still capable of performing those duties in a manner that does not cause harm to himself, herself or others.

The District may also require that a District-approved medical provider conduct the examination.

2.6.4 Modified Duty

The District encourages employees to return to work through an interactive process. Any employee may request modified duty as an accommodation when a temporary disability limits the employee's ability to perform the essential duties of his or her job. The District will consider the request consistent with federal and state laws including, but not limited to, the Americans with Disabilities Act (ADA).

2.7 EMPLOYEE RECORDS AND RIGHT TO PRIVACY

2.7.1 General

The District maintains a personnel file on each employee. A personnel file will contain only material that the District deems necessary and relevant or that is required by law. Personnel files are the property of the District, and access to the information it contains is restricted to protect employee privacy interests. Access to personnel files will be strictly limited to only those with a legitimate need to have such information for the District's business purposes, or if access is required by law, subpoena or court order.

2.7.2 Employee Information

Employees must notify the Director of Finance promptly of any changes to their home address, phone number, name or number of their dependents, marital status, name change or any other such information necessary for accurate record keeping.

2.7.3. Medical Information

All medical information about an employee or applicant is kept in separate medical files and is treated as confidential. Access to employee or applicant medical information will be strictly limited to only those with a legitimate need to have such information for the District's business purposes, or if access is required by law, subpoena or court order. In the case of an employee with a disability, supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.

2.7.4 Access to Personnel Files

2.7.4.1 Inspection of File

Personnel files can be reviewed at reasonable times and at reasonable intervals, within 30 days of a written request. A former employee is entitled to inspect his or her personnel records one (1) time per year. (Labor Code § 1198.5(d).) A current or former employee and/or his or her representative, who wishes to review his or her personnel file should make a written request to the Director of Finance. (Labor Code § 1198.5(b)(2)(A).)

The inspection must occur in the presence and location of the Director of Finance or designee and at a time that works best (Labor Code § 1198.5(b)(1) without loss of compensation to the employee. (Labor Code § 1198.5(c)(2).

If a former employee files a lawsuit relating to a District personnel matter, the right to access personnel records may be suspended while the lawsuit is pending.

2.7.4.2 Copies

A copy of personnel records can be obtained within 30 days after the employer receives a written request. (Labor Code § 1198.5(b)(1)) A current or former employee who wishes to receive such a copy should contact the Director of Finance or designee in writing. The District may charge a fee for the actual cost of copying. (Labor Code § 1198.5(b)(1); 1198.5 (b)(2)(A).)

Prior to making a copy of personnel records or allowing inspection, the District may redact the names of nonsupervisory employees. (Labor Code § 1198.5(g).) Under no circumstances will the District provide access or copying of the following categories of personnel file documents: records relating to the investigation of a possible criminal offense; letters of reference; ratings, reports, or records that were obtained prior to employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination. (Labor Code § 1198.5(h).)

2.7.4.3 Representative's Inspection

To have another person/representative inspect his or her personnel files, a current or former employee must provide the person/representative with written authorization. (Labor Code § 1198.5(e).) The General Manager or designee will notify the employee and/or representative of the date, time and place of the inspection in writing.

2.7.4.4 Personnel File Documents

No person inspecting a personnel file is permitted to add or remove any document or other item to/from the personnel file.

2.7.5 Employment Reference

All requests from outside the District for reference checks or verification of employment concerning any current or former employee must be referred to the Director of Finance. Information will be released only if the employee signs an authorization for release of employment information in the form prescribed by the District, except that without such authorization the following limited information will be provided: dates of employment, classifications held, and salary range.

2.7.6 Personnel Records

The District will keep employee personnel files after the termination of employment per the District's record retention policy.

2.8 SEPARATION PROCEDURES

2.8.1 Resignations

To leave District service in good standing, an employee must file a written notice of resignation with the General Manager at least two (2) weeks before the employee leaves employment with the District. The General Manager may, however, grant good standing with less notice. "Resignation in good standing" does not include employees who resign while on suspension or while charges or disciplinary actions are pending, or resign to avoid dismissal. Resignations may not be withdrawn without the General Manager's approval.

Nothing in this Resignation Policy is intended to or should be taken to limit the at-will employment relationship between the employee and the District. Either the employee or the District can terminate employment at any time with or without cause and with or without advance notice.

2.8.2 Layoffs

The General Manager may abolish any position of employment and the employee holding such position may be laid off, transferred to a lateral position, or demoted if necessary due to lack of work, lack of funds or other economic reason, or because the necessity for a position no longer exists.

2.8.3 Exit Procedures

Upon leaving employment with the District, each employee must return all keys and other District property in as good a condition as when received (normal wear and tear excepted) including but not limited to all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials and similar items relating to the business of the District to the General Manager or his or her designee.

The employee may be asked to participate in an exit interview with the Director of Finance. Each employee will be asked to sign a Personnel Action Form confirming receipt of the final paycheck and that all District property has been returned.

The Director of Finance will provide each employee with information regarding any conversion or continuation rights to insurance benefits. When leaving the District, employees and their dependents may have the right to continue group medical and dental benefits at their own expense temporarily under state and federal statute, commonly known as Cal-COBRA and COBRA, respectively.

3.1. PROFESSIONAL CONDUCT**3.1.1 Professional Conduct**

District employees are expected to maintain a professional standard of conduct in the performance of their duties. Unsatisfactory performance and/or misconduct may subject an employee to discipline.

3.1.2 Chain of Command

When an employee is seeking clarification on policies, procedures, or specific assigned tasks, those questions should be directed to the employee's supervisor. The District encourages employees to follow the chain of command in these instances in order to ensure that the matter is handled at the level nearest the problem and by the individuals who are most knowledgeable. If the situation cannot be resolved satisfactorily, the matter can be escalated to the next level in the employee's chain of command.

3.2. DISCIPLINE**3.2.1 General**

District policies, practices and procedures are not intended to create a contract of employment and do not, in any fashion, alter the at-will employment relationship under which the District operates. The District has the right to terminate an employee at any time without having to prove cause or justification, and without any recourse to a grievance procedure or an appeal right. However, the District may choose to utilize discipline to address an employee's performance.

3.2.2 Unacceptable Conduct

The following is a non-exhaustive list of conduct that is prohibited:

- Falsification of employment records, employment information, or other District records.
- Incompetence, inefficiency or neglect of duty.
- Recording the work time of another employee or allowing any other employee to record his or her work time, or allowing falsification of any time sheet, either the employee's own or another's.
- Deliberate or careless damage of any District property or the property of any employee or customer.
- Participating in horseplay or practical jokes on District time or on District premises.
- Carrying firearms or any other device designed or intended to primarily function as a weapon while on duty (multi tools, pocket knives, razor knives, and other devices designed or intended primarily as tools are not deemed weapons under this policy.)
- Possessing any open container of alcohol or possession of illegal drugs while on District property or using District equipment while under the influence of any impairment substances.
- Insubordination, including but not limited to failure or refusal to obey the lawful orders or instructions of a supervisor or member of management; or use of abusive or threatening language toward a supervisor or member of management.

- Unreported, unauthorized or habitual absence or tardiness.
- Abuse of annual leave.
- Failure to report unsafe or otherwise harmful situations to a supervisor.
- Sleeping on the job.
- Failure to observe work schedules including rest and lunch periods.
- Engaging in criminal conduct.
- Discourteous treatment of the public or fellow employees.
- Causing, creating or participating in a disruption of any kind during working hours or on District property.
- Soliciting other employees for membership, funds or other similar activity in connection with any outside organization during the employee's working time or the working time of the employee solicited.
- Distributing unauthorized literature or any written or printed material during working time or in work areas. ("Working time" does not include employee meal and break periods.)
- Failure of a non-exempt employee to obtain permission to leave work for any reason during normal working hours.
- Unauthorized use of District equipment, time, materials, facilities or the District's name.
- Excessive personal telephone calls during working hours that interfere with District business.
- Failure to provide a physician's certificate when requested or required to do so.
- Wearing extreme, unprofessional or inappropriate styles of dress, jewelry or hair while working.
- Working overtime without authorization or refusing to work assigned overtime.
- Committing a fraudulent act or a breach of trust under any circumstances; dishonesty.
- Violation of policies or procedures contained in this manual or any revisions thereof.

3.2.3 Corrective and Disciplinary Action

The General Manager has sole discretion and right to determine what corrective or disciplinary action is appropriate in each situation and is not required to treat each corrective or disciplinary action as a step in a series of progressive discipline. The following are types of counseling, reprimands and discipline, which the District may impose:

3.2.3.1 Counseling Memorandum

A counseling memorandum will be provided to an employee to identify: a failure of appropriate conduct or performance issue; the performance the employee is to demonstrate in the future; and consequences for failure to correct the behavior or problem. A counseling memorandum will be retained in the supervisor's file until the completion of the evaluation year, and then documented in the employee performance evaluation, as the supervisor deems necessary.

3.2.3.2 Verbal Reprimand

A verbal reprimand is a verbal direction from a supervisory employee to discontinue inappropriate conduct or to correct a performance issue. A verbal reprimand will be documented in writing and retained in the supervisor's file until the completion of the evaluation year and then documented in the employee performance evaluation, as the supervisor deems necessary.

3.2.3.3 Written Reprimand

A written reprimand is written direction from a supervisory employee to discontinue inappropriate conduct or to correct a performance issue. A written reprimand will be retained in the employee's personnel file and documented in the employee performance evaluation. The employee has the right to have his or her written rebuttal attached to the reprimand in the employee's personnel file, if the employee submits the rebuttal to the issuing supervisory employee or to the Director of Finance within five (5) business days after the reprimand is received.

3.2.3.4 Suspension Without Pay

The District may suspend an employee from his or her position without pay for cause. Documents related to a suspension shall become part of the employee's personnel file when the suspension is final and documented in the employee performance evaluation. Employees who are exempt from Fair Labor Standards Act (FLSA) overtime will only be suspended as authorized by the FLSA.

3.2.3.5 Reduction in Pay or Paid Leave

The District may reduce an employee's pay or paid leave for cause. A reduction in pay for disciplinary purposes may take one (1) of three (3) forms:

1. A decrease in base rate of pay to a lower step within the salary range;
2. A decrease in base rate of pay to an employee for a fixed period of time; or
3. Loss of accrued paid annual leave or administrative leave.

Documents related to a reduction in pay shall become part of the employee's personnel file when the reduction in pay is final and documented in the employee performance evaluation.

3.2.3.6 Demotion

The District may demote an employee from his or her current position to a lower-level position or lower salary allocation for cause. The employee must still meet the minimum qualifications for the lower-level position. Such demoted employee shall not be eligible for a promotion for a period of six (6) months, unless an earlier date is otherwise recommended and approved by the General Manager.

A new Employee Performance Evaluation date shall be established unless otherwise recommended and approved by the General Manager.

Documents related to a demotion shall become part of the employee's personnel file when the demotion is final and documented in the employee performance evaluation.

3.2.3.7 Y-Rate

The District may choose to Y-rate an employee when he or she is reassigned to a classification with a lower wage range on the salary schedule. The process of y-rating will allow the employee's base rate to remain the same. Y-rating will automatically end once future increases bring the employee's new wage range up to a level where the employee's Y-rated wage falls within the new wage range.

3.2.3.8 Termination

The District may dismiss an employee from his or her position for cause. Documents related to the dismissal shall become a part of an employee's personnel file when the dismissal is final.

3.3 EXPECTATIONS

3.3.1 Personal Appearance

Maintaining an appropriate professional appearance is essential to employment at the District. Appropriate appearance means attire and overall appearance that reflects positively on the District, meets the day-to-day needs of the work being done, and is consistent with this policy.

As representatives of the District, employees must present a clean and professional image to customers, coworkers and management. Employees must practice good grooming and personal hygiene. Employees must dress in uniform, and appropriate safety wear if required or in a professional and appropriate manner otherwise. Appropriate footwear must be worn at all times during work hours or on stand-by duty.

Employees should check with their supervisor for guidance on questions relating to their workplace attire.

Employees who may be called on to switch job assignments during the day, must have appropriate work related changes of clothing with them for the assignment.

EXAMPLE: A meter reader on a hot day is wearing shorts and running shoes as he walks his route. He gets a call, pulling him from the meter route to help fix a leak. He changes into work pants, hard hat and steel toe boots for that job.

3.3.2 Logo Attire

Employees may only wear District uniforms for District-related business, and shall not publicly wear District uniforms during non-work hours or for purposes unrelated to the provision of services for the District. Employees who fail to comply will be subject to discipline.

In order to maintain professional appearances and to prevent non-employees from wearing disposed District clothing, all worn District uniforms must be discarded.

3.3.3 Customer Relations

The District's image to customers and the general public is critical to our success. Accordingly, each employee is responsible for ensuring that his or her personal image and the District's image is raised to the highest possible level. All employees are expected to be prompt, polite, courteous and attentive to District customers and the public.

3.3.4 Limitations on Solicitations, Distribution and Access

Employees are prohibited from soliciting for charitable, nonprofit or personal activities during work hours. Circulating materials, such as school fundraisers or charitable walk-a-thons, is permitted during meals or breaks and before or after work.

4.1 WORKING HOURS

4.1.1 Regular Hours of Work

The regular hours of work each day are consecutive except for interruptions for meal periods. The 40-hours workweek consists of seven (7) consecutive days. "Overtime" is defined as time worked in excess of 40 hours worked in a workweek or time worked in excess of nine hours worked on a regularly scheduled work day.

The District designates 9/80 workweek periods for all employees. The 9/80 work schedule consists of eight (8) work days of nine (9) hours and one (1) work day of eight (8) hours for a total of 80 hours during two (2) consecutive workweeks. The District's 9/80 work schedule, has a 30-minute or one-hour meal period. For all employees working a 9/80 schedule their workweek shall begin exactly four (4) hours into their eight (8) hour shift on the day of the week that constitutes their alternative flex day off (FDO).

Appendix F contains the District's 9/80 Alternative Workweek Policy.

Employees' hours include an unpaid 30-minutes or one-hour meal break, and two paid fifteen (15) minute breaks during each consecutive four (4) hours worked.

4.1.2 Punctuality and Attendance

Attendance and punctuality that is observant of scheduled hours on a regular basis is an essential function.

4.1.2.1 Punctuality

An employee who is not at work and ready to start working at his or her scheduled work time is considered tardy. More than three (3) instances of tardiness by a non-exempt employee during any twelve (12) month period is considered excessive. Any unexcused absence is considered excessive. Excessive tardiness or absence is grounds for discipline, up to and including termination.

4.1.2.2 Attendance

Employees who are unable to report for work on any particular day must call their supervisor no less than 30 minutes before the beginning of the work day. Absent extenuating circumstances, employees must call in on any day they are scheduled to work and will not report to work. When an employee is absent for three (3) or more consecutive days, as a result of an injury or illness, a doctor note shall be required before the employee returns to work.

4.1.2.3 Request for Time Off

Employees shall request leave in advance with a minimum number of days' notice equal to the number of days of planned leave.

4.1.2.4 Excessive Absences

One or more absences that is not preapproved, in consecutive pay periods may be considered to be excessive and subject to review by the General Manager and may be grounds for discipline, up to and including termination.

4.1.3 Job Abandonment

A constructive resignation occurs and is effective when an employee has been absent from duty for three (3) or more consecutive working days without authorized leave. The District may consider that a constructive resignation has occurred due to the absence, or that the absence provides a reasonable basis for believing that the employee has abandoned the job.

At minimum, one (1) phone call in an attempt to speak with the employee will occur. A voice message may be left for the employee.

After being absent for three (3) consecutive working days, a written notice will be sent via U.S.P.S. Priority Mail, including a Proof of Service Form, to the employee. If known, a notice may also be sent to the employee's personal e-mail address. The employee will be given written notice, at employee's address of record, of the circumstances of the job abandonment, and an opportunity to provide an explanation for employee's unauthorized absence. The employee will be provided five (5) calendar days to respond in writing why employee's employment with the District should not be terminated due to job abandonment or to arrange for an appointment with the General Manager before final action is taken to explain the unauthorized absence and failure of timely notification. The decision of the General Manager is final.

4.2 COMPENSATION

4.2.1 Overview

The current salary schedule is available to employees and posted on the District's website. Only the grade level and classifications, including unfilled classifications, are displayed.

4.2.2 Fair Labor Standards Act

As a public agency, the District falls under the governance of the Fair Labor Standards Act (FLSA). FLSA regulates the wages paid to District employees, including overtime and recordkeeping. Information on the FLSA is posted on the District's bulletin boards. Employees who have questions regarding the FLSA should speak with the Director of Finance.

4.2.3 Pay Periods

All employees of the District are paid every other Friday. Time sheets for payroll are due to the Finance Department on Monday before the pay date. The biweekly payroll covers work performed to date for all employees. Direct deposit is encouraged for all employees. Further information on direct deposit is available from the Director of Finance.

All employees are expected to enter their time worked every day on their time sheet, which must be turned in by 8:00 a.m. on the payroll due date. Employees should direct questions regarding payroll to their supervisors. The employee's

responsibility is to complete the time sheet accurately and submit it to their supervisor to review and approve. Failure to submit an accurate time sheet on time may result in a delay of payment or discipline, up to and including termination if the inaccuracy is intentional or due to gross negligence.

4.2.4 Wage Garnishment

The District must comply with court orders directing garnishment of wages. A garnishment will reduce the employee’s take-home pay.

4.2.5 Longevity Pay

Longevity pay is to recognize an employee’s long-term service to the District. Annual Longevity Pay amounts are based on the length of service with the District, beginning at year six (6) and capping at year 20, and provides a fixed amount on their anniversary date. Employees will receive a fixed amount, per year, up to the 20th year where it will cap. The employee will continue to receive the Longevity Pay annually, for every year following the 20th year at the capped amount. The following longevity amounts are listed on the table as follows:

Years of Service	Longevity Pay
6	\$200
10	\$300
15	\$500
20	\$700

Payment shall be made during the same pay period following the employee’s anniversary date in which the employee is eligible to receive longevity pay. This includes employees on workers’ compensation leave.

Longevity Pay is not considered part of the employee’s base annual salary.

4.2.6 Overtime Pay

Non-exempt employees shall be eligible for overtime compensation. No employee shall work overtime unless the employee’s immediate supervisor authorizes the additional work time. Employees who work unauthorized overtime will be compensated for such work, but will be subject to discipline, up to and including termination.

All hours worked over a regularly scheduled nine (9) hour work day or time worked in excess 40 hours in a workweek shall be paid at the overtime rate of one and a half (1.5) times the employee’s regular rate of pay. An employee will be paid for overtime worked by rounding up to the nearest fifteen (15) minute interval.

EXAMPLE: If a non-exempt employee who is scheduled for a nine (9) hour work day works an additional hour, he or she will be paid one (1) hour overtime, even if he or she has not exceeded 40 hours in that week.

Time worked does not include annual leave, or other leave whether paid or unpaid. No employee may work more than twelve (12) hours in a twenty-four (24) hour

period without the approval of the General Manager or his or her designee.

Exempt employees are not eligible for overtime pay.

4.2.7 Working Early/Staying Late

Non-exempt employees shall not enter or remain in District work areas for any purpose except to report for, be present during and to conclude a work period. Without approval by their supervisor, non-exempt employees must not begin work and clock in at his or her working area more than seven (7) minutes before they are scheduled to begin and must stop work and clock out from his or her work area no later than seven (7) minutes after their work scheduled for the day is completed. Work area does not include District parking lots, gates or other similar outside areas. Employee work time is rounded up or down to the nearest fifteen (15) minutes interval.

EXAMPLES: An employee clocks out at the end of a workday at 5:03 pm. His or her time card will be rounded down to 5:00. Another employee stays a few minutes later at his or her supervisor's request and clocks out for the day at 5:12 pm. His or her time card is rounded up to 5:15 pm.

4.2.8 Working on Holidays

Employees required to work on a scheduled holiday shall be paid time and a half of the employee's base rate of pay.

4.2.9 On-Call Duty

A schedule is maintained by a designated supervisor or designee whereby qualified operation employees are assigned on a rotational basis to be on-call on weekends, holidays, and other times outside of regular business hours for the District. Employees assigned to on-call duty are paid \$50 for an on-call period. An on-call period is 24 hours.

Employees who are assigned to on-call duty are required to receive calls, report for work whenever needed and to keep their supervisor informed of the telephone number where they can be reached. The on-call employee must respond by telephone within five minutes of receiving notification of a call-out event and must respond in person within 45 minutes.

Each qualified operation employee is eligible for on-call duty. The District can mandate an employee to serve on-call duty. Any employees who would like to switch their scheduled on-call week(s) must obtain approval from the designated supervisor or designee at least seven (7) days in advance of his or her scheduled on-call shift.

4.2.10 Call-Out

Employees serving on-call are subject to a call-out event. Employees who respond to a call-out event will be compensated for travel time from their homes to the event location. An on-call, non-exempt employee who is called to work outside of his or her regularly scheduled shift shall be paid for a minimum of two (2) hours. The employee shall be paid for call-out time worked at the applicable straight-time or overtime rate.

EXAMPLE: Ann is on-call on a Thursday evening when she receives a call-out to

a suspected leak. While she is at the site investigating the leak, she receives another call for a water turn-on. These two (2) calls are a single call-out and Ann will be paid a minimum of two (2) hours, plus any additional time it takes to complete the second work order.

4.2.11 Call Back

When an employee returns to work because of a District request made after the employee has completed his or her normal work shift and left the work station, the employee shall be credited with two (2) hours plus any hours of work in excess of two (2) hours in which the employee is continuously engaged in work for which he or she was called back.

The two (2) hour minimum shall apply only when an employee is required to physically return to work (e.g. leave home or another off duty location) in order to perform required duties. An employee who performs work after regular work hours, but who is not required to leave home, shall be compensated at one and a half (1.5) times pay as per overtime provisions.

Call back provisions, including the two (2) hour minimum, shall not apply if an employee is called to work within one (1) hour of the employee's normal starting time. An employee who is called to work within the one (1) hour prior to the normal starting time, shall be compensated under normal overtime provisions.

EXAMPLE: Tom's normal work schedule is 7:00 AM to 4:30 PM. Tom receives a call back at 6:00 AM and must come into work early. Since the call back is no more than one (1) hour prior to Tom's normal start time, Tom will not receive a two (2) hour minimum pay but one (1) hour of pay.

5.1 INTRODUCTION**5.1.1 Notice**

This chapter of the Employee Policy Manual is intended to provide a general overview of the benefits currently available to eligible employees of the District. State and/or federal laws govern some of these benefits, while others are determined by the District or governed by a benefit provider. Should there be a discrepancy between the contents of this manual and a provision of an applicable law, benefit plan, or contract, then the law, plan document, or contract will prevail.

This manual does not describe all the exclusions, limitations, or conditions of the benefit programs. Employees who wish to review any official plan documents or who have questions about employee benefits may make an appointment with the Director of Finance for that purpose.

The District reserves the right to curtail, reduce, change, suspend or discontinue any non-vested benefit in its sole discretion at any time. Employees will be notified of any changes in employee benefit programs. The District's right to make these changes is not limited by an employee's length of service or by an employee's reliance on availability of benefits or any other factor. Employees who are normally scheduled to work thirty-two (32) hours or more per week are entitled to the full benefits offered by the District. Part-time employees who are normally scheduled to work less than twenty (20) hours per week and temporary employees are not eligible for benefits unless required by law.

5.1.2 Administration of Employee Benefits

All of the employee benefit programs at the District are administered by the District or its designated administrators. The District reserves the exclusive authority and discretion to determine all issues of eligibility and all questions of interpretation and administration of each benefit program.

5.2 HOLIDAYS

5.2.1 Observed Holidays

The District observes the following 12 paid holidays:

- January 1, New Year's Day
- Third Monday in January, Martin Luther King's Birthday
- Third Monday in February, Presidents' Day
- March 31, Cesar Chavez Day
- Last Monday in May, Memorial Day
- July 4, Independence Day
- First Monday in September, Labor Day
- November 11, Veterans' Day
- Fourth Thursday in November, Thanksgiving Day
- Fourth Friday in November, Day after Thanksgiving Day
- December 24, Christmas Eve
- December 25, Christmas Day

5.2.1.1 Recognized Holiday Dates

Each year, the General Manager will designate the recognized dates of District holidays. When an authorized holiday falls on a Saturday, the preceding Friday shall be observed as an authorized paid holiday; or when an authorized holiday falls on a Sunday, the following Monday shall be observed as an authorized paid holiday. If a holiday falls on a 9/80 Flex Day Off, the General Manager will determine when the holiday will be designated.

5.2.2 Paid Administrative Benefits

The District provides paid administrative benefits to its regular full-time and regular part-time exempt management employees. This benefit is a means of rewarding and encouraging management employees to participate in and attend meetings, activities and events on behalf of the District and to spend time outside of normal working hours otherwise in the service of the District. Paid administrative benefits is not considered annual leave and is a privilege of paid time away from work.

5.2.2.1 Eligibility and Accrual

Regular full-time exempt employees are allocated 40 hours of paid administrative benefits and regular part-time employees are allocated 20 hours of paid administrative benefits on the first day of each fiscal year (July 1).

New exempt employees or promoted employees will receive paid administrative benefits on the first day of their exempt status as follows:

- a. If the start date falls after July 1, but before December 31, the exempt employee will receive 40 hours of paid administrative benefits.
- b. If the start date falls after January 1, but before, June 30, the exempt employee will receive 20 hours of paid administrative benefits.

5.2.2.2 Use of Paid Administrative Benefits

Paid Administrative Benefits may be granted in one day increments provided such time is available at the time of use. Selection of paid administrative benefit dates is subject to written approval from the employee’s supervisor with a minimum notice of five (5) business days prior to the start of requested paid administrative benefits.

The use of paid administrative benefits must be recorded in the District’s payroll records.

Paid administrative benefits cannot be cashed out and unused time cannot be rolled over into a new fiscal year. Upon separation of service, unused paid administrative benefits will not be paid to eligible employees.

5.3 ANNUAL LEAVE PROGRAM

5.3.1 Annual Leave Program

The District provides annual leave benefits to its regular full-time and part-time employees. The annual leave benefits combine the time-off accruals for vacation and sick leave into one account. This benefit is a method of furthering the health and general welfare, as well as establishing standards to ensure maximum and reasonable job attendance.

5.3.1.1 Eligibility and Accrual

Regular full-time and part-time employees begin to accrue annual leave benefits on the first day of employment on a biweekly basis. Annual leave for regular part-time employees will be prorated at 50% of the full-time accrual rate.

Regular full-time employees will accrue paid annual leave benefits based on a bi-weekly service as follows:

Accruals per Years of Service	Accruals per Pay Period	Annual Leave In Days*
Less than 1 to 1 year	7.08	23.00
2	7.38	24.00
3	7.69	25.00
4	8.00	26.00
5	8.31	27.00
6	8.85	28.75
7	9.38	30.50
8	9.92	32.25
9	10.46	34.00
10	11.00	35.75

5.3.2.2 Maximum Accrual

Annual leave benefits may be accrued up to a maximum of 600 hours for Full-time employees and 300 hours for Part-time employees. Employees who have reached the maximum accrual cease to accrue annual leave

benefits until they have used enough annual leave time to fall under the maximum.

Employees may, upon written request and approval by the General Manager, be permitted to receive a cash payment of their accrued, unused annual leave benefits based on the following:

- a) An employee must use eighty (80) hours of annual leave during the twelve (12) months immediately preceding a cash-out payment request. For this purpose, "use" shall mean taking time off work and being paid annual leave pay for such time off. If the employee has not used the required hours of annual leave in the twelve (12) months immediately preceding the cash out, the employee's cash-out request shall be denied.
- b) Employees have the option to cash out Annual Leave accruals earned in the subsequent year up to a maximum that is equal to the employee's Annual Leave accrual rate granted the remaining annual leave balance is at least eighty (80) hours. The cash out option is limited to twice per year.

5.3.2.3 Use of Annual Leave Benefits

Annual leave benefits may be granted in minimum units of a quarter hour provided such time has been earned at the time of use. Selection of annual leave benefit dates is subject to written approval from the employee's supervisor. Employees are expected to schedule Annual Leave time off in advance with the supervisor.

Time away from work for urgent or emergency situations involving illness or injury is unscheduled and requires the employee to contact his supervisor as soon as possible. The District reserves the right to require substantiation (including, but not limited to, a doctor's certificate or a sworn affidavit). Frequent use of short periods of sick leave is indicative of inability to perform as expected by the District and may result in dismissal for lack of reliability.

Employees must take work schedules into consideration when requesting and/or granting leave so as to insure adequate coverage.

While using Annual Leave, employees shall be compensated at the same salary rate they would have received if they had been on the job.

If a paid holiday falls within a time period when the employee is using annual leave credits, the holiday shall not be charged to Annual Leave.

It is the employee's responsibility to record used annual leave on his or her time sheet.

Eligible employees may take no more than 10 (ten) consecutive working days of annual leave benefits in a single annual leave unless approved by the General Manager.

Employees who leave the District through retirement, voluntary

termination, or death can cash out 100% of their Annual Leave balance.

All accrued Annual Leave credits shall be paid at the employee's regular rate of pay at the time of termination, death, or retirement.

5.3.2.4 When Annual Leave Benefits are Exhausted

If an absent employee exhausts his or her accrued annual leave benefits, the employee may request unpaid time off subject to the approval by the General Manager.

5.3.2.5 When on Leave of Absence Without Pay

An employee who is on Leave of Absence Without Pay shall not accrue Annual Leave credits. At the District's discretion, all Annual Leave may be required to be exhausted before an employee may be placed on Leave of Absence Without Pay.

5.4 CATASTROPHIC ILLNESS LEAVE DONATION

5.4.1 Catastrophic Illness Leave Donation

The District has established a policy to allow employees to voluntarily donate accrued leave time to fellow employees who are incapacitated due to a medical emergency and who have exhausted all other paid leave credits, including any annual leave and paid administrative benefits.

5.4.1.1 Medical Emergency

For purposes of this policy, a "medical emergency" means a medical condition of the employee or an immediate family member of the employee that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave.

5.4.1.2 Donated Leave Requests and Receipt

All leave donations and requests for receipt of donated leave must be approved by the General Manager. The General Manager may approve a donation request in full, deny it outright, or approve it at a reduced number of hours. The decision whether or not to approve a leave donation or the receipt of donated leave is made at the sole discretion of the General Manager, and is not subject to any grievance procedure.

5.4.1.3 Qualifications for Leave Donations

In order to qualify for leave donations, an employee must submit a written application describing the medical emergency to the Director of Finance. The application should include appropriate verification of the need for leave from the employee's or family member's medical provider. The application must also specify the number of leave hours requested. The employee may, but is not required to, voluntarily include information about the nature of the medical emergency in order to inform prospective leave donors. Although an employee is ineligible to receive donated leave while he or she has accrued leave available, a donation application may be submitted prior to the anticipated date that all leave balances will be exhausted.

5.4.1.4 Medical Information

Upon receipt of a valid request for donations from an eligible employee, the Director of Finance shall prepare a notice to all District employees of the eligible employee's need for donations. Confidential medical information shall not be included in the posted notice unless voluntarily provided by the requesting employee for this purpose.

5.4.1.5 Voluntary Donations

All donations are entirely voluntary. Donations are irrevocable, as donated leave is deemed to be surrendered to the District. The Employee shall be responsible for compliance with all applicable state and federal tax laws concerning the leave donation and the deductibility thereof.

Donations must be made in whole-hour increments.

5.5 INTEGRATION OF OTHER BENEFITS

5.5.1 Workers' Compensation

A covered employee who is entitled to receive temporary disability indemnity under the California Labor Code (Workers' Compensation) may elect to take only that portion of annual leave benefit that, when added to the employee's disability indemnity, will equal the employee's total base salary. The election must be made by filing a request to integrate these benefits with the Director of Finance prior to the end of the bi-weekly pay period.

5.5.2 State Disability Insurance (SDI)

Eligible employees are covered by State of California Disability Insurance pursuant to the California Unemployment Insurance Code. Disability insurance is payable when the employee cannot work because of illness or injury not caused by employment at the District, or when the employee is entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability payments are available from the Director of Finance.

5.5.3 Social Security

District employees pay into Social Security. Employee wages are also subject to Medicare tax.

5.6 INSURANCE BENEFITS

The District contributes \$1,874 per month to the group health plan medical premiums, dental, and vision insurance premiums for regular full-time employees including employees with work schedule of 32 hours or more per week. In addition, the District contributes \$937 per month for regular part-time employees with work schedule of 20 hours or more per week. Employees are required to contribute if the total cost is over \$1,874. The District reserves the right to eliminate or modify any of its benefits at any time.

5.6.1 Group Medical Insurance

5.6.1.1 Coverage Effective Date

Group medical insurance coverage begins on the first day of the month following one (1) full month after employment.

EXAMPLE: If a regular full-time employee begins employment on January 4th, the medical insurance is effective on March 1st

5.6.1.2 Eligibility

Regular full-time employees and eligible part-time employees are insured by a choice of group medical plans sponsored by the District. Employees are required to work a minimum of 20 hours per week to be eligible for group medical insurance.

Each employee should verify eligibility for coverage before undergoing treatment in order to ensure that treatment is covered.

5.6.1.3 Coverage

Coverage shall be in accordance with the terms of the medical insurance plan as it exists. Employee's family members, including registered domestic partners, may participate in the medical insurance plans offered by the District. Coverage may be maintained for children to the age of 26.

