



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 JACKSON ROAD
RANCHO MURIETA, CALIFORNIA 95683
916-354-3700
FAX – 916-354-2082

AGENDA

*“Your Independent Local Government Agency Providing
Water, Wastewater, Drainage, Security, and Solid Waste Services”*

REGULAR BOARD MEETING

May 18, 2022

Closed Session 4:00 p.m./Open Session 5:00 p.m.
Rancho Murieta, CA 95683

BOARD MEMBERS

Tim Maybee	President
Randy Jenco	Vice President
Linda Butler	Director
John Merchant	Director
Martin Pohll	Director

STAFF

Tom Hennig	General Manager
Paula O’Keefe	Director of Administration
Richard Shanahan	District General Counsel
Amelia Wilder	District Secretary
Kelly Benitez	Security Supervisor
Michael Fritschi	Director of Operations

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

May 18, 2022

REGULAR BOARD MEETING

Call to Order

Closed Session 4:00 p.m./Open Session 5:00 p.m.

Note that this meeting will be held in-person at the address set forth above, and not via videoconference. In order to comply with the State's COVID-related Guidance for the use of face coverings, it is strongly recommended that all persons, regardless of vaccination status, continue to mask while in indoor public settings and businesses.

All or portions of this meeting will be conducted by teleconference in accordance with Government Code section 54953(b). The teleconference locations for the meeting are as follows: (1) District boardroom at the above address, and (2) 9006 Yosemite Lodge Dr., Yosemite National Park, CA 95389 (location of Director Merchant). Each teleconference location is accessible to the public, and members of the public may address the Board of Directors from any teleconference location.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

AGENDA

ESTIMATED RUNNING TIME 5:00

1. CALL TO ORDER - Determination of Quorum –President Maybee **(Roll Call)**

2. CONSIDER ADOPTION OF AGENDA **(Motion)**

The Board will discuss items on this agenda, and may take action on those items, including informational items and continued items. No action or discussion will be undertaken on any item not appearing on the agenda, except that (1) directors or staff may briefly respond to statements made or questions posed during public comments on non-agenda items, (2) directors or staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities, (3) a director may request staff to report back to the Board at a subsequent meeting concerning any matter or request staff to place a matter on a future Board meeting agenda, and (4) the Board may add an item to the agenda by a two-thirds vote determining that there is a need to take immediate action and that the need for action came to the District's attention after posting the agenda.

*The running times listed on this agenda are only estimates and may be discussed earlier or later than shown. At the discretion of the Board, an item may be moved on the agenda and or taken out of order. **TIMED ITEMS** as specifically noted, such as Hearings or Formal Presentations of community-wide interest, will not be taken up earlier than listed.*

3. CLOSED SESSION

- A. Closed session for public employee performance evaluation of the General Manager position.
- B. Closed session for public employee discipline/dismissal/release.

4. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION

5. CONSENT CALENDAR **(Motion) (Roll Call Vote)** (5 min.) All items in this agenda item will be approved as one motion if they are not excluded from the motion adopting the consent calendar.

- A. Approval of Board Meeting and Committee Meeting Minutes

1. *April 20, 2022 Special Board Meeting Minutes*
2. *May 3, 2022 Improvements Committee Meeting Minutes*
3. *May 3, 2022 Finance Committee Meeting Minutes*
4. *May 5, 2022 Security Committee Meeting Minutes*
5. *May 5, 2022 Communications and Technology Committee Meeting*

B. Approval of Bills Paid Listing April, 2022

6. STAFF REPORTS (Receive and File)

- A. General Manager's Report
- B. Administration/Financial Report
- C. Security Report
- D. Utilities Report

7. REVIEW DISTRICT MEETING DATES/TIMES FOR JUNE 2022

- A. Special Board Meeting – Public Hearing Rate Increase - June 1, 2022
- B. Communications – June 2, 2022 at 8:30 a.m.
- C. Security – June 5, 2022 at 10:00 a.m.
- D. Personnel – June 7, 2022 at 7:30 a.m.
- E. Improvements – June 7, 2022 at 8:00 a.m.
- F. Finance – June 7, 2022 at 10:00 a.m.
- G. Regular Board Meeting – June 15, 2022 - Open Session at 5:00 p.m.

8. CORRESPONDENCE

- A. Correspondence from Ronald Madison
- B. Correspondence from Stephanie Bianchi

9. COMMENTS FROM THE PUBLIC

Members of the public may comment on any item of interest within the subject matter jurisdiction of the District and any item specifically agendaized. Members of the public wishing to address a specific agendaized item are encouraged to offer their public comment during consideration of that item. With certain exceptions, the Board may not discuss or take action on items that are not on the agenda.

If you wish to address the Board at this time or at the time of an agendaized item, as a courtesy, please state your name and address. Speakers presenting individual opinions shall have 3 minutes to speak. Speakers presenting opinions of groups or organizations shall have 5 minutes per group.

10. CONSIDER APPROVAL OF CAL-WASTE FRANCHISE FEE (Discussion/Action) (Motion) **(Roll Call Vote)**

11. CONSIDER APPROVAL OF PROPOSAL FROM DOMENICHELLI AND ASSOCIATES FOR WATER CONVEYANCE OPTIONS BASIS OF DESIGN REPORT AND APPROVE RESOLUTION

R2022-11 TO APPROPRIATE FUNDS IN THE AMOUNT OF \$27,970 (Discussion/Action)
(Motion) **(Roll Call Vote)**

12. CONSIDER APPROVAL OF UPDATE TO DISTRICT'S PASSWORD POLICY
(Discussion/Action) (Motion) **(Roll Call Vote)**

13. CONSIDER APPROVAL OF UPDATES TO PERSONNEL MANUAL (Discussion/Action)
(Motion) **(Roll Call Vote)**

**14. CONSIDER SCHEDULING FUTURE REGULAR BOARD MEETINGS AT 4:00 P.M. ON THE
THIRD WEDNESDAY OF EACH MONTH** (Discussion/Action) (Motion) **(Roll Call Vote)**

**15. CONSIDER ADOPTING RESOLUTION R2022-12 FOR CALPERS 180 DAY WAIT PERIOD
EXCEPTION FOR SUSAN WREN** (Discussion/Action) (Motion) **(Roll Call Vote)**

**16. AUTHORIZE THE GM TO ENTER INTO AN AGREEMENT FOR OUTSOURCING
ACCOUNTING SERVICES IN THE AMOUNT OF \$167,870 PLUS A 10% CONTINGENCY
AND APPROVE RESOLUTION R2022-13 TO APPROPRIATE FUNDS** (Discussion/Action)
(Motion) **(Roll Call Vote)**

17. CONSIDER APPROVAL OF 8TH AMENDMENT TO AGREEMENT WITH SAC CO WASTE
(Discussion/Action) (Motion) **(Roll Call Vote)**

18. CONSIDER IMPLEMENTATION OF STAGE 2 POTABLE WATER RESTRICTIONS
(Discussion/Action) (Motion) **(Roll Call Vote)**

19. DIRECTOR COMMENTS/SUGGESTIONS

In accordance with Government Code 54954.2(a), directors and staff may make brief announcements or brief reports of their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

20. ADJOURNMENT (Motion)

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting.

In compliance with federal and state laws concerning disabilities, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this meeting, please contact the District Office at 916-354-3700 or awilder@rmcsd.com. Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is May 12, 2022. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.



RANCHO MURIETA COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING MINUTES

April 20, 2022

Call to Order Closed Session 4:00 p.m./Open Session 5:00 p.m.

1. CALL TO ORDER/ROLL CALL

President Maybee called the Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta, and via ZOOM teleconference. Director's present at the District office were Tim Maybee, Randy Jenco, and Linda Butler. Director Martin Pohll was present via ZOOM. Also present were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; and Richard Shanahan, District General Counsel. Director John Merchant and Amelia Wilder, District Secretary were absent.

2. CONSIDER FINDING BY A MAJORITY VOTE UNDER GOV. CODE § 54953(e)(3) THAT A RESULT OF THE CONTINUING COVID-19 EMERGENCY: (I) THE BOARD HAS RECONSIDERED THE CIRCUMSTANCES OF THE STATE OF EMERGENCY; (II) RENEW PRIOR FINDINGS THAT MEETING IN PERSON WOULD CONTINUE TO PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (III) THE AUTHORIZATION FOR MEETINGS TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (e)(1)(C) IS RENEWED

Motion/Maybee to hold April 20, 2022 meeting via teleconference. Second/Jenco. Roll Call Vote: Ayes: Maybee, Jenco, Butler, Pohll. Noes: None. Absent: Merchant. Abstain: None.

3. CONSIDER ADOPTION OF AGENDA

Motion/Maybee to adopt the Agenda. Second/Butler. Roll Call Vote: Ayes: Maybee, Jenco, Butler, Pohll. Noes: None. Absent: Merchant. Abstain: None.

4. BOARD ADJOURNED TO CLOSED SESSION AT 4:03 p.m. TO DISCUSS THE FOLLOWING ITEMS:

- A. *Public Employee Discipline/Dismissal/Release and related performance evaluation, Pursuant to Cal. Government Code §54957(b)(1)*

5. BOARD RECONVENED TO OPEN SESSION AT 5:00 p.m.

Director Maybee stated that no decisions were made, direction was given to Staff.

6. DISCUSS RESULTS OF SECURITY OPINION POLL RELATING TO SECURITY SERVICES AND TAX REVENUE AND CONSIDER GIVING DIRECTION TO THE GENERAL MANAGER TO PROCEED WITH THE ACTIONS NECESSARY TO INITIATE PLACING A SPECIAL TAX REFERENDUM ONTO THE NOVEMBER 8, 2022, GENERAL ELECTION BALLOT; TO HIRE CLIFFORD MOSS CONSULTING TO ASSIST THE DISTRICT WITH THE EDUCATION AND OUTREACH NEEDED TO INFORM VOTERS ABOUT THE POTENTIAL REFERENDUM; AND TO RETAIN LEGAL COUNSEL AND A SPECIAL TAX CONSULTANT TO ASSIST THE DISTRICT

Tom Hennig, General Manager, gave a brief history on the events that have led the District to conducting a poll, and introduced Tim McLarney, PhD., President True North Research, Inc., who conducted the poll. Mr. McLarney gave a detailed presentation of the survey results. A robust discussion followed which included the following topics:

- Private Security
- Cost of Administrative overhead

Motion/Maybee to give Direction to the General Manager to proceed with the actions necessary to initiate placing a Special Tax Referendum onto the November 8, 2022, General Election Ballot; to hire Clifford Moss Consulting to assist the District with the education and outreach needed to inform voters about the potential referendum; and to retain legal counsel and a special tax consultant to assist the district. **Second/Jenco. Roll Call Vote: Ayes: Maybee, Jenco, Butler, Pohll. Noes: None. Absent: Merchant. Abstain: None.**

7. CONSENT CALENDAR

Motion/Maybee to approve Consent Calendar. **Second/Jenco. Roll Call Vote: Ayes: Maybee, Jenco, Butler, Pohll. Noes: None. Absent: Merchant. Abstain: None.**

8. STAFF REPORTS

Under Agenda Item 7A, Mr. Hennig gave a summary of activities during the previous month, highlighting the following topics:

- Covid 19 Response
- Legislative Update – Senate Bill 9
- Prop 218 Notice Reissuance
- Sacramento Tree Foundation Project
- Time Change for Regular Board Meetings
- Camera Program Update
- Security Opinion Poll Update
- Potential Drought Response
- President/GM Meeting
- Outreach/Advocacy
- General Staffing Update
- Conference/Education Opportunities
- Employee Announcements, Promotions, Commendation, and Kudos

Under Agenda Item 7B, Paula O’Keefe, Director of Administration, gave the Board the Administration/Finance Report. She highlighted the following topics:

- Monthly Budget to Actuals
- Procurement and Contracts
- Capital Improvement Updates
- Reserve Fund Purchases Authorized by the General Manager
- FY 2021-22 Audit
- Reserve Funds Balance Sheet
- Interfund Borrowing
- Utility Billing
- Aging Report
- Security Opinion Poll Survey

Under Agenda Item 7C, Kelly Benitez, Security Supervisor, updated the Board with a summary of September's activities in the Security Department, including:

- Operations Update
- Rancho Murieta Association Activity
- Murieta Village Activity
- Rancho Murieta Commercial Owners Association Activity
- Incidents of Note
- RMA Violation Report
- Gate Entries and Gate Entries Denied Reports
- Cases by Breakdown Report

Under Agenda Item 7D, Michael Fritschi, Director of Operations, gave a summary of the utility update, including:

- SB 170 Funded Projects
- Raw Water Delivery & Storage
- California Hydrology Update
- Water Consumption
- Reservoir Monitoring
- Infrastructure
- Utility Crew Report
- Development

9. REVIEW DISTRICT MEETING DATES/TIMES FOR MAY 2022

No Comments.

10. CORRESPONDENCE

Director Maybee addressed the correspondence from Jerry Pasek.

11. COMMENTS FROM THE PUBLIC

None.

12. CONSIDER AUTHORIZING GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH ROBERT HALF TECHNOLOGIES FOR RECRUITMENT SERVICES

Ms. O'Keefe discussed the need for immediate staff recruitment. **Motion/Maybee** to authorize the General Manager to enter into an agreement with Robert Half Technologies for Recruitment Services.

Second/Butler. Roll Call Vote: Ayes: Maybee, Jenco, Butler, Pohll. Noes: None. Absent: Merchant. Abstain: None.

13. CONSIDER APPROVAL OF CONTRACT WITH CALIFORNIA CAD SOLUTIONS IN AN AMOUNT OF \$80,050 PLUS 15% CONTINGENCY FOR A TOTAL NOT TO EXCEED \$92,058 TO CONTINUE BUILDING THE DISTRICT GEOGRAPHICAL INFORMATION SYSTEM (GIS) OVER THE CURRENT AND THE NEXT FISCAL YEAR

Mr. Fritschi discussed the work involved in the contract and the benefits to the District. **Motion/Maybee** to adopt approval of contract with California CAD solutions in an amount of \$80,050 plus 15% contingency for a total not to exceed \$92,058 to continue building the District Global

Information System (GIS) over the current and the next fiscal year. **Second/Butler. Roll Call Vote: Ayes: Maybee, Jenco, Butler, Pohll. Noes: None. Absent: Merchant. Abstain: None.**

14. RESOLUTION AUTHORIZING DISTRICT TO ENTER INTO AN AGREEMENT WITH THE STATE OF CALIFORNIA DEPARTMENT OF WATER RESOURCES TO RECEIVE \$1,300,000 ON BEHALF OF RANCHO MURIETA COMMUNITY SERVICES DISTRICT FOR THE WATER INFRASTRUCTURE PROJECTS AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE DISTRICT

Ms. O'Keefe gave a brief explanation of the Resolution. **Motion/Maybe** to adopt Resolution authorizing District to enter into an agreement with the state of California Department of Water Resources to receive \$1,300,000 on behalf of Rancho Murieta Community Services District for the Water Infrastructure Projects and authorizing the General Manager to execute the agreement on behalf of the District Resolution. **Second/Jenco. Roll Call Vote: Ayes: Maybee, Jenco, Butler, Pohll. Noes: None. Absent: Merchant. Abstain: None.**

15. RESOLUTION AUTHORIZING THE APPROPRIATION OF FUNDS FROM SEWER REPLACEMENT RESERVES FOR THE PURCHASE OF LIFT STATION #6A PUMP AND RATIFY THE EXPENDITURE IN THE AMOUNT OF \$14,052

Mr. Hennig explained that the repairs to Lift Station #6A Pump have been made to avoid more costly repairs in the future. **Motion/Maybe** to adopt Resolution authorizing the appropriation of funds from Sewer Replacement Reserves for the purchase of Lift Station #6A Pump and ratify the expenditure in the amount of \$14,052. **Second/Butler. Roll Call Vote: Ayes: Maybee, Jenco, Butler, Pohll. Noes: None. Absent: Merchant. Abstain: None.**

16. RESOLUTION AUTHORIZING THE APPROPRIATION OF FUNDS FROM SEWER REPLACEMENT RESERVES FOR THE PURCHASE OF LIFT STATION #6A WIRING AND RATIFY THE EXPENDITURE IN THE AMOUNT OF \$17,480

Motion/Maybe to adopt Resolution authorizing the appropriation of funds from Sewer Replacement Reserves for the purchase of Lift Station #6A Wiring and ratify the expenditure in the amount of \$17,480. **Second/Jenco. Roll Call Vote: Ayes: Maybee, Jenco, Butler, Pohll. Noes: None. Absent: Merchant. Abstain: None.**

17. DIRECTOR COMMENTS/SUGGESTIONS

Director Jenco asked for clarification of the proposals for hiring a private security company presented by resident Ted Hart. There was a discussion about the turnover for these positions when filled with private staff.

18. ADJOURNMENT

Motion/Maybee to adjourn at 7:28 p.m. **Second/Jenco. Roll Call Vote: Ayes: Maybee, Jenco, Butler, Pohll. Noes: None. Absent: Merchant. Abstain: None.**

Respectfully submitted,

Amelia Wilder
District Secretary

MEMORANDUM

Date: May 10, 2022
To: Board of Directors
From: Improvements Committee Staff
Subject: May 3, 2022, Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Jenco called the meeting to order at 8:00 a.m. via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present were Director Jenco and Director Pohll. Present from District staff were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary.

2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)

The Committee agreed to have the May meeting via teleconference.

3. PUBLIC COMMENT

None.

4. MONTHLY UPDATE

Michael Fritschi, Director of Operations, gave a summary of the Utilities Department Update with a discussion on the following topics:

- SB 170 Projects
 - Water Treatment Facility Sodium Hypochlorite Conversion
 - Recycled Water Disinfection Project
 - Granlees Safety Improvements
- Laguna Joaquin
- Sewer
 - Lift 6a
 - Recycled Water Tertiary Facility
- Water
 - Raw Water Pumping
 - Rio Oso Pump Replacement
 - Water Treatment Facility
 - Water Conservation
 - Calero Stage Storage Curve
- Site Development Update

There were discussions about Lift Station 6a and its pump failure, and the water conservation measures and non-functional turf. There was also a discussion about KHOV being issued a Notice of Violation for failing to prevent sediment from leaving the site. They have been fined \$500.

5. DISCUSS ADKINS BATHOMETRIC STUDY

Mr. Fritschi updated the Committee about the bathometric study Adkins will be performing in May of Calero reservoir.

6. Discuss Capital Improvement Projects (CIP) for FY2022-23

Mr. Fritschi discussed the need for a conditions assessment, and the plans to use CCTV to access the status of pipes. There was a discussion of the proposed CIP projects, including the money the District received from SB170. District Staff has requested more funds to help repair and upgrade existing infrastructure.

7. DISCUSS WATER CONVEYANCE OPTIONS BASIS OF DESIGN REPORT

Mr. Fritschi discussed the bid received from Domenichelli & Associates for water conveyance options basis of design report to analyze the feasibility of a new conveyance system from Calero or Chesbro Reservoir to Laguna Joaquin. A discussion followed. The Committee recommended moving this item to the Board for consideration. ***This item will be on the May 18, 2022 Board Meeting Agenda.***

8. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Director Jenco thanked Mr. Fritschi for compiling the CIP list.

9. ADJOURNMENT

The meeting was adjourned at 9:06 a.m.

MEMORANDUM

Date: May 10, 2022
To: Board of Directors
From: Finance Committee Staff
Subject: May 3, 2022, Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 10:00 a.m. via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present were Director Merchant and Director Pohll. Present from District staff were Tom Hennig, General Manager; Paula O’Keefe, Director of Administration; Kelly Benitez, Security Supervisor; Michael Fritschi, Director of Operations; and Amelia Wilder, District Secretary.

2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)

The Committee agreed to have the May meeting via teleconference.

3. COMMENTS FROM THE PUBLIC

A member of the public discussed the Districts decision to disable the “chat” feature on ZOOM meetings.

4. FINANCE MONTHLY UPDATES

Paula O’Keefe, Director of Administration, gave a brief report on the Finance Department, covering the following topics:

- Current Finance Reporting
- Contract for Enterprise Resource Planning (ERP)
- Recruitment
- Utility Billing-Water Shut Off Notifications
- Prop 218

There was a discussion concerning the availability of State funds to help low-income residents to manage their residential water utility costs.

5. DISCUSS POTENTIAL IMPACT ON RESERVES WITH FY 2022-23 CIP

Ms. O’Keefe discussed the proposed Capital Improvement Projects (CIP) and their potential impact on the reserve accounts. This was followed by a detailed discussion about the CIP’s a reserve accounts.

Tom Hennig, General Manager, announced a Special Staff Meeting which will be open to the public and he will be available along with Paula O’Keefe, Michael Fritschi and Kelly Benitez will be present to answer questions about the proposed rate increase. The meeting will be held at the District office May 10, 2022 from 5:00 p.m. until 7:00 p.m.

6. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Director Merchant announced that he would attend the May 18, 2022 Board meeting remotely.

Mr. Hennig announced that the flags were up indicating where the trees would be planted at the District office May 21.

7. **ADJOURNMENT** The meeting was adjourned at 11:13 a.m.

DRAFT

MEMORANDUM

Date: May 10, 2022
To: Board of Directors
From: Security Committee Staff
Subject: May 5, 2022 Security Committee Meeting Minutes

1. CALL TO ORDER

Director Maybee called the meeting to order at 10:00 a.m. via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present was Director Maybee. Present from District staff were, Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary.

2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)

The Committee agreed to have the May meeting via teleconference.

3. COMMENTS FROM THE PUBLIC

None.

4. MONTHLY UPDATES

Kelly Benitez, Security Supervisor gave the Operations Updates, touching on the following topics:

- Recruiting
- ABDi Software Update to the gates
- Safety Center Upgrade
- Training for existing Staff
- Black Bar Codes
- Chili Cookoff May 7
- SSD Contract

5. DISCUSS SAFETY CENTER BUILDING UPGRADE

Mr. Benitez discussed this item during his Monthly Update. He stated that he the bids received need some adjustments to ensure that they include prevailing wage.

6. DIRECTOR & STAFF COMMENTS

Director Maybee thanked Staff for their efforts and asked that they look into hiring off duty Sheriffs for the 4th of July.

6. ADJOURNMENT

The meeting adjourned at 10:19 a.m.

MEMORANDUM

Date: May 10, 2022
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: May 5, 2022, Communication & Technology Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 8:30 a.m via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present were Director Butler and Director Merchant. Present from District staff were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary.

2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)

The Committee agreed to have the May meeting via teleconference.

3. COMMENTS FROM THE PUBLIC

None.

4. MONTHLY WEBSITE AND SOCIAL MEDIA UPDATE AND FAQ'S

Amelia Wilder, District Secretary, gave an update of the statistics related to the number of visits per page to Facebook and RMCSO.com.