For regular full-time employees and eligible part-time employees, open enrollment will be held once a year, to allow the selection of health plans. Individuals with a qualifying event, as defined by federal law, such as a change in marital status or change in number of dependents, may make a change within the individuals' medical plan by contacting the Director of Finance within ten (10) days of the qualifying event to obtain the required form. Employees with a non-qualifying event, such as an address change, must also contact the Director of Finance as quickly as possible.

5.6.1.4 District Contribution

Group medical insurance coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy). In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

Continuance of group medical insurance coverage upon separation from the District will be provided under COBRA.

For further information regarding annual maximum contributions or other questions regarding group medical insurance coverage, please contact the Director of Finance.

5.6.2 Group Dental Insurance

5.6.2.1 Coverage Effective Date

Group dental insurance coverage begins on the first day of the month following one (1) full month after employment.

EXAMPLE: If a regular full-time employee begins employment on January 4, the group dental insurance coverage is effective on March 1.

5.6.2.2 Eligibility

Regular full-time employees and eligible part-time employees are insured by group dental insurance coverage sponsored by the District. Employees are required to work a minimum of 20 hours per week to be eligible for group dental insurance.

5.6.2.3 Coverage

Coverage shall be in accordance with the terms of the group dental insurance plan as it exists. Employee's family members, including registered domestic partners, may participate in the group dental insurance plan offered by the District. Coverage may be maintained for dependent children to the age of 26.

5.6.2.4 District Contribution

Group dental insurance plan coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy). In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

Continuance of group dental insurance plan coverage upon separation from the District will be provided under COBRA.

For further information regarding group dental insurance, please contact the Director of Finance.

5.6.3 Group Vision Insurance

5.6.3.1 Coverage Effective Date

Group vision insurance plan coverage begins on the first day of the month following one (1) full month after employment.

EXAMPLE: If a regular full-time employee begins employment on January 4th, the group vision insurance plan coverage is effective on March 1st.

5.6.3.2 Eligibility

Regular full-time employees and eligible part-time employees are insured by a group vision insurance plan. Employees are required to work a minimum of 20 hours per week to be eligible for group vision insurance coverage.

5.6.3.3 Coverage

Coverage shall be in accordance with the terms of the group vision insurance plan as it exists. Employee's family members, including registered domestic partners, may participate in the group vision insurance plan offered by the District. Coverage may be maintained for children to the age of 26.

5.6.3.4 District Contribution

Group vision insurance plan coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy). In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

Continuance of group vision insurance plan coverage upon separation from the District will be provided under COBRA.

For further information regarding group vision insurance, please contact the Director of Finance.

5.7 ANCILLARY AND OTHER BENEFITS

The District's contributes \$100 per month to provide long-term disability insurance, life insurance, and employee assistance program. Employees are required to contribute if the total cost is over \$100.

5.7.1 Group Life Insurance

5.7.1.1 Coverage Effective Date

Group life insurance plan coverage begins on the first day of the month following one (1) full month after employment.

EXAMPLE: If a regular full-time employee begins employment on January 4, the group life insurance plan coverage is effective on March 1.

5.7.1.2 Eligibility

Regular full-time employees and eligible part-time employees are insured by a group life insurance plan. Employees are required to enroll in the group life insurance plan. Employees are required to work a minimum of 20 hours per week to be eligible for group vision insurance coverage.

5.7.1.3 Coverage

Employees may not opt out of group life insurance plan coverage. Coverage shall be in accordance with the terms of the group life insurance plan as it exists.

Group life insurance coverage will not be covered by the District during an extended leave of absence (other than pregnancy disability leave).

5.7.1.4 District Contribution

The District will pay the group life insurance plan premium rates for

eligible employees. The District reserves the right to eliminate or modify any of its benefits at any time.

Group life insurance plan coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy). In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

In the event of any increase in group life insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage at the discretion of the Board of Directors.

For further information regarding group life insurance plan coverage, please contact the Director of Finance.

5.7.2 Employee Assistance Program

Regular full-time employees and their dependents are entitled to use the District's Employee Assistance Program (EAP). EAP coverage begins on the first day of the month following one (1) full month after employment.

EXAMPLE: If a regular full-time employee begins employment on January 4th, EAP services are available as of March 1st.

The EAP is designed to provide eligible employees and their dependents with many services such as referrals for employer-requested assistance, personal counseling and financial assistance.

For EAP contact information, employees may contact the Director of Finance. EAP is completely confidential.

5.7.3 Flexible Savings Accounts

Employees may redirect portions of their pre-tax salaries into funds commonly known as "cafeteria plans" or "flexible spending accounts" (FSA), up to the federally identified yearly deduction for dependent care and health benefits. This reduces the employee's taxable income, but still gives the employee use of the money for important life purchases, such as child care or medical co-pays.

5.7.3.1 Flexible Spending Account

An FSA is tax-exempt for contributions, earnings, and withdrawals for qualified yearly expenses, such as medical expenses or dependent care expenses. An FSA has a grace period of March 15 of the following year in which claims must be submitted. Unexhausted funds will remain with the District to offset costs of administering benefits.

5.7.4 Workers' Compensation Insurance

District employees are protected by Workers' Compensation Insurance while employed by the District at no cost to employees. The policy covers employees in case of occupational injury or illness. Every occupational injury or illness, no matter how slight, must be reported immediately to a supervisor. The supervisor will explain the steps that should be taken next.

5.7.5 Clothing Allowance

The District offers an annual reimbursement of up to \$250 for field service personnel for personal protective equipment (PPE), e.g. steel/composite toe boots. Rain clothes and coats are provided for field service personnel and paid for by the District.

All personnel may be provided with logo shirts.

5.7.6 Membership in Organizations

The District may assist employees in the payment of membership dues for organizations related to the services and operations provided by the District. The General Manager has the sole discretion to decide whether the District will contribute toward membership dues for such organizations.

5.7.7 On-Duty Education

The District encourages the academic advancement of its employees in subjects related to District functions, including job-related courses leading to a degree or certification and may provide financial assistance to employees who enroll in and complete courses in accordance with this section.

Notwithstanding the provisions of this section, District employees in certain job classifications are required to obtain certain certification(s) within their first year of employment. Those failing to meet the published requirements may be subject to disciplinary action, up to and including termination. The employee's supervisor will inform the employee at the beginning of employment with the District if the employee is required to obtain one (1) or more of the above-referenced certifications.

5.7.7.1 On-Duty Education

Employees may, with prior approval and the General Manager's sole discretion, attend seminars, conferences, workshops, cross-training activities, or meetings during regular working hours that provide specific training in subjects related directly to the employee's position, or a position the employee may reasonably aspire to obtain.

General Manager approval for all training requests must be obtained prior to attendance and/or making reservations. Reasonable fees, tuition, and approved expenses will be paid by the District; however, for courses and tests required to obtain or renew a license or certification required in the class specification for their position, employees will be reimbursed for fees, tuition and approved expenses only after successfully obtaining the required license or certificate. If an employee fails a certification or licensing exam on his or her first effort, all subsequent expenses related to obtaining that certification must be paid by the employee.

6.1 ABOUT LEAVES OF ABSENCE**6.1.1 Overview**

This Manual contains only a summary of available leaves. Some leaves have detailed requirements regarding eligibility, duration, benefits, etc. Employees should contact the Finance Director for additional information.

6.1.2 Bereavement

In the event of the death of a current spouse, registered domestic partner, child (step-child), parent (step-parent, legal guardian or parental figure), brother (step-brother), sister (step-sister), grandparent, grandchild or grandparent-in-law -, mother-, father-, sister-, brother-, son-, or daughter-, an employee may have up to twenty-four (24) hours paid leave with the approval of the General Manager.

Bereavement leave is not compensable when the employee is on a pre-approved (paid or unpaid) leave of absence, bona fide layoff, or for days falling outside the employee's regular work period.

6.1.3 Court Appearances**6.1.3.1 On-Duty Time**

Any regular employee called as a witness arising out of and in the course of District employment will be deemed to be on-duty and there will be no loss of salary, but any witness fees, not including mileage, received by the employee will be paid to the District.

Employees released from witness duty during their normal duty hours will report back to work unless employees contact their direct supervisors and receive authority not to return to work. Non-exempt employees may use accrued annual leave for the remaining hours. Exempt employees who serve less than four (4) hours of witness duty may use accrued annual leave for the remaining hours.

6.1.3.2. Private Litigation

Any employee called as a witness in a private or civil matter outside the course and scope of their District employment will not be compensated by the District. Employees may use accrued annual leave. It is the employee's responsibility to make arrangements for payment of witness fees from the involved parties in accordance with the California Code of Civil Procedure.

6.1.4 Hardship Leave

In extraordinary circumstances, the General Manager has the discretion to grant up to five (5) days of paid leave to an employee who needs to take time off from work due to a significant hardship, and who has exhausted all other annual leave accruals, including paid administrative benefits.

Examples of circumstances that could demonstrate a significant hardship include, but are not limited to, the following:

- The employee was the victim of domestic violence, sexual assault, or stalking;
- The employee was a victim of a serious or violent crime;
- The employee was a victim of a major disaster or emergency.

An employee requesting discretionary hardship leave must submit in writing to the Director of Finance describing the hardship in question. The General Manager may request additional information or require appropriate documentation before deciding to grant hardship leave. The requesting employee must exhaust all applicable paid leave before he or she is eligible to receive hardship leave. However, applying for hardship leave may be submitted prior to the anticipated date that leave balances will be exhausted.

The decision whether or not to grant paid leave pursuant to this section is made at the sole discretion of the General Manager, and is not subject to any grievance procedure.

The decision to grant or deny leave under this section does not affect an employee's entitlement to unpaid leave pursuant to other provisions of this Manual or applicable law. Hardship leave runs concurrently with any applicable unpaid leave provided by law.

6.1.5 Jury Duty

The District encourages employees to serve when called for jury duty. Exempt employees will receive full regular base rate of pay for up to three (3) days of jury duty, less any daily jury fees paid by the court.

Non-exempt employees will receive full regular base rate of pay while serving up to three (3) days of jury duty. The time spent on jury duty is not considered work time for purposes of calculating overtime.

Employees who have the option to call in for juror status should exercise that option. The employee will provide to his or her supervisor evidence of jury service, such as notice for jury duty and any time cards or similar appearance documents issued by the court.

6.1.6 Leave of Absence Without Pay

The General Manager may grant unpaid leaves of absence to employees in certain circumstances. It is important to request any leave in writing as far in advance as possible, to maintain contact with the supervisor and the Director of Finance during a leave, and to give prompt notice if there is any change in the return date. If the leave of absence expires and the employee fails to report for work on the scheduled return date without contacting his or her supervisor and the Director of Finance, it will be assumed that the employee does not plan to return and has terminated his or her employment voluntarily. If the employee is unwilling or unable to return to work at the conclusion of any leave, employment may be terminated.

The employee must exhaust his or her accrued annual leave before beginning an unpaid leave of absence. Annual leave is not earned during an unpaid leave of absence, and an employee on an unpaid leave of absence is not eligible for

holiday pay. An unpaid leave of absence can affect an employee's medical benefit plan coverage.

Employees must present verification of their need for a leave of absence for leave approval. An approved leave of absence may be up to eight (8) weeks, unless otherwise approved by the General Manager or provided by law.

Employees cannot obtain other employment (other than military duty) or apply for unemployment insurance while on a leave of absence. Acceptance of other civilian (non-military) employment while on leave will be treated as a voluntary resignation from employment with the District.

6.1.7 Military Leave

The District provides military leaves of absence to employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state laws.

The employee shall provide their supervisor with notice of the need for military leave when they are informed of the request for duty. A copy of the military orders specifying the dates, site and purpose of the activity or mission shall be provided to the supervisor upon receipt. Within the limits of such orders, the supervisor may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave.

Employees on qualifying military leave will receive full pay to the extent provided by law. Employees on elective military leave may select to use annual leave during unpaid military leave. Employees on military leave are entitled to continued health plan coverage to the extent provided by the USERRA, the Uniformed Services Employment and Reemployment Rights Act of 1994. As with other leaves of absence, failure to return to work or to re-apply within applicable time limits may result in termination of employment.

Additionally, an employee who works more than 20 hours per week and who is the spouse of a qualified member of the Armed Forces, National Guard or the Reserves may be entitled to take up to ten (10) days of unpaid leave during a period in which his or her spouse is on leave from deployment during a period of military conflict.

6.1.8 New Parent Leave Act

Under the New Parent Leave Act, the District will provide twelve (12) weeks of unpaid, job protected leave for baby bonding purposes to qualified employees. The employee must have more than twelve (12) months of service and have worked at least 1,250 hours with the District during the twelve (12) months period prior to starting the leave.

During this time, the District will continue the employee's health care coverage at the level and under the same conditions as existed prior to the employee taking leave.

6.1.9 Paid Family Leave

California Paid Family Leave (PFL) provides up to six (6) weeks of partial pay to employees who take time off from work to care for a seriously ill family member

(child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner) or to bond with a new child entering the family through birth, adoption, or foster care placement.

PFL is not a leave entitlement; rather, PFL is a monetary wage replacement benefit for employees taking leave that would otherwise be unpaid (e.g. New Parent Leave, Pregnancy Disability Leave, or a leave of absence without pay). This benefit is offered through State Disability Insurance (SDI) and the State of California Employment Development Department (EDD). Health care benefits are not covered while on PFL but may be covered under another provision of this Manual. For information on compensation and health care coverage, please contact the Director of Finance.

The District does not employ 50 or more employees; therefore, District employees are not eligible for benefits under the Family Medical Leave Act (FMLA).

6.1.9.1 Eligibility

- Employee has earned at least \$300 from which SDI deductions were withheld during the employee's base year.
- Employee is unable to do employee's regular or customary work due to the need to provide care for a seriously ill family member or to bond with a new child.
- Employee has lost wages because employee was caring for a seriously ill family member or bonding with a new child.

6.1.9.2 Definition

A serious health condition means an illness, injury, impairment, or physical or mental condition of a patient that involves any period of incapacity (e.g., inability to work or perform other regular daily activities) or inpatient care in a hospital, hospice, or residential medical care facility and any subsequent treatment in connection with such inpatient care; or continuing treatment by a physician/practitioner.

Unless complications arise, cosmetic treatments, the common cold, influenza, earaches, upset stomach, minor ulcers, and headaches other than migraines, are examples of conditions that do not meet the definition of a serious health condition for purposes of PFL.

SDI may require an independent medical examination of the care recipient to determine initial or continuing eligibility.

6.1.9.3 Applying for Paid Family Leave

An employee must apply directly to SDI for PFL benefits. An employee may apply through the Employment Development Department (EDD) website or by submitting a paper application to SDI.

An employee must complete and submit a claim form no earlier than the first day family leave begins, but no later than forty-nine (49) days after family leave begins or the employee may lose benefits.

SDI will notify the District that an employee is receiving PFL benefits.

6.1.10 Pregnancy Disability Leave

6.1.10.1 Temporary Disability

A pregnant employee will be allowed to be absent for the period during which, in the opinion of their attending physician and, where necessary, a District designated physician, the employee is temporarily disabled because of pregnancy, childbirth or a related medical condition.

When an employee is disabled due to pregnancy, the employee will furnish the District a certification from their health care provider. The certification must include a statement that the employee is disabled due to pregnancy, the date on which the employee became disabled due to pregnancy, the probable duration of the period or periods of disability, and an explanatory statement that, due to disability, the employee is unable to work at all or is unable to perform any one (1) or more of the essential functions of their position without undue risk to themselves, the successful completion of their pregnancy, or to other persons.

6.1.10.2 Time of Leave Request

When an employee's leave is foreseeable and at least 30 days' notice has been provided, and if a medical certification is requested, the employee must provide it before the leave begins.

When this is not possible, the employee must provide the requested certification to the District within the time frame requested by the District within 15 calendar days, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

An employee is eligible for PDL upon commencement of employment. There is no length-of-service requirement for PDL.

6.1.10.3 Compensation During Leave

PDL is without pay. However, the employee may use accrued annual leave. PDL will be treated as any other disability leave and may entitle the employee to short-term / long-term disability benefits or additional unpaid leave requested by the employee and granted by the General Manager.

6.1.10.4 Benefits During Leave

In accordance with the State of California's Pregnancy Disability Leave law, an employee on PDL is entitled to up to four (4) months (17 1/3 weeks) of job-protected leave for the time that the employee is disabled due to pregnancy and/or childbirth. PDL does not need to be taken in one (1) continuous period of time.

If the employee is disabled by pregnancy, coverage will continue for up to four (4) months for each pregnancy (as opposed to each leave year).

While on PDL, the employee is entitled to continued coverage in the District's group health insurance and supplemental policies to the same extent as when the employee was working. As such, in order to maintain coverage,

employees are required to pay timely the full employee contribution to maintain their group health plan coverage, either through payroll deduction or by paying the District directly. The District may recover premiums it paid to maintain health coverage, if an employee does not return to work following PDL.

Annual leave does not accrue while an employee is on unpaid PDL.

Whenever an employee is also receiving PFL and PDL these leaves will run concurrently.

Part-time employees are eligible for leave on a pro-rated basis.

6.1.10.5 Reinstatement

Upon the expiration of PDL and the District's receipt of a written statement from the health care provider that the employee is fit to return to duty, the employee will be reinstated to their original or an equivalent position, so long as it was not eliminated for a legitimate business reason during the leave.

If the employee's original position is no longer available, the employee will be assigned to an open position that is substantially similar to the employee's original position in terms of job content, status, pay, promotional opportunities, and geographic location.

If upon return from leave an employee is unable to perform the essential functions of their job because of a physical or mental disability, the District will initiate an interactive process with the employee in order to identify a potential reasonable accommodation.

An employee who fails to return to work after the termination of their leave will lose their reinstatement rights.

6.1.10.6 Lactation

In accordance with California Labor Code § 1030, the District will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. The break time, if possible, will run concurrently with the employee's regular break time.

In accordance with California Labor Code § 1031, the District will make all reasonable efforts to provide the employee with the use of a room or other location, other than the restroom, in close proximity to the employee's work area, for the employee to express milk in private.

6.1.11 School Related Leave

Pursuant to the Family School Partnership Act (Labor Code § 230.8), any District employee who is a parent, guardian or grandparent having custody of one (1) or more children in kindergarten or grades 1 through 12 or attending a licensed day care facility will be allowed up to 40 hours each calendar year, not to exceed eight (8) hours in any calendar month, without pay, to participate in activities of the school of their child, or to find, enroll, or reenroll his or her child in a school or with a licensed child care provider. The employee must provide reasonable advance notice of the planned absence. This leave may also be used to address a child care provider or school emergency, if the employee gives notice to the employer.

The employee may be required to use annual leave to cover the absence. The District may require the employee to provide documentation from the school as verification that the employee participated in school activities on a specific date.

6.1.12 Substance Abuse Rehabilitation

If an employee decides to voluntarily enter a substance abuse rehabilitation program, he or she may be eligible for an unpaid leave of absence to participate in the program. The District will take reasonable steps to safeguard the privacy of any employee who identifies himself or herself as an individual with a dependency problem. An employee who wishes to identify himself or herself as such an individual can contact a supervisor or manager of his or her choice directly. (California Labor Code § 1025)

While the District generally encourages employees to take action to treat dependency problems, employees will not be reimbursed for the costs incurred in attending a rehabilitation program. Employees may, however, use annual leave during a requested leave.

When recommended by a Substance Abuse Professional (SAP) pursuant to Department of Transportation regulations, participation in and completion of the rehabilitation program is mandatory. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to sign a return-to-duty agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one (1) year or longer than five (5) years.

NOTE: Health insurance plans may provide coverage for rehabilitation costs. Health benefits information can be obtained from the District's Director of Finance.

6.1.13 Time Off for Victims of Violent Crime or Domestic Violence

In accordance with California Labor Code § 230.1-230.2, any District employee who is a victim of domestic violence or sexual assault is entitled to take time off from work to seek relief (such as a temporary restraining order) or other assistance to help safeguard the health, safety, or welfare of the employee and/or his or her child. The employee must provide reasonable advance notice of the intent to take leave for this reason unless advance notice is not feasible. An employee may be required to provide documentation establishing the right to such time off.

Leave for this purpose is unpaid, though an employee may choose to use any available accrued paid leave.

The District will make every effort to maintain the confidentiality of the employee.

6.1.14 Time Off to Vote

In accordance with California Election Code, § 14000, employees are eligible for paid time off for the purpose of voting if they do not have sufficient time outside of working hours to vote. The intent of the law is to provide an opportunity to vote to workers who would not be able to do so because of their jobs.

Subject to the conditions above, an employee may take up to two (2) hours off to vote in a statewide election, without any loss of pay, if the employee is scheduled to work during voting hours (typically 7 AM to 8 PM). In general, a "statewide

election” is defined as one (1) in which all voters in the state have an opportunity to vote on at least one (1) common race or issue. An employee is entitled to take as much time as actually needed to vote, but only up to two (2) hours of that time will be paid.

Time off for voting may be taken only at the beginning or end of the employee’s regular work shift unless other arrangements are approved in advance by the General Manager. If the employee needs time off to vote, the employee must notify his or her supervisor at least two (2) working days prior to the election. The employee must note on the employee’s time card the time approved for voting purposes.

An employee who serves as an election official in a local, special or statewide election, is eligible for an unpaid leave on the day of the election. Employees should give supervisors as much notice as possible if they plan to serve as an election official. (California Government Code § 19844.7)

6.1.15 Volunteer Firefighters’ Leave

If an employee is a registered volunteer firefighter who intends to perform emergency duty during work hours, the employee should alert his or her supervisor so that the District is aware that the employee may have to take time off to perform emergency duty. In the event the employee is a volunteer firefighter and needs to take time off for emergency duty, he or she should alert the supervisor before leaving District premises. (California Labor Code § 230.3- 230.4) Time off for volunteer firefighter duty is unpaid leave, but employees may use accrued annual leave.

6.1.16 Workers’ Compensation Leave

All employees will be covered by the workers' compensation laws of the state. Employees who are absent from work by reason of an injury or illness covered by workers’ compensation, will continue in pay status under the following provisions.

The District may integrate annual leave with temporary disability payments for an employee who is eligible for workers’ compensation. The employee will continue in pay status and receive his or her pay until his or her accumulated paid leave has been depleted to the nearest hour. Any employee who is eligible for temporary disability payments under the workers' compensation law will, for the duration of such payments, receive only that portion of the employee’s regular salary that, together with said payments, will equal the employee’s regular salary.

7.1 SAFETY**7.1.1 Injury and Illness Prevention Program**

The District is concerned about the safety of all employees and is committed to maintaining a safe work environment. District, State, and Federal law requires that employees be provided a working environment free from recognized safety hazards, and with proper tools and equipment necessary to accomplish work assignments in a safe manner. To achieve a safe work environment, the District has adopted an Injury and Illness Prevention Program (IIPP). All employees shall be familiar with the IIPP and are responsible for implementing safe practices, policies and procedures. Employees are expected to always act in the safest manner possible to protect themselves and others, therefore the District encourages every employee to take action to prevent unsafe working conditions. All supervisors maintain a copy of the IIPP and it is available upon request.

7.1.2 Personal Protective Equipment**7.1.2.1 Supervisor Responsibility**

Supervisors are responsible for training their employees on the use of Personal Protective Equipment (PPE). Employees are required to wear all PPE as required by their job function without exception.

Some employees are required to wear steel or composite toe cap boots. Additionally, employees who perform meter reading, who opt to wear tennis shoes, must have steel or composite toe cap tennis shoes.

7.1.2.2 Safety Compliance Standards

All boots and tennis shoes shall meet safety compliance standards and be identified with the ASTM F2413-11 number. ASTM F2413-11 is the Standard Specification for Performance Requirements for Protective (Safety) Toe Cap Footwear, which covers the minimum requirements for the design, performance, testing and classification of protective footwear. The identifying number for compliant shoes can be found on the inside of the tongue.

Employees are responsible for maintaining their PPE in good condition and replacing damaged items in a timely manner so as not to create safety hazards.

7.1.2.3 Failure to Comply

Failure to use required personal protective equipment is a violation of CAL-OSHA requirements and will result in disciplinary action up to and including termination of employment with the District.

7.1.2.4 Reimbursable Personal Protective Equipment

Boots and tennis shoes as defined in this section are reimbursable through the clothing allowance as defined in Section 5.10.3.

7.1.3 Workplace Violence Prevention

The goal of the District is to provide every employee a safe work environment. To this end it is the District's policy that violence, or the threat of violence, in the workplace will not be tolerated in any form. It is inappropriate to use violence, or threats of violence, for any reason or to in any way interfere with providing a safe workplace. Employees are expected to conduct themselves in accordance with the policies and regulations of the District.

7.1.3.1 Personal Safety

The District will provide reasonable accommodations to ensure the personal safety of its employees from outside parties. If a situation occurs where an employee feels they are in danger, they should remove themselves from the situation and immediately report the incident to a supervisor. The District will obtain a restraining order if necessary to protect employees from abuse by an individual not employed by the District if the threat is the result of District employment.

An Employee should notify the Director of Finance if a restraining order is in effect either protecting or restraining the employee or if the employee is connected in any way to a potentially violent non-work situation. Copies of any protective or restraining order must be provided to the Director of Finance.

Appendix G contains the District's Workplace Violence Prevention policy.

8.1 Use of District Owned Media

8.1.1 Purpose

This section defines standards, procedures and restrictions for employees who use District devices for business purposes. The District uses various forms of electronic communication, including, but not limited to personal and laptop computers, e-mail, telephones (landlines and mobile), fax machines, and online services (Internet and Intranet). All electronic communications, including all software and hardware, remain the sole property of the District. Employees shall have no expectation of privacy while using District owned equipment.

8.1.2 Data

Employees are required to protect the integrity of District data, which may include proprietary or other confidential information. An employee who allows, either deliberately or inadvertently, a breach in District technology security or confidentiality may be subject to disciplinary action, up to and including termination of employment.

8.1.3 Personal Use of Electronic Media

Access to the Internet and other types of District paid computer access is to be used for District-related business. Minimal personal use of e-mail and Internet is permitted as long as it does not interfere with job performance. Communication systems are not to be used in ways that may be disruptive, offensive to others, or harmful to morale. For example, anything that may be construed as harassment, discrimination, or retaliation of others based on any protected category shall not be displayed or transmitted.

Employees should consider all transmissions to be of a permanent nature, such that the District will be able to retrieve and read or view them at a later time. Therefore, all communications on District computers and systems should be composed with the belief that they will be subject to the same review as written communication.

Employees are not permitted to access the electronic communications of any other employee or third party unless directed to do so by District management.

Employees may not install personal software on District computer systems. All electronic information created by an employee using any means of electronic communication furnished by the District is and shall remain the property of the District. Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, discrimination, harassment or related actions will be subject to disciplinary action, up to and including termination.

8.1.4 Passwords

The District reserves the right to inspect District owned equipment and systems at any time, to access and review electronic files, messages, mail, etc., and to monitor the use of electronic communications. The District will override all passwords if it becomes necessary.

The Systems Administrator shall be responsible for the administration of access controls to all District computer systems.

Each user's computer and network access is protected by a personal confidential password to be determined by the user. It is the user's responsibility to maintain the confidentiality of their password. Individual users can be held accountable for the use of their account by others.

Each user shall be responsible for all computer transactions made with the user's password. A user may not use another user's password to gain access to the computer system without authorization nor may a user offer the use of their privileges for another user's access. Users with a need to access a coworker's files should contact their Department Manager.

Users are expected to log out or lock the screen when leaving a workstation for an extended period. To prevent unauthorized access every user is expected to log off the computer every day at the close of the workday.

Employees are not to share passwords with anyone, including supervisors. Passwords should be changed every 90 days. Strong passwords include:

- Both upper and lower case characters
- Both numeric and special characters as well as letters
- No personal information, such as family names or birthdates

8.1.5 E-Mail

Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs or Trojan horse code. Some personal use of e-mail is acceptable but should be stored in a separate folder from business items.

Employees shall have no expectation of privacy in any email that they send or receive using the District's email system. If an employee receives an offensive message, he or she shall report the matter to the Systems Administrator.

8.1.5.1 Brown Act Compliance

E-mail messages sent to a quorum of the District board or committee subject to the Brown Act, should be of an informational nature only and should not solicit feedback or encourage separate communication amongst a quorum.

8.2 Use of Personal Media

8.2.1 Using Personal Electronics on the Job

Using personal electronic devices such as mobile phones is discouraged during work hours, unless the employee is working independently and on a task that generally is not considered hazardous. Employees are encouraged to use their work breaks and lunch time to return personal calls. Supervisors are responsible for determining when it is appropriate for employees to use personal electronic devices and advising employees accordingly.

8.2.1.1 Use of Electronic Devices While Driving

Employees are expected to adhere to the California Vehicle Code, including those regulations regarding the use of electronic devices while driving. California Vehicle Code § 23123 requires the use of a hands-free device while driving.

8.2.2 Using Personal Electronics for Business Purposes

Employees in leadership roles are required to use mobile phones for business purposes and if so, will be assigned a District mobile phone. Some employees, depending upon job function, may use personally-owned devices to connect with District systems. The District reserves the right to refuse this access. Prior to use on the District network, all personal devices must be inspected by the Systems Administrator, who will verify that the device is appropriate and contains no harmful software or viruses. This inspection may be repeated whenever the Systems Administrator determines it is necessary.

Use of a personal device for business purposes does not entitle the employee to the District's systems support. If the device requires repair or other maintenance, it is the sole responsibility of the employee.

8.2.3 Security

All employees using personal devices for the benefit of the District, must employ security measures to protect data from being compromised. This includes using password access, encryption and physical control of the devices. Confidential District information should not be stored on any personal device, unless authorized by the General Manager.

If a personal device is lost or stolen, inform the Systems Administrator immediately. The District may then wipe District information remotely and lock the device to prevent access by anyone except for the Systems Administrator. If there is any suspicion that the device's security has been compromised in any way, notify the Systems Administrator immediately.

8.3 Social Media

8.3.1 Social Media

Social media are forms of electronic communications (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos).

8.3.2 Social Networking

Social networking is the creation and maintenance of personal and business relationships especially using online platforms.

The District views social networks such as web-based discussions or conversation pages and other forms of social media such as Facebook, LinkedIn, Twitter, YouTube, etc., as significant platforms for communication. This policy establishes direction for employees in regard to social networking etiquette and prohibited communications.

Employees are advised to not publicize their place of employment on their social networking profiles, except for LinkedIn. Employees shall not engage in conduct that

is unbecoming to the District. All employees have an obligation to the District to ensure that any communication they make, including social networking communications, must not impact the reputation of the District negatively or disrespect the District, its customers, or its vendors. Employees may publicly speak on behalf of the District only when authorized by the General Manager. Employees should direct inquiries from news media regarding District business to the General Manager.

8.3.2.1 Prohibited Communications

Examples of Prohibited Communications:

- Employees shall not use the District logo in posts unless given consent by the General Manager.
- Employees shall not link posts to the District's website or post District material on a social media site without consent by the General Manager.

This list contains examples only and is not intended to be, nor is it, an exhaustive list of prohibited communications. All District policies that regulate employee conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, and protecting confidential and/or proprietary information. The absence of, or lack of explicit reference to, a specific site does not limit the extent of the application of this policy. Where no policy exists, employees should use their professional judgment and take the most sensible action possible. Consult with your manager or supervisor if you are uncertain.

8.3.2.2 Employee Privacy

The District is prohibited by law from requiring or requesting an employee or applicant for employment to disclose a username or password for the purpose of accessing personal social media, to access personal social media in the presence of the employer, or to divulge any personal social media. The District is also prohibited from discharging, disciplining, threatening to discharge or discipline, or otherwise retaliating against an employee or applicant for not complying with a request or demand by the District that violates this provision.

Violations of this policy will result in discipline, up to and including termination, depending on the severity of the situation and its impact on the District.

8.3.3 Equipment and System Maintenance

The Systems Administrator is responsible for ensuring all District electronic communications equipment and systems are properly maintained and secure. Accordingly, the Systems Administrator will, from time to time, define maintenance, operational and access standards for user compliance.

Users are prohibited from connecting accessories and from modifying the settings or programs to any District-issued computers, unless otherwise authorized by the Systems Administrator. Users with issues or problems regarding District-owned information systems and technology resources should contact the Systems Administrator through the help desk and not attempt to repair problems themselves.

8.3.3.1 Security and Virus Protection

The Systems Administrator is responsible for maintaining security and anti-virus software on the District network and on all District computers. Users shall not download and/or install any programs, antivirus software or other type of software without approval from the System Administrator.

All users must promptly perform updates to operating systems, security and anti-virus programs as requested by IT personnel.

8.3.3.2 Remote Access

Users are prohibited from accessing the District Information Systems and Technology Resources internal network from a remote location (a location not physically connected to the District network) unless specifically authorized by the Department Manager or General Manager. Authorized remote access users should only access District systems in a manner specified by the Systems Administrator, and are subject to the following:

- Remote access users shall be responsible for maintaining District security at all times.
- At no time shall unauthorized users have access to internal District networks or files.
- Storage of confidential District information on any non-District owned device is strictly prohibited.
- Remote access users shall exercise due diligence in ensuring non-District devices used to connect to the District systems are free from viral infections. Exercise due diligence means, a) ensuring an antivirus/antimalware application is installed on the device and is up-to-date and that daily quick scans are run. Additionally, the antivirus/antimalware application should be configured to run scans when external drives or devices are attached to the system.
- Support will be provided only for District devices used for remote access.
- Personal devices used for remote access will not be serviced by the District.
- The District will not be liable for damage to personal devices nor the data stored on them.
- Storing District information in cloud-based storage services is prohibited unless specifically authorized by the Department Manager or General Manager.
- At no time shall confidential or sensitive District information be stored in a cloud-based storage service.
- Authorized users of cloud-based storage services must provide account information (user name and passcode) to the Systems Administrator and give the District permission to access the site at any time.
- All activity during a remote session is subject to District policies.

9.1 Definitions**9.1.1 AT-WILL EMPLOYEE**

An at-will employee serves at the pleasure of the District, and can be terminated at any time without cause and without the opportunity to appeal. All employment with the District is "at-will," meaning that both the employee and the District, through action of the General Manager, have the right to terminate employment at any time with or without advance notice, and with or without cause.

9.1.2 BIWEEKLY PAY PERIOD

Employees shall be paid biweekly (every other week) in direct proportion to actual hours worked. Forty (40) hours shall constitute a workweek; eighty (80) hours shall constitute a pay period.

9.1.3 BUSINESS DAY

A business day is any day in which the District's main administration office is open for business.

9.1.4 CATASTROPHIC ILLNESS

A catastrophic illness is a severe illness requiring prolonged care or recovery and may disable an employee from working, creating a financial hardship.

9.1.5 CONFLICT OF INTEREST

A situation in which an employee is in a position to derive personal benefit from actions or decisions made during the course of business.

9.1.6 CONTINUOUS EMPLOYMENT

The period of actual service commencing with the employee's hire date and continuing until broken by resignation or dismissal for the purpose of determining eligibility for paid leave and eligibility for performance step advancement.

9.1.7 DEMOTION

The change in classification of a regular employee from a position in one class to another class having a lower maximum rate of pay

9.1.8 EMPLOYEE

Any person employed by the District. Board of Directors are not employees. Individuals working through an employment agency and those working as independent contractors are not considered employees of the District and are not entitled to any employment benefits provided by the District.

9.1.9 EXEMPT EMPLOYEE

Employees whose job duties meet the Federal Fair Labor Standards Act (FLSA) requirements for overtime exemption. Exempt employees are compensated by salaries and are not eligible for overtime pay.

9.1.10 FAIR LABOR STANDARDS ACT (FLSA)

The FLSA is a federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.

9.1.11 HIRE DATE

The beginning date of the employee's current period of continuous employment with the District.

9.1.12 HOLIDAY/HOLIDAY PAY

A declared holiday, constituting eight (8) or nine (9) hours dependent on what day the holiday falls on, is granted as time off with pay for regular full-time employees.

9.1.13 INJURY ILLNESS PREVENTION PROGRAM

The IIPP is a basic written workplace safety program. Title 8 of the California Code of Regulations (T8CCR) section 3203, requires every employer to develop and implement an effective IIPP.

9.1.14 INTERACTIVE PROCESS

The interactive process is a collaborative effort involving an employer and employee to determine if the employee can return to work subsequent to an occupational or non-occupational injury, disease or disorder.

9.1.15 LATERAL TRANSFERS

A lateral transfer is where an employee moves from one position to another that has the same wage range.

9.1.16 LAYOFF

Termination of employment of an employee without prejudice for any of the following reasons:

- Necessity due to lack of work, funds, or other economic reason
- Necessity for a position no longer exists

9.1.17 LOGO ATTIRE

Clothing/hats adorned with the District's name or symbol.

9.1.18 MODIFIED DUTY

Modified duty is an offer for a temporary work assignment made to a worker who is recovering from an illness or injury and who has received clearance from a physician to return to work under specific limitations.

9.1.19 NEOPOTISM

In the business world, nepotism is the practice of showing favoritism toward an employees' family members or friends in economic or employment terms.

9.1.20 NON-EXEMPT EMPLOYEE

Employees subject to Federal FLSA overtime regulations and are compensated for overtime hours worked in accordance with the law. Non-exempt employees must comply with District policies regarding overtime work.

9.1.21 OVERTIME

Time worked in excess of 40 hours in a work week or time worked in excess of nine (9) hours worked on a regularly scheduled work day.

9.1.22 PAY PERIOD

Fourteen (14) calendar days as designated by the District.

9.1.23 PROMOTION

The change of a regular employee to a position in a class allocated to a wage range where the top step is a higher maximum rate of pay than the top step of the class that the employee formerly occupied.

9.1.24 REASONABLE ACCOMODATION

Reasonable accommodation is assistance or changes to a position or workplace that will enable an employee to do his or her job despite having a disability. Under the Americans with Disabilities Act (ADA), employers are required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship.

9.1.25 REASSIGN

To assign a new duty, a different classification or department.

9.1.26 RECLASSIFICATION

The act of changing a position by raising it to a higher class or reducing it to a lower class on the basis of significant changes in the nature, difficulty or responsibility of the duties performed in the position.

9.1.27 REGULAR WORK HOURS

The 40-hour workweek consists of seven (7) consecutive days. The beginning and ending of the workweek depends on the Flex Day Off (FDO).

9.1.28 REGULAR FULL-TIME EMPLOYEES

Employees normally scheduled to work and who regularly do work a schedule of 40 or more hours per week.

9.1.29 REGULAR PART-TIME EMPLOYEES

Employees who are regularly scheduled to work and do work less than 40 hours per work week. Regular part time employees may be assigned a work schedule in advance or may work as needed.

9.1.30 RESIGNATION

The voluntary termination of employment with the District.

9.1.31 SAFETY SENSITIVE

Safety sensitive positions have public safety implications, such as operating water resources.

9.1.32 TEMPORARY EMPLOYMENT

Individuals hired by the District for short term assignments and who are not considered regular employees. Temporary employees are not eligible for employee benefits and may be classified as exempt or non-exempt according to the job duties and method of compensation.

9.1.33 TERMINATION

Employment dismissed for cause.

9.1.34 WORK WEEK

The 9/80 work week begins on the employee's eight (8) hour day exactly four (4) hours after the scheduled start time and ends 168 hours later, at the same time on the same day during the following week. Thus, the first half of the employee's eight (8) hour day (or four hours) will be on one (1) FLSA workweek and the second half (typically four hours) will be on the subsequent FLSA workweek. This results in 40 straight time hours per FLSA workweek.

9.1.35 Y-RATE

The process by which an employee's base rate of pay is not decreased when either: 1) the employee is reassigned to a classification with a lower range on the salary schedule; or 2) the wage range for the employee's classification is set to a lower range on the wage schedule. Y-rating will automatically end once future increases bring the employee's new classification wage range up to a level where the employee's Y-rated wage falls within the new classification wage range.

APPENDIX A: ANTI-HARASSMENT, ANTI-DISCRIMINATION, AND ANTI-RETALIATION POLICY

I. PURPOSE

The District is committed to providing an atmosphere free of harassment, discrimination, and retaliation in employment. This policy provides an organizational action plan and workplace conduct guidelines to maintain such an environment; further defines what is meant by those terms; provides avenues for reporting discrimination, harassment, or retaliation; and provides a procedure for investigation and resolution of employee complaints.

II. POLICY

- A. Harassment or discrimination on the basis of any of the following is unlawful and will not be tolerated:
- Race or color,
 - Religion or creed,
 - Disability, mental and physical,
 - Sex and gender (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding and related medical conditions),
 - Ancestry or national origin,
 - Citizenship status,
 - Medical condition (cancer history and diagnosis),
 - Genetic characteristics or information,
 - Marital status,
 - Age (over 40),
 - Sexual orientation (including homosexuality, bisexuality, or heterosexuality),
 - Military and veteran status, or
 - Membership in any other legally protected category.
- B. This policy applies to all employees, applicants, unpaid interns, volunteers, vendors or independent contractors involved in the operations of the District. The District will not tolerate harassment, discrimination, or retaliation against or by employees, members of the public, or anyone conducting business with the District.
- C. Disciplinary action up to and including termination will be instituted for prohibited behavior by employees. Action will be taken on a case by case basis for applicants, unpaid interns, volunteers, vendors or independent contractors for prohibited behavior.
- D. Protected activity includes making a request for an accommodation for a disability; making a request for accommodation for religious beliefs; making a complaint under this policy; opposing or reporting violations of this policy; or participating in an investigation under this policy.
- E. Employees found to be retaliating in violation of this policy will be subject to disciplinary action up to and including termination. Action will be taken on a case by case basis for applicants, unpaid interns, volunteers, vendors or independent contractors for retaliating in violation of this policy.

III. HARASSMENT, DISCRIMINATION, AND RETALIATION DEFINED

A. Harassment

1. Harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation will not be tolerated, whether or not it is severe enough to be unlawful. 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, but not limited to:
 - a. Oral or written harassment such as epithets, derogatory comments, slurs, unwanted sexual advances or invitations, race-oriented stories or jokes, or inappropriate comments on appearance (including dress or physical features) or gender identification.
 - b. Visual harassment such as derogatory posters, photography, cartoons, drawings or gestures.
 - c. Physical harassment such as assault, touching, impeding or blocking movement, or interfering with work directed at an employee because of his or her sex or any other protected basis.
2. 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:
 - a. Submission to such conduct is made by expressing or implicating a term of condition of an individual's employment;
 - b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual;
 - c. Other examples of sexual harassment include unwelcome sexual flirtation 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.
3. Sexual harassment also includes gender-based harassment by a person of the same gender. Prohibited sexual harassment may not always be motivated by sexual desire. Such conduct has the potential to negatively affect an employee's work performance.

B. Discrimination

This Policy prohibits treating individuals unequally because of the individual's protected category as defined in this Policy.

C. Retaliation

1. Any adverse treatment of an employee, applicant, unpaid intern, volunteer, vendor, or independent contractor, which occurs because that person has:
 - Reported harassment or discrimination,
 - Has participated in the complaint and investigation process, or
 - Has otherwise engaged in a protected activity.
2. Retaliation against an employee for engaging in protected activity is strictly prohibited. If an employee believes to have been subjected to any such retaliation, he or she is required to report it in accordance with the complaint procedures that follow.

IV. HARASSMENT INVOLVING THE PUBLIC

The District strictly prohibits harassment of any member of the public by any person conducting District business or otherwise representing the District.

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, the Director of Finance or any District supervisor with whom the employee feels comfortable speaking. Employees will not be penalized for refusing to tolerate harassment from a member of the public.

V. COMPLAINT PROCEDURE

- D. Employees may have legitimate claims of harassment even if they have not lost a job or some other economic benefit. Harassment that unreasonably impairs working ability or emotional well-being at work violates this policy and will not be tolerated even when the harassment does not rise to the level of unlawful harassment.
- E. Employees who believe they have been subjected to harassment, discrimination, or retaliation on the job because of a prohibited basis, are encouraged to immediately use the procedure outlined in this policy to file a complaint and have it investigated. The District requires all employees to report conduct prohibited by this policy whether or not they are personally involved. It is important that employees inform the District as soon as possible about any prohibited harassment, discrimination, or retaliation.
 - **Employee Responsibilities**
All employees are required to report any incidents of harassment, discrimination, and retaliation forbidden by this policy immediately so that complaints can be quickly and fairly resolved. 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. Individuals may report to his or her supervisor, the Director of Finance,

or any District supervisor with whom the individual feels comfortable speaking to for any of the following:

- An individual is not comfortable handling a situation directly with another employee;
- An individual believes that he or she has been or is being harassed, discriminated, or retaliated against; or
- An individual is aware or suspects that another person has been harassed, discriminated, or retaliated against.

The District provides a workplace complaint form that employees can use to submit and document complaints. Employees are encouraged to submit complaints in writing, but they are not required to use this form. Employees should feel free to submit complaints orally, if they choose. The workplace complaint form may be found as Attachment A.

- **Supervisor Responsibilities**

Each supervisor has the responsibility of maintaining a work environment free of harassment, discrimination, and retaliation. This responsibility includes being available to discuss this policy with the employees they supervise and to assure the employees that they are not required to endure any form of prohibited harassment, discrimination, and retaliation.

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 Director of Finance.

Any supervisor who fails to take appropriate action to report or address harassment, discrimination, or retaliation can and will be disciplined up to and including termination.

- **Investigation**

The District will investigate all complaints of harassment, discrimination, and retaliation in a prompt, objective, and thorough manner. This investigation can include interviews of those with relevant knowledge where appropriate. The District's investigation will be designed to maintain, to the extent possible, the privacy and confidentiality of all parties involved. The Director of Finance is responsible for directing an investigation into such allegations and for facilitating the imposition of appropriate remedial action, where warranted.

After completion of the 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.

If there is a finding that harassment, discrimination, or retaliation in violation of this policy has occurred, the District will take appropriate and immediate action. This may include imposing discipline, up to and including termination. The specific action taken will depend upon the specific circumstances.

Employees are urged to contact the Director of Finance if they have any questions or concerns about this policy.

- **Reporting and Performance Standards**
An employee, job applicant, unpaid intern, volunteer, or contractor who makes a complaint of discrimination, harassment, or retaliation is in no manner excused or exempt from the same performance standards to which others performing the same or similar work are held accountable. All job performance standards will be maintained throughout and following any investigation undertaken as a result of this procedure. Failure to meet job-related performance standards may be grounds for disciplinary action.
- **Other Complaint Options**
Complaints of unlawful harassment may be filed with the California Department of Fair Employment and Housing (DFEH) and/or the federal Equal Employment Opportunity Commission (EEOC). These agencies may accept, investigate and prosecute complaints. DFEH provides additional information regarding the legal remedies and complaint process available through the government agencies.

California Department of Fair Employment and Housing (DFEH): (800) 884-1684 or www.dfeh.ca.gov
Equal Employment Opportunity Commission (EEOC): (800) 669-4000 or www.eeoc.gov

VI. CONFIDENTIALITY

Every effort possible will be made to assure the confidentiality of complaints made under this policy. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible. The District will not disclose a completed investigation report except, as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

APPENDIX B: DRUG FREE WORKPLACE POLICY

I. PURPOSE

In compliance with the Drug Free Workplace Act of 1988, the District has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and/or controlled substance abuse poses a threat to the health and safety of the Districts employees and to the security of the equipment and facilities. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited in the workplace and District vehicles. For these reasons, the District is committed to the elimination of alcohol and/or controlled substance use and abuse in the workplace. A violation of this policy will subject the employee to disciplinary action, up to and including termination.

II. POLICY

This policy establishes the District's goal to provide a safe and drug free work environment for employees.

III. EMPLOYEE ASSISTANCE PROGRAMS (EAP)

The District provides an EAP that offers counseling and treatment of drug- and/or alcohol- related problems.

IV. PROHIBITED CONDUCT

- A. Employees may not have any alcohol and/or controlled substances in their bodily system during working hours, on-call duty, or being subject to call back. Additionally, the manufacture, distribution, possession, or use of controlled substances by any employee in any District workplace or wherever District business is performed is prohibited. (41 U.S.C. §§ 8102-8103; Gov. Code § 8355(a)(1).)
- B. Employees are required to notify their supervisor or the Director of Finance before beginning work when taking medications that may affect the employee's ability to safely and efficiently and/or competently conduct his or her job duties. The employee does not need to report the specific medication or the employee's underlying medical condition.
- C. Failure to notify the Director of Finance of any criminal conviction for a drug violation that occurred in the workplace within five (5) days after such conviction is prohibited. (41 U.S.C. §§ 8102-8103.)

V. DEFINITIONS

- A. Being under the influence of controlled substances and/or alcohol means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.
- B. For purposes of this policy, "controlled substances" includes any drug not legally obtainable under either state or federal law, or both, or any drug that is legally obtainable but not legally obtained or used. This includes prescription drugs obtained illegally and prescription drugs not being used for the prescribed

purpose or being used in excess of the prescribed dosage. It does not include prescription drugs possessed and used under a valid prescription.

- C. Further, the District's safety sensitive classifications will be held to the federal standards under the Department of Transportation (DOT) as applicable.

VI. DRUG AND ALCOHOL TESTING

- A. The District has discretion to test applicants and employees for alcohol and drug use, using an outside laboratory, under the following circumstances:

- 1. Pre-Employment

- All individuals offered employment in a safety sensitive position must submit to a pre-employment drug and alcohol test prior to hiring. All offers of employment for safety sensitive positions are contingent upon successful completion and passing of a drug test. If the applicant is under age 18, a consent form must be signed by the employee's parent or guardian prior to screening

- At the applicant's request, any positive test result may be retested independently and at the applicant's expense. Applicants whose test results are positive for the use of controlled substances or alcohol intoxication will be deemed to have failed the pre-employment physical examination;

- 2. Post-Accident

- Post-accident drug and alcohol testing will be required if an employee is involved in an accident and there is a reasonable suspicion that drug or alcohol use may have been a factor or cause;

- 3. Random

- Random drug and alcohol testing of employees may be required where permitted by state and federal law; or

- 4. Reasonable Suspicion

- The District may require a blood test, urinalysis, or other drug and/or alcohol screening of those employees who are reasonably suspected of using or being under the influence of drugs or alcohol at work, under the following circumstances:

- a. Reasonable suspicion to test exists if, based on objective factors, a reasonable person would believe that the employee is under the influence of drugs or alcohol at work. Examples of objective factors, include, but are not limited to: unusual behavior, slurred or altered speech, body odor, red or watery eyes, untidy appearance, unsteady gait, lack of coordination, sleeping on the job, a pattern of abnormal or erratic behavior, a verbal or physical altercation, puncture marks or sores on skin, runny nose, dry mouth, dilated or constricted pupils, agitation, hostility, confused or incoherent behavior, paranoia, euphoria, disorientation, inappropriate wearing of sunglasses, tremors, an accident involving agency property or equipment, or other evidence of recent drug or alcohol use.

- b. Document and Analysis: In order to receive authority to test, the

supervisor must record the factors that support reasonable suspicion in writing and analyze the matter with the Director of Finance. Any reasonable suspicion testing must be pre-approved by the General Manager of Director of Finance.

- c. Testing Protocol: If the documentation and analysis show that there is a reasonable suspicion of drug or alcohol abuse at work, upon approval by the Director of Finance, the employee will be relieved from duty, and transported to the testing facility and to the employee's home after the test. The employee will be placed on sick or other paid leave until the test results are received.
- B. Employees who refuse or fail to take a lawfully required drug and/or alcohol test, those who fail a drug and/or alcohol test, those who refuse to consent, in writing, to take a drug and/or alcohol test, those who tamper with or otherwise attempt to improperly influence the result of a drug and/or alcohol test, or those who otherwise violate this policy are subject to immediate termination of employment in the first instance.
- C. The District reserves the right to conduct reasonable searches of offices, lockers, storage areas, furniture, District vehicles and other places under the common control of the District and its employees, and to enlist the assistance of law enforcement personnel in connection with the enforcement of this policy.

VII. CONVICTION FOR DRUG-RELATED OFFENSE

An employee who is convicted under a federal or state criminal drug statute relating to any conduct prohibited by this policy will be deemed to have violated this policy. Upon receiving notice of an employee conviction for any such violation, the District will either (a) take appropriate disciplinary action in accordance with this policy, and/or (b) require the employee to participate in and satisfactorily complete a drug abuse assistance, rehabilitation or counseling program. Employees will notify the Director of Finance of any conviction under a criminal drug statute.

APPENDIX C: CONFLICT OF INTEREST CODE

The Political Reform Act, Government Code Section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., §18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of the California Code of Regulations, Title 2, Section 18730, and any amendments to it, duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Triunfo Water & Sanitation District, and along with the attached Exhibit¹ A, which designates positions requiring disclosure and Exhibit B, sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the Triunfo Water & Sanitation District. Persons holding positions designated in Exhibit A shall file Form 700 Statement of Economic Interests with the Filing Officer specified for that position in Exhibit A.

All Officials and Designated positions required submitting a statement of economic interests shall file their statements with the **Clerk of the Board** as the Filing Officer. The **Clerk of the Board** upon receipt of the statements of the members of the Board of Directors, General Manager, Director of Finance, Chief Financial Officer, Administrative Program Manager, Engineering Program Manager, and General Counsel, the agency shall make and retain a copy and forward the original of these statements to the County Clerk of Ventura County. Every report and statement filed pursuant to the Conflict of Interest Code is a public record open for public inspection and reproduction subject to Government Code Section 81008.

¹ Individuals 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 § 87200.

EXHIBIT A

DESIGNATED POSITIONS²

GOVERNED BY THE CONFLICT OF INTEREST CODE

No. of positions	Position Title	Disclosure Categories (From Exhibit B)	Filing Officer
5	Board of Directors	1	County Clerk of the Board
1	General Manager	1	County Clerk of the Board
1	Director of Finance	1	County Clerk of the Board
1	Chief Financial Officer	1	County Clerk of the Board
1	Administrative Program Manager	1	County Clerk of the Board
1	Engineering Program Manager	1	County Clerk of the Board
1	General Counsel	1	County Clerk of the Board

²

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 this 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 extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 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 Sec. 81008.)

EXHIBIT B

DISCLOSURE CATEGORIES

Subject to the definition set forth in the Political Reform Act and application regulations.

Category 1 - BROADEST DISCLOSURE

- (1) All sources of income, gifts, loans and travel payments;
- (2) All interests in real property; and
- (3) All investments and business positions in business entities.

Category 2 - REAL PROPERTY

All interests in real property, including interests in real property held by business entities and trusts in which the public official holds a business position or has an investment or other financial interest.

Category 3 - LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 - PROCUREMENT

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5- REGULATION AND PERMITTING

All investments, business positions, and sources of income, gifts, loans and travel payments, from sources which are subject to regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

Category 6 - FUNDING³

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which receive grants or other funding from or through the designated position's agency or department.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

APPENDIX D: TRAVEL PROCEDURES AND EXPENSES POLICY

I. PURPOSE

It is in the best interest of the District to invest in the employees to allow them to stay current and educated about activities, developments, and professional trends affecting their ability to provide high-quality job performance, which includes external and internal customer service. As such, travel to attend hearings, meetings, conferences, or other gatherings is of value to the District and its rate payers.

II. POLICY

This policy establishes business travel guidelines for employees that are fair, accountable, and transparent.

This policy applies to all District employees who travel on official business for the District. Contract employees and consultants are not covered under this policy, and they will be governed by the contractual agreement between their company and the District.

III. GENERAL GUIDELINES

- A. Employees are responsible for exercising good judgment when requesting, arranging, and traveling. Good judgment includes being fiscally responsible when spending District funds on travel and related activities. Travel should be thoroughly planned well in advance. Personal business should not be mixed with official business if it will cost the District in dollars or lost time, or if it will harm the District's interests in any way.
- B. This policy is not intended to address every issue, exception, or contingency that may arise in the course of District travel. Accordingly, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the District's resources.
- C. Prior to travel or expense, funds shall be identified and accounted for in each department's line item budget. If possible, funds shall be encumbered prior to actual travel.
- D. The District's preference is to reimburse an employee's actual and necessary costs after travel has occurred through receipts, rather than provide funds in advance of travel or expense. However, the District will, on a case-by-case basis, provide travel advances upon request by the employee and approval of the Director of Finance or designee.
- E. Itemized receipts are required for all business travel expenditures. Itemized receipts include a list of each cost incurred, item by item. For example, an itemized receipt for a lunch establishment would include the cost of the hamburger, fries, soda plus tax and tip on separate lines. In addition to the itemized receipt, all travel expenses shall include the following information:
 - The amount of the expenditure;
 - The date and place of the expenditure;
 - The business purpose of the expenditure; and
 - The business relationship to the person(s) entertained, as well as the individual's names.

- F. Business travel expenditures not substantiated with the above information will be deemed non-business related. Non-business travel related expenses paid for with District issued credit card or a travel advancement will be repaid to the District by the employee within ten (10) business days of returning from such travel. Non-business related travel expenses paid for directly by employees will not be eligible for reimbursement by the District. Failure to repay non-business related travel expenses will result in a suspension of future travel and/or withholding such amounts from the employee's paycheck, as well as disciplinary action, up to and including termination.

IV. PROCEDURES

- A. Upon completion of travel, a final accounting of all expenses shall be approved by the appropriate manager or supervisor and submitted to the Finance Department within ten (10) business days. The final accounting is made by submitting all receipts with the information detailed in Section III, E above along with any relevant District credit card statements.
- B. The District will pay all approved expenses including transportation, lodging, registration fees, meals, and any other related expenses for official business in compliance with this policy.
- C. There are three (3) methods of payment for travel expenses:
 - 1. Direct vendor payment by check in advance. Direct vendor payments are made by the District to an organization to pay for specific travel related costs such as registration fees, lodging and airfare and is the best method of payment;
 - 2. Payment by the employee to be claimed for reimbursement. Reimbursement for out-of-pocket expenditures are processed after travel has been completed; or
 - 3. Travel advance. Travel advances are provided to the employee prior to travel and may be provided upon request subject to approval by the Director of Finance or designee. If the employee fails to reconcile expenses upon returning to work, they shall forfeit the ability to receive future advances.

V. AUTHORIZED TRAVEL

Expenses incurred by employees while engaging and/or participating in the following activities and/or events constitute authorized and reimbursable expenses provided all other requirements of this policy are met:

- 1. The seminar, meeting, or conference is mandatory, reimbursable, or otherwise necessary to accomplish key District or employee goals and objectives and is unavailable locally if overnight accommodations are required;
- 2. Communication with representative(s) of regional, state, and national government and their respective agencies and entities on District adopted or authorized policy positions;
- 3. Attendance of educational seminars designed to improve skill and information levels;
- 4. Attendance at an approved conference, convention, training, seminar or other meeting;
- 5. Participation in regional, state and national organizations whose activities affect the District's interests;
- 6. Attendance of functions of local civic or community organizations where there is a clear nexus between the event and the employee's job.

VI. UNAUTHORIZED EXPENSES

The following personal expenditures shall not be reimbursed:

- The personal portion of any trip;
- The purchase of alcohol, tobacco, or related costs;
- Political or charitable contributions;
- Family expenses, including those of a partner when accompanying the employee on official business; child or pet care;
- Entertainment expenses including theatre, shows, movies (either in-room or in theaters). Sporting events, golf, spa treatments, etc.;
- Non-mileage personal automobile expenses including repairs, gasoline, traffic citations, and other expenses;
- Loss of or damage to personal items while on District business; or
- Changes to travel arrangements for personal reasons that could have reasonably been foreseen.

VII. TRANSPORTATION

A. Air, train, private automobile, or other mode of public transportation shall be selected on the basis of the lowest reasonable cost to the District after all expense items are tabulated, including travel time salary costs.

1. Airfare: Employees shall book the most economical and reasonable mode and class of transportation available that is consistent with scheduling needs. First class travel is prohibited;
2. Automobile: The District's preferred travel method is to utilize a District vehicle for official business. If a District vehicle is not available the employee may use a personal vehicle and will be reimbursed as described in section VII, B below;
3. Car Rental: Rental rates that are reasonable and economical are eligible for reimbursement;
4. Taxis/Shuttles: Reasonable actual costs for taxi and shuttle fares will be reimbursed including up to a 15 percent gratuity per fare.

B. Automobile mileage is reimbursable if the employee is required to use a personal vehicle for travel at the IRS rates in effect at the time of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include reimbursable expenses such as bridge and road tolls, which are also reimbursable. Proof of insurance must be presented if requested.

C. Reimbursement for personal auto usage for business will be calculated per the current IRS guidelines, based on the following:

1. If an employee drives round-trip from her or his residence to work function, including driving to an airport, the round-trip mileage the employee would have driven from

- his or her residence to work must be subtracted from the round-trip mileage. Any excess mileage is reimbursable to the employee at the current IRS approved rate.
2. If an employee drives from work to a meeting, training function or airport, the round-trip mileage from the District facility to the event is reimbursable at the current IRS approved rate.
 3. Employees who receive a car allowance will not receive any additional mileage/travel reimbursement.
 4. In instances where more than one (1) employee is traveling to the same event, the employee that receives a car allowance shall drive if both employees are departing and returning near the same time from the same location.
 5. The District highly encourages carpooling to save District resources, and to be eco-friendly.

VIII. TRAVEL TIME AND HOURS WORKED

- A. The following principles shall be applied when determining hours worked for the purposes of calculating work hours and proper compensation, in compliance with the Fair Labor Standards Act.
 1. Travel time to and from an airport or public transportation terminal is considered hours worked.
 2. Time spent for air travel or other means of public transportation when required by the District shall be considered hours worked. Travel time shall include actual hours for travel, up to one and one half hours of wait time prior to departure of the flight and shall conclude upon arrival at the hotel or when returning, upon return to the employee's home.
 3. Employees are required to take the most expedient and efficient means of travel possible to meet the needs of the District. Therefore, an employee who opts to drive a personal vehicle instead of taking air travel or other faster means of travel, shall only record the time he or she would have received had they traveled via a faster mode of transportation reasonably available. For example, an employee may prefer to drive to San Diego, taking nine (9) hours, rather than flying which takes one and one half hours plus the one and one half hours of wait time prior to the departure of the flight. The employee shall only record three (3) hours of work time on their timesheet.
 4. If an employee is required to report to work at a location other than the normal work location, the travel time to and from the other location may be considered work time if travel to that location falls outside the definition of ordinary home to work travel. For example, an employee living in Stockton being asked to report to Roseville would be compensated for the travel time to/from their Elk Grove work place to the Roseville location. However, an employee living in Rocklin reporting to the Roseville location would not record travel time as hours worked since it would be less than their normal home to work commute time.
 5. Managers and supervisors should be mindful of employee's schedules and try to reduce/prevent over-time as a result of travel whenever possible. Additionally, managers and supervisors shall use their discretion when accounting for multiple attendees at events and the impact related to the specific mode of transportation.
- B. Ordinary home to work travel shall not be considered as hours worked. If an employee is required by the District to conduct business on the way to work, the employee shall record all hours worked from the onset of that activity to the time the employee reaches the workplace to begin his or her shift. For example, if an employee is directed to pick up

supplies on their way into the office, the employee shall record hours from the time they make the stop to pick up those supplies to the time they arrive at the worksite through the completion of their shift, less normal meal periods

IX. LODGING

- A. The District will pay for or reimburse for lodging expenses when travel on official district business reasonably requires an overnight stay. Lodging shall be booked at the most economical and reasonable rates for lodging that is in a location that is reasonable and convenient in relation to the employee's official business needs. For lodging in connection with a conference or organized educational activity, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the traveler at the time of booking. If the group rate is not available, the traveler shall use comparable lodging.
- B. It is recommended that employees inquire with the Director of Finance or designee about the use of the Claim for Exemption from Transit Occupancy Tax when possible.
- C. While determining appropriate lodging arrangements, employees shall take into consideration the start and end times as well as the duration of the event. Employees generally shall not book prior evening overnight accommodations for travel within the local vicinity, which includes the Ventura County area or a round trip distance of 100 miles or less. Additionally, employees shall not book overnight accommodations for the same day the event ends. Any exception to this shall be pre-approved by the Director of Finance or designee.

X. MEAL EXPENSES

- A. Daily meal expenses shall be reimbursed in accordance with current IRS published Maximum Federal Per Diem Rates in effect for the highest cost area of California at the time of travel. The District will reimburse for documented meal expenditures, including gratuity, up to the Maximum Federal Rate. Documentation shall include all items as outlined in Section III, E of this policy.
- B. The Finance Department shall provide the current IRS published Maximum Federal Rates and the applicable guidelines, including time departure reductions. The Finance Department shall account for meals that are provided at a meeting or while in transit (a group lunch advertised in a conference brochure, for example). Appropriate reductions must be made from the Maximum Federal Rate based on available information to Finance. After travel is completed, if the employee did not utilize the paid meal and incurred a personal meal expense, the employee may be reimbursed for the applicable meal with proper documentation if the employee can demonstrate a compelling reason why the paid meal was not utilized.
- C. Meal expenses, including gratuity, in excess of the Maximum Federal Rate will not be reimbursed without approval of the Director of Finance. The employee may receive reimbursement above the Maximum Federal Rate if a compelling reason can be demonstrated.

D. District funds cannot be used to purchase alcohol, tobacco, or other related costs.

XI. MISCELLANEOUS EXPENSES

- A. Employees will be reimbursed for actual telephone, internet, fax, parking, tolls, tipping (meals fall under the Maximum Federal Rates), taxi, or other reasonable expenses which shall be supported by receipts. Where receipts are not available, a signed declaration of expenditure may be accepted by the Director of Finance at his or her discretion.
- B. Employees shall make every effort to utilize cost effective means to park vehicles overnight. The District recommends overnight parking in the hotel where the employee is staying. Valet parking, while not encouraged, is allowed if it is the only means available for reasonable and safe parking.

XII. CASH ADVANCES

- A. Employees may request a cash advance to cover anticipated expenses while traveling or conducting business on behalf of the District. The request for an advance should be submitted to the Director of Finance or designee no more than 30 days before and no less than ten (10) days prior to the disbursement. Every effort should be made to request the cash advance ahead of the normal check run date occurring prior to the disbursement.
- B. Upon request, the Director of Finance or designee shall determine if a cash advance is necessary and appropriate. Employees who have a District issued credit card are not eligible for a cash advance, unless credit cards are not accepted.
- C. Any unused advance must be returned to the District within ten (10) calendar days of the employee's return along with supporting receipts documenting advance expenditures. If the employee fails to reconcile expenses upon their return, they forfeit the ability to receive future advances.

XIII. SPOUSES AND GUESTS

Spouses and guests may accompany employees on District travel and at conferences, seminars, and meetings. However, any additional costs associated with the participation of a spouse or guest is the employee's responsibility.