5. DISCUSS RESERVOIR INFORMATION AND EDUCATION AD HOC COMMITTEE

Director Butler updated the Committee on the status of the Reservoir Information and Education Ad Hoc Committee. ***This item will be on the June 15, 2022 Board Meeting Agenda.***

6. UPDATE TO DISTRICT'S PASSWORD POLICY

Paula O'Keefe, Director of Administration, updated the Committee on the Policy that was adopted February 16, 2022 stating that after policy review with A Leap Ahead Technology (District's IT provider) and WECybr (District's Cyber Security Vendor) it was recommended that revisions be made to the policy. The Committee recommended moving this item to the Board for review. ***This item will be on the May 18, 2022 Board meeting Agenda.***

7. DISCUSS SACRAMENTO TREE FOUNDATION PLANTING MAY 21, 2022

Tom Hennig, General Manager, discussed the tree planting with Sacramento Tree Foundation May 21, 2022.

8. DIRECTOR AND STAFF COMMENTS

Tom Hennig, General Manager, announced a Special Staff Meeting which will be open to the public and he will be available along with Paula O'Keefe, Michael Fritschi and Kelly Benitez will be present to answer questions about the proposed rate increase. The meeting will be held at the District office May 10, 2022 from 5:00 p.m. until 7:00 p.m.

Director Butler would like to publish a special addition of the Pipeline Newsletter to communicate what reserves are for.

9. Adjournment

The meeting was adjourned at 8:49 a.m.

DRAFT

Rancho Murieta Community Service District
Bills Paid Listing for April 2022

Check Number	Check Date	Vendor	Amount	PURPOSE
CM38295	4/6/2022	ABA Protection Inc.	5,415.09	Security Services (Gate \$ 2,447.26, Patrol \$ 2,967.83)
ACH	4/1/2022	Nationwide	8,419.56	Payroll -Benefits
ACH	4/1/2022	Paychex	16,608.92	Payroll-Taxes & invoice
ACH	4/4/2022	Pitney Bowes	2,000.00	Postage
ACH	4/4/2022	ATT Payment	1,112.45	Phone Bill
ACH	4/4/2022	CALPERS	41,662.41	Payroll -Benefits
ACH	4/4/2022	CALPERS	48,256.12	Payroll -Benefits
ACH	4/4/2022	Paychex	77.22	Payroll-Taxes & invoice
CM38296	4/6/2022	A Leap Ahead IT	408.91	IT Services
CM38297	4/6/2022	Aramark Uniform & Career Apparel, LLC	257.70	Uniforms
CM38298	4/6/2022	Arnolds For Awards	26.43	Office Supplies
CM38299	4/6/2022	County of Sacramento	33,711.60	Solid Waste charges for Several Quarters
CM38300	4/6/2022	County of Sacramento	664.00	Hazardous Materials Fees
CM38301	4/6/2022	Domenichelli and Associates, Inc	16,668.79	Engineering Services
CM38302	4/6/2022	Ferguson Enterprises, Inc 1423	717.35	Maintenance & Repairs
CM38303	4/6/2022	Gempler's, Inc.	54.18	Maintenance Supplies
CM38304	4/6/2022	GM Crane Services, Inc	475.00	Quarterly Crain Inspection
CM38305	4/6/2022	Industrial Electrical Company	4,778.24	Maintenance & Repairs
CM38306	4/6/2022	Linde Gas & Equipment INC.	617.78	Chemical Supplies
CM38307	4/6/2022	Muniquip, LLC	3,375.00	Maintenance & Repairs
CM38308	4/6/2022	PAC INTEGRATIONS INC.	3,700.00	Installation Network
CM38309	4/6/2022	Pac Machine Co., Inc.	1,118.64	Monthly Rental (Auto Dialer)
CM38310	4/6/2022	Pacific Shredding/Pacific Records Mana	345.00	General Expenses
CM38311	4/6/2022	Sierra Foothill Fire Extinguisher Serv	900.50	Annual Maintenance on Fire extinguishers
CM38312	4/6/2022	Sierra Office Supplies	45.26	Office Supplies
CM38313	4/6/2022	State of California	694.68	CIA Ditch Expense
CM38314	4/6/2022	Stewart Title of Sacramento	112.56	Escrow Refund
CM38315	4/6/2022	Teichert Aggregates	126.93	3/8" Cold Mix Purchase
CM38316	4/6/2022	Tesco Controls, Inc.	9,696.25	Annual Instrument Calibration(\$8,500.00) Reactive Air System Transducer Board (\$1,100.00)
CM38317	4/6/2022	Wagner & Bonsignore Consulting Civil E	596.25	Consultation on annual report, Amendments and Reviews
CM38318	4/6/2022	Waterworks Aquatic Management	10,238.36	Installation of Aeration System(\$7,649.04) Installation materials & Labor cost(\$2,589.32)
CM38319	4/6/2022	West Yost Associates	8,681.25	Waste Water Disinfection Lifecycle Analysis
CM38320	4/6/2022	W.W. Grainger Inc.	130.56	Materials for Repairs and Maintenances
CM38321	4/6/2022	Xylem Water Solutions U.S.A., Inc.	875.63	Maintenance and Repairs
CM38322	4/6/2022	Sacramento Metropolitan Fire District	421.00	Assessment at scene fees
ACH	4/6/2022	AFAC	694.30	Payroll-Health
ACH	4/6/2022	Guardian	10,774.22	Payroll- Dental
CM38323	4/11/2022	Cisco Air Systems, Inc	2,095.50	Parts & Labor for WWRP Compressors
CM38324	4/11/2022	EDCO Enterprises	2,680.00	Maintenance & Repairs
CM38325	4/11/2022	EVO-Emergency Vehicle Outfitters	7,328.34	Light for Security vehicle(Tacoma)
CM38326	4/11/2022	Hastie's Capitol Sand and Gravel Co.	628.68	Materials for Repairs and Maintenances
CM38327	4/11/2022	Pace Supply Corp	150.12	Maintenance & Repairs
CM38328	4/11/2022	Ferguson Enterprises LLC #3326 DBA Pol	1,397.04	Materials for Repairs and Maintenances
CM38329	4/14/2022	A&D Automatic Gate and Access	647.01	Emergency Repairs at North Gate
CM38330	4/14/2022	Accounting & Association Software Group	1,237.50	Software Consulting time (GP)
CM38331	4/14/2022	Applications By Design, Inc.	2,900.00	Barcode for Vehicles
CM38332	4/14/2022	Aramark Uniform & Career Apparel, LLC	187.48	Uniforms
CM38333	4/14/2022	Bartkiewicz, Kronick & Shanahan	10,411.41	Legal Services for various departments
CM38334	4/14/2022	Brower Mechanical, Inc	3,753.00	HVAC Maintenance & Repairs
CM38335	4/14/2022	Clark Pest Control	739.00	Pest Services Monthly Contract
CM38336	4/14/2022	Concentra DBA Occupational Health Cent	104.00	Recruitment
CM38338	4/14/2022	Ferguson Enterprises, Inc 1423	37.90	Materials for Repairs and Maintenances
CM38339	4/14/2022	Goodwin Cole Co. Inc.	210.92	US & CA Flags
CM38340	4/14/2022	Greenfield Communications	448.99	Internet bill for April.
CM38341	4/14/2022	Kenneth Newton	100.00	Rebate
CM38342	4/14/2022	Operating Engineers Local Union No. 3	708.96	Union Dues for April
CM38343	4/14/2022	Pitney Bowes	506.70	Postage
CM38344	4/14/2022	Rancho Murieta Country Club	325.26	Board Dinner
CM38345	4/14/2022	Romo Landscaping	385.00	Monthly Landscaping charges
CM38346	4/14/2022	Sprint	379.90	Internet
CM38347	4/14/2022	State of California	33.09	Lease Payment
CM38348	4/14/2022	Streamline	300.00	Monthly subscription
CM38349	4/14/2022	Thatcher Company of California, Inc	4,646.25	Chemicals for waste water.
CM38350	4/14/2022	True North Research, Inc.	29,502.00	Design & Conduct Focus Group & Voter Survey
CM38351	4/14/2022	Walker's Office Supplies, Inc	2,396.84	Office Supplies
ACH	4/15/2022	Paychex	18,011.19	Payroll- Taxes & invoice
ACH	4/19/2022	VSP	45.06	Payroll -Vision
10002	4/20/2022	Applications By Design, Inc.	1,135.00	ABDI Monthly Charge (April)

Rancho Murieta Community Service District
Bills Paid Listing for April 2022

Check Number	Check Date	Vendor	Amount	PURPOSE
10003	4/20/2022	Aramark Uniform & Career Apparel, LLC	500.52	Uniforms
10004	4/20/2022	Aramark Uniform & Career Apparel, LLC	167.24	Uniforms
10005	4/20/2022	Cisco Air Systems, Inc	4,396.51	WTP Quincy Compressor Services
10006	4/20/2022	CIT	475.22	Copier Contract Charges (Monthly)
10007	4/20/2022	Commercial Lighting	621.61	Office Light Purchases
10008	4/20/2022	FEDEX FREIGHT	166.00	Postage
10009	4/20/2022	GSRMA	93,547.29	Quarterly Insurance Payment for Water Properties
10010	4/20/2022	Hastie's Capitol Sand and Gravel Co.	652.78	Materials for Repairs and Maintenances
10011	4/20/2022	Mobile Mini Solutions	294.80	Premium Door Container Rental
10012	4/20/2022	OCT Water Quality Academy	500.00	Classes for Waste Water Employees
10013	4/20/2022	Pace Supply Corp	248.64	Materials for Repairs and Maintenances
10014	4/20/2022	Rancho Murieta Association	563.17	SMUD for North Gate (March)
10015	4/20/2022	S. M. U. D.	19,361.47	SMUD Bills for Various Departments
10016	4/20/2022	Solitude Lake Management LLC	5,087.00	Lake & Pond Management Services
10017	4/20/2022	State of California	69,175.00	Dam Annual Fees
10018	4/20/2022	Statewide Traffic Safety and Signs Inc	2,700.42	Additions to Water utility vehicles
10019	4/20/2022	USA Blue Book	2,520.94	Materials for Repairs and Maintenances
10022	4/20/2022	ABA Protection Inc.	4,748.39	Security Services (Gate \$ 3,568.13) Patrol \$ 1,180.26
10023	4/20/2022	FIRST AMERICAN TITLE CO	142.13	Escrow Refund
10024	4/20/2022	County of Sacramento	125.16	Property Tax 07-01-21---06-30-22
10025	4/20/2022	County of Sacramento	84.00	Recruitment
10026	4/20/2022	County of Sacramento	11,206.00	Hazard Permits
ACH	4/21/2022	Paychex	1,132.21	Payroll-Taxes & invoice
10027	4/22/2022	Aramark Uniform & Career Apparel, LLC	549.06	Uniforms
10028	4/22/2022	CSI Services, Inc.	2,625.00	Coating Inspection Service
10029	4/22/2022	INTEGRITY ESCROW	71.11	Escrow Refund
10030	4/22/2022	Tesco Controls, Inc.	5,923.15	PLC Installation , SCADA Integration, Maintenance & Repairs
10031	4/22/2022	Thatcher Company of California, Inc	3,019.83	Chemical Supplies for Waste Water '
10032	4/22/2022	United Rentals Northwest, Inc.	2,144.54	Rental of Skid Steer Track Loader & fees
10033	4/22/2022	USA Blue Book	242.38	Materials for Repairs and Maintenances
ACH	4/28/2022	Paychex	18,573.42	Payroll-Taxes & invoice
		TOTAL	\$579,455.27	
		EL DORADO PAYROLL		
ACH	4/15/2022	Payroll for 04/13/2022	73,149.63	Payroll
ACH	4/1/2022	Payroll for 03/30/2022	70,867.27	Payroll
ACH	4/4/2022	Payroll for Spencer Doering	693.82	Payroll
ACH	4/21/2022	Payroll for Jennifer Yee	3,219.03	Payroll
ACH	4/28/2022	Payroll for 04/28/2022	75,969.18	Payroll
		TOTAL	\$223,898.93	

PREPARED BY: Manoj Pal, Accountant

REVIEWED BY:  District Treasurer

MEMORANDUM

Date: May 17, 2022
To: Board of Directors
From: Tom Hennig, General Manager
Subject: General Manager's Report

COVID-19 RESPONSE

The Sacramento County Health Officer has rescinded the two health orders requiring masks and restricting public meetings to on-line. In accordance with this change, the District offices remain open for business. At this time Board meetings will be scheduled for the District Office. Committee Meetings will continue to be conducted via Zoom until further notice.

LEGISLATIVE UPDATE

Senate Bill 1157, Hertzberg, as currently proposed, this bill would change the standards for indoor residential water use for urban water suppliers, to reflect those recommended by Department of Water Resources (DWR) and the State Water Resources Control Board (SWRCB). Specifically, it would change the indoor residential water use standards beginning January 1, 2025, to be:

- a) Beginning January 1, 2025, until January 1, 2030 – 47 gallons per capita daily (gpcd).
- b) Beginning January 1, 2030 – 42 gpcd.

We will continue to monitor the progress of this bill and will remain active in the discussion through our membership with the Regional Water Authority.

PROP 218 NOTICE

As of noon today, we have entered a total of 430 protest forms into our GIS database. 403 of the protests have used a form letter.

STATE BUDGET FUNDING REQUESTS

A request for \$5.24 million was sent to the State Assembly, via Assemblyman Cooley for funding to support the Districts drought resilience efforts and to supply additional funds to address the shortfall in the requests approved last year. We were informed this week that the Assembly Budget Office will not consider our requests this year. The two new requests, \$3.18 million would provide funds to replace the water meters throughout the District with "Smart" meters. This system would provide constant monitoring for water leaks and other changes in water pressure. This will allow our staff to become proactive in addressing leaks and other forms of water loss. The second new request would initiate a project to increase the amount of stormwater we can collect during winter. The hope would be to expand our recycled water capacity to offset potable water use in the summer. We will continue to look for funding opportunities to support the District.

SACRAMENTO TREE FOUNDATION PROJECT

We began working with the Sacramento Tree Foundation to plant seedling trees which will replace most of the turf surrounding the District office. This event will take place this Saturday, beginning at 9AM. Pre-registration for the event is required, and you can sign up at <https://sactree.org/event/rancho-murieta-native-tree-planting/>. Please arrive early for this event, by 8:45 a.m. If your plans change, please update your registration status so that someone else can take your place. As of Tuesday, there were 18 volunteers signed up. We are hoping for 10 to 15 more. We hope to have a large turnout from the Community as we take this important step toward replacement of native trees, and water conservation.

RISK MANAGEMENT ACCREDITATION PROGRAM

Our risk management carrier, GSRMA, allows member agencies to earn an accreditation and associated award when they are deemed to consistently perform at the highest level and bring best practices for risk and loss prevention to the forefront. The accreditation is based upon a review of a submitted self-assessment and summary which was completed by Amelia Wilder, and includes areas such as safety/loss prevention and training, emergency preparedness, compliance with COVID guidelines, Board, and personnel policies, etc.

This self-assessment was again completed by Amelia; the District received an award in the amount of \$36,226. Congratulations to Amelia and all the District staff for working hard to minimize our potential risks and associated losses! I am recommending that we hold a small event to recognize the award and the work completed to gain this 100% award amount.

CAMERA PROGRAM UPDATE

We are working with our vendor to develop plans and costs associated with placing camera systems at the locations of the Districts critical infrastructure. The Calero syphon station was installed a couple of weeks ago. Other planned locations include the yellow bridge, all the sewer lift stations, the Granlees pumping station and other sites as needed. Because of the costs for these sites, we are planning to bring the plan to the Security Committee in May for a potential inclusion in the 2022-23 CIP program.

SECURITY OPINION POLL UPDATE

We entered into a contract with Clifford Moss and have begun the process of developing the outreach and educational information to allow potential voters to fully understand what will be placed on the ballot if the Board determines that this is the best path forward to maintain a proper Security Division.

As all of us are aware, at Rancho Murieta CSD, we take great pride in providing customized security services on a 24/7 basis to help maintain a safe, high-quality community and protect property values. Funding for this special service comes from a parcel tax overwhelmingly supported by local voters in 1997. After 25 years, however, operating costs have increased dramatically while this dedicated funding has remained flat. Without additional revenue, we will be forced to make painful cuts that will threaten quality of life and community safety.

To maintain Rancho Murieta security services, we are now studying options to address this critical need. One option is asking voters to consider a new parcel tax to maintain current security levels. As part of this process, we are engaging in a community conversation. We want to know what the community thinks before important decisions are made by the board later this summer.

Clifford Moss will be sending a survey out to residents to take via mail or online and we will ensure community members have access to the survey via online platforms. We will also be posting information on our website including Frequently Asked Questions. I will be conducting conversations with community members to gather their feedback. If any member of the community would like to have a conversation with me about this critical need, please email me at thennig@rmcsd.com or call me at 916-354-3700. We also encourage community participation during our board meetings. Below please see our tentative schedule of dates. We are also considering scheduling special board meetings as needed.

- June 1, 2pm– Board Budget Meeting – *Including a board discussion on funding options*
- June 7 – Finance Committee Meeting
- June 15 – Regular Board Meeting – *Including an update to the board and community on “what we heard” from our community conversations*
- July 5 – Finance Committee Meeting
- July 20 – Regular Board Meeting – *Date for board to decide whether or not they will place a measure on the November 2022 ballot*
- August 12 – November 2022 State Filing Deadline (we are targeting July 26 to file)

As we continue exploring solutions, I recommend two board members join a working group to ensure we are engaging in a public discussion before important decisions are made.

POTENTIAL DROUGHT RESPONSE

There is an item in today’s agenda to discuss this subject.

OUTREACH/ADVOCACY

CSD/MVA (Murieta Village) – The MVA has hired a new firm to manage their association. Security Supervisor, Kelly Benitez, has met with the Murieta Village management and will continue to follow-up on security related issues. I have requested a meeting with the new firm.

CSD/RMA– During the past month, I have met several times with the RMA GM on issues detailed below.

- Expanding our collaboration for Security services. We are currently in discussions to address the potential for providing mutual support on specific calls for service when we are short on resources.
- We have discussed the possibility for coordinating our IT providers to improve the sharing of video resources when the opportunity occurs.
- Added black bar codes as a second color option with the hope that residents without bar codes on their windows will consider the new color option.

- Reviewed the status of surveillance cameras and how we are working together to coordinate data storage and review.
- Discussed progress related to the planned RMA Community Center. Agreed to meet monthly as this project evolves.

SACRAMENTO REGIONAL WATER AUTHORITY (RWA)

- Attended a RWA budget virtual meeting.

SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT (SRCD) – SRCD has formed an advisory committee to assist the Conservation District with implementation of the Cosumnes Ground Water Authority implementation plan. They have also recently submitted their annual report. I will continue to monitor the meetings and implementation plans as required by the State.

OTHER DISTRICT BUSINESS

GENERAL STAFFING UPDATE

We are recruiting for a Patrol Officer. We are also currently recruiting and an Accountant. The vacant Accounting Manager position will be frozen if the Accounting outsourcing item is approved in the meeting today.

CONFERENCE/EDUCATION OPPORTUNITIES:

Special District Legislative Days	May 17 & 18, 2022	Sacramento, CA
GM Leadership Academy	June 19-21, 2022	Coronado Island, CA
Special District Leadership Academy	Sept. 18-21, 2022	Napa Valley, CA
AWWA Annual Fall Conference	October 24-26, 2022,	Sacramento, CA

EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS:

- We are sad to say that Manoj Pal has chosen to leave the District.
- Cindy Son will have her hours as a retired annuitant complete on May 19, 2022.
- Travis Bohannon has passed his test for Wastewater Grade IV Certification.
- Ed McMurray completed his 1,800 OIT hours needed to get his Wastewater Grade I Certification.
- James Colas was promoted to Utility Worker III.

6B Administration/Financial Report -BPending

MEMORANDUM

Date: May 18, 2022
To: Board of Directors
From: Kelly Benitez, Security Supervisor
Subject: Security Update Report for the Month of April

OPERATIONS UPDATES

The Department is currently working on the following projects:

- CSD has one remaining part-time (in background) and one full-time gate guard position vacant. We continue to use 2 ABA officers to help with staffing shortages and requested another armed ABA for summer support.
- Patrol non-covered shifts: 60 hours in 2022 (at night sick call-offs, suspension days, family leave)
- ABDI Software Upgrade Project: ABDI has been completed. 2 fast pass systems down tickets made with A Leap Ahead (District's IT provider).
- Safety Center Repairs obtained 3 estimates (30-33K) in review with GM.
- Training Officers Anderson set for 832 schools Aug 2022.
- Received Black Bar Codes from ABDI.
- Community Member fundraiser John Jacobs Chili Cook-off May 7th.
- SSD contact new contract rate July 1, to hire off duty deputies.

Rancho Murieta Association activity:

We continue to work with the RMA Leadership on a regular basis. Our focus is to improve our level of service and have positive contact with residents. The following list is the current focus of our meetings.

- General non-arch rules enforcement (see Violation Summary Report): continued to attend RMA Compliance meetings.
- Stop Sign enforcement – enforcement missions conducted each week; other violations issued during regular patrol
- Speed enforcement – Goal to reduce speeding in the community during the day and night hours.
- RMA topics: Spoke with GM regarding vandalism of bathrooms. 4-wheeled vehicles. Extended gate barriers have been added by RMA personnel.
- Discussed July 4th planning.
- Meeting with Anton ABA Security and Quality control.

Rancho Murieta village:

- Met with Amy new manager of Silver Creek management.
- Met with the President and VP of their association.