XIV. EXPENSES TO ACCOMMODATE DISABILITIES

This policy shall not be construed to limit the District's ability to reimburse travelers for necessary expenses in excess of that which is otherwise permitted under this policy where such additional expenses are necessary to accommodate for a disability.

XV. RATES

The Finance Department is responsible for updating the Maximum Federal Rates published by the U.S. General Services Administration (GSA) annually on October 1st. The Finance Department shall also update the IRS allowed mileage reimbursement rate on January 1st of each year or as any changes are implemented by the IRS.

XVI. UNFORESEEN AND UNCONTROLLABLE NATURAL EVENTS

Unforeseen and uncontrollable natural events are directly and exclusively results from the occurrence of natural causes that could not have been prevented by the exercise of foresight or caution. Examples include: earthquake, flood, hurricane, and tornado. During such an event, the District will work with the employee to make lodging, meal, travel, and other reasonable accommodations. However, the District shall not pay overtime costs associated with such events.

APPENDIX E: CREDIT CARD POLICY

I. PURPOSE

The purpose of this policy is to establish guidelines for the District to issue credit cards to employees for covering expenses related to authorized travel and enabling a cost-effective, convenient and streamlined method of purchasing items.

II. POLICY

A credit card may be issued to an individual who is a regular employee of the District and agrees to be held liable to the credit card company for all charges while conducting official District business. Credit cards are issued through the authorization of the General Manager or his or her designee.

III. PROCEDURES FOR OBTAINING CREDIT CARDS

A. The District may establish a credit card in the name of the District employee, with an approved financial institution provider, for District business use only. The cardholder will receive monthly statements.

B. The Finance Department shall establish procedures and forms for implementing and monitoring a credit card purchasing program through a financial institution provider that includes, but is not limited to, the following:

1. A dollar limitation on the credit card;
2. A dollar limitation of purchasing authority assigned to the cardholder per transaction made with the credit card;
3. A dollar limitation of purchasing authority assigned to the cardholder for the total of all charges made during each monthly billing cycle;
4. Merchant category blocking.

IV. AUTHORIZED CREDIT CARD USE

A. Cardholders are authorized to use their credit card to purchase merchandise or services required as a function of their duties at the District.

B. A purchase made with a credit card may be made in-store, by telephone, fax, and internet or U.S. mail. A purchase order may be required per established procurement policies and procedures.

C. If a credit card is issued for the purpose of covering expenses related to authorized travel, upon billing or no later than ten days of the billing date, the employee using a credit card shall submit a fully itemized travel expense log. Any charges against the credit card not properly identified on the travel expense log shall be paid by the employee by check or cash.

V. UNAUTHORIZED AND/OR INAPPROPRIATE CREDIT CARD USE

Credit cards shall not be used to purchase items for non-District purposes, even if the cardholder intends to reimburse the District. Unauthorized and/or inappropriate credit card use includes, but is not limited to:

- Items for personal use;

- Cash advances;
- Non-business related food and beverages for an individual employee. (However, authorized cards may allow for food and non-alcoholic beverages for business-related meetings and travel in compliance with travel policies and after obtaining approval for special expenses);
- Alcoholic beverages or tobacco;
- Weapons of any kind or explosives;
- Relocation expenses;
- Entertainment; and
- Recreation.

VI. DISCIPLINARY ACTION

- A. A cardholder who makes an unauthorized purchase with the credit card will be subject to revocation of the credit card, potential disciplinary action including restitution to the District for unauthorized purchases, possible card cancellation, up to and including termination and criminal prosecution.
- B. If any item purchased with a credit card is not acceptable, arrangements must be made for a return for credit or an exchange. A cash refund or check is prohibited unless the vendor insists that a refund must be made by cash or check, then the funds must be deposited immediately with the District Finance Department.
- C. If, for any reason, disallowed charges are not repaid before the credit card billing is due and payable, the District shall have a prior lien against and a right to withhold any and all funds payable to the employee.
- D. Any employee who has been issued a credit card by the District shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the Director of Finance. The District shall have unlimited authority to revoke use of any credit card issued under this section, and, upon such revocation order being delivered to the credit card company, shall not be liable for any costs.

VII. RESPONSIBILITY AND ACCOUNTABILITY

It is the responsibility of each individual cardholder to:

1. Safeguard the credit card and associated account number at all times; lost or stolen credit cards shall be reported immediately to the credit card agency and the District Finance Department;
2. Keep credit card in a secure location at all times;
3. Prevent unauthorized persons from using the credit card and or associated account number;
4. Obtain and retain original itemized receipts for goods and services purchased. All forms of canceled checks and copies of credit card bills do not substitute for original receipts. An employee may be allowed to file an affidavit in lieu of receipt if the original is lost or not obtained;
5. Review in a timely manner, monthly statements from the financial institution for accuracy and ensuring all transactions posted are legitimate transactions made by the cardholder. Receipts and/or packing slips must be attached to the monthly statement. The cardholder must sign the statement certifying all the charges;
6. Submit the statement and receipts to the District Finance Departments within ten

- (10) business days of the billing date for payment processing;
7. Surrender the credit card and corresponding support documentation to the Director of Finance upon separation from the District.

VIII. PERIODIC REVIEWS

The District Finance Department shall conduct periodic reviews for proper card use. Credit card records will be audited from time to time.

APPENDIX F: 9/80 WORKWEEK SCHEDULE POLICY

I. PURPOSE

To set forth the District's policy and procedure governing the establishment and administration of an available 9/80 workweek schedule.

II. POLICY

The District has designated a 9/80 workweek schedule for all employees. If at any time the District determines the work schedules and/or workweek periods offered must be changed, affected employees will be notified of the change at least one (1) pay period in advance of the change. Scheduling of a 9/80 work schedule, including the selection of work days, work times, and the Flex Day Off (FDO), shall be done by management based on business needs. Employees may, however, request consideration for an alternate schedule and FDO. Written management approval is required.

III. 9/80 WORKWEEK SCHEDULE

A. Work Schedule

The 9/80 work schedule shall consist of eight (8) work days of nine (9) hours and one (1) work day of eight (8) hours for a total of eighty (80) hours during two (2) consecutive workweeks. For non-exempt employees, the eight (8) hour work day must be on the same day of the week as the employee's regular FDO. The District's 9/80 work schedule provides FDO on alternating Mondays or Fridays.

Under the Federal Fair Labor Standards Act (FLSA), the workweek is defined as "a fixed and regularly recurring period of seven (7) consecutive 24-hour periods (168 hours)." When an employee is assigned to a 9/80 schedule, the 9/80 work week begins on the employee's eight (8) hour day exactly four (4) hours after the scheduled start time and ends 168 hours later, at the same time on the same day during the following week. Thus, the first half of the employee's eight (8) hour day (or four hours) will be on one (1) FLSA workweek and the second half (typically four hours) will be on the *subsequent* FLSA workweek. This results in 40 straight time hours per FLSA workweek, and 80 hours per two-week pay period.

All employees have every other Friday or Monday as a designated FDO. The District has two (2) work schedules where the first begins at 7:00 AM and the second begins at 7:30 AM. The time in which an employee begins work dictates the time in which a work period begins.

Work Shifts and Workweek		
If your shift begins at...	Then your workweek begins on...	And ends on...
7:00 a.m.	11:00 a.m. Friday or Monday	The following Friday or Monday at 10:59a.m.
7:30 a.m.	11:30 p.m. Friday or Monday	The following Friday or Monday at 11:29 a.m.

Note: For non-exempt employees, the eight (8) hour work day must be on the same day of the week as the employee's regular FDO.

B. Pay Periods

Employees should be aware that pay periods may not coincide with the designated FLSA workweek. For purposes of assessing overtime, management determines whether the employee worked over nine (9) hours on a scheduled work day or 40 hours within the FLSA workweek, regardless of the pay period.

IV. HOLIDAYS, PERSONAL TIME OFF AND JURY DUTY

A. Holidays

Employees who are eligible for holiday pay will be paid for the appropriate workday hours in which the holiday falls, in accordance with the 9/80 work schedule.

B. Leave

Time off from work using accrued annual leave or other paid leave banks or bereavement leave will be charged one (1) hour for every hour taken. Time off from work on the eight (8) hour work day will be charged at eight (8) hours. Time off from work on the nine (9) hour work day will be charged nine (9) hours.

C. Jury Duty

An employee shall not be entitled to jury duty pay, or to overtime pay or compensatory time off for jury duty on the FDO.

V. OVERTIME

A. Overtime Earned

When a non-exempt employee is on a 9/80 work schedule, overtime for hours exceeding nine (9) hours in a scheduled work day or 40 hours in a workweek will be based on the FLSA workweek. Overtime will be paid at one and one half rate of an employee's regular rate of pay.

B. Overtime Paid

The 9/80 FLSA workweeks may not correspond with the District's pay periods. Therefore, where adjustments to overtime compensation cannot be calculated until the completion of the employee's workweek (e.g., when they occur in the last half of the 8- hour day),—a one (1) pay period delay in the employee

receiving the additional compensation may occur.

VI. TRANSITIONING TO OR FROM A 9/80 WORK SCHEDULE

When an employee transitions from a different work schedule to a 9/80 alternate work schedule, there will be a change to the beginning of the FLSA workweek. This results in a situation in which four (4) hours fall in both the old workweek and the new workweek. The following procedures are designed to avoid an overtime obligation during this change. Any deviation from these procedures must be approved in advance by management.

A. Transitioning to a 9/80 Alternate Work Schedule

For a non-exempt employee, the transition to a 9/80 alternate work schedule will be set to begin during a 36-hour calendar workweek, when a FDO occurs. Four (4) hours in the new FLSA workweek will overlap with the prior 40-hour calendar workweek, but because the following calendar week will contain 36 hours, this will result in 40 hours of straight time in the first new FLSA workweek.

B. Transitioning to a Normal 40 Hour Work Schedule

For a non-exempt employee, the transition back to a normal 40-hour workweek (e.g. "10/80" or "4/10") from a 9/80 work schedule will be set to begin the week following a 36-hour calendar workweek. This will result in 40 hours of straight time in both the prior FLSA 9/80 workweek and the new regular FLSA calendar week.

APPENDIX G: WORKPLACE VIOLENCE PREVENTION POLICY

I. PURPOSE

The goal of the District is to provide every employee a safe work environment.

II. POLICY

Safety and security of employees is of vital importance to the District. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect the District or which occur on District property, will not be tolerated. Any act or threat of violence should be documented and reported to a supervisor immediately.

The prohibition against threats and acts of violence applies to all persons involved in District operations including, but not limited to District personnel, contract and temporary workers, and anyone else on District property. Violations of this policy by any individual may result in disciplinary action, up to and including termination, and/or legal action as appropriate.

III. DEFINITIONS

Workplace violence is defined as any conduct that causes an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property. Specific examples of workplace violence include, but are not limited to, the following:

1. Threats or acts of physical harm directed toward an individual, his or her family, friends, associates, or property;
2. Bullying behavior, i.e., acts or verbal comments that could 'mentally' hurt or isolate a person in the workplace; repeated incidents or a pattern of behavior intended to intimidate, offend, degrade, or humiliate a particular person or group of people; the assertion of power through aggression;
3. The destruction of, or threat of destruction of District property or another employee's property;
4. Fighting, challenging another person to fight, or participating in dangerous or threatening horseplay;
5. Striking, punching, slapping, or assaulting another person;
6. Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise;
7. Harassing or threatening phone calls;
8. Surveillance;
9. Stalking;
10. Possessing a weapon(s) on District property or in District vehicles. "Weapon" is defined as a firearm, unauthorized chemical agent, club or baton, knife, or any other device, tool, or implement that can cause bodily harm if used as a weapon or displayed in such a manner to cause harm or threaten a person with harm.

IV. INCIDENT REPORTING PROCEDURES

1. Any District employee, who is a victim of any violent threatening or harassing conduct, who is a witness to such, or who receives a report of such conduct,

whether the alleged perpetrator is a District employee or non-employee, must immediately report to their supervisor or the Director of Finance. Employees also should notify the Director of Finance of any restraining order in effect, or if a potentially violent non-work-related situation exists that could result in violence in the workplace. Anyone who fears for the safety of person(s) at the scene of the violent act should call law enforcement immediately.

2. The Director of Finance will document the incident, including the employee name(s), date/time, location, incident description, witness name(s) and statements, description of unidentified parties, description of the act(s) and/or behavior(s) arising from the incident, action taken, and provide any other relevant information regarding the incident.
3. The Director of Finance will take appropriate steps to provide security, such as:
 - a. Placing the employee alleged to have engaged in workplace violence on Administrative Leave, pending investigation;
 - b. Any threatening or potentially violent person will be requested to leave the site;
or
 - c. Immediately contacting an appropriate law enforcement agency.

V. INVESTIGATION

The Director of Finance will investigate the violations of the policy as necessary.

VI. PREVENTION

The District will enforce this policy by:

1. Training supervisors on their responsibilities under this policy;
2. Assuring that reports of workplace violence are addressed and documented accurately and timely;
3. Notifying the Director of Finance and/or law enforcement authorities of any incidents;
4. Making all reasonable efforts to maintain a safe and secure workplace; and
5. Maintaining records and documents of follow up actions taken related to reports of workplace violence.

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Providing Outstanding Service Since 1963

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November 22, 2021

Board of Directors
 Triunfo Water & Sanitation District
 Ventura County, California

PASS-THROUGH RATE INCREASE FOR ORDINANCE NOS. TWSD-350 (Adopted 6/28/21) POTABLE WATER AND TWSD-450 (Adopted 6/28/21) RECYCLED WATER

Summary

Pursuant to Government Code section 53756, the District reserves the right to “pass-through” any wholesale water cost increases to the District calculated from the Tier 1 rate from Calleguas Municipal Water District (Calleguas). Effective January 1, 2022, the wholesale supply rate will increase from \$1,507 per acre-foot to \$1,561 per acre-foot, a \$54 per acre-foot increase which is equivalent to \$0.12 per hundred cubic feet (HCF).

Potable Water – Ordinance No. TWSD-350

Staff recommends adoption of the new rate structure that, effective with the District’s January 2022 billing period, will increase the District’s potable water quantity rates across all tiers by twelve cents per hundred cubic feet (\$0.12/HCF). This rate increase results solely from the District’s passing through the Calleguas wholesale rate increase effective January 1, 2022.

The increases in the District’s potable water quantity rates resulting from the pass-through of the Calleguas wholesale water rate increase of \$0.12/HCF are specified in Table I:

Table I: Proposed Quantity Rates for Potable Water for FY2022-2025

Tier	Monthly Use	Current Rate FY 2022 (per HCF)	Rate Effective 1/1/22 (per HCF)	Rate FY 2023 (per HCF)	Rate FY 2024 (per HCF)	Rate FY 2025 (per HCF)
1	0-7 HCF	\$7.34	\$7.46	\$7.90	\$8.21	\$8.54
2	>7-28 HCF	\$8.30	\$8.42	\$8.92	\$9.27	\$9.64
3	>28 HCF	\$10.13	\$10.25	\$10.86	\$11.29	\$11.74

Note: HCF = 100 cubic feet of water = 748 gallons

Recycled Water – Ordinance No. TWSD-450

The Calleguas pass-through increase in the wholesale potable supply rate charge to the District will also impact the recycled water rates, based on the agreements and ordinances in place. The District’s two wholesale recycled water customers, namely, California Water Service and Hidden Valley Municipal Water District will see their rate change from \$1,205.60 per acre-foot to \$1,248.80, a \$43.20/acre-foot wholesale rate increase, with an equivalent twenty cents (\$0.20) per HCF increase for retail customers. Staff recommends the District increase the recycled water rate for its wholesale and retail customers by the pass-through rate, effective with the January 2022 billing period.

Table II: Proposed Quantity Rates for Recycled Water for FY2022-2025

Current Rate FY 2022 (per HCF)	Rate Effective 1/1/22 (per HCF)	Rate FY 2023 (per HCF)	Rate FY 2024 (per HCF)	Rate FY 2025 Per HCF)
\$5.50	5.70	\$5.81	\$5.92	\$6.04

Notes: HCF = 100 cubic feet of water = 748 gallons

Please contact me by e-mail at marknorris@trunfosanitation.com or by phone at 658-4621 if you have any questions.

Fiscal Impact

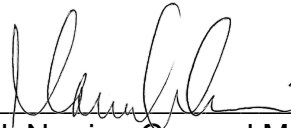
Revenue and cost neutral. These anticipated rate increases were already reflected in the FY 2021-2022 Adopted Budget.

Recommendation

It is recommended that the Board:

- A. Review and approve the pass-through rate increase from Calleguas Municipal Water District for the District’s potable water customers by twelve cents (\$0.12) per HCF for all tiers and update TWSD Ordinance TWSD-350 to reflect the changes; and
- B. Review and approve the pass-through rate increase from Calleguas Municipal Water District for the District’s recycled water customers by \$43.20/acre-foot for the wholesale customers and twenty cents (\$0.20) per HCF for the retail customers and update TWSD Ordinance TWSD-450 to reflect the changes; and
- C. Direct staff to (1) Provide notices of the potable and recycled water rate increases, as a result of the pass-through increase, to the addresses to which TWSD customarily mails parcel owner billing statements, and (2) Place rate increase information on the Triunfo Water & Sanitation District Website.

REVIEWED AND APPROVED:



Mark Norris - General Manager

- Attachments:
1. TWSD Ordinance No. TWSD-350 (redline and updated)
 2. TWSD Ordinance No. TWSD-450 (redline and updated)

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TRIUNFO WATER & SANITATION DISTRICT

**ORDINANCE NO. TWSD-350 (Adopted 6/28/21; Updated 11/22/2021)
PRESCRIBING FEES AND CHARGES FOR POTABLE WATER
PROVIDED BY TRIUNFO WATER & SANITATION DISTRICT**

WHEREAS, the Triunfo Water & Sanitation District (“District”) is duly organized and established under the laws of the State of California and, as such, is empowered to impose fees and charges relative to the District’s provision of services to its service area; and

WHEREAS, the District provides retail potable water service to its customers and charges these customers appropriate service fees and charges designed to cover operating and maintenance expenses associated with the provision of the services; and

WHEREAS, the District has estimated the costs of providing retail potable water service to its customers based on financial information for the current year and the entire operating history of the enterprise; and

WHEREAS, this Ordinance No. TWSD-350 (“Ordinance”) prescribes fees and charges pertaining to the provision of retail potable water service to the District’s customers; and

WHEREAS, in accordance with the Proposition 218 Omnibus Implementation Act (Government Code Section 53750 through 53756) the District has adopted a schedule of potable water rates that authorizes automatic adjustments that pass-through increase in the wholesale cost of potable water, as calculated per hundred cubic feet of water (HCF); and

WHEREAS, in accordance with Government Code Section 53756(d), the District will provide written notice to all affected property owners prior to imposing the automatic adjustments set forth in this Ordinance that pass-through increases in wholesale cost of potable water charged by Calleguas, as calculated per hundred cubic feet of water (HCF). Said written notice shall be not less than thirty (30) days before the effective date of said adjustments; and,

WHEREAS, the District has complied with all applicable requirements set forth in Article XIII D of the California Constitution (enacted by Proposition 218, November 5, 1996 Statewide election); and

WHEREAS, ~~on, June 14 and June 21, 2021, a~~ notices ~~were~~was published in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of this Ordinance and noticing a ~~June 28, 2021~~ public hearing to consider adoption of this Ordinance; and

WHEREAS, all persons present at said hearing and interested in the matter were heard and given the opportunity to be heard on the enactment of the proposed fees and charges prescribed in this Ordinance; and

WHEREAS, after considering the financial information, hearing a staff presentation, considering the testimony received at the public hearing and discussion of the issues, the Board of Directors concludes that the proposed fees and charges prescribed in this Ordinance are necessary for the District’s provision of services and do not exceed the cost of those services; and

WHEREAS, the adoption of this Ordinance is statutorily exempt under the California Environmental Quality Act pursuant to the provisions of Public Resources Code Section

21080(b)(8) and California Code of regulations Section 15273(a).

NOW, THEREFORE, the Board hereby ordains as follows:

SECTION 1. SHORT TITLE

This Ordinance shall be known as the TWSD Potable Water Fee and Charge Ordinance.

SECTION 2. DEFINITIONS

The following words as used in this Ordinance shall have the meanings set forth below unless otherwise apparent in the context in which they are used:

- a. "Board of Directors" or "Board" means the TWSD Board of Directors.
- b. "Customer" means any person, association, corporation, governmental agency, firm, or company of record receiving water service from the District.
- c. "District" or "TWSD" means the Triunfo Water & Sanitation District.
- d. "Hundred Cubic Feet" or HCF" or "Unit of Water" means 100 cubic feet or 748 gallons of water.

SECTION 3. FEES AND CHARGES

The following fees and charges are hereby prescribed:

A. Monthly Service Charge

Meter Size	FY 2022	FY 2023	FY 2024	FY 2025
3/4"	\$33.43	\$35.44	\$36.86	\$38.34
1"	\$52.75	\$55.92	\$58.16	\$60.49
1-1/2"	\$100.41	\$106.44	\$110.70	\$115.13
2"	\$156.91	\$166.33	\$172.99	\$179.91
3"	\$335.79	\$355.94	\$370.18	\$384.99
4"	\$599.42	\$635.39	\$660.81	\$687.25
6"	\$1,324.41	\$1,403.88	\$1,460.04	\$1,518.45

B. Quantity Rate for Potable Water

Tier	Monthly Use	<u>Current</u> Rate FY 2022 (per HCF)	<u>Rate</u> <u>Effective</u> <u>1/1/22</u> (per HCF)	Rate FY 2023 (per HCF)	Rate FY 2024 (per HCF)	Rate FY 2025 (per HCF)
1	0-7 HCF	\$7.34	<u>\$7.46</u>	<u>\$7.787.90</u>	<u>\$8.098.21</u>	<u>\$8.428.54</u>
2	>7-28 HCF	\$8.30	<u>\$8.42</u>	<u>\$8.808.92</u>	<u>\$9.159.27</u>	<u>\$9.529.64</u>
3	>28 HCF	\$10.13	<u>\$10.25</u>	<u>\$10.7410.86</u>	<u>\$11.1711.29</u>	<u>\$11.6211.74</u>

Any of the quantity rates specified above are, in accordance with applicable law, subject to adjustment by the District should Calleguas adopt further increases or decreases in its potable water wholesale rate.

C. Automatic Fire Sprinkler Monthly Service Charge

Meter Size	FY 2022	FY 2023	FY 2024	FY2025
3/4"	\$33.43	\$35.44	\$36.86	\$38.34

Water used through an automatic fire sprinkler system for purposes other than for extinguishing fires or a related purpose, shall be charged the Tier 3 metered water rate for all water used through such service connection.

D. Service Connection Fee

Meter Size	FY2022
3/4"	\$4,900
1"	\$8,175
1-1/2"	\$16,300
2"	\$26,050
3"	\$57,075
4"	\$102,700
6"	\$228,250

Commencing on July 1, 1990 and continuing thereafter on each July 1, the water connection fee set forth above shall be adjusted by an increment based on the March to March average percentage change in the Construction Cost Index for the Los Angeles area published in the McGraw-Hill construction weekly magazine titled "ENR," and rounded to the nearest twenty-five dollars (\$25). However, the Board may at its sole option determine, by resolution adopted prior thereto, that such adjustment shall not be effective for the next succeeding years, or may determine other amounts as appropriate based upon the capital expenditure needs of the District.

E. Processing, Planning and Inspection Fees

Item	Fee
Application Fee	1. Projects that require only administrative review: \$0 2. All other Projects: \$150
Project Completion Deposit	Projects that require a final audit or inspection: \$1000
Water Line Plan Check Fee	1. Plan check fee: \$100/sheet 2. Plans resubmitted after change orders: \$100/sheet 3. Subdivision Final Map or Parcel Map Sewer Improvement Plan: \$100/sheet
Water Line Construction Inspection Fee	1. Inspection Fee: \$125/hour (\$350 minimum) 2. Overtime Inspection Fee: \$200/hour
Fire flow Testing Fee	Project that require a fire flow test: \$125/hour (\$350 min)

F. Miscellaneous Fees

Item	Fee
Account Set Up Fee	\$15.00
Construction Connection (Per Month)	\$8.50
New Customer Deposit –3/4” Meter	\$75.00
New Customer Deposit - 1” Meter	\$80.00
New Customer Deposit – 1 ½” Meter	\$100.00
New Customer Deposit - 2” Meter	\$150.00
New Customer Deposit over 2” Meter	\$200.00
Shut off Notice/Shut off/Turn on/etc. - Regular Business Hours	\$30.00 each
Shut off Notice/Shut off/Turn on/etc. - After Hours/Weekends	\$325.00 each
Fire Service (Per Inch of Meter Diameter)	\$6.75
Security Deposit – Metered Hydrant Service	\$1,200.00
Security Deposit – Reinstatement after shut off for customers with history of delinquent payment and will escalate based on the amount of the billing (returned after one year if no late fees are applied during the entire period)	\$150.00
Unauthorized Turn on	\$ 75.00
Unauthorized Fire Hydrant Use	\$ 250.00

In addition, the District shall collect charges for work performed or for damages incurred (i.e., damaged meter box, meter box replacement covers, damaged fire hydrants, etc.). The charges shall be based on the costs incurred including an amount for overhead as set by the District.

SECTION 4. FINDINGS

The TWSD Board of Directors finds the foregoing fees and charges are for the purpose of: (1) meeting operating expenses, including but not limited to the District’s operations, maintenance and management contract; (2) purchasing or leasing supplies, equipment and materials; (3) meeting financial reserve needs and requirements; (4) obtaining funds for constructing and maintaining water facilities necessary to maintain service within existing service areas; (5) improvements and repairs; and (6) debt service and refunds.

The TWSD Board of Directors further finds that the foregoing fees and charges: (1) do not exceed the funds required to provide the service; (2) are not used for any purpose other than that for which they are imposed; (3) as imposed upon any parcel or person as an incident of property ownership, do not exceed the proportional cost of the service attributable to the parcel; and, (4) are imposed only for service that is actually used by, or immediately available to, the owner of the property in question.

SECTION 5. FEE REVIEW PERIOD

On or about January 1 of each year, the General Manager is hereby empowered and shall review the estimated cost of providing the services described and the impact of any pending or anticipated changes in the service level. The General Manager shall report these findings to the Board of Directors at a duly noticed public hearing and recommend any adjustment to the fees and charges or other action that may be required.

SECTION 6. SEVERABILITY

This Ordinance, except for those portions that are found to be invalid, would remain in full force and effect and continue to be valid. The Board of Directors hereby declares it would have passed this Ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases or the application thereof to any person or circumstance be held invalid.

SECTION 7. REPEAL OF PRIOR INCONSISTENT ORDINANCES

Any prior ordinances or portions of ordinances previously adopted by the District Board of Directors that are in conflict with this Ordinance, are repealed as of the Effective Date of this Ordinance. This includes TWSD-350 (Adopted ~~11/23/2020~~6/28/21).

SECTION 8. EFFECTIVE DATE

This Ordinance shall become effective ~~July~~January 1, ~~2021~~2022.

PASSED, APPROVED AND ADOPTED this ~~28th~~ 22nd day of ~~June~~November 2021 by the following vote:

AYES:

NOES:

ABSENT:

TRIUNFO WATER & SANITATION DISTRICT

Raymond Tjulander, Chair

ATTESTED:

Fidela Garcia, Clerk of the Board

APPROVED AS TO FORM:

John Mathews, General Counsel

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TRIUNFO WATER & SANITATION DISTRICT

ORDINANCE NO. TWSD-350 (Adopted 6/28/21; Updated 11/22/21) PRESCRIBING FEES AND CHARGES FOR POTABLE WATER PROVIDED BY TRIUNFO WATER & SANITATION DISTRICT

WHEREAS, the Triunfo Water & Sanitation District (“District”) is duly organized and established under the laws of the State of California and, as such, is empowered to impose fees and charges relative to the District’s provision of services to its service area; and

WHEREAS, the District provides retail potable water service to its customers and charges these customers appropriate service fees and charges designed to cover operating and maintenance expenses associated with the provision of the services; and

WHEREAS, the District has estimated the costs of providing retail potable water service to its customers based on financial information for the current year and the entire operating history of the enterprise; and

WHEREAS, this Ordinance No. TWSD-350 (“Ordinance”) prescribes fees and charges pertaining to the provision of retail potable water service to the District’s customers; and

WHEREAS, in accordance with the Proposition 218 Omnibus Implementation Act (Government Code Section 53750 through 53756) the District has adopted a schedule of potable water rates that authorizes automatic adjustments that pass-through increase in the wholesale cost of potable water, as calculated per hundred cubic feet of water (HCF); and

WHEREAS, in accordance with Government Code Section 53756(d), the District will provide written notice to all affected property owners prior to imposing the automatic adjustments set forth in this Ordinance that pass-through increases in wholesale cost of potable water charged by Calleguas, as calculated per hundred cubic feet of water (HCF). Said written notice shall be not less than thirty (30) days before the effective date of said adjustments; and,

WHEREAS, the District has complied with all applicable requirements set forth in Article XIII D of the California Constitution (enacted by Proposition 218, November 5, 1996 Statewide election); and

WHEREAS, , a notice was published in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of this Ordinance and noticing a public hearing to consider adoption of this Ordinance; and

WHEREAS, all persons present at said hearing and interested in the matter were heard and given the opportunity to be heard on the enactment of the proposed fees and charges prescribed in this Ordinance; and

WHEREAS, after considering the financial information, hearing a staff presentation, considering the testimony received at the public hearing and discussion of the issues, the Board of Directors concludes that the proposed fees and charges prescribed in this Ordinance are necessary for the District’s provision of services and do not exceed the cost of those services; and

WHEREAS, the adoption of this Ordinance is statutorily exempt under the California Environmental Quality Act pursuant to the provisions of Public Resources Code Section 21080(b)(8) and California Code of regulations Section 15273(a).

NOW, THEREFORE, the Board hereby ordains as follows:

SECTION 1. SHORT TITLE

This Ordinance shall be known as the TWSD Potable Water Fee and Charge Ordinance.

SECTION 2. DEFINITIONS

The following words as used in this Ordinance shall have the meanings set forth below unless otherwise apparent in the context in which they are used:

- a. "Board of Directors" or "Board" means the TWSD Board of Directors.
- b. "Customer" means any person, association, corporation, governmental agency, firm, or company of record receiving water service from the District.
- c. "District" or "TWSD" means the Triunfo Water & Sanitation District.
- d. "Hundred Cubic Feet" or HCF" or "Unit of Water" means 100 cubic feet or 748 gallons of water.

SECTION 3. FEES AND CHARGES

The following fees and charges are hereby prescribed:

A. Monthly Service Charge

Meter Size	FY 2022	FY 2023	FY 2024	FY 2025
3/4"	\$33.43	\$35.44	\$36.86	\$38.34
1"	\$52.75	\$55.92	\$58.16	\$60.49
1-1/2"	\$100.41	\$106.44	\$110.70	\$115.13
2"	\$156.91	\$166.33	\$172.99	\$179.91
3"	\$335.79	\$355.94	\$370.18	\$384.99
4"	\$599.42	\$635.39	\$660.81	\$687.25
6"	\$1,324.41	\$1,403.88	\$1,460.04	\$1,518.45

B. Quantity Rate for Potable Water

Tier	Monthly Use	Current Rate FY 2022 (per HCF)	Rate Effective 1/1/22 (per HCF)	Rate FY 2023 (per HCF)	Rate FY 2024 (per HCF)	Rate FY 2025 (per HCF)
1	0-7 HCF	\$7.34	\$7.46	\$7.90	\$8.21	\$8.54
2	>7-28 HCF	\$8.30	\$8.42	\$8.92	\$9.27	\$9.64
3	>28 HCF	\$10.13	\$10.25	\$10.86	\$11.29	\$11.74

Any of the quantity rates specified above are, in accordance with applicable law, subject to adjustment by the District should Calleguas adopt further increases or decreases in its potable water wholesale rate.

C. Automatic Fire Sprinkler Monthly Service Charge

Meter Size	FY 2022	FY 2023	FY 2024	FY2025
3/4"	\$33.43	\$35.44	\$36.86	\$38.34

Water used through an automatic fire sprinkler system for purposes other than for extinguishing fires or a related purpose, shall be charged the Tier 3 metered water rate for all water used through such service connection.

D. Service Connection Fee

Meter Size	FY2022
3/4"	\$4,900
1"	\$8,175
1-1/2"	\$16,300
2"	\$26,050
3"	\$57,075
4"	\$102,700
6"	\$228,250

Commencing on July 1, 1990 and continuing thereafter on each July 1, the water connection fee set forth above shall be adjusted by an increment based on the March to March average percentage change in the Construction Cost Index for the Los Angeles area published in the McGraw-Hill construction weekly magazine titled "ENR," and rounded to the nearest twenty-five dollars (\$25). However, the Board may at its sole option determine, by resolution adopted prior thereto, that such adjustment shall not be effective for the next succeeding years, or may determine other amounts as appropriate based upon the capital expenditure needs of the District.

E. Processing, Planning and Inspection Fees

Item	Fee
Application Fee	1. Projects that require only administrative review: \$0 2. All other Projects: \$150
Project Completion Deposit	Projects that require a final audit or inspection: \$1000
Water Line Plan Check Fee	1. Plan check fee: \$100/sheet 2. Plans resubmitted after change orders: \$100/sheet 3. Subdivision Final Map or Parcel Map Sewer Improvement Plan: \$100/sheet
Water Line Construction Inspection Fee	1. Inspection Fee: \$125/hour (\$350 minimum) 2. Overtime Inspection Fee: \$200/hour
Fire flow Testing Fee	Project that require a fire flow test: \$125/hour (\$350 min)

F. Miscellaneous Fees

Item	Fee
Account Set Up Fee	\$15.00
Construction Connection (Per Month)	\$8.50
New Customer Deposit –3/4” Meter	\$75.00
New Customer Deposit - 1” Meter	\$80.00
New Customer Deposit – 1 ½” Meter	\$100.00
New Customer Deposit - 2” Meter	\$150.00
New Customer Deposit over 2” Meter	\$200.00
Shut off Notice/Shut off/Turn on/etc. - Regular Business Hours	\$30.00 each
Shut off Notice/Shut off/Turn on/etc. - After Hours/Weekends	\$325.00 each
Fire Service (Per Inch of Meter Diameter)	\$6.75
Security Deposit – Metered Hydrant Service	\$1,200.00
Security Deposit – Reinstatement after shut off for customers with history of delinquent payment and will escalate based on the amount of the billing (returned after one year if no late fees are applied during the entire period)	\$150.00
Unauthorized Turn on	\$ 75.00
Unauthorized Fire Hydrant Use	\$ 250.00

In addition, the District shall collect charges for work performed or for damages incurred (i.e., damaged meter box, meter box replacement covers, damaged fire hydrants, etc.). The charges shall be based on the costs incurred including an amount for overhead as set by the District.

SECTION 4. FINDINGS

The TWSD Board of Directors finds the foregoing fees and charges are for the purpose of: (1) meeting operating expenses, including but not limited to the District’s operations, maintenance and management contract; (2) purchasing or leasing supplies, equipment and materials; (3) meeting financial reserve needs and requirements; (4) obtaining funds for constructing and maintaining water facilities necessary to maintain service within existing service areas; (5) improvements and repairs; and (6) debt service and refunds.

The TWSD Board of Directors further finds that the foregoing fees and charges: (1) do not exceed the funds required to provide the service; (2) are not used for any purpose other than that for which they are imposed; (3) as imposed upon any parcel or person as an incident of property ownership, do not exceed the proportional cost of the service attributable to the parcel; and, (4) are imposed only for service that is actually used by, or immediately available to, the owner of the property in question.

SECTION 5. FEE REVIEW PERIOD

On or about January 1 of each year, the General Manager is hereby empowered and shall review the estimated cost of providing the services described and the impact of any pending or anticipated changes in the service level. The General Manager shall report these findings to the Board of Directors at a duly noticed public hearing and recommend any adjustment to the fees and charges or other action that may be required.

SECTION 6. SEVERABILITY

This Ordinance, except for those portions that are found to be invalid, would remain in full force and effect and continue to be valid. The Board of Directors hereby declares it would have passed this Ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases or the application thereof to any person or circumstance be held invalid.

SECTION 7. REPEAL OF PRIOR INCONSISTENT ORDINANCES

Any prior ordinances or portions of ordinances previously adopted by the District Board of Directors that are in conflict with this Ordinance, are repealed as of the Effective Date of this Ordinance. This includes TWSD-350 (Adopted 6/28/21).

SECTION 8. EFFECTIVE DATE

This Ordinance shall become effective January 1, 2022.

PASSED, APPROVED AND ADOPTED this 22nd day of November 2021 by the following vote:

AYES:

NOES:

ABSENT:

TRIUNFO WATER & SANITATION DISTRICT

Raymond Tjulander, Chair

ATTESTED:

Fidela Garcia, Clerk of the Board

APPROVED AS TO FORM:

John Mathews, General Counsel

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TRIUNFO WATER & SANITATION DISTRICT

**ORDINANCE NO. TWS-450 (Adopted 6/28/21 ; Updated 11/22/21)
PRESCRIBING FEES AND CHARGES FOR RECYCLED WATER
PROVIDED BY TRIUNFO WATER & SANITATION DISTRICT**

WHEREAS, the Triunfo Water & Sanitation District ("District") is duly organized and established under the laws of the State of California, and as such is empowered to impose fees and charges relative to the District's provision of services to its service area; and

WHEREAS, the District provides retail recycled water services to its customers within the District's service area and charges these customers appropriate service fees designed to cover operating and maintenance expenses associated with the provision of the cost of services; and

WHEREAS, the District has estimated the costs of providing retail recycled water service based on financial information for the current year and the entire operating history of the enterprise; and

WHEREAS, this Ordinance prescribes fees and charges pertaining to the provision of retail recycled water service to the District's customers; and

WHEREAS, the District adopted TSD Ordinance No. TSD-400 setting the retail rate for recycled water at not greater than 90% of the District's potable water Tier 1 potable water rate; and

WHEREAS, the District is under contract with California Water Service and Hidden Valley Municipal Water District to set the wholesale rate charged to them at 80% of the then current Calleguas Municipal Water District's (Calleguas) Tier 1 wholesale supply rate for potable water (~~\$1,205.60~~1248.80 per acre-foot); and

WHEREAS, the District has complied with all applicable requirements set forth in Article XIII D of the California Constitution (enacted by Proposition 218, November 6, 1996 Statewide election); and

WHEREAS, ~~on June 14 and June 21, 2021, a notices were~~was published in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of this Ordinance and noticing a ~~June 28, 2021,~~ public hearing to consider adoption of this Ordinance; and

WHEREAS, after considering the financial information, hearing a staff presentation, considering the testimony received at the public hearing and discussion of the issues, the Board of Directors concludes that the proposed fees and charges prescribed in this Ordinance are necessary for the District's provision of services and do not exceed the cost of those services; and

WHEREAS, the adoption of this Ordinance is statutorily exempt under the California Environmental Quality Act pursuant to the provisions of Public Resources Code Section 21080(b)(8) and California Code of Regulations section 15273(a).

NOW, THEREFORE, the Board hereby ordains as follows:

SECTION 1. SHORT TITLE

This Ordinance shall be known as the TWSD Recycled Water Fee and Charge Ordinance.

SECTION 2. DEFINITIONS

The following words as used in this Ordinance shall have the meanings set forth below unless otherwise apparent in the context in which they are used:

- a. "Board of Directors" or "Board" means the TWSD Board of Directors.
- b. "Customer" means any person, association, corporation, governmental agency, firm, or company of record receiving recycled water service from the District.
- c. "District" or "TWSD" means the Triunfo Water & Sanitation District.
- d. "Hundred Cubic Feet" or "HCF" or "Unit of Water" means 100 cubic feet or 748 gallons of water.

SECTION 3. FEES AND CHARGES

The following fees and charges are hereby prescribed:

A. Monthly Service Charge:

Meter Size	FY 2022	FY 2023	FY 2024	FY 2025
2"	\$157.46	\$160.61	\$163.83	\$167.11
3"	\$295.22	\$301.13	\$307.16	\$313.31
4"	\$492.03	\$501.88	\$511.92	\$522.16
6"	\$983.98	\$1,003.66	\$1,023.74	\$1,044.22
8"	\$1,721.09	\$1,755.51	\$1,790.62	\$1,826.43
10"	\$2,580.93	\$2,632.55	\$2,685.20	\$2,738.91

B. Quantity Rate for Recycled Water

<u>Current Rate</u> FY 2022 (per HCF)	<u>Rate Effective</u> <u>1/1/22</u> <u>(per HCF)</u>	Rate FY 2023 (per HCF)	Rate FY 2024 (per HCF)	Rate FY 2025 Per HCF)
\$5.50	<u>5.70</u>	\$5.615.81	\$5.725.92	\$5.846.04

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Any of the quantity rates specified above are, in accordance with applicable law, subject to adjustment by the District should Calleguas adopt further increases or decreases in its potable water wholesale rate.

C. Processing, Planning and Inspection Fees

Item	Fee
Application Fee	1. Projects that require only administrative review: \$0 2. All other Projects: \$150
Project Completion Deposit	Projects that require a final audit or inspection: \$1000
Water Line Plan Check Fee	1. Plan check fee: \$100/sheet 2. Plans resubmitted after change orders: \$100/sheet 3. Subdivision Final Map or Parcel Map Sewer Improvement Plan: \$100/sheet
Water Line Construction Inspection Fee	1. Inspection Fee: \$125/hour (\$350 minimum) 2. Overtime Inspection Fee: \$200/hour

SECTION 4. FINDINGS

The TWSD Board of Directors finds the foregoing fees and charges are for the purpose of: (1) meeting operating expenses, including but not limited to the District's operations, maintenance and management contract; (2) purchasing or leasing supplies, equipment and materials; (3) meeting financial reserve needs and requirements; (4) obtaining funds for constructing and maintaining recycled water facilities necessary to maintain service within existing service areas; (5) improvements and repairs; and (6) debt service and refunds.

The TWSD Board of Directors further finds that the foregoing fees and charges: (1) do not exceed the funds required to provide the service; (2) are not used for any purpose other than that for which they are imposed; (3) as imposed upon any parcel or person as an incident of property ownership, do not exceed the proportional cost of the service attributable to the parcel; and, (4) are imposed only for service that is actually used by, or immediately available to, the owner of the property in question.

SECTION 5. FEE REVIEW PERIOD

On or about January 1 of each year, the General Manager is hereby empowered and shall review the estimated cost of providing the services described and the impact of any pending or anticipated changes in the service level. The General Manager shall report these findings to the

Board of Directors at a duly noticed public hearing and recommend any adjustment to the fees and charges or other action that may be required.

SECTION 6. SEVERABILITY

This Ordinance, except for those portions that are found to be invalid, would remain in full force and effect and continue to be valid. The Board of Directors hereby declares it would have passed this Ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases or the application thereof to any person or circumstance be held invalid

SECTION 7. REPEAL OF PRIOR INCONSISTENT ORDINANCES

Any prior ordinances or portions of ordinances previously adopted by the District Board of Directors that are in conflict with this Ordinance are repealed as of the Effective Date of this Ordinance. This includes TWSD-450 (Adopted ~~11/23/2020~~^{11/23/2021}).

SECTION 8. EFFECTIVE DATE

This Ordinance shall become effective ~~July~~^{January} 1, ~~2021~~²⁰²².

PASSED, APPROVED AND ADOPTED this ~~28th~~^{22nd} day of ~~June~~^{November} 2021 by the following vote:

Formatted: Superscript

AYES:

NOES:

ABSENT:

TRIUNFO WATER & SANITATION DISTRICT

Raymond Tjulander, Chair

ATTESTED:

Fidela Garcia, Clerk of the Board

APPROVED AS TO FORM:

John Mathews, General Counsel

TRIUNFO WATER & SANITATION DISTRICT

**ORDINANCE NO. TWSD-450 (Adopted 6/28/21; Updated 11/22/21)
PRESCRIBING FEES AND CHARGES FOR RECYCLED WATER
PROVIDED BY TRIUNFO WATER & SANITATION DISTRICT**

WHEREAS, the Triunfo Water & Sanitation District (“District”) is duly organized and established under the laws of the State of California, and as such is empowered to impose fees and charges relative to the District’s provision of services to its service area; and

WHEREAS, the District provides retail recycled water services to its customers within the District’s service area and charges these customers appropriate service fees designed to cover operating and maintenance expenses associated with the provision of the cost of services; and

WHEREAS, the District has estimated the costs of providing retail recycled water service based on financial information for the current year and the entire operating history of the enterprise; and

WHEREAS, this Ordinance prescribes fees and charges pertaining to the provision of retail recycled water service to the District’s customers; and

WHEREAS, the District adopted TSD Ordinance No. TSD-400 setting the retail rate for recycled water at not greater than 90% of the District’s potable water Tier 1 potable water rate; and

WHEREAS, the District is under contract with California Water Service and Hidden Valley Municipal Water District to set the wholesale rate charged to them at 80% of the then current Calleguas Municipal Water District’s (Calleguas) Tier 1 wholesale supply rate for potable water (\$1248.80 per acre-foot); and

WHEREAS, the District has complied with all applicable requirements set forth in Article XIII D of the California Constitution (enacted by Proposition 218, November 6, 1996 Statewide election); and

WHEREAS, , a notice was published in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of this Ordinance and noticing a public hearing to consider adoption of this Ordinance; and

WHEREAS, after considering the financial information, hearing a staff presentation, considering the testimony received at the public hearing and discussion of the issues, the Board of Directors concludes that the proposed fees and charges prescribed in this Ordinance are necessary for the District’s provision of services and do not exceed the cost of those services; and

WHEREAS, the adoption of this Ordinance is statutorily exempt under the California Environmental Quality Act pursuant to the provisions of Public Resources Code Section 21080(b)(8) and California Code of Regulations section 15273(a).

NOW, THEREFORE, the Board hereby ordains as follows:

SECTION 1. SHORT TITLE

This Ordinance shall be known as the TWSD Recycled Water Fee and Charge Ordinance.

SECTION 2. DEFINITIONS

The following words as used in this Ordinance shall have the meanings set forth below unless otherwise apparent in the context in which they are used:

- a. "Board of Directors" or "Board" means the TWSD Board of Directors.
- b. "Customer" means any person, association, corporation, governmental agency, firm, or company of record receiving recycled water service from the District.
- c. "District" or "TWSD" means the Triunfo Water & Sanitation District.
- d. "Hundred Cubic Feet" or HCF" or "Unit of Water" means 100 cubic feet or 748 gallons of water.

SECTION 3. FEES AND CHARGES

The following fees and charges are hereby prescribed:

A. Monthly Service Charge:

Meter Size	FY 2022	FY 2023	FY 2024	FY 2025
2"	\$157.46	\$160.61	\$163.83	\$167.11
3"	\$295.22	\$301.13	\$307.16	\$313.31
4"	\$492.03	\$501.88	\$511.92	\$522.16
6"	\$983.98	\$1,003.66	\$1,023.74	\$1,044.22
8"	\$1,721.09	\$1,755.51	\$1,790.62	\$1,826.43
10"	\$2,580.93	\$2,632.55	\$2,685.20	\$2,738.91

B. Quantity Rate for Recycled Water

Current Rate FY 2022 (per HCF)	Rate Effective 1/1/22 (per HCF)	Rate FY 2023 (per HCF)	Rate FY 2024 (per HCF)	Rate FY 2025 Per HCF)
\$5.50	5.70	\$5.81	\$5.92	\$6.04

Any of the quantity rates specified above are, in accordance with applicable law, subject to adjustment by the District should Calleguas adopt further increases or decreases in its potable water wholesale rate.

C. Processing, Planning and Inspection Fees

Item	Fee
Application Fee	1. Projects that require only administrative review: \$0 2. All other Projects: \$150
Project Completion Deposit	Projects that require a final audit or inspection: \$1000
Water Line Plan Check Fee	1. Plan check fee: \$100/sheet 2. Plans resubmitted after change orders: \$100/sheet 3. Subdivision Final Map or Parcel Map Sewer Improvement Plan: \$100/sheet
Water Line Construction Inspection Fee	1. Inspection Fee: \$125/hour (\$350 minimum) 2. Overtime Inspection Fee: \$200/hour

SECTION 4. FINDINGS

The TWSD Board of Directors finds the foregoing fees and charges are for the purpose of: (1) meeting operating expenses, including but not limited to the District's operations, maintenance and management contract; (2) purchasing or leasing supplies, equipment and materials; (3) meeting financial reserve needs and requirements; (4) obtaining funds for constructing and maintaining recycled water facilities necessary to maintain service within existing service areas; (5) improvements and repairs; and (6) debt service and refunds.

The TWSD Board of Directors further finds that the foregoing fees and charges: (1) do not exceed the funds required to provide the service; (2) are not used for any purpose other than that for which they are imposed; (3) as imposed upon any parcel or person as an incident of property ownership, do not exceed the proportional cost of the service attributable to the parcel; and, (4) are imposed only for service that is actually used by, or immediately available to, the owner of the property in question.

SECTION 5. FEE REVIEW PERIOD

On or about January 1 of each year, the General Manager is hereby empowered and shall review the estimated cost of providing the services described and the impact of any pending or anticipated changes in the service level. The General Manager shall report these findings to the

Board of Directors at a duly noticed public hearing and recommend any adjustment to the fees and charges or other action that may be required.

SECTION 6. SEVERABILITY

This Ordinance, except for those portions that are found to be invalid, would remain in full force and effect and continue to be valid. The Board of Directors hereby declares it would have passed this Ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases or the application thereof to any person or circumstance be held invalid

SECTION 7. REPEAL OF PRIOR INCONSISTENT ORDINANCES

Any prior ordinances or portions of ordinances previously adopted by the District Board of Directors that are in conflict with this Ordinance are repealed as of the Effective Date of this Ordinance. This includes TWSD-450 (Adopted 6/28/21).

SECTION 8. EFFECTIVE DATE

This Ordinance shall become effective January 1, 2022.

PASSED, APPROVED AND ADOPTED this 22nd day of November 2021 by the following vote:

AYES:

NOES:

ABSENT:

TRIUNFO WATER & SANITATION DISTRICT

Raymond Tjulander, Chair

ATTESTED:

Fidela Garcia, Clerk of the Board

APPROVED AS TO FORM:

John Mathews, General Counsel



Providing Outstanding Service Since 1963

Board of Directors

Raymond Tjulander, Chair

Leon Shapiro, Vice Chair

Jane Nye, Director

Janna Orkney, Director

James Wall, Director

November 22, 2021

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

WASTEWATER CUSTOMER ASSISTANCE PROGRAM: RESOLUTION NO. TWSD 2021-008

Summary

At the October 25, 2021, Triunfo Water & Sanitation District Board Meeting, your Board approved moving forward with possible implementation of a low-income assistance program (CARE) for its wastewater customers. Customers will qualify by providing either confirmed participation in the CARE program, verified via electric or gas utility providers, or by supplying the first page of their 1040 tax return to validate the income compliance. This financial assistance program is considered as a pilot program and will be reevaluated by the Board in 2023 following the first year of rebates. Should the Board approve the subject assistance program for wastewater customers, given that wastewater service fees are paid via the County of Ventura Tax Rolls, implementation would begin July 1, 2022.

Utilizing the District's potable water assistance program at \$15/month as a model, the rebate could be the same \$180 annually. It is recommended the Board discuss the program and if approved, confirm that the \$180 annually listed in the Resolution is appropriate or provide an alternate amount to be included.


Please contact me at 805-658-4621 or email marknorris@triunfowsd.com if you have any questions or need additional information.

Fiscal Impact

It is difficult to estimate the number of households that may qualify for this wastewater CARE program but a level similar to potable water participants (currently at 41) would cost the District an additional \$7,380 annually.

Recommendation

It is recommended that the Board approve TWSD Resolution No. TWSD 2021-008 and authorize the Chair to sign to implement a temporary wastewater assistance program through June 30, 2023, to provide a \$180/year credit to qualifying District customers.

REVIEWED AND APPROVED:  _____
Mark Norris - General Manager

Attachment: TWSD Resolution No. TWSD 2021-008

RESOLUTION NO. TWSD 2021-008

A RESOLUTION OF THE TRIUNFO WATER & SANITATION DISTRICT BOARD OF DIRECTORS ESTABLISHING A SEWER SERVICE ASSISTANCE PROGRAM FOR ITS WASTEWATER CUSTOMERS

WHEREAS, the Triunfo Water & Sanitation District (“District”) is duly organized and established under California Health and Safety Code Section 4700 et seq., known and cited as the “County Sanitation District Act” (“Act”); and

WHEREAS, Section 4767 of the Act authorizes the District to acquire, distribute and retail water supplies to its Customers for domestic and other uses; and

WHEREAS, the District provides wastewater services to its Customers and, in accordance with applicable law, charges those Customers certain fees designed to cover the District’s operating and maintenance expenses; and

WHEREAS, Health and Safety Code Section 4766 authorizes the District to adopt ordinances for the purpose of exercise and effect of any to its powers, or for the purposes for which it is formed, including, without limitation, an ordinance establishing policies and procedures for the District’s wastewater services; and

WHEREAS, the District has duly adopted Ordinance No. TWSD-200 which provides for the establishment of policies and procedures for wastewater service; and

WHEREAS, in accordance with the California Alternative Rates for Energy (CARE) program under the CPUC, the District wants to establish an interim wastewater customer assistance program for income qualifying residents.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED, THAT:

1. All recitals contained above are true and incorporated by reference herein.
2. The District adopts the requirements of the CARE program for income thresholds with the maximum amount for 1-2 people being \$34,840.
3. Acceptance into the District’s program will be confirmed by participation in the CARE program, verified via electric or gas utility providers, or by supplying the first page of their Federal 1040 tax return to validate compliance with the income thresholds established by the CARE program.
4. Qualified customers will receive assistance in the form of a \$180/year discount for wastewater service reflected on their annual service fee billing via the County of Ventura Tax Roll. Applications must be received by June 1, 2022 to qualify for the discount on the FY 2023 tax rolls.

5. This interim assistance program will remain in force until June 30, 2023, wherein the Board of Directors will either choose to extend it via a continuing resolution or adopt it as policy under TWSD Ordinance No. TWSD-200.

PASSED, APPROVED, AND ADOPTED this 22nd day of November, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Raymond Tjulander, Chair
Triunfo Water & Sanitation District
Board of Directors

Attest:

Fidela Garcia
Clerk of the Board

APPROVED AS TO FORM:

John Mathews, General Counsel



Providing Outstanding Service Since 1963

Board of Directors

Raymond Tjulander, Chair

Leon Shapiro, Vice Chair

Jane Nye, Director

Janna Orkney, Director

James Wall, Director

November 22, 2021

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California


DROUGHT CONDITIONS AND VOLUNTARY REDUCTIONS UPDATE

Summary

At the June 28, 2021, Triunfo Water & Sanitation District (District) Board Meeting, the Board was provided an update on the State of California's current drought outlook. Staff reviewed the updates from Calleguas Municipal Water District (CMWD, purveyor for TWSD), Las Virgenes Municipal Water District (JPA Partner), and the CA Department of Water Resources (DWR) and provided a comprehensive summary.

Since that update there have been numerous discussions and actions taken by the water purveyors to coincide with the State's recommendations for water conservation. Staff has kept abreast of these conditions and findings and will be presenting a revised summary of the latest recommendations and requirements from the Metropolitan Water District (MET, purveyor for CMWD) and the CMWD tonight. Although both Boards have new recommendations, neither has adopted mandatory reductions and request only voluntary reductions of 15%, which the District has already exceeded with a 26% reduction compared to 2015 data. Staff recommends the Board discuss the current conditions and recommendations by others and provide direction.

REVIEWED AND APPROVED _____


Mark Norris - General Manager

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Providing Outstanding Service Since 1963

Board of Directors

Raymond Tjulander, Chair

Leon Shapiro, Vice Chair

Jane Nye, Director

Janna Orkney, Director

James Wall, Director

November 22, 2021

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

DISCUSSION: OFFICE SPACE FOR NEW DISTRICT LOCATION

Summary

At the August 17, 2020, Triunfo Water & Sanitation District (District) Special Board Meeting, the Board was provided a revised business plan and cost of separation analysis. Within that analysis were the costs for lease and furniture expenses as well as IT support and telephone and computer systems. The cost presented included an estimate of \$2 - \$3.50/square foot for lease expenses, depending on actual location of the new offices (i.e., Thousand Oaks or Westlake Village, etc.). Oak Park does not offer the size of commercial space needed by the District.

Staff is currently researching available locations and amenities to create a list of viable commercial locations capable of handling the District's needs. Staff has determined that the current requirements are for approximately 15 cubicles/offices along with a conference room and spaces for the TWSD server, file cabinets/work room, and reception area. As part of that research, staff is requesting the Board discuss and provide direction on the preferred location and the following potential configurations for the District Board Room:

- 1) Maintain the current location at the Oak Park Library – nominal cost but will require upgrades for the seating arrangements
- 2) Select a separate location for Board meetings, like the Conejo Valley Chamber of Commerce – cost of \$200 per meeting and able to schedule a year at a time
- 3) Increase the leased office space to include the extra 400 square feet anticipated for the Board Room (combined with the conference room space)

Staff recommends the Board discuss its desirable parameters and Board Room configuration and provide direction for further investigation and discussions.

REVIEWED AND APPROVED _____


Mark Norris - General Manager

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Providing Outstanding Service Since 1963

Board of Directors

Raymond Tjulander, Chair
Leon E. Shapiro, Vice Chair
Jane Nye, Director
Janna Orkney, Director
James Wall, Director

November 22, 2021

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

Special District Committee Appointment to Ventura Regional Sanitation District

Summary

The Special District Committee on an annual basis approves which Special District Board representative is selected to represent Special Districts on the Ventura Regional Sanitation District (VRSD) Board. The position of Special District Director and Alternate for VRSD Board of Directors is assigned annually on a rotational basis. This selection is historically appointed to the Special District Committee for the calendar year. Director Shapiro served as VRSD Special District Alternate for the calendar year 2021. The TWSD Board will need to appoint from among its members, a representative to serve as a director on the VRSD District Board for the calendar year 2022.

If you have any questions or need additional information, please contact me at (805) 658-4621 or via email at marknorris@triumfowsd.com.

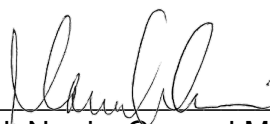
Fiscal Impact

None.

Recommendation

It is recommended the Board for calendar year 2022, appoint one TWSD Board member to serve as the Special District Committee Representative on the Ventura Regional Sanitation District Board and/or provide alternate direction to staff.

REVIEWED AND APPROVED



Mark Norris, General Manager

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Providing Outstanding Service Since 1963

Board of Directors

James Wall, Chair

Raymond Tjulander, Vice Chair

Jane Nye, Director

Janna Orkney, Director

Leon E. Shapiro, Director

November 22, 2021

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

DISCUSSION/APPROVAL OF 2022 TWSD BOARD MEETING CALENDAR

Summary

The Board regularly meets the fourth Monday of the month at 5:15 p.m. Following that standard, the proposed meeting schedule for 2022 is presented for the Board's consideration:

January 25
February 28
March 28
April 25
May 23
June 27
July 25
August 22
September 19 (3rd Monday due to Rosh Hashanah holiday)
October 24
November 28
December TBD (12/19 – 12/26 Chanukah & 12/26 District Holiday)

Staff is proposing in September that the meeting be held on the third Monday of the month, September 19, to allow for the observance of the Rosh Hashanah holiday.

Staff would like the Board to take note that for the proposed August 22 meeting date, it falls on the opening day of the CSDA Annual Conference in Palm Springs; and for the proposed November 28 meeting date, it falls on the day before the ACWA Fall Conference in Indian Wells. Directors considering attending either conference, may wish to use this day as a travel day. As such, depending on how many wish to attend either Conference, the TWSD meeting quorum could potentially be impacted.

In December, the fourth Monday meeting practice does not hold because the District observes the Christmas holiday then. The Christmas holiday falls on Sunday, December 25; therefore, the holiday is observed on the following day, Monday, December 26. Additionally, the Board may wish to consider that Chanukah is observed December 19 through 26.

Below is a list of scheduled dates of conferences that TWSD Board directors typically attend. All are forecasting a return to live conferences, but are subject to change as the year unfolds. The following conferences are scheduled for 2022:

Jan. 19 - 21	CASA Winter Conference, Palm Springs
Feb., Dates TBD	ACWA Washington DC Conference
Feb. 16 – 8	Urban Water Institute Spring Conference, Palm Springs
Feb. 28 - Mar. 1	CASA Washington DC Forum
Mar. 6 – 9	WateReuse Symposium, San Antonio TX
May 3 – 6	ACWA Spring Conference, Sacramento
Aug. 10 - 12	CASA Annual Conference, Olympic Valley
Aug. 22 - 25	CSDA Annual Conference, Palm Springs
Nov. 29 - Dec. 2	ACWA Fall Conference, Indian Wells

If you have any questions or need additional information, please contact Fidela Garcia at (805) 658-4602 or via email at FidelaGarcia@Triunfowsd.com.

Fiscal Impact

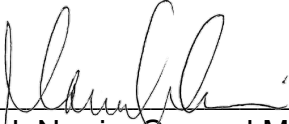
There is no fiscal impact.

Recommendation

It is recommended the TWSD Board discuss/approve the proposed 2021 Board meeting calendar and/or provide direction to staff.

FIDELA GARCIA – CLERK OF THE BOARD

REVIEWED AND APPROVED


Mark Norris, General Manager

Attachment: 2022 Calendar

2022

JANUARY						
S	M	T	W	T	F	S
						1
2	3 JPA	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 TWSD	25	26	27	28	29
30	31					

CASA Winter Conf. Palm Springs 01/19 – 01/21

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7 JPA	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 TWSD					

ACWA Washington DC (date?)

CASA Washington DC 02/28 – 03/01

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7 JPA	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 TWSD	29	30	31		

WaterReuse Symposium 03/06 – 03/09, San Antonio TX

APRIL						
S	M	T	W	T	F	S
					1	2
3	4 JPA	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 TWSD	26	27	28	29	30

Passover 04/15–04/17 (begins sundown day before)

Passover 04/21–04/23 (begins sundown day before)

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9 JPA	10	11	12	13	14
15	16	17	18	19	20	21
22	23 TWSD	24	25	26	27	28
29	30	31				

JPA 05/02 Canceled; JPA Spc. Mtg. on 05/09

ACWA Spring Conf. Sacramento 05/03-05/06

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13 JPA	14	15	16	17	18
19	20	21	22	23	24	25
26	27 TWSD	28	29	30		

Shavuot 06/04–06/06 (begins sundown day before)

JPA 06/06 Canceled; JPA Spc. Mtg. on 06/13

	TWSD Meeting
	JPA Meeting
	District Holiday

2022

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5 JPA	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 TWSD	26	27	28	29	30
31						

LV 07/05 @ 9 a.m. & JPA 07/05 @ 5 p.m.

AUGUST						
S	M	T	W	T	F	S
	1 JPA	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 TWSD	23	24	25	26	27
28	29	30	31			

CASA Annual Conf. Olympic Valley 08/10 – 08/12
CSDA Annual Conf. Palm Springs 08/22 – 08/25

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6 JPA	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 TWSD	27	28	29	30	

LV 09/06 @ 9 a.m. & JPA 09/06 @ 5 p.m.
Rosh Hashanah 09/25–09/27 (begins sundown day before)

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12 JPA	13	14	15
16	17	18	19	20	21	22
23	24 TWSD	25	26	27	28	29
30	31					

JPA 10/03 Canceled; JPA Spc. Mtg. on 10/12
Yom Kippur 10/04–10/05 (begins sundown day before)
Sukkot 10/09–10/11 (begins sundown day before)
Shmini Atzeret 10/16–10/17 (begins sundown day before)
WaterReuse California (location/dates?)
Simchat Torah 10/17–10/18 (begins sundown day before)

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7 JPA	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 TWSD	29	30			

ACWA Fall Conf. Indian Wells 11/29-12/02

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5 JPA	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Chanukah 12/19–12/26 (begins sundown day before)
TWSD Dec. meeting TBD

	TWSD Meeting
	JPA Meeting
	District Holiday



Providing Outstanding Service Since 1963

Board of Directors

Raymond Tjulander, Chair

Leon Shapiro, Vice Chair

Jane Nye, Director

Janna Orkney, Director

James Wall, Director

November 22, 2021

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

INVESTMENT REPORT – OCTOBER 2021

Summary

The attached report shows cash and investment holdings of the District on October 31, 2021. The District's policy is that the report be provided within 30 days of the close of the month. The balance of the portfolio, at cost, was \$17,910,103 on October 31, a \$931,946 decrease compared to the prior month. This net decrease is mainly due to the June JPA invoice in the amount of \$715,000. Interest earnings of \$3,006 for the month were accrued and the fiscal year to date at \$14,662.

The Treasurer manages all District investments. All District investment holdings are in compliance with the investment policy approved by the Board of Directors in January 2018. The investments of the District provide sufficient cash flow liquidity to meet the next six month's estimated expenses.

If you have any questions or need additional information, please contact me at (805) 658-4649 or via email at VickieDragan@TriunfoWSD.com.

Fiscal Impact

None.

Recommendation

Receive and file.

A handwritten signature in black ink that reads "Vickie Dragan".

VICKIE DRAGAN – DIRECTOR OF FINANCE

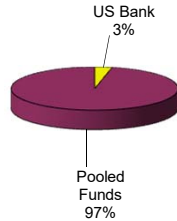
REVIEWED AND APPROVED: _____

A handwritten signature in black ink that reads "Mark Norris".
Mark Norris – General Manager

Attachment: October 2021 Investment Report

**TRIUNFO SANITATION DISTRICT
INVESTMENT REPORT
FOR THE MONTH ENDED OCTOBER 31, 2021**

Distribution of Funds at Cost



SUMMARY	Value at Cost			Interest Earned**	
	Balance 09/30/21	Change in Value	Balance 10/31/21	Oct-21	Fiscal Year-to-Date
A. US Bank	\$ 1,538,071	\$ (943,541)	\$ 594,530	\$ -	\$ -
B. Pooled Funds	17,303,977	11,595	17,315,572	3,006	14,662
	<u>\$ 18,842,049</u>	<u>\$ (931,946)</u>	<u>\$ 17,910,103</u>	<u>\$ 3,006</u>	<u>\$ 14,662</u>

A. US BANK	Balance 09/30/21	Net Deposits/ (Withdrawals)	Interest Received	Balance 10/31/21	Yield	Market Value
US Bank Checking Account	1,538,071.27	\$ (943,540.99)		594,530.28	0.18%	594,530.28
	1,538,071.27	(943,540.99)	-	594,530.28		594,530.28
B. POOLED FUNDS	Balance 09/30/21	Net Deposits/ (Withdrawals)	Interest Received	Balance 10/31/21	Yield*	Market Value*
Local Agency Investment Fund	16,135,707.80		10,821.44	16,146,529.24	0.203%	16,146,529.24
Ventura County Pool	1,168,269.55		773.66	1,169,043.21	0.260%	1,169,043.21
	<u>\$ 17,303,977.35</u>	<u>\$ -</u>	<u>\$ 11,595.10</u>	<u>\$ 17,315,572.45</u>		<u>\$ 17,315,572.45</u>
TOTAL				<u>\$ 17,910,102.73</u>		<u>\$ 17,910,102.73</u>

INTEREST EARNED ON A MONTHLY BASIS	Jan - Jun	Jul	Aug	Sep	Oct	Nov	Dec
	\$92,493	\$ 3,935	\$ 3,220	\$ 4,501	\$ 3,006	\$ -	\$ -

* Published rate does not represent net yield rate earned on District investment.