Rancho Murieta Association
Violation Item Summary Report -- 2022
(This report includes RMA & CSD issued violations)

Violation Item Summary Report	Jan		Feb		March		April		May		June		July	
	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
Motor vehicle violations:														
Motorcycle														
No drivers license					1	0								
Speeding	14	31	8	22	23	25	14	23						
Speeding - twice speed limit			0	1										
Stop signs	0	5	1	0	5	5	2	3						
Bus stop signs														
Use of streets							1	0						
Parking:														
Driveway parking	9	0	18	0	25	13	1							
Guest parking			0	1	0	1								
Overnight street parking	3	9	5	11	8	1	6	0						
Unauthorized Vehicle (24 hr pass)	1	0	0	0	1	1								
Accumulation/dumping of debris							0	1						
Advertising signs														
Barbeques, open fires, bonfires														
Carrying passengers/overloaded cart														
Clothes lines														
Commercial vehicle lettering	0	2												
Construction overnight parking														
Park hours / curfew	1	0			1	0	5	0						
Decorative lights			0	9	0	6	0	3						
Discharge of firearm														
Dog park investigations														
Dwelling exterior alterations														
Failure to identify														
Fences, screens & enclosures														
Guest w/o resident in comm areas														
Home business activities														
Noxious activities			1	0										
Open garage doors														
Pets - off leash / teathered / noise														
Property maintenance	0	10	0	7	0	4	0	28						
Sign rules														
Skating in common area														
Sports equip/trampoline/basketball	0	5	0	7	0	2	0	13						
Storage of building materials														
Stored vehicles	0	1			0	1	0	2						
Trash containers														
Use of common areas & facilities			0	1										
Vandalism														
Vehicle repair or maintenance														
Village/Villas violations														
Working days & hours														
Total Violations	28	63	33	59	64	59	29	73	0	0	0	0	0	0
Citations written by RMCS		28		33		64		29		0		0		0
Citations written by RMA		63		59		59		73		0		0		0
Total Violations		91		92		123		102		0		0		0

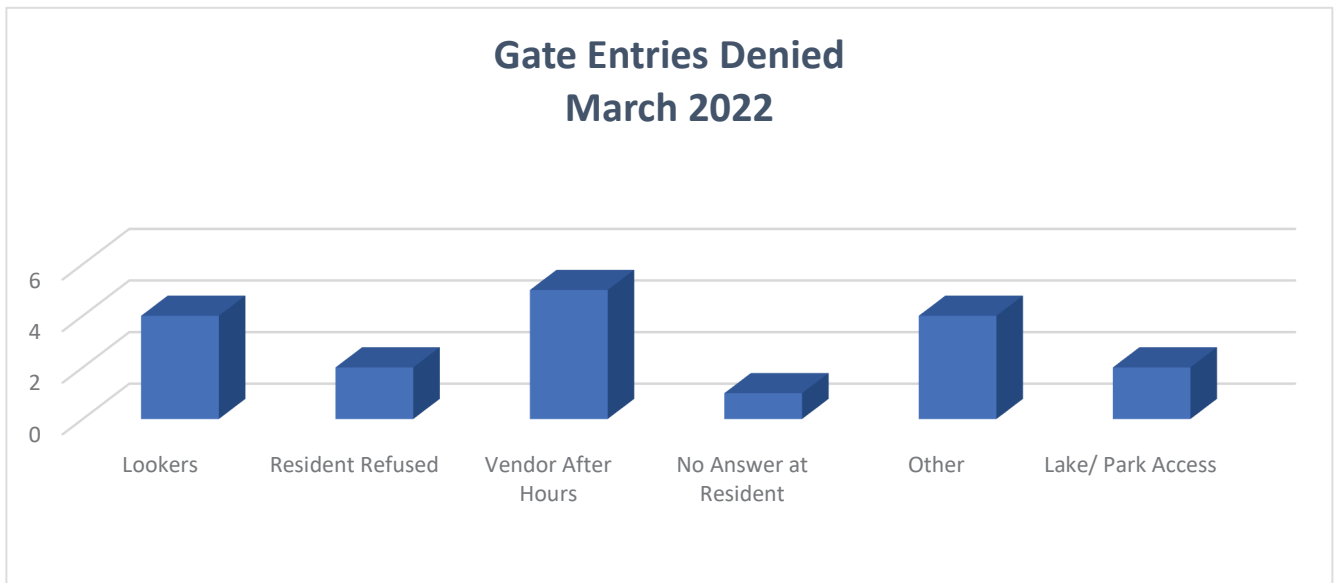
Violation Item Summary Report	August		September		October		November		December		Totals	
	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
Motor vehicle violations:												
Motorcycle											0	0
No drivers license											1	0
Speeding											59	101
Speeding - twice speed limit											0	1
Stop signs											8	13
Bus stop signs											0	0
Use of streets											1	0
Parking:												
Driveway parking											53	13
Guest parking											0	2
Overnight street parking											22	21
Unauthorized Vehicle (24 hr pass)											2	1
Accumulation/dumping of debris											0	1
Advertising signs											0	0
Barbeques, open fires, bonfires											0	0
Carrying passengers/overloaded car											0	0
Clothes lines											0	0
Commercial vehicle lettering											0	2
Construction overnight parking											0	0
Park hours / curfew											7	0
Decorative lights											0	18
Discharge of firearm											0	0
Dog park investigations											0	0
Dwelling exterior alterations											0	0
Failure to identify											0	0
Fences, screens & enclosures											0	0
Guest w/o resident in comm areas											0	0
Home business activities											0	0
Noxious activities											1	0
Open garage doors											0	0
Pets - off leash / teathered / noise											0	0
Property maintenance											0	49
Sign rules											0	0
Skating in common area											0	0
Sports equip/trampoline/basketball											0	27
Storage of building materials											0	0
Stored vehicles											0	4
Trash containers											0	0
Use of common areas & facilities											0	1
Vandalism											0	0
Vehicle repair or maintenance											0	0
Village/Villas violations											0	0
Working days & hours											0	0
Total Violations	0	0	0	0	0	0	0	0	0	0	154	254
Citations written by RMCS		0		0		0		0		0		154
Citations written by RMA		0		0		0		0		0		254
Total Citations		0		0		0		0		0	0	408

Gate Entries Denied

April 1-27, 2022

	Lookers	Resident Refused	Vendor After Hours	No Answer at Resident	Other	Lake/ Park Access	TOTAL
All Gates	4	2	5	1	4	2	18

Prior Month Totals: 3 1 7 2 3 1 17





Rancho Murieta CSD Security

15160 Jackson Rd
Rancho Murieta, CA 95662

Cases - Breakdown by Type

911 HANG UP	1
ABANDONED DISABLED VEH	1
ALARM	4
ANIMAL COMPLAINT	9
ASSIST OTHER AGENCY	1
BURGLARY	2
CITATION	18
DISTURBANCE	6
ESCORT	7
EXTRA PATROL	6
FOLLOW UP	2
GUN SHOTS	1
INTOXICATED PERSON	2
IRRIGATION DAMAGE	1
LOST/FOUND PROPERTY	2
MISCELLANEOUS	4
PARKING	9
PATROL DETAIL	1
PETTY THEFT	1
REFUSED ENTRY	18
RESIDENT COMPLAINT	8
RMA RULE VIOLATION	5
SPEEDING COMPLAINT	1
STOLEN/LOST PROPERTY	1
SUSPICIOUS ACTIVITY	3

Cases - Breakdown by Type

From 4/1/2022 to 4/28/2022



SUSPICIOUS PERSON	2
SUSPICIOUS VEHICLE	3
TRAFFIC ENFORCEMENT	8
TRESPASSING	3
VANDALISM	15
VEHICLE ACCIDENT	4
WATER LEAK	7
WELFARE CHECK	6
Total	162



INCIDENTS OF NOTE
April 1-30, 2022

April 10th at approximately 1940 hours, Theft from Vehicle, Lake Calero (North)

CSD Security was contacted at the Northgate at which time the victim stated a canvased painting was stolen from his unsecured vehicle when he was walking around the lake. The victim didn't see any suspects however, observed a blue truck in the area. The victim contacted the SSD and made the theft report, value unknown.

April 15th approximately 2100 hours, Vehicle/Vandalism, Via Sereno (North)

CSD Security responded to a call for service. The reporting person (RP) stated that she and her husband heard a loud popping noise outside on the street. The husband was sent to investigate and discovered his neighbor's vehicle window was shattered. The neighbor was not at home during the vandalism. CSD responded and canvased the area for video coverage and evidence with negative results. The victim's daughter was contacted and advised to make a report with the SSD.

April 24th, at approximately 2100 hours, Loud Noise Complaint, Murieta Parkway (North)

CSD security personnel responded to a loud noise complaint. Upon arrival, the officer discovered a male outside the residence agitated and throwing something in the driveway. The officer relocated his position and called the SSD to respond to a domestic dispute. SSD arrived and informed CSD security the incident was a minor verbal argument.

MEMORANDUM

Date: May 18, 2022
To: Board of Directors
From: Michael Fritschi, P.E. - Director of Operations
Subject: Operations Report

SB 170 Funded Projects – An update of the SB 170 funded projects are as follows:

Water Treatment Facility Sodium Hypochlorite Conversion – This project is currently in the early stages of design.

Recycled Water Disinfection Project – The project RFP is being updated to include existing engineering that has been previously completed, the project will then be put out for request for proposal (RFP) for design services.

Granlees Safety Improvements – The project is currently in the preliminary design stages.

Funding Update – The District has requested funds to fully fund all three SB-170 projects (additional \$2.06 million) and has also requested additional State funds in the amount of \$1.38 million to complete the smart meter installation and leak detection project and \$1.8 million for rainwater harvesting. Both projects are considered drought resilient projects. We have discussed the

Raw Water Storage & Delivery

The District has continued diverting water from the Consumes River and as of April 30, 2022, has pumped a cumulative total of 587 million gallons (2164.7 acre-ft) since the beginning of the pumping season. Currently all three reservoirs are full and are filling past the stop logs.

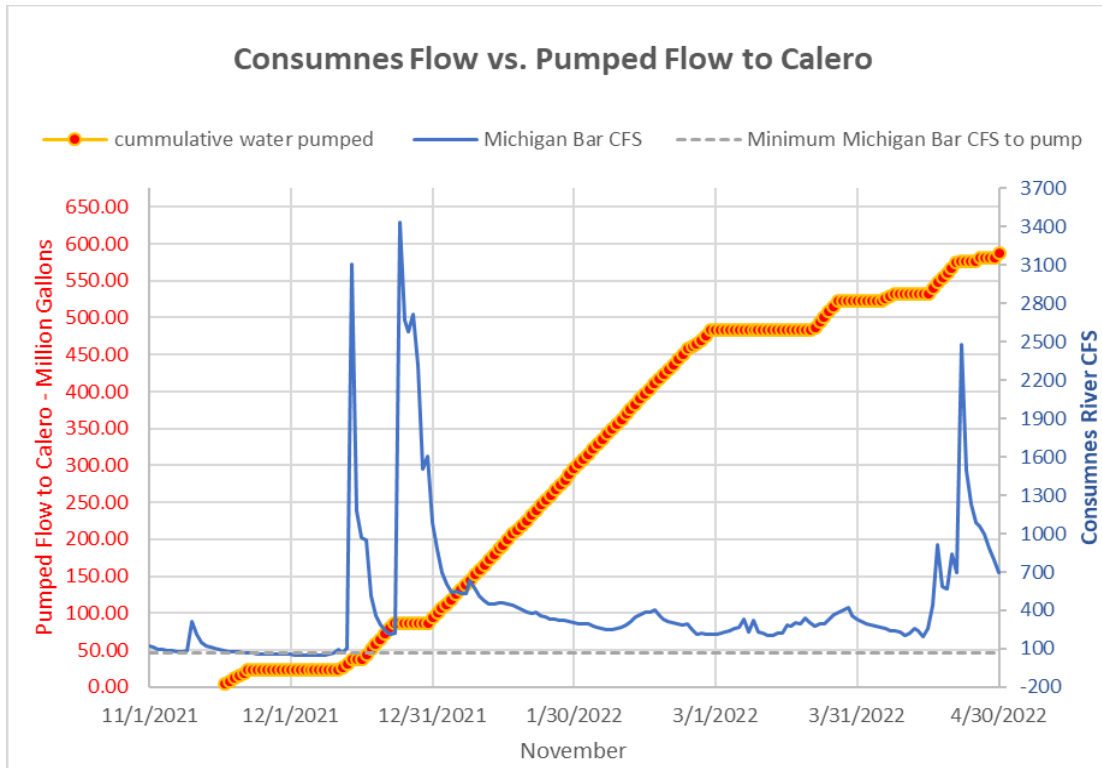


Figure 1. Michigan Bar Flow vs Cumulative Pumped flow to Calero 2021-22

As of April 30th, 2022, the total water stored between Clementia, Chesbro, and Calero totaled 4,927 acre-ft, 3.4% less (168 acre-ft) than in April 30th, 2021. The Division of Dams allowed an early installation of stop logs last year, thus accounting for the increased storage in 2021 even without the same pumping capabilities as this current year. Wastewater storage available for production as of April 30th is at 391 acre-ft, a 39% increase over the same level from last year.

Table 1. Raw Water and Wastewater Reservoir Storage comparisons 2022 to 2021

	April 2022		April 2021		difference from 2021	%diff
	mgal	acre-ft	mgal	acre-ft		
Clementia Storage	304.7	935.0	297.6	913.2	21.8	2.4%
Chesbro Storage	381.8	1171.7	394.9	1212.0	-40.2	-3.3%
Calero Storage	864.1	2651.8	912.9	2801.6	-149.7	-5.3%
Total of all Raw Water Reservoirs	1550.6	4758.6	1605.4	4926.8	-168.2	-3.4%
Wastewater Storage Reservoir available for production	127.5	391.3	92.0	282.4	109.0	38.6%

Currently all three reservoirs are 100% full to the spillway level. The District has installed stop logs to raise the level of storage in all three reservoirs to accumulate additional storage past the spillway level. This is done to increase the water storage and is standard practice.

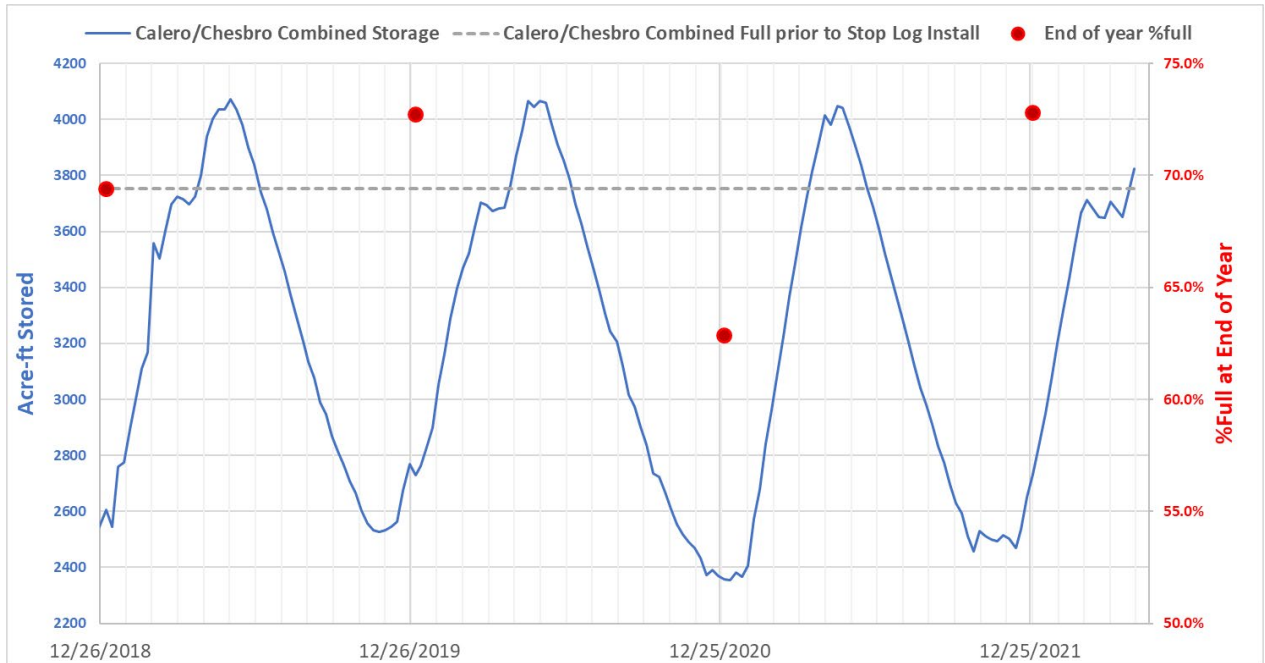


Figure 2. Storage Curve for Calero/Chesbro 2018 to Present

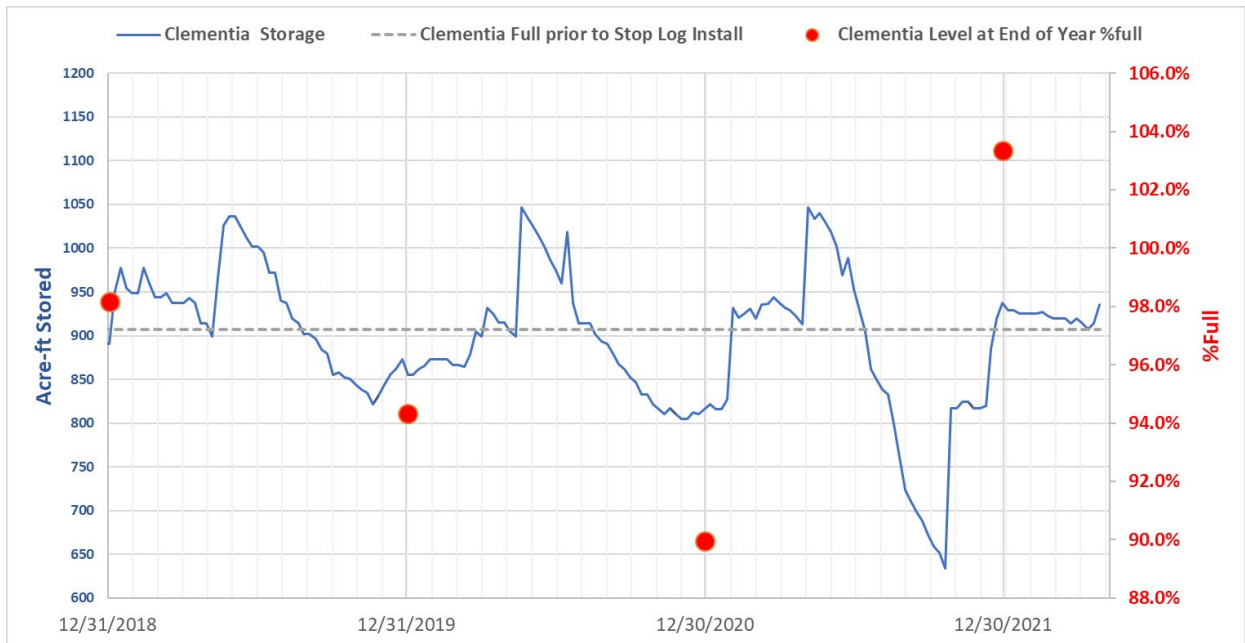


Figure 3. Storage Curve for Clementia 2018 to Present

California Hydrology Update (as of May 1st from California Water Watch)

California is experiencing extreme dryness. Low precipitation combined with higher temperatures is resulting in dry conditions throughout the state. According to Water Watch, California is in its 3rd consecutive year of drought.

Current Water Year Precipitation – **72%** of average

Statewide Mean Temperature - **98%** of average

Statewide Seasonal Snowpack – **38%** of average

Executive Order N-7-22 requires urban water suppliers to adopt a shortage response plan of up to 20% of production. While the District is not currently an “urban water supplier” by definition of the number of connections, it may support drought response on a voluntary level by encouraging resident actions to help conserve.

Water Consumption

As of April 30, 2022, cumulative potable water production for the year totaled 122.3 million gallons, 1.1 million gallons (0.9%) higher than the same use period in 2021. Potable water use was evaluated for 2021, and 2022 against the 15% reduction of 2020 use that was requested by the Governor of California (See table 2 below). According to the table, cumulative production is currently substantially higher than the 15% of 2020 request.

Table 2. Cumulative District Water production by Month for 2021 and 2022 compared to Cumulative 15% Reduction of 2020 use in units of Million Gallons.

	january	february	march	april	may	june	july	august	september	october	november	december	Total Annual
2020 Production	21.29	29.00	31.28	34.72	50.04	63.95	71.75	73.78	64.39	57.05	37.87	29.58	564.70
2020 Cumulative Production	21.29	50.29	81.57	116.28	166.32	230.27	302.02	375.80	440.19	497.24	535.11	564.70	
15% Reduction of 2020	18.10	24.65	26.59	29.51	42.53	54.36	60.99	62.71	54.73	48.50	32.19	25.14	479.99
Cummulative 15%-2020 Reduction	18.10	42.74	69.33	98.84	141.37	195.73	256.72	319.43	374.16	422.65	454.85	479.99	
2021 Production	24.11	21.14	29.68	46.29	62.54	68.86	76.00	73.78	66.03	48.66	25.79	22.71	565.59
%increase/%decrease from Cummulative 15%-2020 Reduction	33%	6%	8%	23%	30%	29%	28%	26%	25%	22%	19%	18%	
2021 Cummulative Production	24.11	45.25	74.93	121.23	183.76	252.62	328.63	402.40	468.43	517.09	542.88	565.59	
2022 Production	23.48	27.85	36.09	34.85									
%increase/%decrease from Cummulative 15%-2020 Reduction	23%	17%	21%	19%									
2022 Cummulative Production	23.48	51.34	87.43	122.28									

Residential gallons per capita per day is denoted as the average annual gallons per day per capita (GPDPC) utilized by residential uses. While the District does have commercial uses, most of the water consumption is utilized by the residents. The monthly residential GPDPC is shown in Figure

4 for 2018, 2019, 2020, 2021, 2022, and the 15% reduction of 2020. While January 2022 was within the requested reduction of GDPC, the graph shows that residents would likely have to cut water use substantially to comply with the Governor’s request. Note that when the request was originally issued in July of 2021, there is what appears to be an effort to reduce consumption. While use did not comply with the request at that time, it did get reduced below that of 2020 for the remainder of 2021.

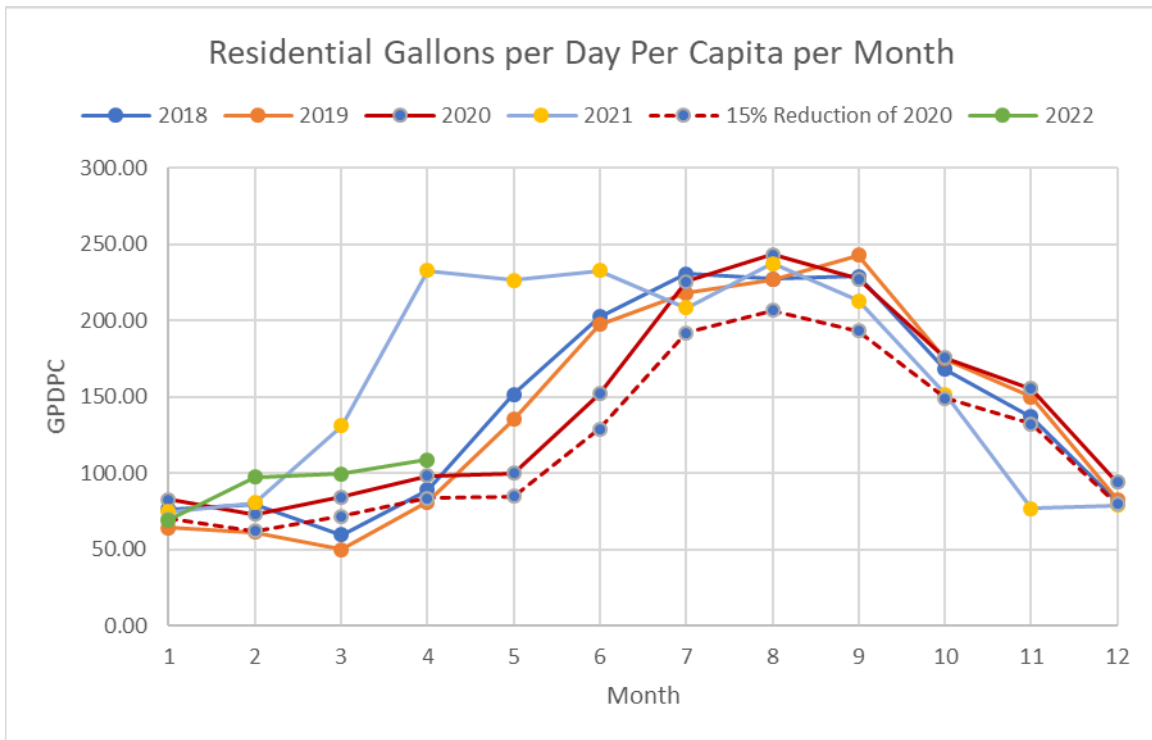


Figure 4. Monthly 2018, 2019, 2020, 2021, 2022 and Governor Requested 15% GDPC reduction of 2020

Water Conservation

The state drought regulation meeting was attended, and it was learned that the emergency state stage 2 drought requirements only apply to urban suppliers. However, all users will be subject to some type of ban on non-functional turf. The ban would be for use of potable water for non-functional turf for commercial, industrial, and institutional use, with the following exclusions:

- Residential excluded from ban
- Sport use excluded from ban
- Recreational excluded from ban

The state will have more progress on the definitions of non-functional turf and regulations later in May.