** Estimated for current reporting month.

TRIUNFO WATER & SANITATION DISTRICT**DISBURSEMENTS****10/1/21-10/31/21**

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
10269	\$176.85	10/7/2021	AT&T
	\$95.70		SEP 21 - MASTER BILL
	\$23.64		SEP 21 - 63 BUCKSKIN RD LD
	\$57.51		SEP 21 - OAK CANYON PROJECT HL
10270	\$366.34	10/7/2021	AT&T
	\$186.54		OCT 21 - SCADA NETWORK
	\$110.95		OCT 21 - U VERSE TWSD PW OPS
	\$68.85		OCT 21 - BELL CANYON INTERNET
10271	\$740.00	10/7/2021	COUNTY OF VENTURA
			ENCROACHMENT PERMITS PE21-0760 AND PE21-0806
10272	\$87.71	10/7/2021	COUNTY OF VENTURA
	\$29.77		8/17-9/14 - WW LIFT STATION 3
	\$28.17		8/17-9/14 - 62 BUCKSKIN RD
	\$29.77		8/17-9/14 - WW LIFT STATION 3A
10273	\$81.27	10/7/2021	CUSTOM AWARDS & ENGRAVING
			LOGO NAME BADGES W/MAGNETS
10274	\$170.24	10/7/2021	WM CORPORATE SERVICES, INC.
			OCT 21 - WASTE MGMT SERVICES
10275	\$40.84	10/7/2021	RENEE WEIDER
			REFUND WATER CUSTOMER CREDIT BALANCE
10276	\$4,076.00	10/7/2021	LIEBERT CASSIDY WHITMORE
			9/22/21 - 6/30/22 ERC MEMBERSHIP
10277	\$608.54	10/14/2021	AT&T MOBILITY
			AUG 21 - WIRELESS SERVICE
10278	\$19,085.00	10/14/2021	CITY OF LOS ANGELES
	\$10,792.00		NOV 21 - O&M PORTION OF ASSSC.
	\$8,293.00		NOV 21 - CAP PORTION OF ASSSC.
10279	\$343.50	10/14/2021	STATE COMPENSATION INSURANCE FUND
			PREMIUM CHARGE 10/1/21 - 1/1/22
10280	\$214.45	10/25/2021	MCI
			SEP 21 - 800# FOR TWSD CUSTOMERS

TRIUNFO WATER & SANITATION DISTRICT**DISBURSEMENTS****10/1/21-10/31/21**

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
10281	\$3.51	10/25/2021	HANNA PERSIN REFUND WATER CUSTOMER CREDIT BALANCE
10282	\$37.12	10/25/2021	SEAN WESTGATE REFUND WATER CUSTOMER CREDIT BALANCE
10283	\$152.93	10/28/2021	AT&T
	\$57.48		OCT 21 - OAK CANYON PROJECT HL
	\$93.93		OCT 21 - MASTER BILL
	\$1.52		OCT 21 - 63 BUCKSKIN RD LD
10284	\$170.72	10/28/2021	EUGENE BECK REFUND WATER CUSTOMER CREDIT BALANCE
10285	\$3,744.00	10/28/2021	JAMES D. RIGLER TRUST DEVELOPER REFUND TRACT# 4315
10286	\$4,930.14	10/28/2021	LEONARD CHARITABLE FOUNDATION DEVELOPER REFUND TRACT# 3984
10287	\$11,835.15	10/28/2021	RICHARD A NORENE AND STEVEN L DAVIS DEVELOPER REFUND TRACT# 4071
10288	\$6,744.50	10/28/2021	SHIVERICK LIVING TRUST DEVELOPER REFUND TRACT# 4474
ACH TXF	\$321.42	10/1/2021	LINCOLN FINANCIAL GROUP 10/01/21 - DEFERRED COMP
ACH TXF	\$469.91	10/1/2021	PAYCHEX 10/01/21 - BOARD PAYROLL TAXES
ACH TXF	\$692.67	10/7/2021	PAYCHEX 10/7/21 - ADMIN FEES
ACH TXF	\$14,772.71	10/8/2021	PAYCHEX 10/08/21 - PAYROLL TAXES
ACH TXF	\$1,350.00	10/12/2021	LINCOLN FINANCIAL GROUP 10/12/21 - DEFERRED COMP

TRIUNFO WATER & SANITATION DISTRICT**DISBURSEMENTS****10/1/21-10/31/21**

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
ACH TXF	\$6,124.47	10/12/2021	LINCOLN FINANCIAL GROUP
			10/12/21 - 401A PLAN
ACH TXF	\$2,673.08	10/15/2021	US BANK ACCOUNT ANALYSIS & BILLING
			SEP 21 - STATEMENT ANALYSIS
ACH TXF	\$5,620.25	10/21/2021	CALIFORNIA CHOICE
			NOV 21 - MEDICAL BENEFITS
ACH TXF	\$692.67	10/21/2021	PAYCHEX
			10/21/21 - ADMIN FEES
ACH TXF	\$14,567.44	10/22/2021	PAYCHEX
			10/22/21 - PAYROLL TAXES
ACH TXF	\$7,320.43	10/22/2021	PAYMENTUS
			SEP 21 - ON-LINE PAYMENT PROCESSING FEES
ACH TXF	\$1,350.00	10/25/2021	LINCOLN FINANCIAL GROUP
			10/25/21 - DEFERRED COMP
ACH TXF	\$6,272.76	10/25/2021	LINCOLN FINANCIAL GROUP
			10/25/21 - 401A PLAN
ACH TXF	\$1,071.02	10/27/2021	US BANK CORPORATE PAYMENT SYSTEMS
			PURCHASE CARD PAYMENT
ACH TXF	\$490.29	10/29/2021	PAYCHEX
			10/29/21 - BOARD PAYROLL TAXES
EFT00000000000001026	\$747.50	10/8/2021	DEBRA WEST
			SEP 21 - CONSULTING SERVICES
EFT00000000000001027	\$1,400.00	10/8/2021	FTI SERVICES
			OCT 21 - IT SERVICES
EFT00000000000001028	\$29.12	10/8/2021	JAMES WALL
			FY22 - 1ST QUARTER MILEAGE
EFT00000000000001029	\$34.72	10/8/2021	JANNA ORKNEY
			FY22 - 1ST QUARTER MILEAGE

TRIUNFO WATER & SANITATION DISTRICT**DISBURSEMENTS****10/1/21-10/31/21**

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
EFT000000000000001030	\$5,463.75	10/8/2021	KOFF & ASSOCIATES, INC. SEP 21 - PROFESSIONAL SERVICES
EFT000000000000001031	\$2,989.58	10/8/2021	MAIL MANAGER, INC. SEP 21 BILLING
EFT000000000000001032	\$56.67	10/8/2021	LEON SHAPIRO FY22 - 1ST QUARTER MILEAGE
EFT000000000000001033	\$600.00	10/8/2021	STEPHEN'S VIDEO & PHOTOGRAPHY VIDEO - SEP 21 MEETINGS
EFT000000000000001034	\$62.16	10/8/2021	RAYMOND TJULANDER FY22 - 1ST QUARTER MILEAGE
EFT000000000000001035	\$2,034.00	10/14/2021	ARNOLD BLEUEL LAROCHELLE MATHEWS & ZIRBEL LLP. SEP 21 - LEGAL SERVICES
EFT000000000000001036	\$350,310.70	10/14/2021	CALLEGUAS MUNICIPAL WATER DISTRICT SEP 21 - POTABLE WATER
EFT000000000000001037	\$22,690.67	10/14/2021	SOUTHERN CALIFORNIA EDISON SEP 21 - MASTER BILL
EFT000000000000001038	\$1,691.62	10/14/2021	SDRMA NOV 21 - ANCILLARY HEALTH INS
EFT000000000000001039	\$1,159.72	10/14/2021	JOSEPH WARREN SEP 21 - PUBLIC OUTREACH
EFT000000000000001040	\$456.93	10/21/2021	FRONTIER COMMUNICATIONS
	\$58.09		OCT 21 - LAKE SHERWOOD STAFFORD
	\$57.06		OCT 21 - 654 LAKE SHERWOOD DR
	\$61.98		OCT 21 - N RANCH PUMP STATION
	\$214.41		OCT 21 - 56K NETWORK SCADA OP
	\$65.39		OCT 21 - THOUSAND OAKS TELE/MAINT
EFT000000000000001041	\$796,194.97	10/21/2021	LAS VIRGENES MUNICIPAL WATER DISTRICT
	\$714,553.77		JUN 21 - JPA
	\$81,641.20		JUN 21 - RW

TRIUNFO WATER & SANITATION DISTRICT**DISBURSEMENTS****10/1/21-10/31/21**

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
EFT000000000000001042	\$3,770.09	10/28/2021	FTI SERVICES
			OCT 21 - IT SERVICES
EFT000000000000001043	\$432,469.15	10/28/2021	VENTURA REGIONAL SANITATION DISTRICT
			VRSD CONTRACT SVCS - SEP 21
TOTAL	\$1,739,559.28		



Water & Wastewater Monthly Report
Triunfo Water & Sanitation District
For the month of: September 2021

The billing period for this invoice is September 1st through 30th, 2021 for labor and equipment.

This report is arranged in the order of the invoice: Collection System, General Administration, Potable Water System, Reclaimed/Recycled Water System, and Wastewater Operations.

BELL CANYON

TWSD-BCN01 (221207) – MAIN- BCYN COLLECTION SYSTEM

- Staff worked on dig alerts.
- Staff worked on locating sewer laterals for homeowners.

TWSD-BCN02 (221302) – WASTEWATER – BELL CYN – OPERATIONS

- Staff checked the Bell Canyon lift station multiple times.
- Staff set up and sampled using the ISCO 24 hour composite sampler. Staff delivered these samples to the Fruit Growers Laboratory.

TWSD-BCN05 (221303) – BCYN – OPERATIONS-ADMIN

- Staff worked on the flow letter.

COLLECTION SYSTEM

TWSD-COL01 (221201) – WASTEWATER – COLLECTION SYSTEM MAINTENANCE

A variety of activities were performed throughout the collection system this period, including:

- Staff used the CCTV in TWSD areas. Staff set up traffic control as needed.
- Staff marked dig alerts and logged them after they were completed.
- Staff worked on line cleaning / hot spots.
- Staff confirmed sewer service for multiple addresses.
- Staff created and dispatched work orders.
- Staff scanned and saved line cleaning reports.
- Staff set up for confined space entries.
- Staff investigated odor complaints.

TWSD-COL02 (221400) – ENGINEERING – PROJECTS

- Staff looked for potential easement conflicts with upcoming construction projects.

TWSD-COL04 (221203) – MANHOLE REHAB

- Staff worked on manhole rehab work orders throughout the TWSD areas.
- Staff set up traffic control as needed.
- Staff created, dispatched, and closed out work orders.
- Staff scanned and saved confined space entries.
- Staff used the QZ video camera for inspections.
- Staff worked on locating manholes in Lake Sherwood.
- Staff worked on cleaning easements.

TWSD-COL06 (221501) – WW-EPG SOURCE CONTROL

- Staff worked on source control database updates.
- Staff worked on gathering data for the general liability renewal for FY21 for CSRMA.

TWSD-COL09 (221206) – WW MAINTENANCE SCADA

- Staff worked on HMI development and updates.
- Staff troubleshot VFD issues at the Carlisle lift station. Staff tightened terminals.
- Staff worked on lift station communication issues.
- Staff worked on drawings.

TWSD-COL17 (221410) – WW – POLO LS NEW CNTRL CABINET

- Staff pumped out the Polo lift station wet well and set up for a confined space entry.
- Staff worked with a contractor to replace pumps #1 and #2, check valves and isolation valves at the Polo lift station. Staff put the station back online and confirmed everything was working properly.
- Staff removed and replaced the flow meter at the Polo lift station.

GENERAL ADMINISTRATION

TWSD-GEN01 (121100) – CENTRAL ADMINISTRATION

- The Finance Department staff provides general accounting services including processing of accounts payables, accounts receivables, bank reconciliation, fixed asset management and depreciation calculation, purchasing processing, deposit preparation, cash receipts, and daily cash management of the District's funds.

POTABLE WATER SYSTEM

TWSD-POT01 (222300) – POTABLE WATER – OPERATIONS

- 150 samples were analyzed from the tank sites and sample stations. These samples included total chlorine, coliform bacteria, HPC's, Nitrite-N, TTHM's, HAA5's, Monochloramines and Free Ammonia.

- Routine facility rounds were conducted on Monday and Friday of each week at all of the pump stations and tank sites. This includes maintenance at all the sites and fire extinguisher inspections.
- USA Dig Alerts. Marking our lines for utility digging.
- Monthly generator checks / runs.
- Staff monitored and made changes to the SCADA system due to the weather.
- Staff worked on SEMS work orders.
- Staff worked on notifying customers whose meters were showing continuous flow. Staff met with these customers to help them locate and isolate their leaks.
- Staff monitored meter communication issues. Staff cleared alarms and fixed any issues such as replacing MXU'S and or bad cords.
- Staff responded to multiple leaks and notified the appropriate customers.
- Staff created and dispatched SEMS work orders.
- Staff worked on gathering water loss information.
- Staff sanitized work areas and bathrooms daily.
- Staff met to discuss budgets.
- Staff checked and cleaned out PRV vaults.
- Staff worked on the 2020 UWMP.
- Staff replaced broken meter box lids.
- Staff attended a Calleguas purveyor meeting (via zoom).
- Staff created and dispatched work orders.
- Staff responded to alarms.
- Staff worked on the meter box maintenance / inspection project. Staff cleaned out meter boxes and exposed buried boxes. Staff replaced broken lids.
- Staff investigated an issue with the AMI collector. The power was down at the Kilburn.
- Staff worked on fire flow tests for the Woolsey Fire rebuilds.
- Staff met with supervisors from Calleguas to discuss the upcoming Falling Star shutdown procedure.
- Staff confirmed all listed backflows were in SEMS and entered any missing backflow ID's
- Staff met with and was interviewed by Spectrum News about the AMI system / Smart meter's and customer portal.
- Staff attended a TWSD board meeting to present the 2020 UWMP with Ryan Bray.
- Staff worked on the new Bacteriological sample plan.

Potable Water Use:

Falling Star Turn out

66,365,552 Gallons = Monthly Flow Total

*All water coming into the distribution system is now being metered through the Falling Star turnout.

Emergency Generator Use:

Lindero Generator Run Hours – Routine Maintenance: 0.3 hrs

Lindero Generator Run Hours – Emergency Use: 0.0 hrs

Deerhill Generator Run Hours – Routine Maintenance: 0.4 hrs

Deerhill Generator Run Hours – Emergency Use: 0.0 hrs

TWSD-POT02 (222304) – PW-OPER-ANODE CHECKS/LEAK DET

- Staff created service line leak detection work orders.
- Staff used leak detection equipment to pinpoint the location of the leak on Hidden Springs.

TWSD-POT03 (222400) – PW-ENGINEERING PROJECTS

- Mark Norris meeting

TWSD-POT04 (222301) – OPERATIONS – PW SYS REPAIRS

- Staff responded to a fire hydrant lateral break. Staff worked the valve to get a clean shutdown. Staff worked with a contractor to fix the section of pipe that broke and put the fire hydrant back in service. Staff notified the Fire Department of the out of service hydrant and notified them after it was back in service.
- Staff worked with a contractor to replace a leaking 1” water service at 6560 Deerbrook Lane. Staff pulled an encroachment permit through the county, notified the homeowner of the repair / water outage. After the repair was completed the hole was backfilled and the street was paved.
- Staff responded to an emergency main line break on Hidden Springs. Staff shut down a section of the street and notified all affected customers. After the section of pipe was replaced the hole was backfilled and the street was paved. Staff flushed the mainline and services. Staff cleaned up the street.

TWSD-POT05 (222501) – WATER CONSERVATION PROGRAM

- Staff worked on the 2020 UWMP.
- Staff reviewed customer accounts for possible leaks + continuous usage. Staff updated the spreadsheet.
- Staff worked on the monthly drought report and submitted it.
- Staff worked on the water conservation.
- Staff created and dispatched leak notices.
- Staff processed violation letters.
- Staff processed water conservation waivers and adjustment.
- Staff patrolled for potential water usage violations.

TWSD-POT06 (222500) – PW-ENVIRONMENTAL PROGRAMS

- Staff worked on and submitted monthly reports to the CDPH.
- Staff reviewed analytical results.
- Staff reviewed water quality maps.
- Staff updated the sample tracker.
- Staff entered lab results to the database and server.

- Staff completed the monochloramine, free ammonia, nitrite field sheet.
- Staff worked on a state water board covid-19 survey.
- Staff worked on updating the bacteriological sampling plan,
- Staff worked on the fiscal year 21' water loss updates.

TWSD-POT08 (222302) – CUSTOMER SERVICE – FIELD

- A total of 29 service calls were completed this month. These consisted of move in and move outs, off notices, shut offs for residents not applying for service and services being reconnected.
- Multiple high bill / check for leak investigations were conducted.
- Staff set up water audit appointments.
- Staff assisted customers with finding / isolating leaks.
- Staff assisted customers with pressure related questions.
- Staff shut off angle stops for plumbers that needed to make repairs on customers' homes / apartment buildings.
- Staff updated the leak spreadsheet.
- Staff created and dispatched work orders.
- Staff notified customers whose meters were showing continuous usage and created SEMS work orders for this.
- Staff updated the HOA / Property Management contact list.
- Staff reviewed missed customer calls, voicemails and emails.
- Staff downloaded and archived door hanger posted pictures.
- Staff assisted customers with the customer portal.
- Staff prepared and distributed 198 delinquent notices. Staff took pictures of all the posted notices.
- Staff posted 26 shut off notices. Staff shut off and locked off 26 services. Staff restored these services after the customers paid their delinquent accounts.
- Staff uploaded all of the delinquent and shut off notice pictures into the server.

TWSD-POT10 (222305) – POTABLE WATER-OPS-METER REPLACEMENT

- Staff changed out defective meters, tagged them and prepared them to be sent back to Sensus for warranty replacement.
- Staff updated the meter change out spreadsheet and sent the new meter information to finance.
- Staff created and dispatched SEMS work orders.
- Staff dug out meter boxes to prep for meter change outs.
- Staff downloaded and archived meter change out slips.

TWSD-POT12 (222200) – PW MAINTENANCE

- Staff is working on the replacement of the shaft seal on P3 at the Deerhill pump station.
- Staff troubleshoot valve failure alarms at the Lindero PRV and the Falling Star turnout.

- Staff worked on the Smoketree booster station upgrade project.
- Staff dug out and cleaned meter boxes to prep for replacements.

TWSD-POT17 (222300E) – PW-OPERATIONS CALL-OUT

- 09/05/21 – Staff responded to 5176 Evanwood. Customer reported large leak flooding his property. Customer leak was after his backflow and staff instructed customer how to shut off backflow. Leak stopped and staff verified meter stopped turning.
- 09/06/21 – Staff responded to burglary alarm at Lindero Pump Station. Staff met sheriff on site and found no forced entry and building was secure and panel alarm was cleared.
- 9/11/21 – Staff responded to Deerhill SCADA alarm.
- 9/12/21 – Staff got another alarm from Deerhill SCADA. Staff tried to reset alarm.
- 09/16/21 – Staff marked an emergency dig alert.

TWSD-POT18 (222302E) – PW – CUST SVC – EMERG CALL-OUTS

- 09/12/21 – Staff responded to no water pressure at 6617 Oak Forest.
- 09/17/21 – Staff responded to a leak investigation on Deerbrook.
- 09/19/21 – Staff responded to an Edison call that they had hit a service line. Edison hit a homeowner's lateral not a service line.
- 09/25/21 – Staff responded to a flooded meter box and no water at 869 Admiral.

TWSD-POT19 (222301E) – PW-OPER SYS RPR EMER CALL-OUT

- 09/04/21 - Staff responded to leaking hydrant at 6284 Tamarind.
- 09/23/21 – Staff did an emergency dig alert.
- 09/23/21 – Staff responded to a mainline leak on Hidden Springs.

TWSD-POT21 (222307) – PW-OPERATIONS – METER READINGS

- Staff created and dispatched work orders.
- Staff investigated meters with communication alarms. Staff replaced cords, and or mxu radios if needed.
- Staff assisted customers with the customer portal.
- Staff remotely reset meters for reads.

TWSD-POT22 (222202) – POTABLE WATER – MAINTENANCE – SCADA

- Staff worked on troubleshooting communication issues.
- Staff reset hmi's and radios.
- Staff worked on the Smoketree booster station upgrade.

RECLAIMED/RECYCLED WATER SYSTEM

TWSD-RCL01 (223300) – RECLAIMED WATER - OPERATIONS

Staff performed reclaimed water meter reads on 09/29/21 for Oak Park and Lake Sherwood. Staff submitted the reclaimed water meter reads to Finance for billing. Rounds at the Reclaimed Booster Station were performed three times a week.

Other (non-routine) activities included:

- Reclaimed system rounds.
- Staff grabbed the Lake Sherwood reclaimed meter reads.
- Staff notified landscapers of leaks and assisted with shutting off services.
- Staff marked dig alerts.
- Staff investigated meters with alarms.
- Staff performed reclaimed water audits.
- Staff prepped for a leak repair on an air-vac service line on Kanan Rd. in Thousand Oaks.
- Staff worked with Tim Doyle to determine who was responsible for the reclaimed mainline downstream of the 10” fire station meter.

TOTAL RECLAIMED WATER USE:

Oak Park System 24,593,268 Gallons

Lake Sherwood usage: 7,914,521 Gallons

TWSD-RCL05 (223200) – RW – MAINTENANCE

- Staff performed site maintenance at the reclaimed sites.
- Staff dispatched reclaimed water audit work orders.
- Staff marked dig alerts.
- Staff worked on the mechanical seals at the reclaimed pump station.
- Staff worked on the level transmitter design for the hydro pneumatic tanks at the reclaimed pump station.

TWSD-RCL06 (223400) – RW-ENGINEERING

- Mark Norris Meeting

WASTEWATER SYSTEM

TWSD-WW01 (221301) – WASTEWATER OPERATIONS

Bell Canyon Pump Station and flow meter

The lift station and flow meter were checked each week. The generator was tested under load. Weed abatement was performed in and around the station. A safety inspection was conducted, and the level probe was cleaned.

Carlisle Pump Station

The lift station was checked each week. Weed abatement was performed in and around the station and the station’s fire extinguishers were checked. The generator was tested under load.

Lake Sherwood Pump Station

The lift station was checked each week. Weed abatement was performed in and around the station, the level transducer was cleaned, and the station’s fire extinguishers were checked.

The generator was tested under load.

Lake Sherwood Polo Field Station

The lift station was checked each week. Weed abatement was performed in and around the station, the level transducer was cleaned, and the station’s fire extinguishers were checked. The generator was tested under load. The wet well was cleaned.

North Ranch Pump Station

The lift station was checked each week. Weed abatement was performed in and around the station, the level transducer was cleaned, and the station’s fire extinguishers were checked. The generator was tested under load.

Westlake Pump Station

The lift station was checked each week. Weed abatement was performed in and around the station.

Monthly

TWSD Lift Stations – Flow Calculator

Month of: September 2021

Total Gallons

Lake Station	3,801,090
Polo Fields	Meter is being Replaced
Carlisle	314,720
Bell Cyn/TSD	4,053,996
Bell Cyn L/S	420,990

- Staff checked the TWSD lift stations multiple times per week.
- Staff performed site maintenance.
- Staff performed monthly generator checks / runs.

TWSD-WWW02 (221200) – WW MAINTENANCE

- Staff cleaned the Carlisle lift station. Staff removed and replaced pump #1 and pump #3. Staff installed new pedestals for both pumps.
- Staff pulled pump #2 at the Carlisle lift station and sent it out to get repaired.
- Staff set up and performed confined space entry.
- Staff investigated wiring for the valve control at the Carlisle lift station.
- Staff troubleshoot power issues at the Lakeside lift station.
- Staff worked on alarm programming.
- Staff installed the flowmeter conduit and wiring at the Polo lift station.
- Staff created and dispatched work orders.

TWSD-WWW04 (221300) – OPERATIONS – ADMINISTRATION FIELD

- Staff scanned and saved monthly data into the server and database.
- Staff printed and put together the rounds sheets for all of the sites.

TWSD-WWW13 (221210) – FIXTURE COUNTS

- Staff performed fixture counts.
- Staff updated the fixture count database.
- Staff reviewed blueprints to check for possible easement conflicts.

If you have other questions or concerns, please contact me at (805) 658-4648.

A handwritten signature in blue ink, appearing to read 'RJONES', is positioned above the printed name.

RICHARD JONES – DIRECTOR OF OPERATIONS

Sep-21 VRSD Contract Services

Invoice Date: 9/30/2021
 Due Date: 10/31/2021

Sum of Sum of Total Charges	
45-100-52069	10053.27
45-210-52067	134508.5
45-210-52068	34147.5
45-310-52067	101010
45-310-52068	6780
45-410-52067	11722.5
45-210-52069	4469.17
45-310-52069	126358.65
45-410-52068	636
45-410-52069	2599.06
45-100-52067	184.5
Grand Total	432469.15

100	10237.77
210	173125.17
310	234148.65
410	14957.56
	432469.15

APPROVED FOR PAYMENT			
FUND	DEPT	EXPENSE	WORK ORDER
EXPENSE CODE VERIFICATION	SIGNATURE & DATE		ACCT USE ONLY
AUTHORIZATION FOR PAYMENT		SIGNATURE & DATE	

[Handwritten signatures and dates are present in the form, including "10/20/21" and "10/20"]

Sep-21

Invoice Date:

9/30/2021

Due Date:

10/31/2021

1018

AR Customer No (All)

Project Number	Object	Sum of Total Charges	Natural	Proj Prefix	Dept	Account String
121100	40100	184.50	52067	121	100	45-100-52067
121100	40101	47.27	52069	121	100	45-100-52069
121100	40103	10,006.00	52069	121	100	45-100-52069
221200	40100	17,865.00	52067	221	210	45-210-52067
221200	40101	3,221.15	52069	221	210	45-210-52069
221200	40102	3,752.25	52068	221	210	45-210-52068
221201	40100	52,233.00	52067	221	210	45-210-52067
221201	40101	265.06	52069	221	210	45-210-52069
221201	40102	20,948.25	52068	221	210	45-210-52068
221202	40100	1,225.00	52067	221	210	45-210-52067
221202	40102	115.50	52068	221	210	45-210-52068
221203	40100	28,198.00	52067	221	210	45-210-52067
221203	40101	282.17	52069	221	210	45-210-52069
221203	40102	2,431.50	52068	221	210	45-210-52068
221206	40100	7,168.00	52067	221	210	45-210-52067
221206	40101	35.98	52069	221	210	45-210-52069
221206	40102	925.50	52068	221	210	45-210-52068
221207	40100	2,305.00	52067	221	210	45-210-52067
221207	40102	586.50	52068	221	210	45-210-52068
221210	40100	3,079.75	52067	221	210	45-210-52067
221210	40102	72.00	52068	221	210	45-210-52068
221300	40100	168.00	52067	221	210	45-210-52067
221300	40102	112.50	52068	221	210	45-210-52068
221300	40103	2.35	52069	221	210	45-210-52069
221301	40100	8,223.00	52067	221	210	45-210-52067
221301	40101	593.46	52069	221	210	45-210-52069
221301	40102	2,146.50	52068	221	210	45-210-52068
221302	40100	2,865.75	52067	221	210	45-210-52067
221302	40101	69.00	52069	221	210	45-210-52069
221302	40102	718.50	52068	221	210	45-210-52068
221303	40100	42.00	52067	221	210	45-210-52067
221400	40100	295.50	52067	221	210	45-210-52067
221410	40100	9,253.00	52067	221	210	45-210-52067
221410	40102	2,338.50	52068	221	210	45-210-52068
221501	40100	1,587.50	52067	221	210	45-210-52067
222200	40100	7,784.00	52067	222	310	45-310-52067
222200	40101	148.38	52069	222	310	45-310-52069
222200	40102	1,479.00	52068	222	310	45-310-52068
222202	40100	1,536.00	52067	222	310	45-310-52067
222202	40101	69.01	52069	222	310	45-310-52069

222202	40102	240.00	52068 222	310 45-310-52068
222300	40100	41,574.25	52067 222	310 45-310-52067
222300	40101	3,471.22	52069 222	310 45-310-52069
222300	40102	4,258.50	52068 222	310 45-310-52068
222300E	40100	2,280.00	52067 222	310 45-310-52067
222300H	40100	606.00	52067 222	310 45-310-52067
222301	40100	4,441.00	52067 222	310 45-310-52067
222301	40101	26,279.48	52069 222	310 45-310-52069
222301	40102	466.50	52068 222	310 45-310-52068
222301E	40100	3,652.50	52067 222	310 45-310-52067
222302	40100	24,269.00	52067 222	310 45-310-52067
222302	40101	94,668.22	52069 222	310 45-310-52069
222302	40102	319.50	52068 222	310 45-310-52068
222302E	40100	3,344.00	52067 222	310 45-310-52067
222304	40100	42.00	52067 222	310 45-310-52067
222305	40100	757.50	52067 222	310 45-310-52067
222305	40101	27.14	52069 222	310 45-310-52069
222305	40102	16.50	52068 222	310 45-310-52068
222307	40100	294.00	52067 222	310 45-310-52067
222307	40101	115.01	52069 222	310 45-310-52069
222400	40100	41.50	52067 222	310 45-310-52067
222500	40100	3,936.50	52067 222	310 45-310-52067
222500	40101	1,580.13	52069 222	310 45-310-52069
222501	40100	6,451.75	52067 222	310 45-310-52067
222501	40101	0.06	52069 222	310 45-310-52069
223200	40100	5,312.00	52067 223	410 45-410-52067
223200	40101	308.13	52069 223	410 45-410-52069
223200	40102	604.50	52068 223	410 45-410-52068
223300	40100	6,369.00	52067 223	410 45-410-52067
223300	40101	2,290.93	52069 223	410 45-410-52069
223300	40102	31.50	52068 223	410 45-410-52068
223400	40100	41.50	52067 223	410 45-410-52067
Grand Total		432,469.15		



Ventura Regional Sanitation District

1001 Partridge Drive, Suite 150
 Ventura, CA 93003-0704
 Tel: (805) 658-4656
 Fax: (805) 658-4660
 billing-ar@vrsd.com

INVOICE DATE
09/30/2021

APPROVED FOR PAYMENT

This invoice is due upon receipt

(Attached)

FUND	DEPT	EXPENSE	WORK ORDER
EXPENSE CODE VERIFICATION	SIGNATURE & DATE		ACCT USE ONLY
AUTHORIZATION FOR PAYMENT	SIGNATURE & DATE		