Reservoir Monitoring

The District has received its third report from Solitude Lake Management. Thus far all (3) reservoirs still look healthy overall, there are some higher levels of cyanobacteria and initial increasing levels of filamentous algae in Clementia Reservoir. Clementia is the shallowest of the three reservoirs. Staff will be meeting with Solitude in mid-May to discuss any early actions that may need to be taken to preserve good water quality. The reservoirs are inspected and sampled in various areas for constituents such as phosphorus, dissolved oxygen, nitrogen, chlorophyll, pH, turbidity, conductivity, etc.

Infrastructure

Lift 6a (between De La Cruz Dr. and Bass Lake)

Lift station 6a was previously down with electrical issues and one pump failure in late April. The District commissioned for a re-wiring of the station based on the best information available. After the re-wiring, the remaining pump operated for a few days and then also failed. It seems that the single-phase electrical wiring may have caused both pumps to become damaged.

The District purchased an available pump on an emergency basis and the 3-phase pump turned out to work very well. The District cancelled the replacement single-phase pump purchase and evaluated the possibility of ordering and installing a second 3-phase pump of the same size and variable frequency drive to replace the single-phase operation. While the emergency pump successfully pumps down the wet well it does not create enough flow to generate adequate flushing velocities. The District is in the process of investigating replacement pumps that would satisfy the minimal flushing velocity.

Wastewater Treatment Facility

The Tertiary facility is envisioned to be up and running to provide recycled water next week. The lag in production startup is due to the tertiary pumps needing to be rebuilt and reinstalled. Additionally, one of the pump bodies was found to have a substantial crack in the case and could not be repaired. The replacement body has been received and is in the process of being installed with the remainder of the rebuilt tertiary pumps. There is also some minor electrical work that will need to be performed at the District non-potable station before the plant is started up. The County Club has been notified of the later startup of the recycled water production scheduled for the beginning of the third week of May for this upcoming irrigation season.

Rio Oso Pump Replacement Update

The expansion couplings have been ordered and are scheduled to arrive in late June. The District is in the process of obtaining quotes to replace the older gate valves while the pumps are being replaced. Staff are planning to evaluate whether a third properly sized pump would provide for additional redundancy and efficiency next fiscal year.

The Water Treatment Facility

Water Treatment Facility #1 is operating at about 800 gpm (1.1 mgd) and plant 2 is back online. Staff have experienced several call-outs for “low air” alarms for the membranes in plant 1. Staff

have been searching for leaks in the air piping and that does not seem to be solving the problem. Staff have enlisted the assistance of the manufacturer and are hoping to come up with a solution as Facility #1 is not operating at its normal level of efficiency.

Calero Stage Storage Curve

Adkins Engineering is onsite to perform a bathymetric survey of Reservoir Calero.

Utility Crew Report April 2022 – Ron Greenfield

- Utility star work order - 17 utility star work orders completed. Utility Star work orders are for final reads, rebates, meter swaps request, issues with homeowner water usage concerns
- Eight field markings for 811 USA locates completed.
- Homeowner calls - six homeowners called for water related problems.
- Water leaks were repaired two water leaks fixed. One leak was a repaired and one had a new service line installed with an additional line replaced in the same area for a total of two new service lines being replaced.
- Four filed isolation valves were exercised.
- System flushing: three dead end blow-offs and one fire hydrant were flushed.
- Replaced five service meters.
- Raw water line from Granlees to Reservoirs had eight-inch ARV's inspected and three new one-inch ARV's replaced.
- There was a backhoe safety training and operating class held on April 20th for the utilities crew and two operators.
- Worked with operators for several days keeping 6-A lift station pumped out.

SITE DEVELOPMENT UPDATE & STORMWATER

Laguna Joaquin - The joint CSD/RMA funded midge treatments was initiated in Laguna Joaquin in early April and have shown promising results of reduced larvae in two separate tests.

DEVELOPMENT

Riverview: Phase 2 and sanitary sewer masterplan update was submitted to the District for review and staff have forwarded comments on to the District Engineer. Lund plans to perform a temporary tie in to the spray park in time for the grand opening for May 21st. The District is having the septic tank pumped at the country club bathroom due to recent construction cuts on the Karsten drive entrance, potentially compromising the leach field. The District is billing the developer for this cost of pumping.

Retreats: KHov was issued a Notice of Violation by the District for failing to prevent sediment from leaving the site and have been fined \$500. KHov has updated their SWPPP to comply with the District requirements.

Taco Bell: Opening soon

Circle K/Shell: no update

Residences North – The District has received tentative Zoning and tentative Subdivision maps for the North and has responded to Sacramento County with comments.

Tractor Store – Staff and the District Engineer are in the process of plan review for the Tractor Store which is planned to be located to the north of the Bel Air market.

Rancho Murieta Community Services District

June 2022

Board/Committee Meeting Schedule

June 1, 2022

Special Board Meeting – Public Hearing 2:00 p.m.

June 2, 2022

Communications/Technology 8:30 a.m.

Security 10:00 a.m.

June 7, 2022

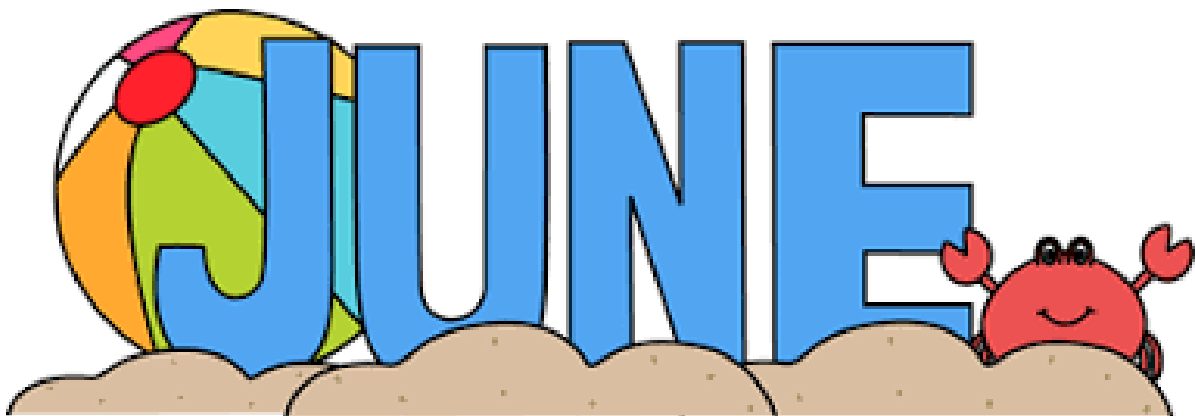
Personnel 7:30 a.m.

Improvements 8:00 a.m.

Finance Meeting 10:00 a.m.

June 15, 2022

Regular Board Meeting - Open Session @ 5:00 p.m.



Rancho Murita Community Service District
15160 Jackson Road
Rancho Murieta, CA 95683

APR 18 '22 5:29PM RMCSD

District Board of Directors,

The proposed increases seem to be high. I believe the Wages and Employee Benefits are not in line with current industry standards. Also is the Liability and Workers Comp Insurance increasing to 21% or increasing an additional 21%?



Residence and owner
14893 Guadalupe Drive
Rancho Murieta, CA 95683

From: [Stephanie Bianchi](#)
To: [Tom Hennig](#)
Cc: [Amelia Wilder](#); wilton.reporter@gmail.com; [Tim Maybee](#); [Randy Jenco](#); [Linda Butler](#); [John Merchant](#); [Martin Pohll](#); [Richard Shanahan](#); [Andrew Ramos](#)
Subject: Re: THIRD REQUEST Re: 4/20 Board Meeting
Date: Wednesday, May 4, 2022 7:56:15 AM

Mr. Hennig-

Am I correct in understanding you listened to the Board meeting from 4/20/2022 in its entirety and you did not identify any Code of Conduct violations nor violations as they relate to the Brown Act?

Stephanie Bianchi

From: Tom Hennig <thennig@rmcsd.com>
Sent: Tuesday, May 3, 2022 8:48 AM
To: Stephanie Bianchi <stephanie_bianchi@hotmail.com>
Cc: Amelia Wilder <awilder@rmcsd.com>; wilton.reporter@gmail.com <wilton.reporter@gmail.com>; [Tim Maybee <TMaybee@rmcsd.com>](mailto:TMaybee@rmcsd.com); [Randy Jenco <rjenco@rmcsd.com>](mailto:RandyJenco@rmcsd.com); [Linda Butler <lbutler@rmcsd.com>](mailto:LindaButler@rmcsd.com); [John Merchant <jmerchant@rmcsd.com>](mailto:JohnMerchant@rmcsd.com); [Martin Pohll <MPohll@rmcsd.com>](mailto:MPohll@rmcsd.com); [Richard Shanahan <RPS@bkslawfirm.com>](mailto:RPS@bkslawfirm.com); [Andrew Ramos <AJR@bkslawfirm.com>](mailto:AJR@bkslawfirm.com)
Subject: RE: THIRD REQUEST Re: 4/20 Board Meeting

Hi Stephanie,

I reviewed the audio and was not able to identify any misconduct. If you feel differently will you please let me know what you are referring to.

Thank you,

Tom

Tom Hennig

General Manager
Rancho Murieta CSD
ph. (916)354-3700
fx. (916)354-2082

Visit us at www.RMCSD.com

 Before printing, please think Green.

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From: Stephanie Bianchi <stephanie_bianchi@hotmail.com>
Sent: Tuesday, May 3, 2022 8:26 AM
To: Tom Hennig <thennig@rmcsd.com>
Cc: Amelia Wilder <awilder@rmcsd.com>; wilton.reporter@gmail.com; [Tim Maybee](#)

<TMaybee@rmcsd.com>; Randy Jenco <rjenco@rmcsd.com>; Linda Butler <lbutler@rmcsd.com>; John Merchant <jmerchant@rmcsd.com>; Martin Pohll <MPohll@rmcsd.com>; Richard Shanahan <RPS@bkslawfirm.com>; Andrew Ramos <AJR@bkslawfirm.com>

Subject: Re: THIRD REQUEST Re: 4/20 Board Meeting

Thank you Mr. Hennig for the audio posting.

The remaining outstanding issue is the Board Member Conduct as it relates to violations of the CSD Code of Conduct and the Brown Act. I appreciate this matter being addressed, should you choose to not address this issue it will be accordingly reported to the appropriate agencies. Please advise.

Thank you,
Stephanie Bianchi

From: Tom Hennig <thennig@rmcsd.com>

Sent: Monday, May 2, 2022 6:31 PM

To: Stephanie Bianchi <stephanie_bianchi@hotmail.com>

Cc: Amelia Wilder <awilder@rmcsd.com>; wilton.reporter@gmail.com <wilton.reporter@gmail.com>; Tim Maybee <TMaybee@rmcsd.com>; Randy Jenco <rjenco@rmcsd.com>; Linda Butler <lbutler@rmcsd.com>; John Merchant <jmerchant@rmcsd.com>; Martin Pohll <MPohll@rmcsd.com>; Richard Shanahan <RPS@bkslawfirm.com>; Andrew Ramos <AJR@bkslawfirm.com>

Subject: Re: THIRD REQUEST Re: 4/20 Board Meeting

Hi Stephanie,

I wanted to let you know the Zoom recording was posted to the website. It has the entire meeting recorded.

Take care and have a great evening.

Tom

Sent from my iPhone

On May 2, 2022, at 3:19 PM, Stephanie Bianchi <stephanie_bianchi@hotmail.com> wrote:

Mr. Henning-

With all do respect, the audio currently available clearly has the meeting being

called to order on it. It also has agenda items included on the recording up to and including the item in question. Thirdly Mr. Maybee specifically asked if his comment was "on record" and the reply was in the affirmative.

Please advise when the Zoom audio will be available.

In addition, my concerns about Board Member conduct was not addressed.

Thank you-

Stephanie Bianchi

From: Tom Hennig <thennig@rmcsd.com>

Sent: Monday, May 2, 2022 3:05 PM

To: Stephanie Bianchi <stephanie_bianchi@hotmail.com>; Amelia Wilder <awilder@rmcsd.com>

Cc: wilton.reporter@gmail.com <wilton.reporter@gmail.com>; Tim Maybee <TMaybee@rmcsd.com>; Randy Jenco <rjenco@rmcsd.com>; Linda Butler <lbutler@rmcsd.com>; John Merchant <jmerchant@rmcsd.com>; Martin Pohll <MPohll@rmcsd.com>; Richard Shanahan <RPS@bkslawfirm.com>; Andrew Ramos <AJR@bkslawfirm.com>

Subject: RE: THIRD REQUEST Re: 4/20 Board Meeting

Hi Stephanie,

Thank you for your email.

It is my understanding that our recorder was not turned on at the start of the meeting. I'm not sure if you were aware, we had a substitute District Secretary running the technical side of the meeting and they forgot to start the recorder on time.

On a good note, the Zoom meeting was recorded and we will pull this recording and confirm the start of the open session is included. Please note the quality of the Zoom audio is normally not as good as the District recording.

Amelia,

Will you please post the Zoom audio as soon as you can. Please contact Stephanie when this is ready.

Thank you,

Tom

Tom Hennig
General Manager

Rancho Murieta CSD
ph.(916)354-3700
fx. (916)354-2082

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From: Stephanie Bianchi <stephanie_bianchi@hotmail.com>

Sent: Monday, May 2, 2022 1:52 PM

To: Amelia Wilder <awilder@rmcsd.com>; Tom Hennig <thennig@rmcsd.com>

Cc: wilton.reporter@gmail.com; Tim Maybee <TMaybee@rmcsd.com>; Randy Jenco <rjenco@rmcsd.com>; Linda Butler <lbutler@rmcsd.com>; John Merchant <jmerchant@rmcsd.com>; Martin Pohll <MPohll@rmcsd.com>

Subject: THIRD REQUEST Re: 4/20 Board Meeting

Ms. Wilder, Mr. Henning and the Rancho Murieta Community Services District Board of Directors:

With all due respect, I request a copy of the unaltered version of the Board Meeting from the Community Services District dated April 20, 2022. The version of the Board of Directors meeting posted on May 2, 2022 is not an accurate reflection of what occurred at the public meeting. Please see my requests dated April 25, 2022 - with no response from Mr. Hennig and second request April 28, 2022.

There is obvious removal of meeting content occurring between minute 1-5 of the meeting. To be clear, I am not requesting content that occurred during the closed door session. During this time, there was an interaction between Director Maybee and a community member which displayed behavior unbecoming of a Board Member in Public office and is a direct violation of the Community Service District Code of Conduct and the Brown Act. My belief is that this interaction was purposely withheld and the recording was altered to hide this behavior.

Withholding and editing information from a public Board meeting is a violation of the Brown Act as well and the Community has a right to this information.

I furthermore implore the Board of Directors to review the unaltered audio of this meeting and hold Director Maybee accountable for behavior unbecoming of a Board Member.

Stephanie Bianchi
916/687-1016

From: Amelia Wilder <awilder@rmcsd.com>
Date: May 2, 2022 at 8:47:49 AM PDT
To: Tom Hennig <thennig@rmcsd.com>, Stephanie Bianchi <stephanie_bianchi@icloud.com>
Cc: Gail Bullen <wilton.reporter@gmail.com>
Subject: RE: SECOND REQUEST Re: 4/20 Board Meeting

Posted

<https://www.ranchomurieta.com/board-of-directors>

Amelia Wilder
District Secretary

Rancho Murieta CSD

15160 Jackson Road
P.O. Box 1050
Rancho Murieta, CA 95683

(916) 354-3700 * FAX 916-354-2082
awilder@rmcsd.com
www.rmcsd.com

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-----Original Message-----

From: Tom Hennig <thennig@rmcsd.com>
Sent: Thursday, April 28, 2022 7:19 PM
To: Stephanie Bianchi <stephanie_bianchi@icloud.com>
Cc: Amelia Wilder <awilder@rmcsd.com>; Gail Bullen <wilton.reporter@gmail.com>
Subject: Re: SECOND REQUEST Re: 4/20 Board Meeting

Hi Stephanie

I'll see if this can happen tomorrow.

I'm sorry we missed this.

Tom

Sent from my iPhone

On Apr 28, 2022, at 5:26 PM, Stephanie Bianchi
<stephanie_bianchi@icloud.com> wrote:

Good Afternoon-

This is the second request for the audio from the Board meeting from 4/20.

Thank you-

Stephanie Bianchi

Sent from my iPhone

On Apr 25, 2022, at 2:33 PM, Stephanie Bianchi
<stephanie_bianchi@icloud.com> wrote:

Good Afternoon-

I noticed the audio from the last Board meeting is not yet posted. Can you please advise as to when this will be available?

Thank you-

Stephanie Bianchi

10. Cal Waste Franchise Fee - Pending

MEMORANDUM

Date: May 12, 2022
To: Board of Directors
From: Michael Fritschi, P.E. - Director of Operations
Subject: Water Conveyance Options basis of design report (BODR)

RECOMMENDED ACTION

It is recommended that the Board approve bringing the contract with Domenichelli & Associates for the Water Conveyance Options basis of design report (BODR) in the amount of \$27,970.

BACKGROUND

Staff have discussed the preparation of a basis of design report (BODR) with Domenichelli and Associates to analyze the feasibility of a new conveyance system from Calero or Chesbro Reservoir to Laguna Joaquin. The analysis would evaluate the best path with respect to minimizing water loss and means to transport the water, including bypass of the existing CIA ditch.

This BODR would provide valuable planning information in the analysis of alternatives to utilizing the CIA ditch system and could provide the basis for beginning design efforts should the District decide to move forward with the alternate conveyance project.

FINANCIAL IMPACT

Staff recommend the Board amend the FY 2021-22 budget and approve the appropriation in the amount of \$27,970. The appropriation will be from the Water Replacement Reserve Fund.



DOMENICHELLI AND ASSOCIATES, INC.
CIVIL ENGINEERING

Tom Hennig
General Manager
Rancho Murieta CSD
PO Box 1050
Rancho Murieta, CA 95683

April 20, 2022

Subject: Proposal for Raw Water Conveyance BODR- Clementia or Chesbro to Laguna Joaquin

Dear Tom,

Attached is our scope and fee for preparation and submittal of a Basis of Design Report (BODR) for conveying raw water from either Clementia or Chesbro Reservoir to the Laguna Joaquin. We understand that the District would like to abandon the existing Snyder and Stonehouse Ditch, and provide a new conveyance system from one of the storage reservoirs to Laguna Joaquin, that follows a more direct and efficient (in terms of access and reduced water loss) route.

We will base our analyses and project layout on existing LiDAR mapping of the project limits, District GIS maps and desired flow information provided by the District.

Please contact me if you have any questions regarding this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joe Domenichelli', written over a light blue horizontal line.

Joseph Domenichelli, PE
President, Domenichelli & Associates



Rancho Murieta CSD
Water Conveyance Options
Raw Water from Clementia or Chesbro to Laguna Joaquin
Basis of Design Report (BODR) Proposal
4-20-22

Scope of Services

Task 1 – Base Mapping and Gather Pertinent Information

Task 1A. Base Map of Study Area - D&A will download LiDAR generated topo files for Rancho Murieta and overlay the contours onto satellite map images for use in base mapping.

Task 1B. Review District Information- D&A will review District GIS information for extracting existing utilities and also consult with the District regarding desired flow to convey to Laguna Joaquin.

Task 2 – BODR Analysis & Report

This conveyance will most likely be a pipeline to convey raw water from either Clementia or Chesbro Reservoirs to Laguna Joaquin through existing streets. A portion may be conveyed in existing drainage ditches leading to Laguna Joaquin, however, water loss through a ditch system would need to be accounted for.

Task 2A. Determine Flow Requirements – From information gathered in Task 1B, D&A will determine volume and maximum flow rate required to maintain water quality of Laguna Joaquin and provide local irrigation needs.

Task 2B. Determine Pipeline Alignment & Size - For the pipeline conveyance alternative, D&A will assess alignment options through existing streets and other right of way to convey the required flows. D&A will also review existing ditch topography to assess possibility of ditch usage along with the pipeline alternatives, including capacity of existing culverts. This effort will also include estimated ditch flow losses.

Task 2C. Prepare Draft & Final BODR – D&A will write up a draft report to include a summary of the findings from Tasks 1 through 2B, describe the preferred project, compile cost estimates for this project and prepare preliminary figures showing potential project alignments. A workshop review meeting will follow District review to go over comments and questions to be answered for the final BODR.

After the draft report review workshop, D&A will incorporate all comments to complete a final report for submittal to the District.

Deliverables:

1. **Draft BODR – PDF version and one hard copy of the draft report.**
2. **Final BODR – PDF and three hard copies of the final report.**



DOMENICHELLI AND ASSOCIATES, INC.
CIVIL ENGINEERING

Fee Estimate

Water Conveyance Options

Raw Water from Clementia or Chesbro to Laguna Joaquin

Basis of Design Report Proposal

RMCS D - RAW WATER CONVEYANCE Options						
Basis of Design Report (BODR)						
Fee Estimate	Princ. QA/QC	PM	PE	Expenses	Totals	
4/20/2022	Joe D	Daryl H	Matt D			
	\$190	\$165	\$125			
Task						
1 Base Mapping & Gather Information						
1A-Base Mapping with LiDAR		4	20		\$	3,160
1B-Gather flow and as-built information	2	8	16		\$	3,700
Subtotal:					\$	6,860
2 Raw Water from Clementia or Chesbro to Laguna Joaquin						
2A- Determine Flow Requirements	4	8	16		\$	4,080
2B- Determine Pipeline Alignment & Size	8	16	32		\$	8,160
2C- Prepare Draft & Final (BODR) Report	4	24	32	\$ 150	\$	8,870
Subtotal:					\$	21,110
Project Totals:						
	18	60	116	\$ 150	\$	27,970

RESOLUTION R2022-11

A RESOLUTION AUTHORIZING AN AMENDMENT TO THE FY 2021-22 BUDGET, AUTHORIZING THE GENERAL MANAGER OR DESIGNEE TO ENTER INTO A CONTRACT WITH DOMENICHELLI & ASSOCIATES FOR WATER CONVEYANCE OPTIONS BASIS OF DESIGN REPORT (BODR) IN THE AMOUNT OF \$27,970 AND APPROPRIATE FUNDS

WHEREAS, The District has identified the need to analyze the feasibility of a new conveyance system from Calero or Chesbro Reservoir to Laguna Joaquin; and

WHEREAS, The analysis would evaluate the best path with respect to minimizing water loss and means to transport the water, including bypass of the existing CIA ditch; and

WHEREAS, This BODR would provide valuable planning information in the analysis of alternatives to utilizing the CIA ditch system and could provide the basis for beginning design efforts should the District decide to move forward with the alternate conveyance project; and

WHEREAS, The cost of this analysis would be \$27,970; and

NOW, THEREFORE, THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

1. Authorize the General Manager or Designee to enter into a contract with Domenichelli & Associates to create a Basis of Design Report to analyze the feasibility of a new conveyance system from Calero or Chesbro Reservoir to Laguna Joaquin in the amount of \$27,970;
2. Amend the FY 2021-22 budget and authorize an appropriation of funds in the amount of \$27,970 from Water Capital Replacement Fund (Account# 200-2505);
3. The General Manager is authorized to all necessary and appropriate actions to carry out the purpose and intent of this resolution.

PASSED AND ADOPTED this 18th day of May, 2022 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Timothy E. Maybee, President of the Board
Rancho Murieta Community Services District

[SEAL]

Attest:

Amelia Wilder, District Secretary

MEMORANDUM

Date: May 11, 2022
To: Board of Directors
From: Paula O'Keefe, Director of Administration
Subject: Revision of District Policy P2022-01 Computer Password Policy

RECOMMENDED ACTION

Revision of District Policy P2022-01 - Computer Password Policy.

BACKGROUND

In February of 2022, this policy was sent to Bartkiewicz, Kronick & Shanahan Law firm, who provided recommendations for Board review and approval. The policy was also reviewed and edited by our Cyber Security vendor, WeCyber. Staff brought the policy to the Communications and Technology Committee on February 3, 2022, and the Committee members recommended bringing the computer password policy at the February 16, 2022, Board Meeting.

Staff recently meet with A Leap Ahead Information Technology (ALAIT) and WeCyber to discuss information technology needs, assessments, updates, policies, etc., in order to ensure the upmost security of the District's technological equipment and software applications.

In the March meeting WeCyber found that the requirement of a 90 day password reset would be difficult to enforce and suggested lengthening the password reset to 180 days. Additionally, WeCyber recommended removing the requirement that the password not be a dictionary word, which creates additional difficulties when setting and resetting multiple passwords. While this may not be an issue for all staff, administration staff have up to 30 different passwords in active use during any given day dependent upon the type of work performed.

SUMMARY

This policy was set to implement April 1, 2022, and staff have taken steps to begin the implementation process. After several discussions with ALAIT and WeCyber, the District staff agree to make the two revisions to the password requirements to ensure staff compliance.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Information Technology	Policy # 2022-01
Title:	District Password Policy	

PURPOSE

The purpose of this policy is to establish a standard for the creation of strong computer and Internet related passwords, the protection of those passwords and the frequency of change.

BASIC POLICY AND OBJECTIVES

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in a compromise of Rancho Murieta Community Services District's entire network. As such, all Rancho Murieta Community Services District employees (including contractors and vendors with access to Rancho Murieta Community Services District systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

1.0 General Scope of Policy

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Rancho Murieta Community Services District facility, has access to the Rancho Murieta Community Services District network and/or LEIN/NCIC network, or stores any non-public Rancho Murieta Community Services District LEIN-based Criminal Justice Information (CJI).

2.0 Guidelines for Password Construction

The following are password construction requirements to be used when creating a new password:

- Be a minimum length of eight (8) characters on all systems;
- Contain a mixture of capital and lowercase letters, numbers and special characters (if allowed)
- ~~Not be a dictionary word or proper name;~~
- Not be the same as the User ID;
- Expire within a maximum of ~~90~~180 calendar days;
- Not be identical to the previous twenty (20) passwords;
- Not be transmitted in the clear or plaintext outside the secure location;
- Not be displayed when entered;
- Ensure passwords are only reset for authorized user.

3.0 Password Deletion

All passwords that are no longer needed must be deleted or disabled immediately. This includes, but is not limited to, the following:

- When a user retires, quits, is reassigned, released, dismissed, etc.

- Default passwords shall be changed immediately on all equipment.
- Contractor accounts, when no longer needed to perform their duties.

4.0 Password Protection Standards

Do not share Rancho Murieta Community Services District passwords with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, confidential Rancho Murieta Community Services District information.

- Don't reveal a password over the phone to anyone, including your boss;
- Don't reveal a password in an email message;
- Don't talk about a password in front of others;
- Don't hint at the format of a password (e.g., "my family name");
- Don't reveal a password on questionnaires or security forms;
- Don't share a password with family members;
- Don't reveal a password to a co-worker while on vacation;
- Don't use the "Remember Password" feature of applications;
- Don't write passwords down and store them anywhere in your office;
- Don't store passwords in a file on ANY computer system unencrypted.

If an account or password is suspected to have been compromised, report the incident to the Director of Administration and change all passwords.

Password cracking or guessing may be performed on a periodic or random basis by the MSP/FBI or Rancho Murieta CSD. If a password is guessed or cracked during one of these scans, the user will be required to change it.

5.0 Application Development Standards

Application developers must ensure their programs contain the following security precautions:

- Should support authentication of individual users, not groups;
- Should not store passwords in clear text or in any easily reversible form;
- Should provide some sort of role management, such that one user can take over the function of another without having to know the other's password.

6.0 Remote Access Users

Remote access to the Rancho Murieta Community Services District networks is to be controlled by using either a Virtual Private Network and/or remote desktop (in which a password and user id are required) or a form of advanced authentication (two-factor or multi-factor authentication).

7.0 Penalties

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Approved by Rancho Murieta Community Services District Board of Directors	Adopted 2/16/2022
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RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Information Technology	Policy # 2022-01
Title:	District Password Policy	

PURPOSE

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The following are password construction requirements to be used when creating a new password:

- Be a minimum length of eight (8) characters on all systems;
- Contain a mixture of capital and lowercase letters, numbers and special characters (if allowed)
- Not be the same as the User ID;
- Expire within a maximum of 180 calendar days;
- Not be identical to the previous twenty (20) passwords;
- Not be transmitted in the clear or plaintext outside the secure location;
- Not be displayed when entered;
- Ensure passwords are only reset for authorized user.

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- Don't reveal a password in an email message;
- Don't talk about a password in front of others;
- Don't hint at the format of a password (e.g., "my family name");
- Don't reveal a password on questionnaires or security forms;
- Don't share a password with family members;
- Don't reveal a password to a co-worker while on vacation;
- Don't use the "Remember Password" feature of applications;
- Don't write passwords down and store them anywhere in your office;
- Don't store passwords in a file on ANY computer system unencrypted.

If an account or password is suspected to have been compromised, report the incident to the Director of Administration and change all passwords.

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Remote access to the Rancho Murieta Community Services District networks is to be controlled by using either a Virtual Private Network and/or remote desktop (in which a password and user id are required) or a form of advanced authentication (two-factor or multi-factor authentication).

7.0 Penalties

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Approved by Rancho Murieta Community Services District Board of Directors	Adopted 2/16/2022
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MEMORANDUM

Date: May 16, 2022
To: Board of Directors
From: Paula O'Keefe, Director of Administration
Subject: Personnel Manual Update

RECOMMENDED ACTION

District Staff recommend the Board approve the recommended changes to the Personnel manual.

BACKGROUND

At the October 21, 2021 Board meeting, the Board of Directors approved sweeping changes in both the Personnel Manual and the Pay for Performance manual. After further review by District legal counsel it was determined that language needed additional correction within Section 12.09: Appeal from Decision.

Staff have provided a redline and clean version for Board review. These changes will clarify the role of the appeal for both the General Manager and the District Board of Directors.

SUMMARY

If approved, the changes to Section 12.09 Appeal from Decision will be enacted immediately.

12.09 Appeal from Decision

Appeal procedures are established for regular At-Will employees as guidelines for personnel administration, and confer no procedural rights. A Full-Time or Part-Time employee may appeal a decision to implement ~~an intended a~~ disciplinary action or dismissal ~~by -The Full-Time or Part-Time employee shall~~ fileing a written Notice of Appeal with the Board Secretary within ~~ten (10) business~~ days of the effective date of the decision. The Notice of Appeal shall state the name of the employee, the date and nature of the decision appealed, the name of the person who rendered the decision, and the grounds of the appeal stating all specific facts or omissions upon which the appeal is made. The District shall hold a hearing as soon as practicable at which time evidence will be received from the parties by the Hearing Officer, no later than sixty (60) days from the date of the appeal, unless otherwise agreed to by the parties. The Board may conduct the hearing itself or it may appoint an individual (e.g., a director, outside attorney, arbitrator selected through the California Mediation and Conciliation Service) to act as hearing officer. If the Board appoints an individual to act as hearing officer, the hearing officer will conduct the hearing and render an advisory decision to the Board. Following the hearing, the Board will issue a written decision to affirm, reject, or modify the disciplinary action or dismissal. The decision of the ~~Board General Manager~~ is final.

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CERTIFICATE OF RECEIPT OF RULES

TO RANCHO MURIETA COMMUNITY SERVICES DISTRICT EMPLOYEES:

Welcome to Rancho Murieta Community Services District. I personally hope that you will enjoy working at Rancho Murieta Community Services District and that you will find your work interesting and challenging. As a service-oriented organization, our goal is to conduct our daily activities in a manner reflecting pride, efficiency, and competence with a friendly and courteous attitude.

This PERSONNEL MANUAL has been adopted by the Board of Directors of the Rancho Murieta Community Services District as its regular operating policies. It is designed to be a working guide for both employees and supervisors in the day-to-day operations of the District's personnel program. The text of the manual is not intended to be a legal contract with the employee but rather an attempt to describe generally the way the organization works. The rules and regulations contained in this booklet may not be modified by your supervisor or the General Manager, without the approval of the Board of Directors. However, the General Manager has been granted reasonable administrative latitude to interpret and apply these rules. As time goes on and we encounter some unforeseen problems in administering these rules, or circumstances warrant change, these rules may be modified from time to time as the Board of Directors sees fit. You will be made aware of any official changes to this document. Please insert the new material as you receive it.

This manual should increase understanding, eliminate the need for personal decisions on matters of organizational policy, and help assure uniformity throughout the organization. It affirms that the District retains sole discretion over determination of execution of District goals and policies. It also affirms the at-will status of District employees and does not constitute an employee contract.

Please read this booklet carefully. Do not hesitate to ask for clarification or guidance from your supervisor or your Department Manager.

After reading these rules, **TEAR OUT THE ATTACHED SHEET, SIGN IT, AND RETURN IT TO THE PERSONNEL DEPARTMENT** or designated person within 10 working days of receipt of these rules.

Sincerely,

Tom Hennig
General Manager

RANCHO MURIETA COMMUNITY SERVICES DISTRICT
15160 Jackson Road - PO Box 1050
Rancho Murieta, CA 95683
(916) 354-3700

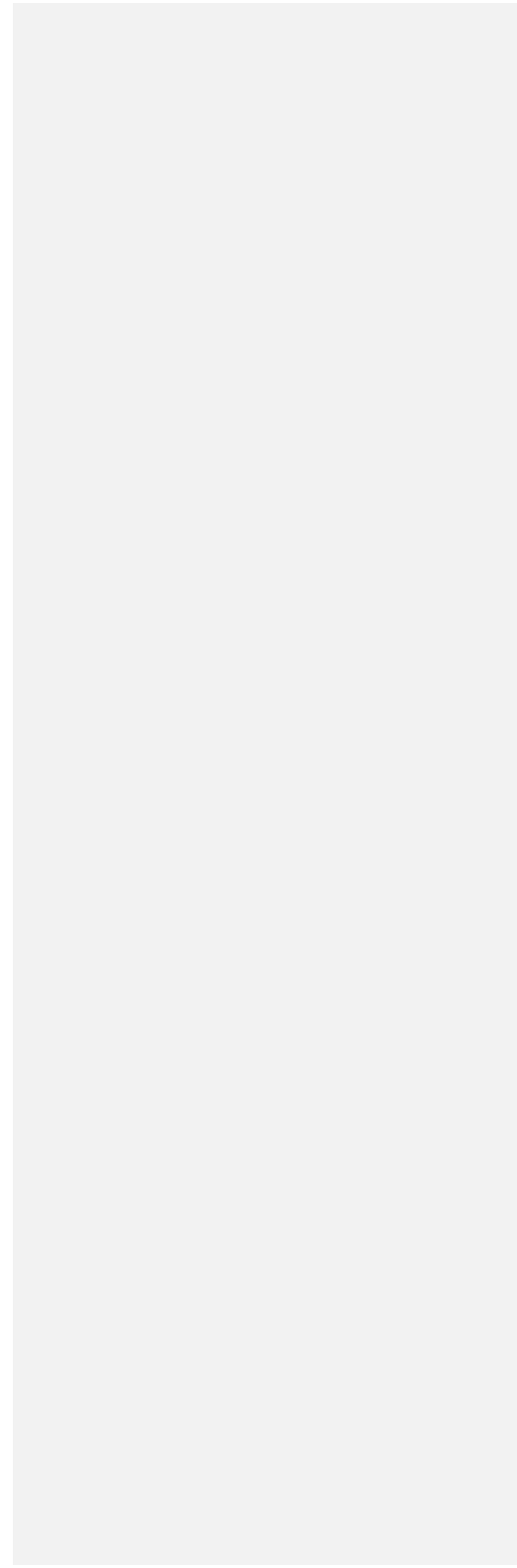
Employee Statement:

I have read the Rancho Murieta Community Services District's PERSONNEL MANUAL, and I understand I am responsible for compliance with these rules.

NAME: _____
(Please Print)

SIGNATURE: _____

DATE: _____



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

PERSONNEL MANUAL

SECTION 1.00 - GENERAL PROCEDURES

- 1.01 Title. This Manual shall be known as the "Personnel Manual" and may be cited as such.
- 1.02 Purpose. The purpose of the Personnel Manual, as described in the Statement of Purpose on page 1, is to be used to provide guidance for the development and application of personnel management policies for the District.
- 1.03 Non-Discrimination: Employment practices of the District shall fully comply with federal and state equal employment opportunity laws.
- (a) The District shall not discriminate for or against any person based upon race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age over 40, or political opinion or affiliation. The District recruits, hires, trains and promotes qualified persons at all levels of the work force; and provides reasonable accommodation to qualified employees and applicants with a known disability who can perform the essential functions of a job.
- It is District policy to maintain a work environment free from discriminatory insult, intimidation or harassment due to race, color, religion, sex, age, physical handicap or national origin. Any incident of discriminatory insult, intimidation, or harassment in any form should be promptly reported in accordance with Policy #2011-04.
- (b) The District is committed to providing a work environment for its employees that is free of harassment of any nature. Acts of sexual harassment as well as harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation by employees, supervisors, managers, or directors, are prohibited employment practices and are subject to sanctions and disciplinary measures, up to and including termination of employment or Board of Directors sanction.
- * Refer to District Policy 2011-04, Harassment of Any Nature (including Sexual Harassment) for policy details and complaint process*
- 1.04 District Rights: The Board of Directors and such persons as the Board may authorize, has the exclusive right, in accordance with applicable laws and regulations, to take certain actions including, but not limited to, the following:
- (a) Directing employees in the performance of their duties
- (b) Hiring, promoting, transferring, classifying and assigning employees
- (c) Disciplining or dismissing employees
- (d) Determining the District's purpose, budget and organization

- (e) Determining and effectuating methods of implementing and foregoing
- (f) District retains, solely and exclusively, all the rights, powers and authority exercised or held prior to the execution of any labor agreement except as expressly limited by a specific provision of that agreement.

- 1.05 Administration of Rules. The General Manager, subject to the direction of the Board, shall be responsible for the administration of the rules set forth in this Manual. The General Manager is responsible for the interpretation and application of these rules, subject to review by the Board of Directors in cases of disputes.
- 1.06 Delegation of Powers by the General Manager. The General Manager, in his or her discretion, may delegate any of his or her authority set forth in these rules, as he or she may deem appropriate and necessary.
- 1.07 Tenure of Employment. The tenure of every employee shall be based upon continuing satisfactory service, maintaining certifications and licenses that are required by the job, proper personal conduct for the position, as determined by the General Manager, as well as the continued need for the work performed and the availability of funds.
- 1.08 Employment-At-Will Policy. All District employees serve at the will of the District. The District and the employee agree that the District may terminate the employment of any employee regardless of employment status or tenure with the District. Such termination may be made with or without cause. Similarly, the employee may terminate his or her employment with the District at any time with or without cause.
- 1.09 Anti-Nepotism Policy: It is the policy of the District that Immediate Family members, as defined in Section 2.20, and their spouses, of District employees or of elected or appointed officials may only be employed as either Full-Time or Part-Time employees, or as independent contractors of the District when all of the following criteria are met.
 - 1. Such employment does not adversely affect safety, morale, security or supervision, and,
 - 2. Immediate Family members neither initiate nor participate in making recommendations or decisions that would directly affect the employment status of their spouses or relatives. These recommendations/decisions include but are not limited to selection, appointment, retention, work assignments, promotion, demotion, or salary.

The District may prohibit employment or may reassign Immediate Family members if, in its sole discretion, it finds that any of the above criteria are not met.

If two persons should marry while both are employed by the District, they may continue their employment provided that they meet both of the criteria referenced above. In addition, if one spouse must change his/her job or department so that the above-referenced criteria are met, that choice shall be made by the couple within 30 days of the marriage. However, if the couple does not make this decision within 30 days, the employee with less seniority shall be transferred. If both employees have the same amount of seniority, the District's decision regarding which employee shall be transferred shall be based upon the necessity of operating the District in an efficient manner.

- 1.10 Confidential Nature of Personnel Records. Personnel records such as applications, examination papers, performance reports, and disciplinary actions shall be considered confidential, and upon request shall be made available to the affected employee for review at a time and place designated by the Personnel Department or designated person.

Department heads shall make arrangements with the General Manager for review of their employee's personnel documents.

- 1.11 Change of Status Report. Every appointment, transfer, promotion, change of salary rate, or any other temporary or permanent change in status shall be reported to the Personnel Department or designated person in such manner as prescribed.

- 1.12 Right to Modify. Employment under these rules and regulations shall not constitute an employee contract. This document may be modified from time to time by the Board of Directors as they see fit.

SECTION 2.00 - DEFINITIONS

- 2.01 Appeal. A written statement by the affected employee that a dispute exists in the application of any of the rules contained herein.
- 2.02 Appointment. The offer to and acceptance by a person of a position with the District in accordance with the provisions of these rules.
- 2.03 At-Will Employee. Every District probationary or regular employee serves at the will of the District. Either the District or the employee may terminate the employment relationship at any time with or without cause.
- 2.04 Authorized Position. A specific work position, within a job title, that has been approved by the Board of Directors which is or may be held by an employee.
- 2.05 Board. The Board of Directors of the Rancho Murieta Community Services District.
- 2.06 Class. All positions having sufficiently similar duties and responsibilities to permit grouping under a common title and to permit the application with equity of common standards of selection, assignment and compensation.
- 2.07 Continuous Employment. District employment which is uninterrupted except by authorized absences.
- 2.08 Day. Shall be a calendar day unless otherwise identified.
- 2.09 Demotion. A disciplinary change in job title to a lower salary or salary range which is involuntary.
- 2.10 Department. A major administrative branch of the District, involving a general line of work, with one or more employees under the charge of one or more individuals, known as supervisors.
- 2.11 Disciplinary Action. The discharge, demotion, reduction in pay, or suspension of a regular employee for punitive reasons.
- 2.12 Dismissal. Involuntary termination of employment with the District.
- 2.13 District. Rancho Murieta Community Services District.
- 2.14 Employee. A person who is legally occupying a position in the District service or who is on an authorized leave of absence from such position.
- 2.15 Examination: Any combination of relevant and valid tests of fitness to determine the relative qualifications of competitors for appointment to a position in a class.

Open Competitive Examination. An examination for a particular class which is open to all persons meeting the desirable qualification for the class.

Promotional Examination. An examination for a particular class which is open only to employees with regular status and who meet the desirable qualifications for the class.

- 2.16 Exempt Employee. A person who is employed in a District position that meets the Fair Labor Standard Act ("FLSA") and California requirements of exemption from overtime and certain other protections of the Industrial Welfare Commission Orders.
- 2.17 Full-Time Employee. An at-will employee of the District who is regularly assigned to work forty (40) hours per week in an authorized position and has successfully completed the probationary period.
- 2.18 Good Standing. Any currently employed Full or Part-Time employee not under disciplinary action by the District.
- 2.19 Grievance. Any good faith or reasonable complaint of one or more employees or a dispute between the District and one or more employees involving the terms or conditions of his or her employment.
- 2.20 Immediate Family. An employee's father, mother, step parents, spouse, domestic partner, child, step child, foster child, brother, sister, grandparents, grandchild, or those of the employee's spouse.
- 2.21 Independent Contractor. An independent business person (in business for themselves) who is hired to perform specific tasks. They are not eligible for unemployment, disability, or workers' compensation benefits. The independent contractor is responsible for his/her taxes and workers' compensation insurance.
- 2.22 Intermittent Employee. An employee who works part of a normal work day or a fraction thereof, but such work is done on call with or without a set pattern, or seasonally working less than 1000 hours in a calendar year and at irregular intervals or without a set pattern.
- 2.23 Job Title. Descriptive title of a certain type of job performed by a District employee. Inherent in each job title are certain duties, responsibilities and degrees of authority.
- 2.24 Layoff. The separation of employees from the Rancho Murieta Community Services District's active work force for reasons of lack of work, lack of funds, changing priorities, measures to enhance efficiency, or to accommodate organizational changes.
- 2.25 Leave of Absence. When authorized, an absence from duty for a specified period with the employee having the right to return to his or her position at the end of the period.
- 2.26 Part-Time Employee. An at-will employee of the District who is regularly scheduled to work fewer than forty (40) hours each week in an authorized position and has successfully completed the probationary period.
- 2.27 Performance Evaluation. A review and evaluation of an employee's performance and capabilities in his or her authorized position by his or her immediate supervisor.
- 2.28 Personnel Manual/Rules. This group of rules and procedures concerning District Employment.
- 2.29 Position. A group of assigned duties and responsibilities assigned or delegated by competent authority, requiring the Full or Part-Time employment of one person.