J. Adams 10/20/21

V. Draggan 10/20/21

INVOICE - SUMMARY

Triunfo Sanitation District
 1001 Partridge Drive, Suite 100
 Ventura, CA 93003

Customer Number	1018
-----------------	------

Invoice #	Project Name	Fee Code	Extended Total
121100-09/30/2021	TWSD ADMINISTRATION	1 - Labor	184.50
121100-09/30/2021	TWSD ADMINISTRATION	3 - Mat&Supp	47.27
121100-09/30/2021	TWSD ADMINISTRATION	4 - Other	10,006.00
121100-09/30/2021 Total			10,237.77
221200-09/30/2021	TWSD - WW MAINTENANCE	1 - Labor	17,865.00
221200-09/30/2021	TWSD - WW MAINTENANCE	2 - Equipment	3,752.25
221200-09/30/2021	TWSD - WW MAINTENANCE	3 - Mat&Supp	3,221.15
221200-09/30/2021 Total			24,838.40
221201-09/30/2021	TWSD - WW MAINT COL SYSTEM	1 - Labor	52,233.00
221201-09/30/2021	TWSD - WW MAINT COL SYSTEM	2 - Equipment	20,948.25
221201-09/30/2021	TWSD - WW MAINT COL SYSTEM	3 - Mat&Supp	265.06
221201-09/30/2021 Total			73,446.31
221202-09/30/2021	TWSD - WW MAINT N SHORE TANK	1 - Labor	1,225.00
221202-09/30/2021	TWSD - WW MAINT N SHORE TANK	2 - Equipment	115.50
221202-09/30/2021 Total			1,340.50
221203-09/30/2021	TWSD - WW MANHOLE REHAB	1 - Labor	28,198.00
221203-09/30/2021	TWSD - WW MANHOLE REHAB	2 - Equipment	2,431.50
221203-09/30/2021	TWSD - WW MANHOLE REHAB	3 - Mat&Supp	282.17
221203-09/30/2021 Total			30,911.67
221206-09/30/2021	TWSD - WW MAINT SCADA	1 - Labor	7,168.00
221206-09/30/2021	TWSD - WW MAINT SCADA	2 - Equipment	925.50
221206-09/30/2021	TWSD - WW MAINT SCADA	3 - Mat&Supp	35.98
221206-09/30/2021 Total			8,129.48
221207-09/30/2021	TWSD - WW BELL CYN - COLLECTION SYSTEM	1 - Labor	2,305.00
221207-09/30/2021	TWSD - WW BELL CYN - COLLECTION SYSTEM	2 - Equipment	586.50
221207-09/30/2021 Total			2,891.50
221210-09/30/2021	TWSD - WW MAINT FIXTURE COUNTS	1 - Labor	3,079.75
221210-09/30/2021	TWSD - WW MAINT FIXTURE COUNTS	2 - Equipment	72.00
221210-09/30/2021 Total			3,151.75
221300-09/30/2021	TWSD - WW OPERATIONS ADMIN FIELD	1 - Labor	168.00
221300-09/30/2021	TWSD - WW OPERATIONS ADMIN FIELD	2 - Equipment	112.50
221300-09/30/2021	TWSD - WW OPERATIONS ADMIN FIELD	4 - Other	2.35
221300-09/30/2021 Total			282.85



Ventura Regional Sanitation District

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INVOICE DATE

09/30/2021

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INVOICE - SUMMARY

Triunfo Sanitation District
 1001 Partridge Drive, Suite 100
 Ventura, CA 93003

Customer Number	1018		
Invoice #	Project Name	Fee Code	Extended Total
221301-09/30/2021	TWSD - WW OPERATIONS	1 - Labor	8,223.00
221301-09/30/2021	TWSD - WW OPERATIONS	2 - Equipment	2,146.50
221301-09/30/2021	TWSD - WW OPERATIONS	3 - Mat&Supp	593.46
221301-09/30/2021 Total			10,962.96
221302-09/30/2021	TWSD - WW BELL CYN OPERATIONS	1 - Labor	2,865.75
221302-09/30/2021	TWSD - WW BELL CYN OPERATIONS	2 - Equipment	718.50
221302-09/30/2021	TWSD - WW BELL CYN OPERATIONS	3 - Mat&Supp	69.00
221302-09/30/2021 Total			3,653.25
221303-09/30/2021	TWSD - WW BELL CYN - OPER-ADMIN FIELD	1 - Labor	42.00
221303-09/30/2021 Total			42.00
221400-09/30/2021	TWSD - WW ENGINEERING	1 - Labor	295.50
221400-09/30/2021 Total			295.50
221410-09/30/2021	TWSD - WW POLO LS NEW CNTRL CABINET	1 - Labor	9,253.00
221410-09/30/2021	TWSD - WW POLO LS NEW CNTRL CABINET	2 - Equipment	2,338.50
221410-09/30/2021 Total			11,591.50
221501-09/30/2021	TWSD - WW-EPG-SOURCE CONTROL	1 - Labor	1,587.50
221501-09/30/2021 Total			1,587.50
222200-09/30/2021	TWSD - PW-MAINTENANCE	1 - Labor	7,784.00
222200-09/30/2021	TWSD - PW-MAINTENANCE	2 - Equipment	1,479.00
222200-09/30/2021	TWSD - PW-MAINTENANCE	3 - Mat&Supp	148.38
222200-09/30/2021 Total			9,411.38
222202-09/30/2021	TWSD - PW-MAINT SCADA/ELECTRIC	1 - Labor	1,536.00
222202-09/30/2021	TWSD - PW-MAINT SCADA/ELECTRIC	2 - Equipment	240.00
222202-09/30/2021	TWSD - PW-MAINT SCADA/ELECTRIC	3 - Mat&Supp	69.01
222202-09/30/2021 Total			1,845.01
222300-09/30/2021	TWSD - PW OPERATIONS	1 - Labor	41,574.25
222300-09/30/2021	TWSD - PW OPERATIONS	2 - Equipment	4,258.50
222300-09/30/2021	TWSD - PW OPERATIONS	3 - Mat&Supp	3,471.22
222300-09/30/2021 Total			49,303.97
222300E-09/30/2021	TWSD - PW OPERATIONS EMERGENCY	1 - Labor	2,280.00
222300E-09/30/2021 Total			2,280.00
222300H-09/30/2021	TWSD - PW OPERATIONS EMERGENCY	1 - Labor	606.00
222300H-09/30/2021 Total			606.00



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INVOICE DATE

09/30/2021

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INVOICE - SUMMARY

Triunfo Sanitation District
 1001 Partridge Drive, Suite 100
 Ventura, CA 93003

Customer Number	1018		
Invoice #	Project Name	Fee Code	Extended Total
222301-09/30/2021	TWSD - PW OPS SYSTEM REPAIRS	1 - Labor	4,441.00
222301-09/30/2021	TWSD - PW OPS SYSTEM REPAIRS	2 - Equipment	466.50
222301-09/30/2021	TWSD - PW OPS SYSTEM REPAIRS	3 - Mat&Supp	26,279.48
222301-09/30/2021 Total			31,186.98
222301E-09/30/2021	TWSD - PW OPS SYSTEM REPAIRS	1 - Labor	3,652.50
222301E-09/30/2021 Total			3,652.50
222302-09/30/2021	TWSD - PW OPS - CUSTOMER SERVICE	1 - Labor	24,269.00
222302-09/30/2021	TWSD - PW OPS - CUSTOMER SERVICE	2 - Equipment	319.50
222302-09/30/2021	TWSD - PW OPS - CUSTOMER SERVICE	3 - Mat&Supp	94,668.22
222302-09/30/2021 Total			119,256.72
222302E-09/30/2021	TWSD - PW CUST SERVICE EMERG	1 - Labor	3,344.00
222302E-09/30/2021 Total			3,344.00
222304-09/30/2021	TWSD - PW OPS ANODE CK/LEAK DET	1 - Labor	42.00
222304-09/30/2021 Total			42.00
222305-09/30/2021	TWSD - PW OPS - METER REPLACEMENT	1 - Labor	757.50
222305-09/30/2021	TWSD - PW OPS - METER REPLACEMENT	2 - Equipment	16.50
222305-09/30/2021	TWSD - PW OPS - METER REPLACEMENT	3 - Mat&Supp	27.14
222305-09/30/2021 Total			801.14
222307-09/30/2021	TWSD - PW-OPER-METER READINGS	1 - Labor	294.00
222307-09/30/2021	TWSD - PW-OPER-METER READINGS	3 - Mat&Supp	115.01
222307-09/30/2021 Total			409.01
222400-09/30/2021	TWSD - PW-ENGINEERING	1 - Labor	41.50
222400-09/30/2021 Total			41.50
222500-09/30/2021	TWSD - PW-EPG POTABLE WATER	1 - Labor	3,936.50
222500-09/30/2021	TWSD - PW-EPG POTABLE WATER	3 - Mat&Supp	1,580.13
222500-09/30/2021 Total			5,516.63
222501-09/30/2021	TWSD - PW-EPG OP WATER CONVSERVATION	1 - Labor	6,451.75
222501-09/30/2021	TWSD - PW-EPG OP WATER CONVSERVATION	3 - Mat&Supp	0.06
222501-09/30/2021 Total			6,451.81
223200-09/30/2021	TWSD - RW MAINTENANCE	1 - Labor	5,312.00
223200-09/30/2021	TWSD - RW MAINTENANCE	2 - Equipment	604.50
223200-09/30/2021	TWSD - RW MAINTENANCE	3 - Mat&Supp	308.13
223200-09/30/2021 Total			6,224.63



Ventura Regional Sanitation District

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INVOICE DATE
09/30/2021

This invoice is due upon receipt

INVOICE - SUMMARY

Triunfo Sanitation District
 1001 Partridge Drive, Suite 100
 Ventura, CA 93003

Customer Number	1018		
Invoice #	Project Name	Fee Code	Extended Total
223300-09/30/2021	TWSD - RW OPERATIONS	1 - Labor	6,369.00
223300-09/30/2021	TWSD - RW OPERATIONS	2 - Equipment	31.50
223300-09/30/2021	TWSD - RW OPERATIONS	3 - Mat&Supp	2,290.93
223300-09/30/2021 Total			8,691.43
223400-09/30/2021	TWSD - RW ENGINEERING	1 - Labor	41.50
223400-09/30/2021 Total			41.50
Grand Total			\$432,469.15

DEBRA WEST

30463 KINGS VALLEY DRIVE
CONIFER, COLORADO 80433

Invoice

DATE	INVOICE #
9/30/2021	3885

BILL TO
Triunfo Water & Sanitation District 1001 Partridge Dr., Suite 100 Ventura, CA 93003-0704

DESCRIPTION	HOURS	AMOUNT																																
<p>Provide training, support, and assistance on sewer related customer service, recordkeeping, and accounting.</p> <p>Tasks worked on during the month of September 2021 include: Train on responding to customer requests through emails and calls; processing tenant improvement and Will Serve applications, billing, sewer audit, and Project Completion Deposit refunds; HOA audit updates and providing assistance as requested my management.</p> <table border="1" data-bbox="215 1129 740 1606"><tr><td colspan="4">APPROVED FOR PAYMENT</td></tr><tr><td>PO# 128</td><td></td><td></td><td></td></tr><tr><td>45</td><td>210</td><td>52080</td><td></td></tr><tr><td>FUND</td><td>DEPT</td><td>EXPENSE</td><td>WORK ORDER</td></tr><tr><td colspan="3">EXPENSE CODE VERIFICATION</td><td>ACCT USE ONLY</td></tr><tr><td colspan="3">SIGNATURE & DATE</td><td></td></tr><tr><td colspan="4">AUTHORIZATION FOR PAYMENT</td></tr><tr><td colspan="3">SIGNATURE & DATE</td><td></td></tr></table>	APPROVED FOR PAYMENT				PO# 128				45	210	52080		FUND	DEPT	EXPENSE	WORK ORDER	EXPENSE CODE VERIFICATION			ACCT USE ONLY	SIGNATURE & DATE				AUTHORIZATION FOR PAYMENT				SIGNATURE & DATE				11.5	747.50
APPROVED FOR PAYMENT																																		
PO# 128																																		
45	210	52080																																
FUND	DEPT	EXPENSE	WORK ORDER																															
EXPENSE CODE VERIFICATION			ACCT USE ONLY																															
SIGNATURE & DATE																																		
AUTHORIZATION FOR PAYMENT																																		
SIGNATURE & DATE																																		

Total	\$747.50
--------------	-----------------



Board of Directors

Raymond Tjulander, Chair

Leon Shapiro, Vice Chair

Jane Nye, Director

Janna Orkney, Director

James Wall, Director

Providing Outstanding Service Since 1963

November 22, 2021

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

TWSD WEBSITE GOOGLE ANALYTICS REPORT

Following are the latest statistics from Google Analytics showing visitor activity on the Triunfo Water & Sanitation District (TWSD) website:

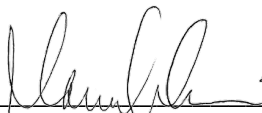
October 2021 <u>(10/01/21 – 10/31/21)</u>	September 2021 <u>(9/01/21 – 09/30/21)</u>	Year to date <u>(01/01/21- 09/31/21)</u>
Website sessions: 2,203	Website sessions: 3,961	Website sessions: 23,723
Users: 1,602	Users: 3,187	Users: 15,205
Pageviews: 4,804	Pageviews: 7,225	Pageviews: 49,539
Video pageviews: 15	Video pageviews: 118	Video pageviews: 386
Pages per session: 2.18	Pages per session: 1.82	Pages per session: 2.09
Avg. duration: 02:19	Avg. duration: 01:29	Avg. duration: 01:45
New visitors: 67%	New visitors: 81.8%	New visitors: 82.4%
Returning visitors: 33%	Returning visitors: 18.2%	Returning visitors: 17.6%
Bounce rate: 37.49*	Bounce rate: 58.60%*	Bounce rate: 42.58%*

** Percentage of single-page visits (visitor left the site from the entrance page)*

If you have questions, please contact me at (805) 658-4602 or fidelagarcia@trunfowsd.com.

FIDELA GARCIA – CLERK OF THE BOARD

REVIEWED AND APPROVED



Mark Norris, General Manager

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Providing Outstanding Service Since 1963

Board of Directors

Raymond Tjulander, Chair

Leon Shapiro, Vice Chair

Jane Nye, Director

Janna Orkney, Director

James Wall, Director

November 22, 2021

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

WATER CONSERVATION CUSTOMER REBATE PROGRAM

The FY 2022 budget allocates \$3,312 for Triunfo Water & Sanitation District’s (TWSD’s) participation in the Metropolitan Water District (MWD) water conservation rebate program to supplement a variety of water-saving devices.

From July 1, 2021 through November 9, 2021, MWD reported TWSD customer rebate payments for:

High-efficiency clothes washers	High-efficiency toilets	Weather-based irrigation controllers	Rotating sprinkler nozzles	Rain barrels
8	0	3	0	1

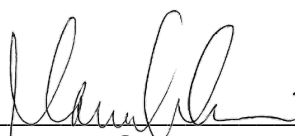
After the combined rebate contributions of MWD and Calleguas MWD, TWSD’s allocation status at October 19, 2021 was:

Allocated Funds	Amount Committed to Date	Amount of Initial Allocation Remaining
\$3,312.00	\$213.00	\$3,082.00

Please contact me at (805) 658-4602 or fidelagarcia@trunfowsd.com if you have any questions.

FIDELA GARCIA – CLERK OF THE BOARD

REVIEWED AND APPROVED

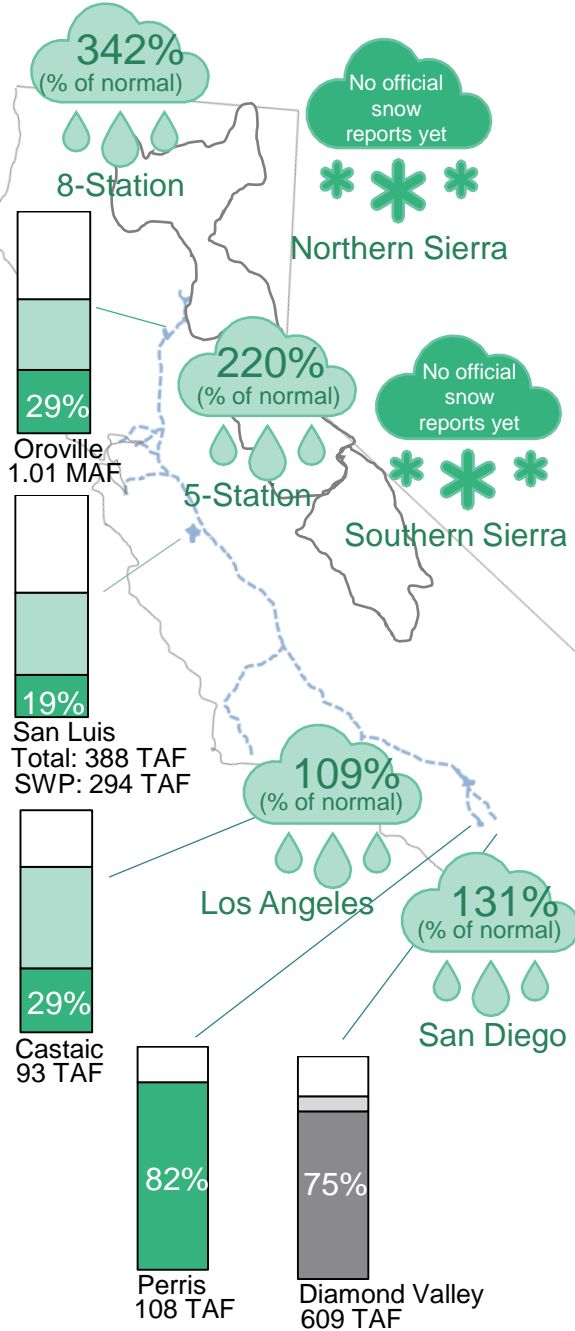


Mark Norris, General Manager

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SWP Table A – 5% - 95,575 AF

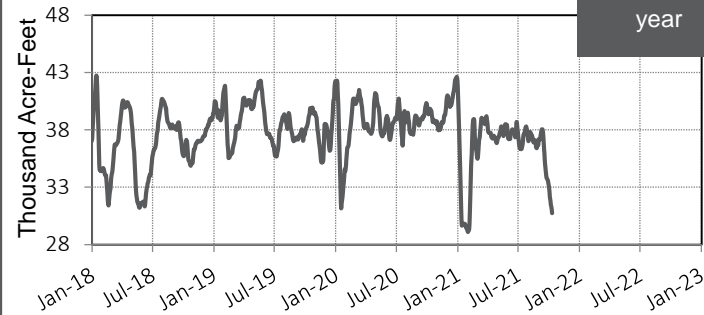


Metropolitan Resources

Lake Skinner Storage

Capacity: 43.8 TAF

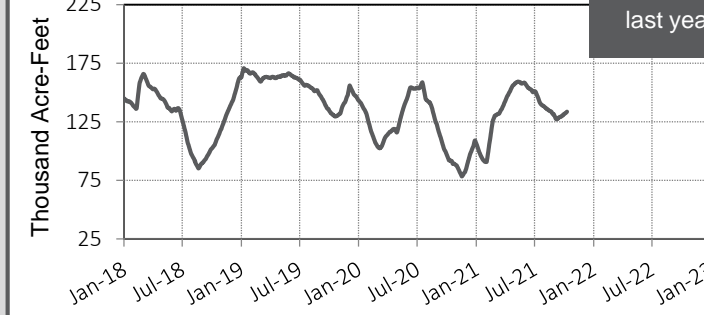
9 TAF less than last year



Lake Mathews Storage

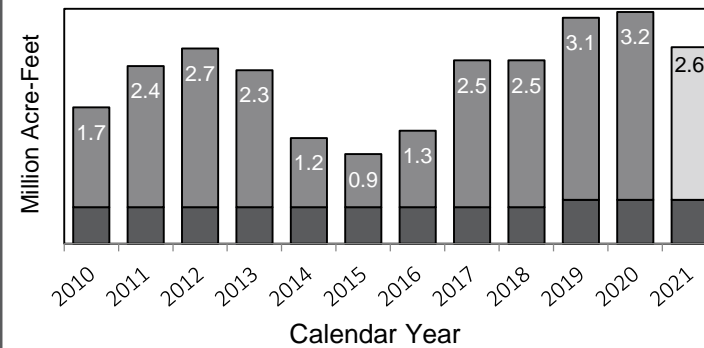
Capacity: 182 TAF

41 TAF more than last year



MWD Storage Reserve Levels

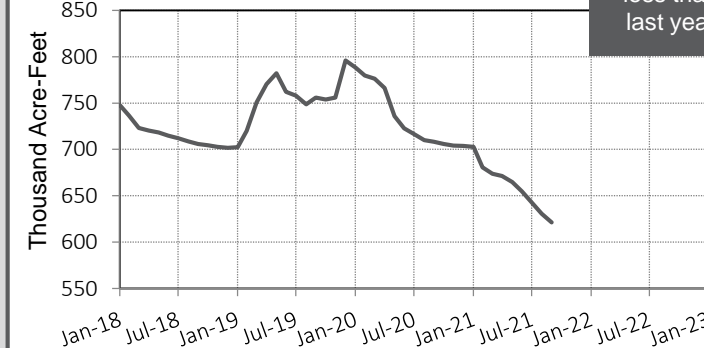
□ Potential Balance ■ Storage Balance ■ Emergency Storage



Diamond Valley Lake Storage

Capacity: 810 TAF

96 TAF less than last year



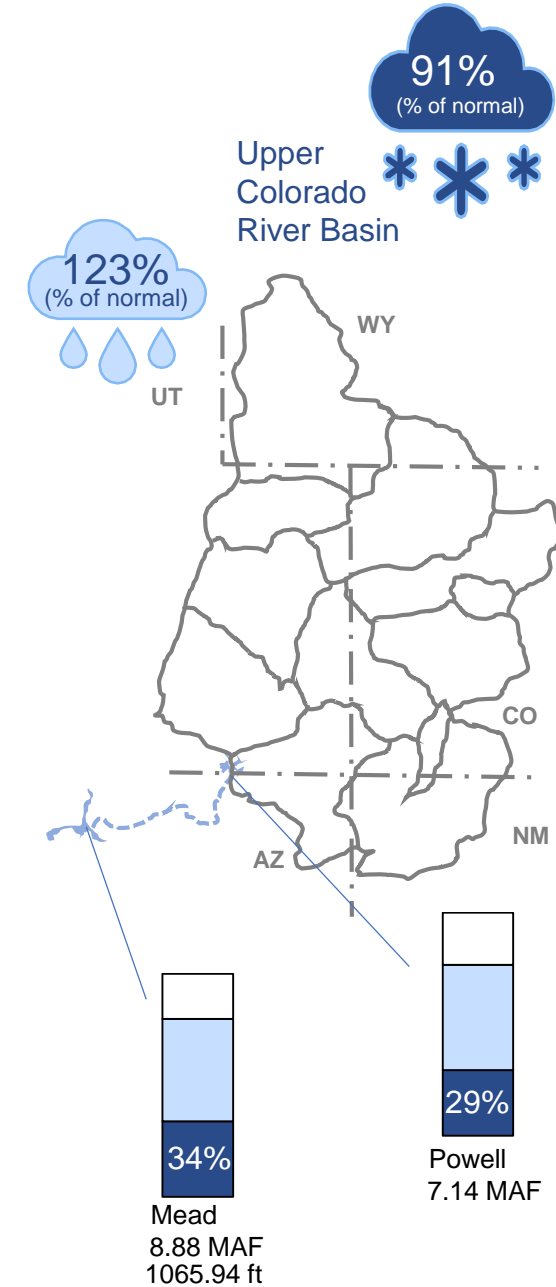
Highlights

- The average water year inflow into Lake Powell during the new “normal” period (1991-2020) is 11.3% smaller than the average for the previous period (1981-2010)
- The average precipitation for the 8 Station index during the new “normal” (1991-2020) is 2.7% bigger than the average for the previous period (1966-2015)
- California Department of Water Resources usually starts publishing snow values around December 1



This report is produced by the Water Resource Management Group and contains information from various federal, state, and local agencies. The Metropolitan Water District of Southern California cannot guarantee the accuracy or completeness of this information. Readers should refer to the relevant state, federal, and local agencies for additional or for the most up to date water supply information. Reservoirs, lakes, aqueducts, maps, watersheds, and all other visual representations on this report are not drawn to scale. Questions? Email mferreira@mwdh2o.com

Projected CRA Diversions – 1,076,000 AF

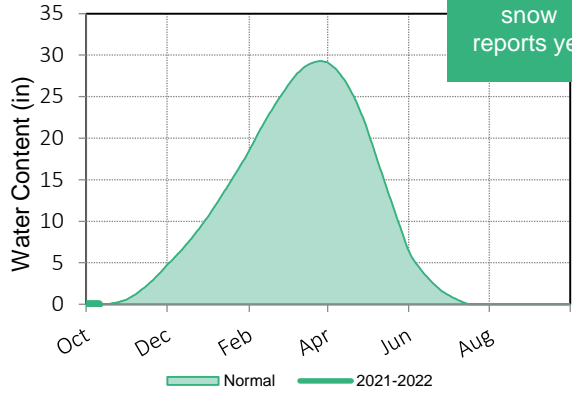


State Water Project Resources

As of: 11/09/2021

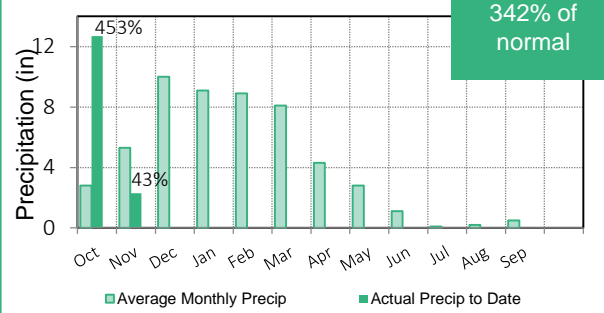
Northern Sierra Snowpack

No official snow reports yet



8 Station Index Precipitation

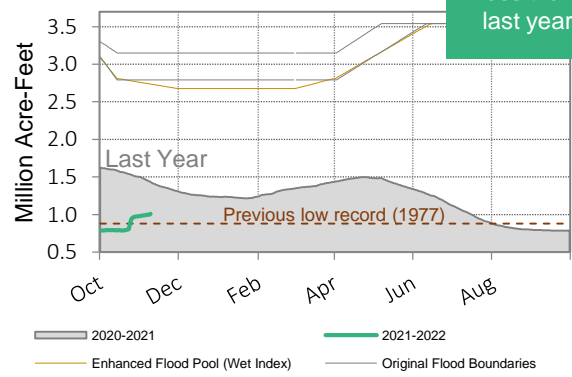
15.0 in
342% of normal



Oroville Reservoir Storage

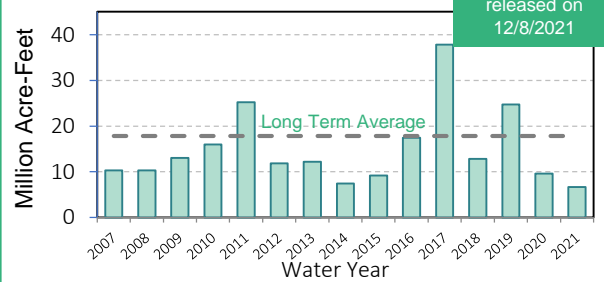
Capacity: 3.54 MAF

423 TAF less than last year



Sacramento River Runoff

Official forecast for WY 22 to be released on 12/8/2021



Other SWP Supplies

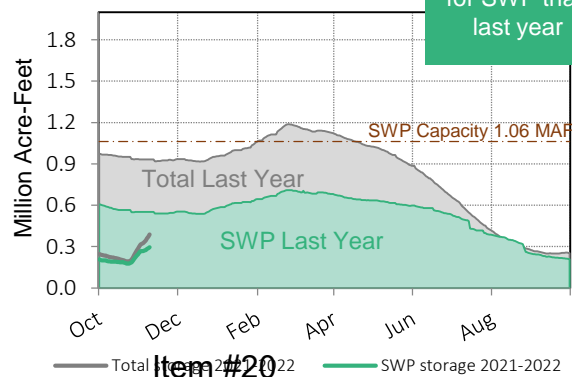
Calendar Year 2021

Carryover 207,000 AF
Transfer 30,000 AF (Est.)

San Luis Reservoir Storage

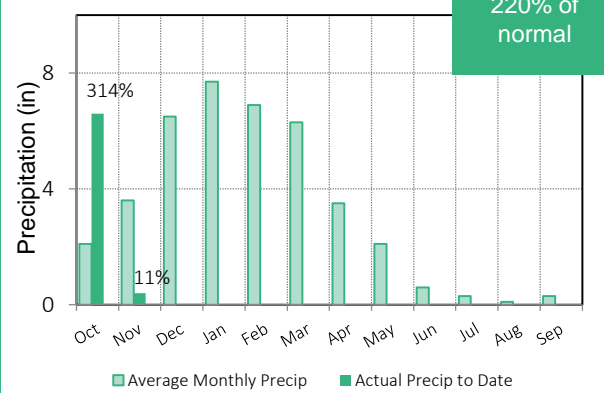
Capacity: 2.04 MAF

256 TAF less for SWP than last year



5 Station Index Precipitation

7.0 in
220% of normal

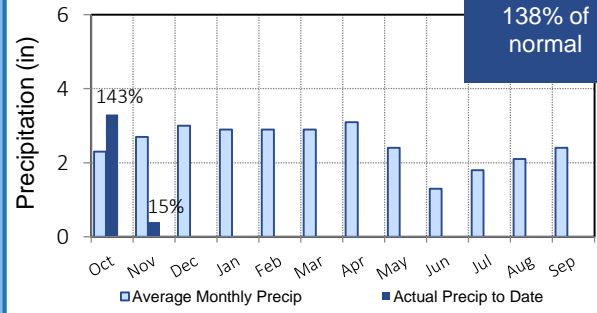


Colorado River Resources

As of: 11/09/2021

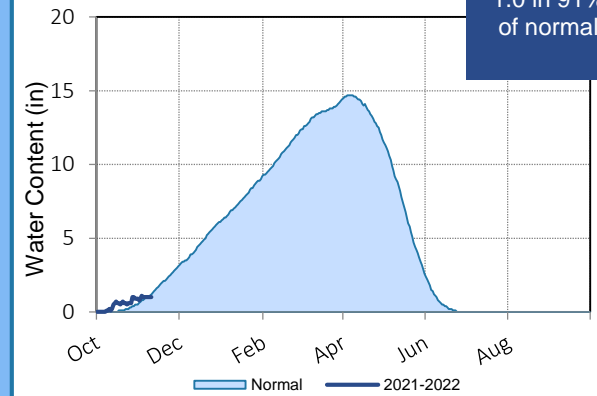
Upper Colorado Precipitation

3.3 in
138% of normal



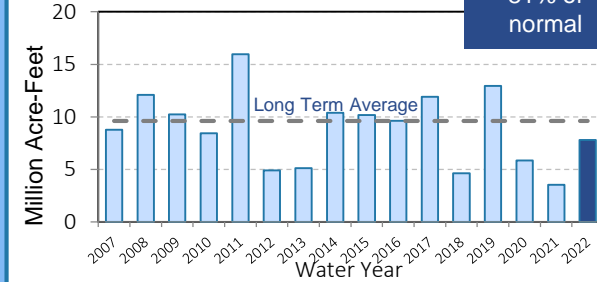
Upper Colorado Snowpack

1.0 in 91% of normal



Powell Unregulated Inflow

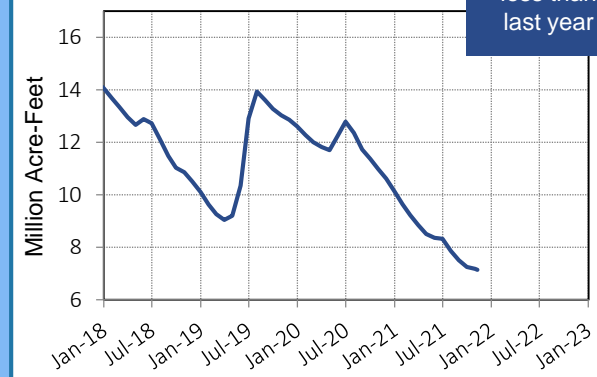
Forecast: 81% of normal



Lake Powell Storage

Capacity: 24.3 MAF

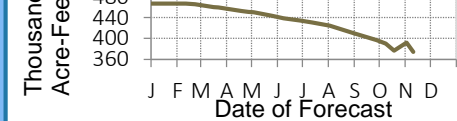
3.73 MAF less than last year



PVID/Yuma Agricultural Use

Annual Forecast for 2021

Current Annual Forecast: 374 TAF



Projected Lake Mead ICS

Calendar Year 2021

Put (+) / Take (-)
+5,000 AF

Lake Mead Surplus/Shortage Outlook

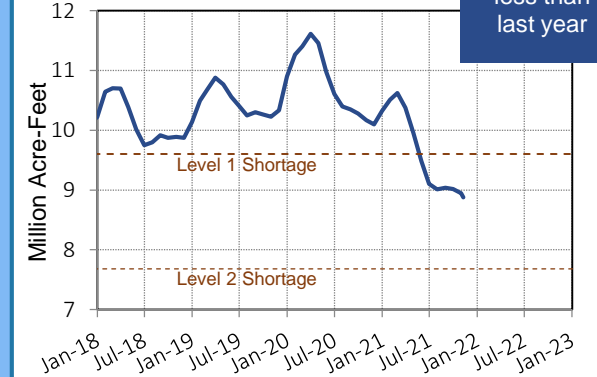
	2022	2023	2024	2025	2026
Surplus	0%	0%	0%	0%	0%
Shortage	100%	94%	97%	100%	91%
Metropolitan DCP*		3% 180 TAF	66% 259 TAF	72% 282 TAF	63% 308 TAF

Likelihood based on results from the corrected August 2021 CRMM5 in Ensemble Mode/CRSS model run. Includes DCP Contributions.
* Chance of required DCP contribution by Metropolitan with average contribution when needed

Lake Mead Storage

Capacity: 26.1 MAF

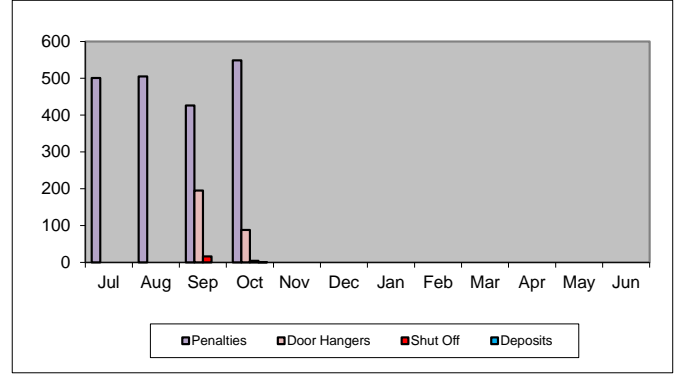
1.26 MAF less than last year



TRIUNFO WATER & SANITATION DISTRICT STATISTICS
FY 21-22

PENALTIES AND FEES ASSESSED

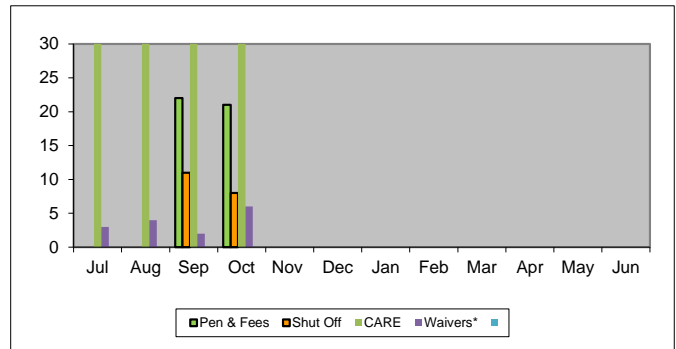
Month	Penalties	Door Hangers	Shut Off	Deposits	
Jul	501	0	0	0	*
Aug	505	0	0	0	
Sep	426	195	16	0	
Oct	549	88	4	1	
Nov					
Dec					
Jan					
Feb					
Mar					
Apr					
May					
Jun					



*Penalties were calculated for reporting but not charged to customer accounts.