- 2.30 Probationary Employee. A newly hired employee working for a designated period of time. Such employees may be dismissed without prior notice and without cause and do not have rights described in the Disciplinary Action and Dismissal section of this Personnel Manual.
- 2.31 Promotion. The movement of an employee from one job class to another job class with a higher maximum salary.
- 2.32 Reduction in Pay. A temporary or permanent decrease in wage or salary.
- 2.33 Regular Employee. A Full-Time or Part-Time at-will District employee who has successfully completed his or her probationary period.
- 2.34 Reinstatement. The restoration, without examination, of a former regular employee to a job title in which the employee formerly served as a regular non-probationary employee.
- 2.35 Salary Advancement. Any salary increase within the limits of a salary range.
- 2.36 Salary Range. Categories which determine the minimum and maximum wage pay for each employment job title.
- 2.37 Salary Reduction. A salary decrease of one or more steps within the limits of a salary range.
- 2.38 Salary Step. A level of salary payable in each salary range.
- 2.39 Seniority. The length of service of a regular employee with the District.
- 2.40 Sick Leave. An excused paid absence from duty by an employee due to illness as described in Section 5.22
- 2.41 Supervisor. A person who has day-to-day direct responsibility over the work of a specific employee.
- 2.42 Suspension. A District-mandated temporary separation from employment.
- 2.43 Temporary Employee. An at-will employee hired to fill a position of limited duration or service (not to exceed 960 hours per fiscal year for retired annuitants or 1000 hours per calendar year for all other Temporary Employees), or, a position with uncertain, long term funding. The employee may serve during a limited service period and then be terminated without regular employment status with the Rancho Murieta Community Services District. Temporary employees have no reasonable expectation that they will be called or re-employed by the District in the future. They receive no District paid benefits or leave.
- 2.44 Termination. The conclusion or cessation of employment with the District, whether initiated by the District or the employee.
- 2.45 Timebase. Timebase refers to the number of hours an employee works and to the regularity with which the employee works. Timebase does not refer to an employee's employment status, i.e. regular, probationary, temporary, etc.

Types of Timebase:

- (a) Full-Time. Employee works the normal number of working hours assigned to the class.
- (b) Part-Time. Employee works a fraction of the normal work day, normally follows a pre-determined pattern of working hours.
- (c) Temporary. Employee may work a normal work day or fraction thereof, but such work is done on-call with or without a set pattern, or seasonally working less than 960 hours per fiscal year for retired annuitants or 1000 hours per calendar year at irregular intervals and without a set pattern.

- 2.46 Time-Off. Authorized absence from job duties, either compensated or uncompensated.
- 2.47 Transfer. A change of an employee from one position to another position in the same class.
- 2.48 Unrepresented Employee. A person who is legally occupying a position in the District service or who is on an authorized leave of absence from such position that is not represented by a union or bargaining unit.
- 2.49 Vacancy. An unfilled authorized position in the District.

SECTION 3.00 - FILLING VACANCIES, JOB ANNOUNCEMENTS, APPLICATIONS AND QUALIFICATIONS

3.01 Vacancies. When a vacancy occurs in an authorized position, the General Manager (or Acting General Manager if the General Manager position is vacant) shall, whenever reasonable, fill the vacant position with an existing District employee who is both qualified for the position and willing to accept the employment change. However, the General Manager may in his/her sole discretion determine that it is in the District's best interest to leave the position vacant or to fill the vacancy with a person who is not a current District employee. This section shall not be construed to limit in any way the District's right to hire the most qualified persons at all levels available as District employees.

3.02 Announcements: The Personnel department shall publish announcements of vacancies which shall state the employment standards of the position and pertinent information. Employment standards shall be established by the Board and included in the job class.

Announcements shall be considered published when they are posted on the District bulletin board.

The Personnel department may additionally publish notices of vacancies as deemed appropriate for recruiting qualified applicants.

(a) Announcements shall briefly specify the title and pay range of a position; the nature of the work to be performed; essential qualifications necessary for successful job performance of the work; the dates, time, place, and manner of receiving applications and administering examinations; and other pertinent information. All announcements shall include a statement that the Rancho Murieta Community Services District is an Equal Opportunity Employer, as well as an Affirmative Action Employer.

3.03 Qualification of Applicants: No person shall be employed in or appointed to any position requiring Full-Time or Part-Time service unless he or she meets the minimum qualifications of the education and experience prescribed for that class. In extraordinary situations, the Board may waive a stated requirement for a supervisory applicant and the General Manager may waive a stated requirement for a non-supervisory applicant.

(a) Applicants must have met applicable minimum qualification requirements by 5:00 p.m. of the final filing date.

(b) In the event an applicant is found to possess qualifications extraordinary for the position the applicant is being hired for, the General Manager may authorize the employment of such applicant anywhere within the appropriate pay range. For the purposes of this section, "extraordinary" means that the applicant has education, experience, and/or skills superior to that commonly required and expected for the class. Details of this action will be forwarded to the Board at their next regularly scheduled meeting.

- 3.04 Forms Required. Application shall be made on forms prescribed by the General Manager. Application forms shall require information covering training, experience, and other pertinent information, and may include certificates of one or more examining physicians, and references. Fingerprints shall be required for all District personnel. All applications must be signed by the person applying under penalty of perjury.
- 3.05 Submitting Applications. Applications must be received by the District not later than 5:00 p.m. on the final filing date. Applicants are responsible for getting their applications to the District by this time.
- 3.06 Disqualification: The General Manager may disqualify an applicant for any of the following reasons:
- (a) Untimeliness of Application. Failure to submit the required application to the District not later than 5:00 p.m. on the final filing date. Applicants are responsible for getting their applications to the District by this time.
 - (b) Unqualified for Position. Failure to demonstrate that the requirements or qualifications established for the authorized position have been met.
 - (c) Conviction Record. Conviction of a felony or misdemeanor which was of such a nature as to have a clearly adverse effect on the applicant's ability to perform the duties of the position.
 - (d) False Statement. False statement of material fact; or actual or attempted deception, fraud, or misconduct on an application; or actual or attempted deception, fraud or misconduct during an interview or examination.
 - (e) Failure to complete process. Failure to complete the pre-hire process as required by the District.
- 3.07 Notice of Rejection. Whenever an application is rejected, written notice of such rejection shall be mailed to the applicant. Incomplete or deficient applications may be returned to the applicant for amendment. Unless otherwise approved by the General Manager, such amendments must be received by the District not less than forty-eight (48) hours prior to the scheduled interview or examination.
- 3.08 Medical Examination*:
- (a) All individuals who are offered full-time, temporary, or part-time employment shall be required to submit to a physician's examination. For public health and safety related positions, (i.e., Security Patrol, Equipment Mechanic, Plant Operators and Utility Workers) a controlled substance test at District expense will also be required. Such examination shall be performed by a licensed physician retained by the District. Documents indicating that the applicant has received a medical clearance shall be kept in a confidential file under the custody of the Personnel Department and shall not be a part of the personnel file.
 - (b) The General Manager may, upon advice and consultation with competent medical authority, establish job related physical standards for each job title. An applicant's failure to achieve the minimum standard so established will result in disqualification for appointment.

- (c) Nothing in this section shall serve to disqualify an applicant who has a disability and can be reasonably accommodated under provisions of the Americans with Disabilities Act.

** Refer to District Policy 2012-06, Pre-Employment Physical Examinations, for policy details*

3.09 Work Eligibility. A candidate for employment must be eligible under appropriate federal regulations to work in the United States. It is the policy of the District to hire only citizens of the United States or others authorized to work in the United States. Documentation of eligibility to work in the United States will be required as a condition of employment.

3.10 Driver's License*. A candidate for employment must possess and maintain a valid California motor vehicle driver's license at the required level, if driving is required in the duties of a position, or if driving is not required, a California Identification Card. Insurability and compliance with established District vehicle operation standards are a condition of employment.

** Refer to District Policy 2012-05, District Driving Policy, for policy details*

3.11 Method of Examination. The selection techniques used in the examination process shall be impartial and relate to those subjects which measure the relative capacities of the persons examined to execute the duties and responsibilities of the class to which they seek to be appointed. Only those applicants possessing the most relevant qualifications will be invited to continue the application process.

3.12 Screening Panel. A credentials screening panel may be assembled by the General Manager to evaluate the comparative qualifications of the applicants, when it is desirable or necessary to limit the number of candidates to be interviewed for a given position. To allow full consideration of the relevance, level, recency, progression and quality of candidates' education and experience, the applicant may be required to submit written statements, certifications, and/or transcripts of college credits in addition to the standard application form.

Should there not be sufficient qualified candidates to screen, the General Manager may extend the final filing date of the job in question for the length of time he or she finds necessary to recruit a reasonable number of qualified applicants.

3.13 Examination Scheduling. Examinations will be scheduled as the need requires, and may be postponed, canceled, or extended by the General Manager by notifying all persons who have filed applications and/or by posting a notice on the bulletin board.

3.14 Conduct of Examination: The General Manager shall determine the manner and methods by which examinations shall be given. The General Manager may recommend a contract with any competent agency or individual for the preparation or scoring of examinations. The General Manager shall arrange for the use of facilities, equipment, and related matter for the conduct of examinations.

(a) The General Manager may disqualify:

- (1) Any candidate who attempts to interfere with the fair, equitable and orderly conduct of an examination process.
- (2) Any candidate who is tardy for the examination.

- (3) Any candidate who fails to appear for an examination.
- (4) Any candidate who has not certified in writing that he or she possesses the minimum qualifications for the position.
- (5) Any candidate whose application was either not received or postmarked on or before the filing date.

- (b) Oral Interview Panel. The General Manager may assemble an Oral Interview Panel to conduct oral interviews and advise the General Manager and the Board regarding the selection of a qualified candidate to fill an authorized position.
- (c) Notification. Each candidate taking an examination shall be given written notice regarding the District's determination.

3.15 Power of Appointment. The position of General Manager shall be filled by Board appointment. The General Manager shall appoint successful candidates to fill all other vacant positions.

3.16 Probationary Period:

- (a) Before employing a person as a Full-Time or Part-Time regular at-will employee, the District shall employ that person as a Probationary Employee for a period of at least twelve (12) months. The General Manager may extend the probation period beyond twelve (12) months. Any extension of the probationary period shall also extend the probationary status of the employee as defined in Section 3.16(b) and (c) below.
- (b) The probationary period is a step in the District's hiring process. It allows the Probationary Employee and the District an opportunity to determine if this is the right job for this person and the right person for the job. This is a learning and adjustment period for the employee. The District will use the probationary period to continue its assessment of an applicant for regular at-will employment.
- (c) At any time during the probationary period, the Probationary Employee or the District may terminate the employment relationship without cause and without any right of appeal.
- (d) During the probationary period, the Probationary Employee may be terminated at any time without prior notice.

3.17 Background Security Check.

After a tentative employment offer, a fingerprint Live Scan process shall be completed at a Live Scan facility and forwarded to the Bureau of Criminal Identification Investigations, State Department of Justice, for processing on each prospective employee who has passed his/her interview.

No person shall be employed by the District who has been convicted of a serious or violent felony. Serious or violent felony as used in this paragraph means a serious felony as listed in Penal Code Section 1192.7(c). Violent felony as used in this paragraph means a violent felony as listed in Penal Code Section 667.5.

SECTION 4.00 - TEMPORARY EMPLOYEES

- 4.01 Hiring of Temporary Employees. Temporary Employees, as defined in Section 2.43, may be hired from time to time as needed. The General Manager shall determine the terms and conditions of each Temporary Employee's employment. These terms and conditions will be decided for each individual prior to actual employment, but shall not exceed 1,000 hours or 180 days for each separate temporary employment. A Temporary Employee may serve on an on-call, as-needed basis, or may be hired for a specific project or period of time.
- 4.02 Salary of Temporary Employees. The General Manager, subject to approval or ratification of the Board, shall determine the rates and amount of pay for each Temporary Employee. The factors taken into consideration will include the type of work to be performed and the anticipated duration of employment. The rate of compensation may be by piece work, by the hour, by the day, by the week or by the month, as determined to be most feasible, reasonable, and equitable in each case.
- 4.03 Termination of Temporary Employees. A Temporary Employee serves at the will or pleasure of the District Board and may be terminated at any time without cause or prior notice. A Temporary Employee does not have the rights described in the Disciplinary Action & Dismissal section of this Personnel Manual.

SECTION 5.00 - EMPLOYMENT HOURS, LEAVE, VACATION AND HOLIDAYS

5.01 Hours of Work:

- (a) Workweek (General Criteria). The normal hours of work for District employees shall consist of eight (8) hours per day, five (5) days per week. Specific work schedules may be established to comply with legal requirements or to meet agency business and public service needs, to include any of the following: 5/40, 4/10 or 9/80 workweek as directed by the Board of Directors.
- (b) Standard Workweek. The normal workweek is defined as forty (40) hours within seven (7) consecutive 24-hour periods. The District defines the start of the workweek on Sundays. Any program providing for employee work weeks of less than forty (40) hours within seven (7) consecutive 24-hour periods, shall be subject to Board approval. The hours of operation shall be recommended by Department Heads to accommodate the type of work required and approved by the General Manager.
- (c) Rest Periods. When practical employees shall be allowed a rest period of ten (10) minutes during each four (4) consecutive hours of work. Such rest periods shall be scheduled in accordance with department head or supervisor requirements. Except as indicated below, an unpaid meal period of at least thirty (30) minutes may also be provided as designated by the District to occur approximately in the middle of a work shift of at least eight (8) hours.

In certain positions, District management may require or permit employees to incorporate a paid (working) meal period within the normal work shift.

- (d) Rest Period Conditions. The District may designate areas where rest periods may be taken. An employee may occasionally be required to perform duties, if necessary, during his/her normally scheduled rest period.

5.02 Attendance. Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays, and leaves. The General Manager shall enforce attendance requirements and maintain attendance records of employees. Any absence from work, taken upon the initiative of an employee, without prior authorization or as provided for in these rules, shall be the basis for disciplinary action, if such absence is found to be unwarranted or regarded as detrimental to the District.

5.03 Overtime:

- (a) Policy. The general policy of the District will be to discourage the use of overtime. Overtime must be authorized in advance by the General Manager, or an employee's supervisor. Overtime shall be authorized only in those instances where it is essential to the continued operation of the District.
- (b) Definition. Work authorized in excess of normal working hours except as provided for in stand-by and call-back time, shall be classified as overtime when an employee's total work time exceeds forty (40) hours

during the specified District work week. Overtime shall be compensated at the rate of 1-1/2 hours of compensation for each overtime hour worked.

- (c) Computation Base. Work schedules may provide for workdays exceeding eight (8) hours. Any employee who is required to work more than forty (40) hours in a work week shall receive overtime pay. Work time does not include paid leave time such as vacation, sick leave, bereavement leave, etc.
- (d) District Work Week. The District work week begins at 12:00 midnight on Sunday morning and ends at 12:00 midnight on Saturday night each week.
- (e) Holiday Overtime. Employees required to work on an observed holiday shall receive up to eight (8) hours holiday pay plus time and one-half for any hours worked on that holiday.
- (f) Overtime Exclusions. Employees designated as managers, department heads, or other exempt classes shall be exempt from overtime compensation of any kind.
- (g) Hours Not Counted Toward Overtime Computation. Sick leave, vacation, bereavement leave, jury duty, and personal holiday time are not considered to be hours worked for purposes of computation of overtime pay.

5.04 Shift Differential/Split Shift for District Employees. Upon prior approval of the Board of Directors, all District employees working the graveyard shift during the hours of 12:00 a.m. (midnight) until 6:00 a.m. or working a split shift shall receive a shift differential or split shift amount as determined by the Board of Directors. This shift differential shall be paid along with the regular payroll cycle.

5.05 Standby Duty. In order to maintain a high standard of emergency services to the Community, Field Operation personnel are required to be available for on-call duty. All Field Operation personnel (who have completed their probationary periods) may be required to participate. Employees on standby status must be ready to respond immediately to calls for service; to be reachable by radio-controlled pager, radio, or telephone; and to refrain from activities which might impair the employee's ability to perform assigned duties. Employees assigned to Standby Duty will be paid a fixed daily rate, as determined by the District, for Standby Pay. An employee on Standby Duty will be compensated according to Section 5.05 for each instance of call-back duty.

5.06 Call-Back. The nature of District services and the consequences involved in potential damage to property and buildings may make it necessary to call-back a District employee or employees, outside of the employee's normally assigned work-shift, to make emergency repairs or deal with an emergency situation. An employee called-back in such a situation shall receive a minimum of two (2) hours pay at 1-1/2 times his/her normal hourly pay rate and mileage reimbursement for round trip at the current approved District mileage rate. Call-back pay and mileage reimbursement shall not apply to exempt employees.

5.07 Jury Duty and Court Appearances. This section shall not apply to any employee who is named party to action unrelated to the District and its activities or suits against the District. In such cases, employees may request vacation or personal leave.

When an employee is required to serve on jury duty or is subpoenaed as a witness to appear before a court, administrative agency, public body or commission, the employee must promptly notify his or her supervisor. Employees who are Sacramento County residents or residents of other counties with "phone-in" juror programs are requested to first ask the court to put them on "phone-in juror status". Employees required to serve as jurors for less than a full day are expected to spend the balance of the day at their regular District positions when the time remaining for their work shift exceeds three (3) hours.

- (a) Employees who receive a daily stipend from the court for serving on a jury shall submit their stipend pay, for each day they also receive District Jury Duty pay, to the District. Employees are entitled to keep all mileage reimbursement received, if any.
- (b) If there is an emergency situation or if the District has special need for the employee's services, the General Manager will ask the court to excuse the employee from jury duty.

5.08 Special Leaves:

(a) Special Leave. On rare occasions, due to special circumstances, the District may find it necessary to place an employee on a special leave status, with or without pay, as warranted by the special circumstances. The District may authorize this unusual leave, with or without pay, and maintain an employee's usual employment status during a stipulated time period.

(b) Authorized Leave of Absence:

- (i) A regular Full-Time or regular Part-Time employee who has completed his or her probationary period may be allowed up to thirty (30) days leave of absence per calendar year without pay for acceptable reasons upon the prior written approval of the General Manager.
- (ii) A leave of absence over thirty (30) days requires the prior approval of the Board.
- (iii) The District will continue to pay health and other benefits for an employee while the employee is on an authorized, unpaid leave of absence for up to 90 days during any twelve (12) month period. The District will cease to pay health and other benefits for an employee who is on an authorized, unpaid leave of absence for more than 90 days for the remaining duration of the leave of absence.

An employee's salary advancement date shall be delayed accordingly, unless a special exception has been expressly approved in writing by the General Manager.

- (c) Bereavement Leave. Up to three (3) working days of leave with pay may be granted because of death in an employee's Immediate Family, as defined in Section 2.20.

- (d) Disability Leave. Any employee incurring a non-work time injury or disability outside District employment shall be entitled to disability leave as provided herein. A maximum of thirty (30) days may be granted by the General Manager upon proper medical certification that the employee is disabled to the extent that work performance is not possible.

Only the Board may approve a request for disability leave for over thirty (30) days. An employee is entitled to elect usage of accumulated sick leave and/or vacation time during disability leave.

Following exhaustion of accumulated vacation and sick leave balances, the disability leave will be on an unpaid basis. An employee may also choose that the entire disability leave be on unpaid status without reducing accumulated vacation or sick leave balances.

Medical certification must be submitted at the initiation of disability leave and monthly thereafter. The certification must state the nature of the disability and the estimated return to work date. Sick leave, rather than special disability designation, will apply to leave periods of five (5) calendar days or less.

An employee shall not earn additional vacation, sick leave, or other benefits except medical insurance during disability leave for a period of up to six (6) months maximum. Also, an employee's salary advancement date shall be adjusted during disability leave, thereby delaying eligibility for a salary increase/step increase within a salary range.

- (e) Preferential Re-hire. With the approval of the General Manager, a former regular employee may be granted preferential rehire status. These are employees who have been placed on an extended leave of absence due to injury on or off the job where the District has found it necessary to replace the employee with another employee in order to meet critical workload. Employees granted preferential re-hire status may, at the District's discretion, be reinstated to the same or a comparable position when a vacancy occurs.
- (f) Leave Without Pay. Leave without pay may be granted to an employee by the General Manager whenever the General Manager considers such leave to be in the best interest of the District.

An employee on leave without pay status for five (5) days or more during a pay period shall not earn vacation, sick leave, insurance, or other benefits for that pay period, and the employee's salary advancement date shall be delayed accordingly, unless a special exception has been expressly approved in writing by the General Manager.

Failure of an employee on leave without pay to report to work promptly at the leave's expiration or within reasonable time after notice to return to duty shall be cause for discipline.

(g) Military Leave. Military Leave shall be granted in accordance with Section 395 of the California Military and Veterans Code and Federal Military Leave regulations. An employee entitled to military leave shall give the General Manager an opportunity within the limits of military regulations to determine when such leave shall be taken.

(h) Pregnancy Leave. An employee may be granted a prolonged time off without terminating employment for pregnancy and maternity. Such leave shall be governed by the same standards applicable to any other leave for non-job related medical or disability reasons. Such leave will normally be without pay, except as provided below, and it will be granted with the expectation that the employee will return to work at a stipulated time.

An employee may elect to exhaust their accumulated sick and vacation time during pregnancy leave. While an employee is on unpaid pregnancy leave status no additional leave or service credits, with the exception of health benefits, will be granted. Pregnancy leave allows an employee to return to her former position or a comparable position.

(i) Work-Related Injuries and Work-Related Injury or Illness Leave of Absence. Any work related injury or illness regardless of how minor must be immediately reported to the employee's supervisor or other available supervisory personnel.

An employee who requires a work-related injury or illness leave of absence ("leave") must notify the General Manager in writing of the need for such a leave as soon as the employee learns that they are or will become temporarily disabled and unable to work due to a work-related injury or illness. The notice must specify the reason for the leave, the date such leave will begin, and the expected duration of the disability. An employee who requests such a leave may be required to provide an initial proof of disability and from time to time a continued proof of disability in the form of a physician's statement and/or be examined by a District selected physician.

The leave shall be granted for the duration of the work-related disability or to the extent provided by law. Accrued vacation and sick leave may be used to supplement any worker's compensation benefits for the initial days not covered by Workers Compensation or other disability insurance benefits received by the employee during the leave. An employee may elect not to use accumulated leave time. In no case shall the employee's compensation while on leave exceed their regular earnings. An employee shall continue to earn benefits while on leave for up to one (1) year.

An employee who is on a leave for a period in excess of three (3) months must notify the District by the end of each month thereafter both of the status of the disability and their continued intent to return to work with the District once they recover from the disability. An employee returning from a leave shall be required to provide a physician's statement which indicates that they are fit to return to work and/or be examined by a District selected physician.

A request for an extension of a leave will be considered if it is received by the General Manager in writing prior to the expiration of the approved leave and is supported by proof of continued disability in the form of a physician's statement. The District may require an employee to be examined by a District selected physician before acting upon a leave extension request.

An employee who fails to report for work at the end of a leave will be considered to have voluntarily resigned. The District will retain an employee on leave until one of the following situations occurs:

- 1) The employee is released for full duty.
- 2) The District receives medical evidence satisfactory to it that the employee will be permanently unable to return to work.
- 3) The employee directly or indirectly informs the District i.e., by resignation, accepting other employment, moving out of the state, etc., that they do not intend to return to the District's employ.

An employee who returns to work at the end of their leave will be returned to their former position, if possible, or will be offered the first available opening in a comparable position for which the employee is qualified. The employee must provide the District a physician's statement indicating that they are fit to return to work and/or be released to return to work by a District selected physician.

- (j) Administrative Leave. Administrative leave compensates specified exempt employees for hours worked in excess of the normal work week of forty (40) hours per week, that are ineligible for standby pay and/or overtime.

On July 1st of each fiscal year, the following classifications shall be granted 80 hours of administrative leave.

- Director of Administration
- Director of Operations
- Security Supervisor
- Accounting Manager
- District Secretary

Employees beginning District employment after July 1st shall receive a pro rata amount of administrative leave, computed on a 26 pay period basis.

Administrative leave may be used for whatever reason and shall be taken as scheduled with the General Manager's approval. Administrative leave shall be accumulated from one year to the next, with a maximum of 40 hours carried over. Any administrative leave beyond the allowable 40 hours remaining to the exempt employee's

credit at the end of the year shall be lost without compensation. Upon separation from the District, any administrative leave remaining shall be paid to the employee.

5.09 Unauthorized Absence:

- (a) Any employee, who is absent for three (3) calendar days without being on authorized sick leave, authorized vacation leave, authorized bereavement leave or authorized leave of absence shall automatically have resigned his or her employment with the District. An unauthorized absence during part of a day constitutes an unauthorized absence for an entire day.
- (b) Nothing in this section shall limit the General Manager's authority to discipline or dismiss an employee due to an unauthorized absence.
- (c) An employee terminating employment in the manner described in this section will be considered to have voluntarily resigned his or her District employment.

5.10 Paid Holidays for Full-Time or Part-Time Employees:

- (a) New Year's Day (January 1)
- (b) President's Day (3rd Monday in February)
- (c) Memorial Day (last Monday in May)
- (d) Fourth of July
- (e) Labor Day (1st Monday in September)
- (f) Thanksgiving Day (4th Thursday in November)
- (g) Day after Thanksgiving
- (h) Christmas Day (December 25)

In addition to the designated holidays listed above, other days or portions of days may be authorized by official proclamation of the President of the Board of Directors. The President may take such action to coincide with holidays declared by the President of the United States, the Governor of the State of California, or when in the opinion of the President a significantly important local event merits such action.

For employees regularly assigned to a five-day, Monday through Friday work schedule, recognized holidays which fall on a Saturday will be observed on a Friday, those falling on a Sunday will be observed on a Monday. For all other employees, holidays will be observed on the actual declared holiday. In the event there is any work performed on any of the above-mentioned holidays, the employee shall receive up to eight (8) hours holiday pay plus time and one-half for any hours worked on that holiday

- 5.11 Personal Holiday. A regular Full Time employee who has completed his or her twelve (12) month probationary period may take four (4) "personal holidays" with pay per year. The employee must give his or her supervisor at least two (2) weeks advance notice and receive authorization before taking the personal holiday.

A regular Part-Time employee who has completed his or her twelve (12) month probationary period shall accrue personal holiday hours with pay in the same proportion as his or her working hours bear to the normal working hours of a Full-Time employee in a comparable position.

5.12 Vacation:

Probationary Employees. A new employee with Rancho Murieta Community Services District, filling a position which is eligible for regular Full-Time appointment, shall begin the accrual of both sick leave and vacation time credits upon hire date.

Accrual Rate.

All employees who are employed on a continuous Full-Time basis shall accrue annual leave credits for each regular hour paid on the basis of the schedule below:

<u>Years of Continuous Service</u>	<u>Hours Accrued per Hour Paid</u>	<u>Max Hours of Accrual/Year</u>
Year 1 through 2	.0463	96
Year 3 through 4	.0616	128
Year 5 through 10	.0731	152
Year 11 through 14	.0847	176
Year 15+	.0962	200

5.13 Pro-rated Accruals. Part-Time employees shall earn service and vacation credits at a ratio of their hours worked to Full-Time employment. In other words, the earning rates for a 20-hour per week employee shall be at 50%, a 30-hour per week employee shall be at 75%, a 32-hour per week employee shall be at 80%, etc. No vacation, sick leave or other paid benefits are provided for temporary employees.

5.14 Usage Waiting Period. No vacation leave may be granted until an employee has completed at least six (6) months of continuous service with the District. At no time may an employee take vacation leave in excess of their accumulated balance.

5.15 Accumulation of Vacation Time:

(a) An employee may accumulate up to two (2) years of vacation accrual of vacation leave. If an employee's vacation balance exceeds this amount, they shall cease to earn vacation credits until their balance is less than the maximum accrual amount.

For example, if you accrue ten (10) vacation days per year (6 2/3 hours of vacation per month), you may accrue a maximum of twenty (20) unused days of vacation. You will not be eligible to accrue more until some of the twenty (20) days are used. At no time may you "save" any more than your twenty (20) day maximum.

(b) All employees are encouraged to take at least five (5) consecutive days of vacation leave each year.

(c) Upon approval of the General Manager an employee may receive pay for his/her earned vacation instead of taking time off, after the initial six (6) month probationary period, provided that the employee has taken at least five (5) consecutive days of vacation, administration leave and/or

personal holiday time off during that year. In addition, the employee must have at least (forty) 40 hours of accrued vacation time remaining after the buy back. The vacation buy-back will be an annual event in early December coinciding with a regular pay cycle.

- 5.16 Accrued Vacation Time. Vacation time earned, to a maximum of two (2) years vacation allotment but not used by an employee at the date of adoption of this manual shall continue as a credit for vacation time.
- 5.17 Authority to Grant Time-Off. The times at which an employee may take vacation shall be at the discretion of his/her immediate supervisor and department manager. Requests will be granted with due regard for the wishes of an employee and particular regard for the need of the District to conduct business and provide services. The General Manager has the authority to ultimately deny a request for vacation leave if he/she deems it in the best interest of the District.
- 5.18 Holiday Adjustments. Holidays falling within an employee's authorized leave period shall not be charged as vacation time.
- 5.19 Double Compensation Prohibition. Double compensation for any day(s) worked or leave claimed is prohibited. For example, an employee shall not claim regular hours, vacation leave or sick leave for the same day(s) in a pay period.
- 5.20 Disposition of Vacation Time Upon Termination. Upon separation from employment, regular and probationary employees will be paid for their accrued vacation time. If an employee has used more vacation time than he or she has accrued, the District and the employee agree that the excess will be deducted from the employee's final check.
- 5.21 Scheduling of Vacation:
- (a) No employee has a right to take his or her vacation at a particular time. Supervisors and department managers may only grant vacation requests if District operations will not be adversely affected.
 - (b) Should a conflict arise in the scheduling of vacations, the conflict will be resolved in favor of the employee with the greater seniority within his or her current job title. However, seniority may be exercised only once by each employee in each successive choice of vacation periods.
 - (c) Requests for vacation which are made after the posted period, will be granted only where vacancies exist or staffing requirements permit and only with approval of the employee's supervisor and department manager.
 - (d) Employee requests for modification of the vacation schedule will usually be granted if submitted 2 weeks in advance and the request may be accommodated. Supervisor and department manager approval is required for any modifications.
- 5.22 Sick Leave Policy. Sick leave with pay is an insurance or protection granted in circumstances of adversity and to promote the health of the individual employee. It is not an earned right to time off from work except as specified in this policy and is not to be confused with vacation or other types of leave. It is a request for entitlement to a

benefit to be exercised under appropriate circumstances. When used judiciously, sick leave benefit accruals provide the employee a cushion in the event the employee encounters a major or catastrophic illness or injury.

Paid sick leave will be granted by the District when an employee must be absent because of (1) the employee's illness, medical or dental examination, injury, disability or exposure to contagious disease which incapacitates the employee from performing his or her duty or (2) the employee's attendance with a member of the employee's Immediate Family because of illness, injury, death (over that allowed for bereavement leave), or exposure to contagious disease and where the attendance of the employee is definitely required.

5.23 Accrual of Paid Sick Leave for Full and Part-Time Employees:

- (a) All employees who are employed on a continuous full-time or part-time basis shall accrue sick leave credits on the basis of up to 3.69 hours (.04615 per hour paid) per pay period to a maximum of 96 hours per year. Sick leave may accrue without limitation.
- (b) Part-Time employees shall earn sick leave credits at a ratio of one hour earned per every 30 hours worked.
- (c) All accrued sick leave may be used in the event of a catastrophic illness or injury.

5.24 Unused Sick Leave. No employee shall be compensated directly for accrued but unused sick leave upon termination of employment; however, accrued sick leave may be converted to time worked for the purposes of retirement under the District's contract with PERS.

5.25 Use of Sick Leave. Sick Leave must be accrued before taken or used.

5.26 Election Concerning Sick Leave. Refer to Section 5.08 (d) regarding election of sick leave during a disability leave and Section 5.08 (i) regarding election of sick leave during a worker's compensation leave.

5.27 Evidence of Illness. The General Manager may require any employee who is absent due to illness or injury to be examined by the District's doctor.

At the General Manager's discretion, satisfactory evidence of illness or injury for any period of absence due to illness or injury may be required prior to the employee's return to duty.

The General Manager shall have the discretion to require the employee to present a personal treating physician's certificate upon his or her return to duty stating that the employee has fully recuperated from the illness and/or injury and has no physical or mental limitations preventing the employee from performing his or her required job responsibilities. Until such a certificate is presented, the General Manager shall have the right to disallow the employee's return to work. In such cases, the employee shall continue to use accrued sick leave, if any, or shall be on authorized leave of absence without pay.

5.28 Unearned Sick Leave. Sick leave with pay shall not be allowed or taken until accrued. Sick leave will not be advanced.

- 5.29 Extended Sick Leave Without Pay. Any request for extended sick leave without pay due to illness or injury shall be at the discretion and approval of the General Manager. At the time of the request, the Full-Time or Part-Time employee shall submit a physician's certificate to support the request. The General Manager may approve a request for sick leave without pay for a period of up to thirty (30) days. Only the Board may approve a request for sick leave without pay for over thirty (30) days. In the event the extended sick leave qualifies as FMLA or CFRA leave, the provisions of those acts will take precedence and this Section will apply after the expiration of the leave times provided by those acts.
- 5.30 Non-Payment Upon Termination. Upon termination for any reason from District employment, an employee is not entitled to receive payment for accrued but unused sick leave.
- 5.31 Sick Leave Abuse. Violation and/or abuse of sick leave privileges will result in disciplinary action. Employees with a pattern of frequent absences for short durations and without reasonable basis may be subject to appropriate disciplinary action. Examples of potential sick leave abuse would be frequent absences following or preceding holidays, reoccurring absences on Fridays and Mondays, etc.
- 5.32 Catastrophic Illness Time Donation: Employees may donate accrued sick leave time for credit to another District employee who suffers a catastrophic illness or injury as determined by the General Manager.

** Refer to District Policy 2011-03, Catastrophic Illness Time Donation, for policy details.*

SECTION 6.00 - TEMPORARY ASSIGNMENTS

- 6.01 Assignment to Temporary Work. The General Manager may temporarily assign an employee to perform work normally performed by an employee at a different level of salary.
- 6.02 Temporary Salary:
 - (a) An employee temporarily assigned to perform work of a lower-paid employee shall not have his or her salary reduced.
 - (b) An employee temporarily assigned to perform all duties of a higher-paid position shall, for the period of temporary assignment, which shall be no less than 3 consecutive days, have his/her hourly wage increased by five (5) percent.

**SECTION 7.00 - EMPLOYEE ORGANIZATION, ADVANCEMENT AND
COMPENSATION**

- 7.01 Personnel Organization. The District is organized into several departments. Each department includes one or more job titles. Each job title has one or more authorized positions.
- 7.02 Salary Ranges. The District has adopted certain salary ranges for District employees. These ranges may be changed from time to time by District action.
- 7.03 Probationary Period:
- (a) When the General Manager appoints an existing District employee to fill a vacant position, that appointment shall be for a probationary period not to exceed twelve (12) months from the date of the appointment, unless otherwise required by a provision in a Memorandum of Understanding or contract. If the employee fulfills the duties of that position to the District's reasonable satisfaction and otherwise successfully completes the probationary period, the employee shall then become a regular employee in the new position.
 - (b) If during the twelve (12) month probationary period, the employee, appointed to a new position pursuant to Section 7.03 (a), does not perform to the District's reasonable satisfaction or otherwise does not successfully complete the probationary period, that employee shall resume his/her duties in the prior position which he/she held. The General Manager shall then take steps necessary to fill the vacant position.
 - (c) When an employee is working in a new position on a probationary basis pursuant to Section 7.03(a), the General Manager may appoint another District employee ("the other employee") to fill the first employee's position. The other employee shall also serve a probationary period in his/her new position. The other employee shall become a regular employee in the new position contingent upon successful completion of the probationary period and contingent upon the first employee, as referenced in Section 7.03(a), successfully completing his/her probationary period.
- 7.04 Annual Salary Review. Each year the General Manager will review the salary ranges paid by the District and make recommendations to the Board for any necessary changes.
- 7.05 Salary Organization. There shall be a salary range for each authorized position.
- 7.06 Performance Evaluations.
- (a) An employee's supervisor will prepare, in writing, a performance evaluation for each employee.

- (b) Performance evaluations will be prepared in the following instances:
- (1) When an employee has worked an initial twelve (12) month period in his or her new job position (this applies not only to newly hired employees, but also to employees who have been promoted or otherwise transferred to new job classifications);
 - (2) Annually, for unrepresented employees on the focal review date in April; salary adjustments, if applicable, to be effective May 1st. For represented employees annually on the anniversary of their service date.
 - (3) When an employee is being considered for promotion, transfer, demotion, termination, or other disciplinary action is being considered;
 - (4) Whenever the employee's supervisor believes there has been a significant change in the employee's performance; and
 - (5) Whenever requested by the General Manager or the Board of Directors.
- (c) All performance evaluations become a permanent part of the employee's records. Only the employee involved, the employee's supervisor, the General Manager or his/her designee and the Board may have access to an employee's performance evaluations.
- (d) Upon completion of the performance evaluation, a meeting shall be held between the employee and the supervisor to discuss the employee's performance and to assist in developing the employee's maximum potential within District service.

** Refer to District Pay for Performance Manual for complete details.*

7.07 Insurance

- (a) Group medical insurance is currently available to all regular Full-Time employees and their eligible spouse, domestic partner and dependents. An employee becomes eligible on the first day of the second calendar month following his or her appointment as a probationary employee.
- (b) Benefits currently provided include group medical, vision, dental and life insurance. Currently, the District will pay an amount established from time to time by the Board.
- (c) The Board may delete or change insurance benefits for employees and/or dependents with or without amending this manual.
- (d) Regular Part-Time and Temporary Employees, and independent contractors shall not receive, nor be entitled to, District-paid health insurance benefits.

(e) Cafeteria Plan – whereby the employee has the option of opting out of District provided medical benefits for cash, provided that the employee can show proof that they would have dual coverage. The opt-out benefit amount is \$350.00 per month.

7.08 Worker's Compensation. Worker's compensation is provided for all employees.

7.09 Unemployment Insurance. Unemployment insurance is provided in accordance with current state and federal laws.

7.10 Retirement Program:

(a) The District currently maintains membership in the Public Employees' Retirement System (PERS) for employees qualifying to be covered by this retirement plan. The contributions are specified in the District's contract with PERS or as subsequently amended.

(b) For employees not qualifying for memberships in the PERS retirement plan, it is mandatory that these employees participate in a retirement plan, such as a Deferred Compensation Plan, in which the employee makes the contributions. This plan is administered in accordance with the agreement between the District and the plan administrator. Information on the administration and requirements of the plan are available from the personnel administrator.

(c) The Board may delete or change retirement benefits with or without amending this manual.

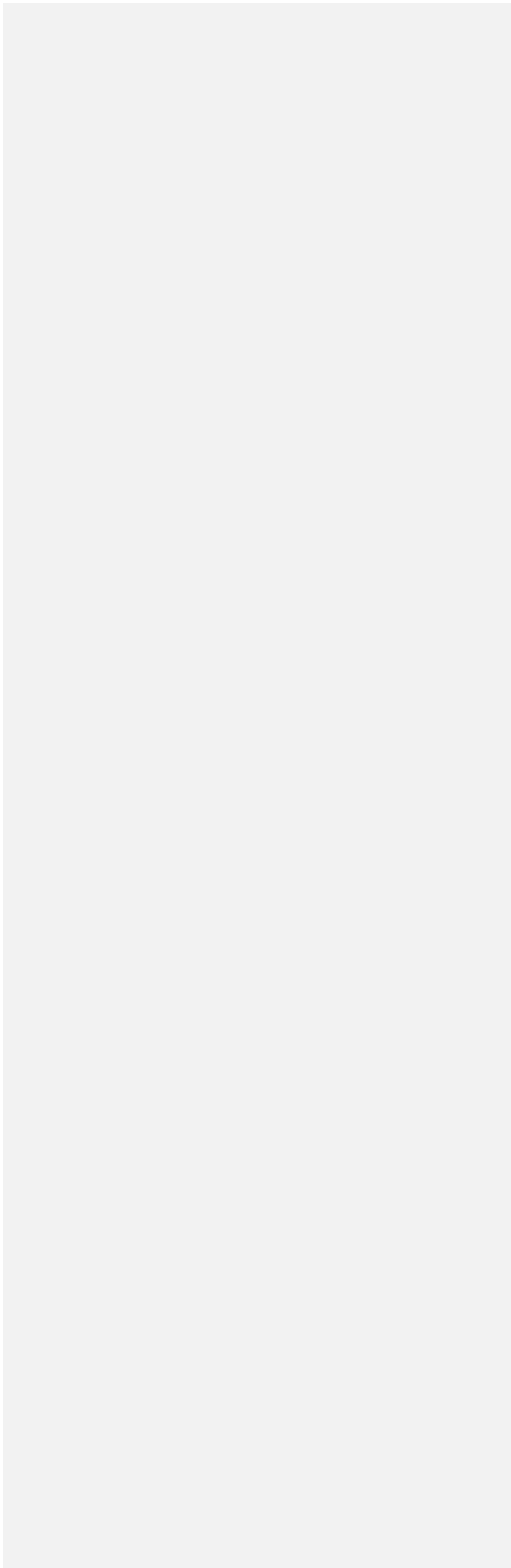
7.11 Certification. Licenses and/or other certification required by Federal, State and/or Local Government law or District certification requirements will be specified by the Board and/or General Manager for each job title. Plant Operator classifications shall be limited to Treatment Plant Operator and/or Collection System Operator certificates issued by the State of California or a District-approved educational institution. Plant Operators shall be paid an additional two and one-half percent (2.5%) above base pay per additional certificate above those required by their classification level, not to exceed five percent (5%) or two additional certificates. Utility Worker classifications shall be limited to Distribution certificates and/or Collection System certificates issued by the State of California or a District-approved educational institution. Utility Workers shall be paid an additional two and one-half percent (2.5%) above base pay per additional certificate above those required by their classification level, not to exceed five percent (5%) or two additional certificates.

7.12 Compensation Schedule and Plan. Unrepresented District employees shall receive the compensation provided in the Pay for Performance Plan. The Board may, at any regular meeting or special meeting duly called for that purpose, modify or change the Pay for Performance Plan.

7.13 Salary Plan Administration:

Salary Plan Administration for all unrepresented employees is provided in the District's Pay for Performance Plan.

7.14 Merit Awards. The Board, at its discretion, may by resolution establish a program to pay merit awards to employees for superior and exceptional performance.



7.15 Compensation of the General Manager. The General Manager is directly responsible to the Board of Directors for the successful administration of the District's functions. Because of the nature of duties and responsibilities involved, the salary range of this position shall be specially established by the Board, and the Board shall conduct periodic reviews for the salary advancement of this position. Salary advancement shall be at the discretion of the Board.

SECTION 8.00 - EDUCATION AND TRAINING, AND CONFERENCES

- 8.01 Tuition Reimbursement. The General Manager upon consulting the immediate supervisor concerned shall be responsible for proper training and certification of District employees. Upon approval by the General Manager, and budget approval by the Board of Directors, an employee shall be reimbursed for his/her tuition or registration fees and books upon successful completion of the program for which prior approval has been received and which is directly beneficial to the District. The total annual tuition reimbursement allowable per employee shall not exceed \$1500.
- 8.02 Professional Registration, Certification and Licensing. The District will pay fees when such registration, certification and/or licensing is a requirement of the employee's position.
- 8.03 Professional Activities. The District encourages participation in professional societies and committees when these activities are compatible with and an enhancement to District functions. The District will pay reasonable costs of participation in these activities subject to approval by the General Manager and the limitations of the District budget.
- 8.04 Career Development. Successful completion of training courses may be considered in approving salary advancement and making promotions. Evidence of such activity shall be submitted to the District for inclusion in an employee's personnel records.

** Refer to District Policy 2011-01, Continuing Education and Tuition Reimbursement, for complete details.*

SECTION 9.00 - REIMBURSEMENT OF INCURRED EXPENSES

9.01 Reimbursement for Meals:

Travel Meals. The District will reimburse, upon prior authorization, an employee for meals when the employee travels for District business over meal times. The employee must submit detail itemized receipts to the District to initiate reimbursement.

Overtime Meals. The District will reimburse, upon prior authorization, an employee for a meal when the employee is required to perform work for two (2) hours beyond the regular work hours and for an additional meal for each approximately four (4) hours but not more than five (5) hours, insofar as it is possible for the District to do so. The necessary time taken for the meal shall be at District expense. The employee shall submit detail itemized receipts to the District to initiate reimbursement.

9.02 Reimbursement for Mileage. When authorized in advance by the General Manager, an employee directed to utilize his or her personal vehicle in the conduct of District business shall be entitled to reimbursement at the current District mileage allowance rate. The employee must submit an accounting of actual mileage on District business to initiate reimbursement.

9.03 Reimbursement for Lodging. When authorized in advance by the General Manager, an employee who is away from his or her principal residence on District business may be reimbursed for the reasonable cost of overnight accommodations. The employee must submit receipts to initiate reimbursement.

The General Manager at his or her discretion may allow an "advance allowance" to employees when employees are required to attend training seminars or educational programs. The employee must submit all receipts of expenses to substantiate said advance allowance and any funds not utilized must be promptly returned to the District within thirty (30) days.

** Refer to District Policy 2009-07, Travel and Expense Reimbursement Policy, for complete details.*

SECTION 10.00 - PUBLIC RELATIONS

- 10.01 Public Relations. All employees shall conduct themselves in a manner that will reflect creditably on the District. In dealing with the public, all employees will maintain a polite and helpful attitude.
- 10.02 Grooming & Safety. All employees shall maintain a standard of grooming and safety commensurate with public service. Maintenance personnel shall observe suitable safety precautions when working in situations of unusual potential hazards. Department heads may establish specific grooming and safety standards applicable to the requirements of their operational needs.
- 10.03 Authority to Represent District. No employee shall have any right or authority to make any representation to members of the public or others with whom the District has contracted or is obligated to provide services that the District has legal responsibility for any action, omission or event causing injury, financial loss, damage or inconvenience to any person or property.
- 10.04 Off-Duty Employment. No employee shall accept employment during off-duty hours which may result in a conflict of time or interest, including employment with a party who has a current or pending relationship with the District involving a contract, permit, license, etc.
- 10.05 Acceptance of Gifts. Every District employee is prohibited from soliciting or accepting favors or gifts from the public served by the District, persons seeking to sell goods or services to the District or from other persons or corporations, exceeding in value \$50.00 from any one source in any twelve (12) month period. Acceptance of favors or gifts offered which exceed \$50.00 require prior Board Approval.
- 10.06 Outside Employment.
District Employment Priority. Full-Time employees may not carry on concurrently with their Rancho Murieta Community Services District employment any private business or undertaking, attention to which affects the time or quality of their work or which tends to discredit the District.
Outside Employment Approval. Outside work or private business or undertaking of Full-Time employees shall receive the approval of the General Manager prior to the initiation of the outside employment. Any employment which may result in a conflict of time or interest, including employment with a party who has a current or pending relationship with the District involving a contract, permit, license, etc. is prohibited.