REQUESTS FOR BILLING ADJUSTMENTS

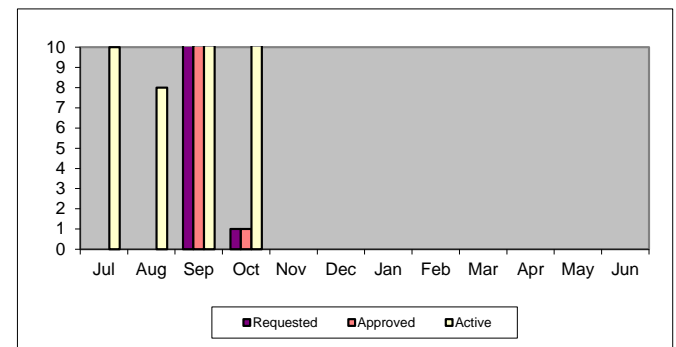
Month	Pen & Fees	Shut Off	CARE	Waivers*	
Jul	0	0	41	3	
Aug	0	0	40	4	
Sep	22	11	42	2	
Oct	21	8	41	6	
Nov					
Dec					
Jan					
Feb					
Mar					
Apr					
May					
Jun					



*Waivers relate to water leaks.

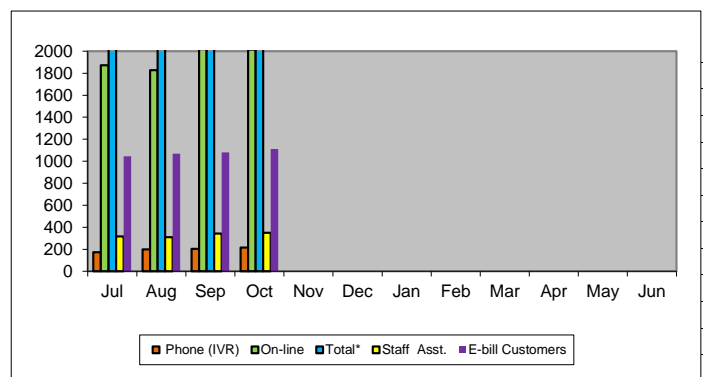
REQUESTS FOR PAYMENT EXTENSION

Month	Requested	Approved	Active	
Jul	0	0	10	
Aug	0	0	8	
Sep	45	45	38	
Oct	1	1	39	
Nov				
Dec				
Jan				
Feb				
Mar				
Apr				
May				
Jun				



PAYMENTUS ACTIVITY

Month	Phone (IVR)	On-line	Total*	Staff Asst.	E-bill Customers
Jul	173	1872	2,045	317	1044
Aug	199	1828	2,027	309	1069
Sep	204	2082	2,286	342	1081
Oct	215	2015	2,230	349	1112
Nov					
Dec					
Jan					
Feb					
Mar					
Apr					
May					
Jun					



*Staff Assist and some E-bill Customers are included in this total.

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Board of Directors
Raymond Tjulander, Chair
Leon Shapiro, Vice Chair
Jane Nye, Director
Janna Orkney, Director
James Wall, Director

Providing Outstanding Service Since 1963

November 22, 2021

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

CONSERVATION PROGRAM

The Triunfo Water & Sanitation District/Oak Park Water 2010 Urban Water Management Plan requires urban water retailers to meet a goal of reducing water usage 20% by 2020 with an interim goal of 10% by 2015. Attached is a monthly report to compare Oak Park's water usage each month with this year's goal.

As a part of the State Water Quality Control Board recent Drought Emergency Regulations activated on July 28, 2014, staff has begun the required monthly reporting. The confirmation for the October reporting is attached. Based on the qualifications reported in the Urban Water Management Plan requirement, staff is calculating the GPCD figures using an 89% residential factor. This factor assumes that 89% of all water consumed in Oak Park is by residential customers. This GPCD data will not match the GPCD data reported as part of the California Urban Water Conservation Council (CUWCC) reporting requirements under the Urban Water Management Planning Act due to the 89% residential factor.

In October 2021 Staff received 317 water conservation calls, 76 violation letters were sent to homeowners, no violations were reported by Oak Park residents, and conducted 20 water audits. A total of 73 residents were notified of a leak on their property.

Recycled water consumption for October 2021 was 75 acre feet compared to 93 acre feet in October 2020.

A handwritten signature in blue ink, appearing to read "RJONES", is written over the printed name of Richard Jones.

RICHARD JONES – Director of Operations

REVIEWED AND APPROVED

A handwritten signature in blue ink, appearing to read "Mark Norris", is written over a horizontal line. Below the line, the name "Mark Norris - General Manager" is printed.

Mark Norris - General Manager

Enc.

Arik Baharouzi

From: SWRCB Office Research, Planning & Performance <drinc@waterboards.ca.gov>
Sent: Wednesday, November 10, 2021 7:39 AM
To: Arik Baharouzi
Subject: Monitoring Report Acknowledgement for October 2021

Hello Arik Baharouzi

Thank you for your Monitoring Report. Below is the information you have submitted for the month of October 2021. If this information is incorrect, you can edit the report for the month with the corrected information. We use your most recently submitted monthly report in our calculations.

Reporter	Arik Baharouzi
Urban Water Supplier(Number)	Triunfo Sanitation District / Oak Park Water Service (519)
Public Water System ID(s)	CA5610043
Reporting Month	1021
County/Counties	Ventura
County Under Drought Declaration	Yes
Water Shortage Contingency Plan	1
Water Shortage Level	Yes
Population	12200
Total Potable Water Production	178 AF
Commercial Agricultural Water	0 AF
Residential Use Percentage	89 %
CII Water	3.04 AF
Recycled Water	75 AF
Non-revenue Water	0 AF
Estimated R-GPCD	136.49
Qualification	
Emergency Response Section Revealed?	Yes

To edit your report click [HERE](#) (After logging in, select the report to edit, click on “Edit”, make your corrections, and click on “Submit Report” when finished)

State Water Resources Control Board Office of Research, Planning & Performance

TRIUNFO WATER & SANITATION DISTRICT

October 31, 2021

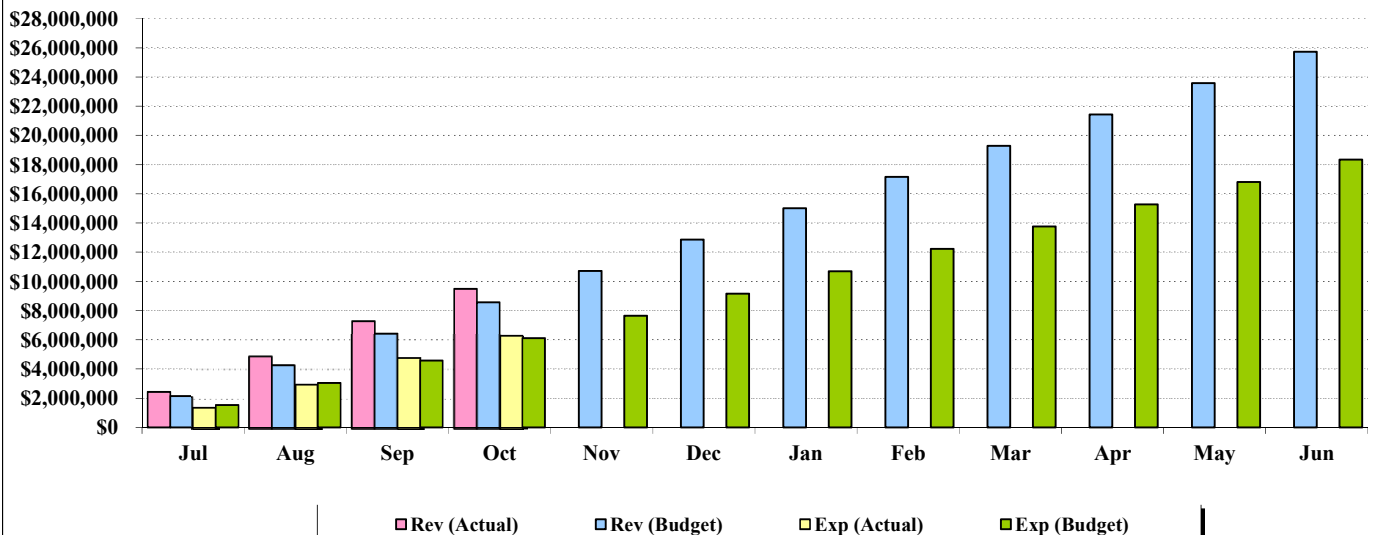
33.3%

REVENUE AND EXPENSE REPORT

<u>Revenue:</u>	<u>Adjusted Budget</u>	<u>Curent Period</u>	<u>Fiscal Year to Date</u>	<u>Unrealized Revenue</u>	<u>% Realized</u>
Sanitation Fees	\$ 12,526,678	\$ 1,021,390	\$ 4,176,500	\$ 8,350,178	33.3%
Connection Fees Triunfo	159,390	-	35,646	123,744	22.4%
Recycled Water	3,005,604	244,060	1,184,276	1,821,328	39.4%
Potable Water	7,273,663	716,476	3,136,733	4,136,930	43.1%
Water Meter Services	2,390,866	204,143	815,292	1,575,574	34.1%
Interest Income	33,075	3,006	16,108	16,967	48.7%
Revenue - Surcharges	-	-	-	-	-
Revenue - Violations	-	2,900	3,700	(3,700)	-
Other Services & Fees	336,230	25,359	116,081	220,149	34.5%
Total Revenue	\$ 25,725,506	\$ 2,217,334	\$ 9,484,336	\$ 16,241,169	36.9%

<u>Expenses:</u>	<u>Adjusted Budget</u>	<u>Curent Period</u>	<u>Fiscal Year to Date</u>	<u>Available Budget</u>	<u>% Committed</u>
Wastewater Treatment	\$ 5,192,000	\$ 432,667	\$ 1,730,667	3,461,333	33.3%
Potable Water Purch.	3,641,762	312,561	1,415,142	2,226,620	38.9%
Recycled Water Purch.	679,082	56,741	290,392	388,690	42.8%
VRSD (Administration)	105,852	10,024	50,951	54,901	48.1%
VRSD (Operations)	4,110,883	281,276	1,162,352	2,948,531	28.3%
Professional Services	311,793	13,113	58,047	253,746	18.6%
Depreciation/Amortization	1,439,723	117,181	468,725	970,998	32.6%
Overhead cost allocation	-	-	-	-	-
Joint Venture spending	-	-	-	-	-
Debt service	534,374	31,307	298,533	235,841	55.9%
Permits, fees, & other	278,230	27,145	89,988	188,242	32.3%
Employee salaries & benefits	1,411,518	109,766	405,670	1,005,848	28.7%
Board member fees	66,335	8,478	14,877	51,458	22.4%
General & Administrative	566,263	75,418	193,623	372,639	34.2%
Outside Contractor Services	-	-	-	-	-
Total Expenses	\$ 18,337,815	\$ 1,475,677	\$ 6,178,966	\$ 12,158,849	33.7%
Net Income/(Loss) before Capital	\$ 7,387,691	\$ 741,657	\$ 3,305,371	\$ 4,082,320	44.7%
Capital Outlays	(4,404,795)	-	(40,965)	(4,363,830)	0.9%
Reverse Depreciation Exp	1,439,723	117,181	468,725	970,998	32.6%
Less: Principal Payments	(1,029,000)	(364,000)	(364,000)	(665,000)	35.4%
Increase/(Decrease) to Reserves	\$ 3,393,618	\$ 494,838	\$ 3,369,131	\$ 24,488	99.3%

YTD REVENUE AND EXPENSE - EXCLUDING CAPITAL OUTLAYS



TRIUNFO WATER & SANITATION DISTRICT

October 31, 2021

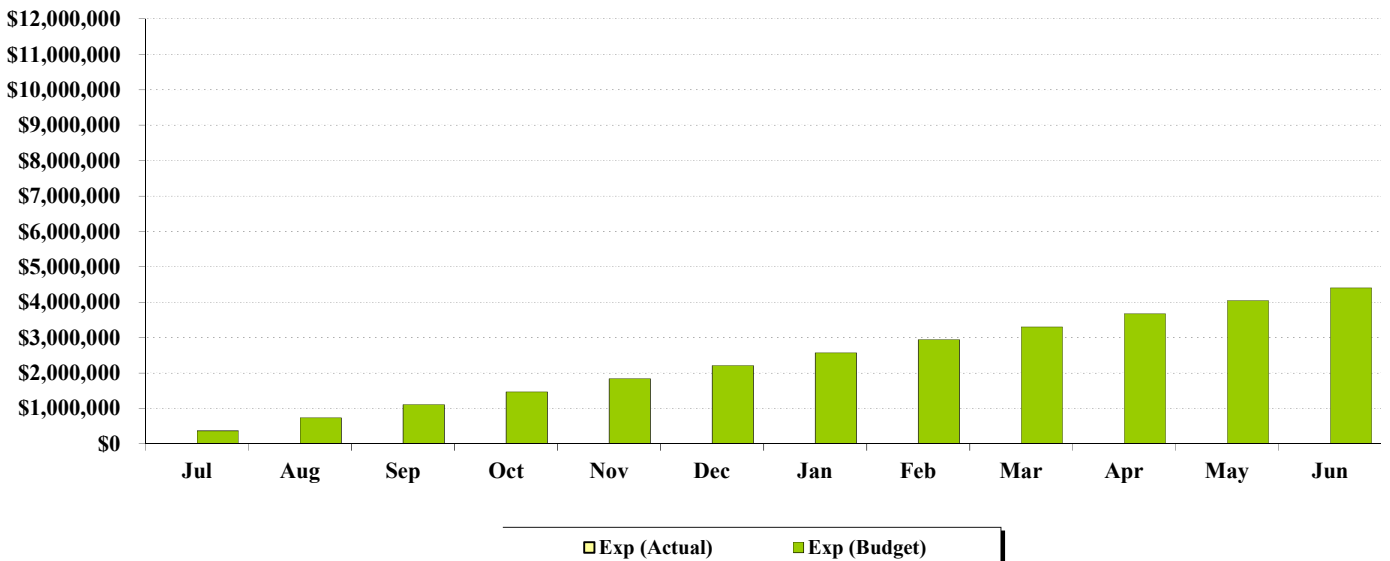
33.3%

REVENUE AND EXPENSE REPORT - CAPITAL OUTLAYS

Revenue:	Adjusted Budget	Curent Period	Fiscal Year to Date	Unrealized Revenue	% Realized
Sanitation Fees	\$ -	\$ -	\$ -	\$ -	-
Connection Fees Triunfo	-	-	-	-	-
Recycled Water	-	-	-	-	-
Potable Water	-	-	-	-	-
Water Meter Services	-	-	-	-	-
Interest Income	-	-	-	-	-
Revenue - Surcharges	-	-	-	-	-
Revenue - Violations	-	-	-	-	-
Other Services & Fees	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -	-

Expenses:	Adjusted Budget	Curent Period	Fiscal Year to Date	Available Budget	% Committed
Wastewater Treatment	\$ -	\$ -	\$ -	\$ -	-
Potable Water Purch.	-	-	-	-	-
Recycled Water Purch.	-	-	-	-	-
VRSD (Administration)	-	-	-	-	-
VRSD (Operations)	-	-	-	-	-
Professional Services	-	-	-	-	-
Depreciation/Amortization	-	-	-	-	-
Overhead cost allocation	-	-	-	-	-
Joint Venture spending	3,249,170	-	-	3,249,170	0.0%
Debt service	-	-	-	-	-
Permits, fees, & other	-	-	-	-	-
Employee salaries & benefits	-	-	-	-	-
Board member fees	-	-	-	-	-
General & Administrative	-	-	-	-	-
Outside Contractor Services	1,155,625	-	40,965	1,114,660	3.5%
Total Expenses	\$ 4,404,795	\$ -	\$ 40,965	\$ 4,363,830	0.9%
Increase/(Decrease) to Reserves	\$ (4,404,795)	\$ -	\$ (40,965)	\$ (4,363,830)	0.9%

YTD REVENUE AND EXPENSE - CAPITAL OUTLAYS



TRIUNFO WATER & SANITATION DISTRICT

October 31, 2021

33.3%

REVENUE AND EXPENSE REPORT - CENTRAL ADMINISTRATION

<u>Revenue:</u>	<u>Adjusted Budget</u>	<u>Curent Period</u>	<u>Fiscal Year to Date</u>	<u>Unrealized Revenue</u>	<u>% Realized</u>
Sanitation Fees	\$ -	\$ -	\$ -	\$ -	-
Connection Fees Triunfo	-	-	-	-	-
Recycled Water	-	-	-	-	-
Potable Water	-	-	-	-	-
Water Meter Services	-	-	-	-	-
Interest Income	-	-	-	-	-
Revenue - Surcharges	-	-	-	-	-
Revenue - Violations	-	-	-	-	-
Other Services & Fees	-	-	18	(18)	-
Total Revenue	\$ -	\$ -	\$ 18	\$ (18)	-

<u>Expenses:</u>	<u>Adjusted Budget</u>	<u>Curent Period</u>	<u>Fiscal Year to Date</u>	<u>Available Budget</u>	<u>% Committed</u>
Wastewater Treatment	\$ -	\$ -	\$ -	\$ -	-
Potable Water Purch.	-	-	-	-	-
Recycled Water Purch.	-	-	-	-	-
VRSD (Administration)	105,852	10,024	50,951	54,901	48.1%
VRSD (Operations)	-	-	-	-	-
Professional Services	260,043	12,853	47,806	212,238	18.4%
Depreciation/Amortization	-	-	-	-	-
Overhead cost allocation	(2,044,932)	(177,386)	(681,644)	(1,363,288)	33.3%
Joint Venture spending	-	-	-	-	-
Debt service	-	-	-	-	-
Permits, fees, & other	14,423	-	13,277	1,146	92.1%
Employee salaries & benefits	1,411,518	109,766	405,670	1,005,848	28.7%
Board member fees	65,417	8,478	14,877	50,540	22.7%
General & Administrative	187,679	24,408	49,542	138,136	26.4%
Outside Contractor Services	-	-	-	-	-
Total Expenses	\$ (0)	\$ (11,857)	\$ (99,522)	\$ 99,522	0.0%
Net Income/(Loss) before Capital	\$ 0	\$ 11,857	\$ 99,540	\$ (99,539)	0.0%
Capital Outlays	-	-	(40,965)	40,965	-
Reverse Depreciation Exp	-	-	-	-	-
Less: Principal Payments	-	-	-	-	-
Increase/(Decrease) to Reserves	\$ 0	\$ 11,857	\$ 58,575	\$ (58,575)	0.0%

TRIUNFO WATER & SANITATION DISTRICT

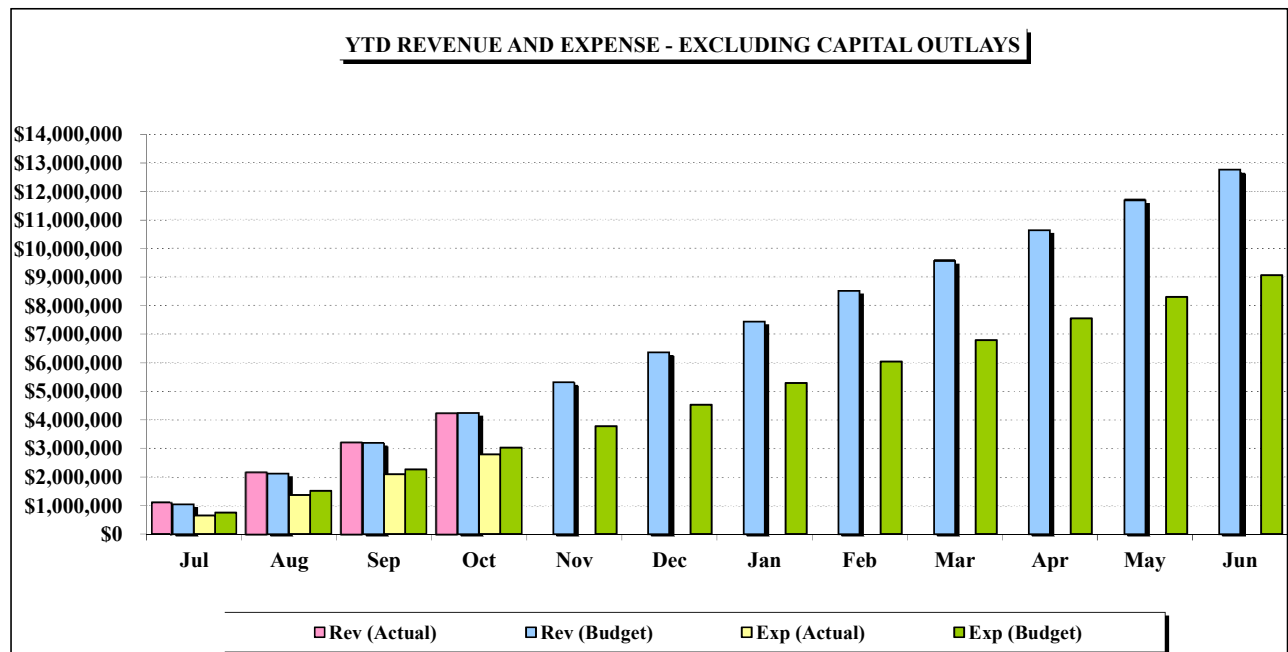
October 31, 2021

33.3%

REVENUE AND EXPENSE REPORT - WASTEWATER

<u>Revenue:</u>	<u>Adjusted Budget</u>	<u>Curent Period</u>	<u>Fiscal Year to Date</u>	<u>Unrealized Revenue</u>	<u>% Realized</u>
Sanitation Fees	\$ 12,526,678	\$ 1,021,390	\$ 4,176,500	\$ 8,350,178	33.3%
Connection Fees Triunfo	159,390	-	35,646	123,744	22.4%
Recycled Water	-	-	-	-	-
Potable Water	-	-	-	-	-
Water Meter Services	-	-	-	-	-
Interest Income	20,250	2,894	15,550	4,700	76.8%
Revenue - Surcharges	-	-	-	-	-
Revenue - Violations	-	-	-	-	-
Other Services & Fees	53,186	1,150	10,877	42,309	20.5%
Total Revenue	\$ 12,759,504	\$ 1,025,434	\$ 4,238,573	\$ 8,520,931	33.2%

<u>Expenses:</u>	<u>Adjusted Budget</u>	<u>Curent Period</u>	<u>Fiscal Year to Date</u>	<u>Available Budget</u>	<u>% Committed</u>
Wastewater Treatment	\$ 5,192,000	\$ 432,667	\$ 1,730,667	\$ 3,461,333	33.3%
Potable Water Purch.	-	-	-	-	-
Recycled Water Purch.	-	-	-	-	-
VRSD (Administration)	-	-	-	-	-
VRSD (Operations)	2,192,342	128,622	532,183	1,660,159	24.3%
Professional Services	25,875	260	5,379	20,496	20.8%
Depreciation/Amortization	347,904	27,067	108,269	239,635	31.1%
Overhead cost allocation	1,022,466	88,693	340,822	681,644	33.3%
Joint Venture spending	-	-	-	-	-
Debt service	-	-	-	-	-
Permits, fees, & other	168,220	19,085	57,255	110,965	34.0%
Employee salaries & benefits	-	-	-	-	-
Board member fees	918	-	-	918	0.0%
General & Administrative	114,105	2,979	18,053	96,053	15.8%
Outside Contractor Services	-	-	-	-	-
Total Expenses	\$ 9,063,829	\$ 699,373	\$ 2,792,627	\$ 6,271,203	30.8%
Net Income/(Loss) before Capital	\$ 3,695,674	\$ 326,060	\$ 1,445,946	\$ 2,249,728	39.1%
Capital Outlays	(4,249,170)	-	-	(4,249,170)	0.0%
Reverse Depreciation Exp	347,904	27,067	108,269	239,635	31.1%
Less: Principal Payments	-	-	-	-	-
Increase/(Decrease) to Reserves	\$ (205,592)	\$ 353,128	\$ 1,554,215	\$ (1,759,807)	-756.0%



TRIUNFO WATER & SANITATION DISTRICT

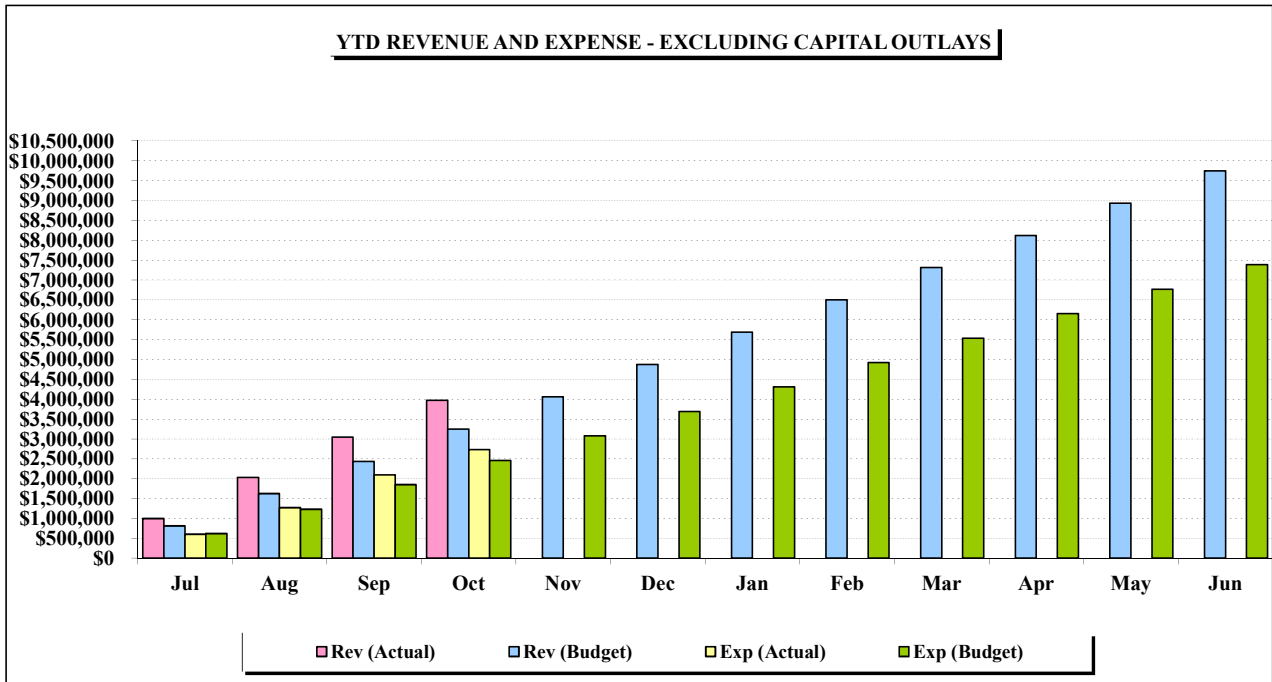
October 31, 2021

33.3%

REVENUE AND EXPENSE REPORT - POTABLE WATER

Revenue:	Adjusted Budget	Curent Period	Fiscal Year to Date	Unrealized Revenue	% Realized
Sanitation Fees	\$ -	\$ -	\$ -	\$ -	-
Connection Fees Triunfo	-	-	-	-	-
Recycled Water	-	-	-	-	-
Potable Water	7,273,663	716,476	3,136,733	4,136,930	43.1%
Water Meter Services	2,176,409	182,746	732,127	1,444,282	33.6%
Interest Income	12,825	112	558	12,267	4.4%
Revenue - Surcharges	-	-	-	-	-
Revenue - Violations	-	2,900	3,700	(3,700)	-
Other Services & Fees	283,044	23,388	101,504	181,540	35.9%
Total Revenue	\$ 9,745,941	\$ 925,623	\$ 3,974,623	\$ 5,771,319	40.8%

Expenses:	Adjusted Budget	Curent Period	Fiscal Year to Date	Available Budget	% Committed
Wastewater Treatment	\$ -	\$ -	\$ -	\$ -	-
Potable Water Purch.	3,641,762	312,561	1,415,142	2,226,620	38.9%
Recycled Water Purch.	-	-	-	-	-
VRSD (Administration)	-	-	-	-	-
VRSD (Operations)	1,720,187	128,083	575,763	1,144,424	33.5%
Professional Services	25,875	-	4,863	21,013	18.8%
Depreciation/Amortization	697,620	57,264	229,056	468,564	32.8%
Overhead cost allocation	756,625	65,633	252,208	504,417	33.3%
Joint Venture spending	-	-	-	-	-
Debt service	264,682	31,156	148,222	116,460	56.0%
Permits, fees, & other	95,587	8,060	19,456	76,131	20.4%
Employee salaries & benefits	-	-	-	-	-
Board member fees	-	-	-	-	-
General & Administrative	181,291	39,961	90,668	90,623	50.0%
Outside Contractor Services	-	-	-	-	-
Total Expenses	\$ 7,383,628	\$ 642,719	\$ 2,735,378	\$ 4,648,251	37.0%
Net Income/(Loss) before Capital	\$ 2,362,313	\$ 282,904	\$ 1,239,245	\$ 1,123,068	52.5%
Capital Outlays	(155,625)	-	-	(155,625)	0.0%
Reverse Depreciation Exp	697,620	57,264	229,056	468,564	32.8%
Less: Principal Payments	(665,801)	(364,000)	(364,000)	(301,801)	54.7%
Increase/(Decrease) to Reserves	\$ 2,238,507	\$ (23,832)	\$ 1,104,301	\$ 1,134,206	49.3%



TRIUNFO WATER & SANITATION DISTRICT

October 31, 2021

33.3%

REVENUE AND EXPENSE REPORT - RECYCLED WATER

<u>Revenue:</u>	<u>Adjusted Budget</u>	<u>Curent Period</u>	<u>Fiscal Year to Date</u>	<u>Unrealized Revenue</u>	<u>% Realized</u>
Sanitation Fees	\$ -	\$ -	\$ -	\$ -	-
Connection Fees Triunfo	-	-	-	-	-
Recycled Water	3,005,604	244,060	1,184,276	1,821,328	39.4%
Potable Water	-	-	-	-	-
Water Meter Services	214,457	21,397	83,165	131,292	38.8%
Interest Income	-	-	-	-	-
Revenue - Surcharges	-	-	-	-	-
Revenue - Violations	-	-	-	-	-
Other Services & Fees	-	821	3,683	(3,683)	-
Total Revenue	\$ 3,220,061	\$ 266,278	\$ 1,271,124	\$ 1,948,937	39.5%

<u>Expenses:</u>	<u>Adjusted Budget</u>	<u>Curent Period</u>	<u>Fiscal Year to Date</u>	<u>Available Budget</u>	<u>% Committed</u>
Wastewater Treatment	\$ -	\$ -	\$ -	\$ -	-
Potable Water Purch.	-	-	-	-	-
Recycled Water Purch.	679,082	56,741	290,392	388,690	42.8%
VRSD (Administration)	-	-	-	-	-
VRSD (Operations)	198,355	24,571	54,407	143,948	27.4%
Professional Services	-	-	-	-	-
Depreciation/Amortization	394,199	32,850	131,400	262,799	33.3%
Overhead cost allocation	265,841	23,060	88,614	177,227	33.3%
Joint Venture spending	-	-	-	-	-
Debt service	269,692	151	150,311	119,382	55.7%
Permits, fees, & other	-	-	-	-	-
Employee salaries & benefits	-	-	-	-	-
Board member fees	-	-	-	-	-
General & Administrative	83,188	8,070	35,361	47,827	42.5%
Outside Contractor Services	-	-	-	-	-
Total Expenses	\$ 1,890,358	\$ 145,442	\$ 750,483	\$ 1,139,874	39.7%
Net Income/(Loss) before Capital	\$ 1,329,703	\$ 120,836	\$ 520,640	\$ 809,063	39.2%
Capital Outlays	-	-	-	-	-
Reverse Depreciation Exp	394,199	32,850	131,400	262,799	33.3%
Less: Principal Payments	(363,200)	-	-	(363,200)	0.0%
Increase/(Decrease) to Reserves	\$ 1,360,703	\$ 153,686	\$ 652,040	\$ 708,663	47.9%