SECTION 11.00 - EQUIPMENT, PREMISES AND UNIFORMS

- 11.01 Motor Vehicle Driving Record Requirements. All employees required to drive as part of their job duties must possess a valid California motor vehicle driver's license and possess a driving record commensurate with the District's ability to protect its insurability under its automobile liability policies. Failure to maintain such a record, affecting an employee's ability to operate a vehicle, is cause for disciplinary action and/or termination. The District participates in the Department of Motor Vehicles Employer Pull Notice Program as a means to keep apprised of the driving records of employee's required to drive as part of their job duties.
- 11.02 Business Usage. Rancho Murieta Community Services District vehicles and equipment are to be used for District business. In the event there's an anticipated need to use a District issued vehicle on personal business, the employee will request permission from the General Manager in advance (such approval shall be provided only under mitigating circumstances and on rare occasion).
- 11.03 Incidental Personal Use. Any employee assigned a District vehicle may not use the vehicle for personal purposes, other than for commuting or de minis personal use (such as a stop for a brief personal errand on the way between a business activity and the employee's home.)
- * Refer to District Policy 2012-05, District Driving Policy, for complete details applicable to Sections 11.01, 11.02 and 11.03.*
- 11.04 Use of Private Vehicle on District Business. In the event there is an anticipated need to use a private vehicle for District business the employee shall be reimbursed at the current District mileage allowance rate.
- * Refer to District Policy 2009-07, Travel and Expense Reimbursement Policy, for complete details applicable to Sections 11.04.*
- 11.05 Safety Equipment. Necessary safety equipment will be purchased and available to all employees of the District who are required to use such equipment on the job. It is the employee's responsibility to utilize, protect and safeguard such equipment from damage. An employee who loses or damages equipment may be required to replace District equipment or to purchase his or her own equipment if, in the opinion of the General Manager, neglect or carelessness on the part of the employee has occurred.
- 11.06 General Use of District Equipment. The District provides vehicles, equipment, tools, supplies and facilities for the use of employees in the performance of their work. Employee use of this equipment for personal reasons is not permitted and is grounds for disciplinary action.
- 11.07 Personal Use of District Premises. Use of District premises for personal use is not permitted except as a member of the public. Written permission is required.

11.08 Uniforms. The District will provide two (2) sets of uniforms per year for each Security Officer. The District contracts with a uniform service for Field Operations employees. Employees are required to wear the uniforms while on duty. District jackets or shirts shall be worn as an outside garment except when the employee is wearing authorized wet weather gear. This display of District uniforms and emblems is to permit identification of employees by the public and to present an appropriate appearance. The employee is responsible for his or her uniforms during employment. Security Officers are responsible for laundering of their uniforms

11.09 Wet Weather Gear. District will provide wet weather gear (raincoat, rain hats, boots, etc.) as may be necessary, up to an amount determined by the District, for employees who are required to work in inclement weather.

** Refer to District Policy 2010-11, Uniform and Dress Guidelines, for complete details applicable to Sections 11.08 and 11.09.*

11.10 Return of District Equipment. The employee and District agree that upon separation from employment the employee will return all District property on his or her last day of work. Failure to do so shall constitute authorization for the District to take all legal recourse available.

11.11 Smoking Policy. Use of tobacco substances (including but not limited to smoking and chewing tobacco) by District employees is restricted to the employee's scheduled work breaks and lunch time.

Use of tobacco is prohibited within any District facility or District vehicle and any areas where the public may be present, including any and all areas where smoking is restricted by law or postings.

Where the use of tobacco is allowed, the using employee shall be responsible for the appropriate non-hazardous containment and disposal of the tobacco wastes including cigarettes, butts, ashes and chewing tobacco spittle.

** Refer to District Policy 2011-10, Use of Tobacco Product On District Property, for complete details applicable to Section 11.11.*

SECTION 12.00 - DISCIPLINARY ACTION AND DISMISSAL

The discipline procedures in this section represent guidelines which the District believes are generally appropriate to govern employee conduct. However, they are not absolute rules. The District retains discretion to determine what constitutes proper disciplinary action and procedure in each individual situation.

These guidelines do not grant any employee a specific guarantee that any particular disciplinary decision or procedure will be utilized by the District. As stated in Section 1.08, all employees serve at the will of the District and may be disciplined (up to and including termination) for any reason the District finds sufficient. No property right, right to be disciplined only for "cause", permanent employee status, or procedural right is conferred by this Personnel Manual.

- 12.01 Initiation of Disciplinary Action or Dismissal. Disciplinary action or dismissal may be initiated by the Board, General Manager on his or her own initiative, or upon written recommendation to the General Manager by the employee's supervisor.
- 12.02 Nature of Disciplinary Action. Disciplinary action may include written warning, suspension with or without pay, involuntary demotion, reduction in pay or dismissal.
- 12.03 Grounds for Disciplinary Action or Dismissal. The District reserves the right to dismiss an employee at any time. All District employees are at-will employees who serve at the pleasure of the District. The following list of causes for disciplinary action is included in this manual for illustrative purposes only. The publication of this list does not confer a right to be disciplined only for "cause". The District may discipline an employee for any reason it deems sufficient. Grounds for disciplinary action or dismissal for Full-Time or Part-Time employees include, but are not limited to, the following:
- (a) Fraud, misrepresentation of fact, or concealment when securing initial or continued appointment with the Rancho Murieta Community Services District;
 - (b) Unauthorized, unjustified, recurring, or excessive absence;
 - (c) Conviction of a felony or other criminal act, which is of a nature to adversely affect the employee's ability to perform the duties and responsibilities of his or her employment;
 - (d) Conduct unbecoming to an employee in public service, tending to bring discredit to the District;
 - (e) Disorderly or immoral conduct;
 - (f) Incapacity due to mental or physical disability when such incapacity so substantially interferes with proper job performance that reasonable accommodation cannot be made;
 - (g) Incompetence and/or inefficiency (i.e. failure to adequately perform job assignments);
 - (h) Insubordination (i.e. willful failure to follow necessary and reasonable directions of supervisor);

- (i) Possession or consumption of alcoholic beverages during work hours or working while intoxicated;
- (j) Possession or use of narcotics, habit-forming, or any illegal or intoxicating drugs or controlled substances during the business workday (other than use of drugs as specifically prescribed by a licensed physician), or being under the influence while at work;
- (k) Inexcusable neglect of duty;
- (l) Negligence of, willful damage to, waste of, or unauthorized use of District's supplies, equipment or premises;
- (m) Failure to follow safety instructions or directions;
- (n) Employee use of District equipment for personal use;
- (o) Participation by an employee in an unauthorized or illegal strike or work stoppage which affects the District or District operations;
- (p) Any conduct which adversely affects the operation of the District, the health and welfare of District employees or the safety of District property;
- (q) Failure to maintain licenses or certifications required to perform the duties of an assigned position;
- (r) Discourteous treatment of the public or other employees;
- (s) Improper political activity during the business workday or on District premises;
- (t) Willful disobedience of safety rules, regulations, policies, practices, and procedures which indicates a lack of concern for injury to self or others; and
- (u) Willful disregard of District rules, regulations or policies.

12.04 Disciplinary Action :

- (a) Scope of Authority. Any employee may, by written or verbal order, be suspended, involuntarily demoted, reduced in compensation, or dismissed by the General Manager, or designee.

Notice: In all situations involving a disciplinary action or dismissal of a Full-Time who has completed his or her probationary period or Part-Time employee, a notice may be served on the employee either personally or by mail (return receipt requested) at the last known address on file with the District. The notice may include the following:

- (1) The statement of the nature and the proposed effective date of the intended disciplinary action or dismissal;
- (2) A statement of the nature of the causes for action;

- (3) A statement in ordinary and concise language of all specific facts or omissions upon which the causes of the intended action are based;
- (4) A statement that copies of all documents and other materials which support the proposed action are available for examination at the District office; and
- (5) A statement advising the employee of his or her rights to respond orally or in writing to the notice prior to the decision on the intended disciplinary action or dismissal. Any response should be directed to the General Manager and must be made within five (5) calendar days of the date of the notice.

12.05 Suspension Pending Action: Prior to the effective date of any disciplinary action or dismissal, the General Manager, or designee may suspend with or without pay the affected employee if the General Manager, or designee determines such suspension is necessary to protect the health, safety and welfare of the inhabitants and other employees of the District. The rights and benefits provided to an employee so suspended shall not otherwise be affected.

12.06 Review Decision: Prior to a final decision on any intended disciplinary action or dismissal, the General Manager, or designee may consider any written response timely submitted by an employee and may meet with any employee who has timely requested to be orally heard. Such a meeting should take place within five (5) calendar days of the date of the request or on the date mutually agreed upon. The General Manager, or designee shall make a good faith effort to render a decision within ten (10) calendar days of the last day to submit a response, whichever applies. The decision shall be effective the day that it is made and on that day the affected employee may be informed thereof either personally or by mail at his or her last known address on file with the District.

12.07 Effect of Decision:

- (a) When a Full-Time or Part-Time employee is suspended without pay for thirty (30) or fewer calendar days, employee and employer contributions to benefits will be continued. Employee payments for benefits during the period of suspension will be deducted from the last payroll check prior to the date of suspension or the next following payroll check, as may be applicable.
- (b) No benefits will be paid by the District for suspension over thirty (30) calendar days. An employee may continue appropriate benefits by making the payments necessary.

12.08 Effect of Dismissal: Upon the effective date of dismissal, the District shall cease to provide any benefits for the Full-Time or Part-Time employee.

- 12.09 Appeal from Decision. Appeal procedures are established for regular At-Will employees as guidelines for personnel administration, and confer no procedural rights.

A Full-Time or Part-Time employee may appeal a decision to implement an ~~intended~~ disciplinary action or dismissal by filing a written Notice of Appeal. ~~The Full-Time or Part-Time employee shall file a Notice of Appeal~~ with the Board within ten (10) ~~business~~ days of the effective date of the decision. The Notice of Appeal shall state the name of the employee, the date and nature of the decision appealed, the name of the person who rendered the decision, and the grounds of the appeal stating all specific facts or omissions upon which the appeal is made. The District shall hold a hearing as soon as practicable at which time evidence will be received from the parties. ~~by the Hearing Officer, no later than sixty (60) days from the date of the appeal, unless otherwise agreed to by the parties.~~

The Board may conduct the hearing itself or it may appoint an individual (e.g., a director, outside attorney, arbitrator selected through the California Mediation and Conciliation Service) to act as hearing officer, the hearing officer will conduct the hearing and render an advisory decision to the Board. Following the hearing, the Board will issue a written decision to affirm, reject, or modify the disciplinary action or dismissal. The decision of the ~~General Manager~~Board is final.

- 12.10 Failure to File Notice of Appeal. If a Full-Time or Part-Time employee fails to file a Notice of Appeal within the time specified, the disciplinary action or dismissal shall become final without further action.

SECTION 13.00 - LAYOFFS & SEPARATIONS

13.01 Reductions in Workforce; Layoffs:

It is the policy of the District that whenever, in the judgment of the Board of Directors, it becomes necessary to abolish any position of employment, the employee holding such position of employment shall, if no other vacancy within the class exists, be laid off or demoted without disciplinary action and without the right to appeal. A vacancy is one which is not intentionally being held open or unfilled by the District.

13.02 Notification. Employees to be laid off shall be given, whenever possible, at least fourteen (14) calendar days' prior notice.

13.03 Vacancy and Demotion. Except as otherwise provided, whenever there is a reduction in the workforce, the department head shall first demote the employee subject to lay off to a vacancy, if in the same class series or in a lower class for which the employee is qualified. All persons so demoted shall have their names placed on a reemployment list for the class from which they were demoted.

13.04 Employee Rights. An employee affected by layoff shall have the right to displace an employee in the same department who has less seniority in a lower class, in the same class series or in a lower job title in which the affected employee once had regular employee status. For the purpose of this Section and all other purposes, seniority includes all periods of Full-Time service at or above the job title level where layoff is to occur.

13.05 Seniority - Displacement. In order to displace to a former or lower class, an employee must have more seniority than at least one of the incumbents in the lower class and request displacement action in writing to the General Manager within five (5) calendar days of receipt of notice of layoff.

13.06 Salary Upon Layoff Demotion. Employees displaced to a lower class shall be placed at the salary step of the lower class representing the least loss of pay. In no case shall the salary be increased above that received in the class from which the employee was laid off.

13.07 Layoff Order. In each class of positions to be affected by layoff, employees shall be laid off according to employment status in the following order: temporary, probationary, Part-Time and Full-Time regular status.

- (a) Temporary and probationary employees shall be laid off according to the needs of the service as determined by the General Manager.
- (b) Regular status employees shall be laid off on basis of performance records and qualification.

13.08 Reemployment List. The names of persons laid off shall be carried on reemployment lists for twelve (12) months, except that persons appointed to regular positions of the same level as that which laid off, shall, upon such appointment, be dropped from the list. Persons reemployed in a lower class, or on a temporary basis, shall be continued on the list for the higher position for one (1) year.

13.09 Resignation from Service. An employee electing to leave the District in good standing shall file with the department head a written resignation stating the effective date and reasons for leaving at least two (2) weeks before leaving the service, unless such time limit is waived by the General Manager. Failure to give notice as required by this rule may be cause for denying future employment by the District.

SECTION 14.00 - GRIEVANCES

- 14.01 Purpose of Grievance Procedure. The grievance procedures set forth are designed to resolve grievances informally and to provide an orderly procedure for such resolution. The grievance procedure is available only to regular Full-Time or Part-Time employees.
- 14.02 Policy. Any regular Full-Time or Part-Time employee in the District's employment may make an appointment with their immediate supervisor to discuss his/her work and working conditions, and to discuss any violation, misinterpretation, or inequitable application of these rules and regulations. An employee may present a grievance while on duty, provided such use of on-duty time is kept to a reasonable minimum as determined by the General Manager.
- 14.03 Time Limits. Each person involved in a grievance shall act quickly so that the grievance may be resolved promptly. Each person shall make every effort possible to complete action within the time limits contained within these grievance procedures. But with the written consent of the other parties involved the time limits of any step may be extended.
- 14.04 First Step - Grievance Procedure. This is the informal discussion stage. Within ten (10) calendar days of an event or specific incident giving rise to a grievance, an employee shall seek initial adjustment of the grievance with his/her department head. Should the department head be unable to make a satisfactory adjustment, or be a party to the grievance, the employee may seek adjustment through the General Manager. The employee shall have the decision or response from the department head within five (5) calendar days.
- 14.05 Second Step - Grievance Procedure. This is the formal grievance stage. A written description of the grievance shall be provided to the General Manager. The written description shall include name(s) of grievant(s), date the grievance is initiated, statement of any previous action upon the grievance, a clear statement of the nature of the grievance, a proposed solution to the grievance, and the signature of the grievant(s). The General Manager shall give his/her decision in writing to the grievant(s) within five (5) calendar days after the grievance is filed.
- 14.06 Third Step - Grievance Procedure. Should the General Manager be unable to make a satisfactory adjustment within five (5) calendar days, or be a party to the grievance, the employee may seek adjustment from the Board of Directors within five (5) calendar days of the decision being rendered by the General Manager. If the grievant does not appeal the decision to the Board in writing within five (5) calendar days, the issue will be considered settled. The appeal shall state the date and nature of the grievance, and shall state all specific facts or omissions upon which the appeal is based.
- 14.07 Hearing of Appeal. Within ten (10) calendar days of the filing of an appeal, the Board shall have a meeting with the aggrieved and/or his representative.
- 14.08 Decision on Appeal. Within ten (10) calendar days of the hearing of the appeal, the Board shall issue a written decision concerning the employee's appeal. The decision of the Board of Directors shall be final.
- 14.09 Reports to Board of Directors. The Board of Directors shall receive copies of all formal grievances and all grievance decisions of the General Manager.

14.10 Complaints of Discrimination and Sexual Harassment. If an employee experiences an incident felt to be in violation of the discrimination and/or sexual harassment prohibitions they should report the incident according to Policy 2011-04, Harassment of Any Nature (including Sexual Harassment).

SECTION 15.00 - AFFIRMATIVE ACTION PLAN

- 15.01 General Policy. It shall be the policy of the District to provide equal opportunity in employment for all qualified persons regardless of race, sex, color, religion, national origin, age, sexual preference, ancestry, marital status, pregnancy or physical and mental handicap, and to maintain an affirmative action program of whatever scope is necessary to prevent discrimination. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.
- 15.02 Goals. Rancho Murieta Community Services District has adopted an Affirmative Action Program to ensure that personnel decisions are job-related and to further the principle of equal employment opportunity. The District recruits, hires, trains, and promotes qualified persons at all levels of the work force and provides reasonable accommodation to qualified employees and applicants with a known disability who can perform the essential functions of the job.
- 15.03 Designation of Responsible Person. The General Manager is designated as the Affirmative Action Officer for the District. He or she shall be responsible for developing policies and procedures for the District's Affirmative Action Plan and will also be responsible for implementing such policies and procedures.

It is the responsibility of all managers and supervisors to ensure that all personnel actions and programs are administered in accordance with the principle of equality of opportunity and treatment to all.

SECTION 16.00 - DRUG & ALCOHOL ABUSE POLICY

The District has an obligation to its officers, employees and members of the public to take reasonable steps to provide an alcohol and drug free workplace and to deliver services to the public in a safe manner.

No employee shall be under the influence of any substance which impairs safe and productive performance while on District business, or on District property.

** Refer to District Policy 2011-09, Drug and Alcohol Use, for complete details.*

SECTION 17.00 - CONFLICT OF INTEREST

- 17.01 Policy. No employee shall have a direct or indirect interest in District property, property under consideration for purchase by the District, or a contract with the District which violates any laws of the State of California relating to such conflict of interest matters.
- 17.02 Notification Requirements. All notification actions required by the law shall be strictly followed by employees. It shall be the responsibility of employees who may be in potential violation of the statute to familiarize themselves with the provisions and intent of the statute.
- 17.03 Unfair Economic Gain It is the policy of the District that no employee shall be in a position to realize unfair economic gain by virtue of their status with the District.

SECTION 18.00 - INJURY & ILLNESS PREVENTION PROGRAM

- 18.01 Purpose. The District's Injury & Illness Prevention Program is designed to prevent injuries, illnesses, and accidents in the workplace. The primary purpose of this program is to ensure the safety and health of District workers and to provide a safe and healthful work environment. A complete copy of this program is maintained in the Administration Office and is available for each employee's review.
- 18.02 Housekeeping Policy. Good housekeeping is an integral part of any effective program. Keeping work areas neat and clean reduces the chances of accidents and injuries. Well organized work areas also increase the ability of employees to perform their jobs efficiently. Each employee is responsible for keeping their work area neat and orderly. Housekeeping inspections will be conducted in each department on a regular basis.
- 18.03 Responsibility For Safety and Health. All employees of the District are responsible for working safely and maintaining a safe and healthful work environment.
- 18.04 Program Administrator. The Injury and Illness Prevention Program Administrator is the Security Chief. The Administrator is responsible for the overall implementation and maintenance of the District's program.

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CERTIFICATE OF RECEIPT OF RULES

TO RANCHO MURIETA COMMUNITY SERVICES DISTRICT EMPLOYEES:

Welcome to Rancho Murieta Community Services District. I personally hope that you will enjoy working at Rancho Murieta Community Services District and that you will find your work interesting and challenging. As a service-oriented organization, our goal is to conduct our daily activities in a manner reflecting pride, efficiency, and competence with a friendly and courteous attitude.

This PERSONNEL MANUAL has been adopted by the Board of Directors of the Rancho Murieta Community Services District as its regular operating policies. It is designed to be a working guide for both employees and supervisors in the day-to-day operations of the District's personnel program. The text of the manual is not intended to be a legal contract with the employee but rather an attempt to describe generally the way the organization works. The rules and regulations contained in this booklet may not be modified by your supervisor or the General Manager, without the approval of the Board of Directors. However, the General Manager has been granted reasonable administrative latitude to interpret and apply these rules. As time goes on and we encounter some unforeseen problems in administering these rules, or circumstances warrant change, these rules may be modified from time to time as the Board of Directors sees fit. You will be made aware of any official changes to this document. Please insert the new material as you receive it.

This manual should increase understanding, eliminate the need for personal decisions on matters of organizational policy, and help assure uniformity throughout the organization. It affirms that the District retains sole discretion over determination of execution of District goals and policies. It also affirms the at-will status of District employees and does not constitute an employee contract.

Please read this booklet carefully. Do not hesitate to ask for clarification or guidance from your supervisor or your Department Manager.

After reading these rules, **TEAR OUT THE ATTACHED SHEET, SIGN IT, AND RETURN IT TO THE PERSONNEL DEPARTMENT** or designated person within 10 working days of receipt of these rules.

Sincerely,

Tom Hennig
General Manager

RANCHO MURIETA COMMUNITY SERVICES DISTRICT
15160 Jackson Road - PO Box 1050
Rancho Murieta, CA 95683
(916) 354-3700

Employee Statement:

I have read the Rancho Murieta Community Services District's PERSONNEL MANUAL, and I understand I am responsible for compliance with these rules.

NAME:

(Please Print)

SIGNATURE:

DATE:

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

PERSONNEL MANUAL

SECTION 1.00 - GENERAL PROCEDURES

- 1.01 Title. This Manual shall be known as the "Personnel Manual" and may be cited as such.
- 1.02 Purpose. The purpose of the Personnel Manual, as described in the Statement of Purpose on page 1, is to be used to provide guidance for the development and application of personnel management policies for the District.
- 1.03 Non-Discrimination: Employment practices of the District shall fully comply with federal and state equal employment opportunity laws.

- (a) The District shall not discriminate for or against any person based upon race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age over 40, or political opinion or affiliation. The District recruits, hires, trains and promotes qualified persons at all levels of the work force; and provides reasonable accommodation to qualified employees and applicants with a known disability who can perform the essential functions of a job.

It is District policy to maintain a work environment free from discriminatory insult, intimidation or harassment due to race, color, religion, sex, age, physical handicap or national origin. Any incident of discriminatory insult, intimidation, or harassment in any form should be promptly reported in accordance with Policy #2011-04.

- (b) The District is committed to providing a work environment for its employees that is free of harassment of any nature. Acts of sexual harassment as well as harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation by employees, supervisors, managers, or directors, are prohibited employment practices and are subject to sanctions and disciplinary measures, up to and including termination of employment or Board of Directors sanction.

** Refer to District Policy 2011-04, Harassment of Any Nature (including Sexual Harassment) for policy details and complaint process*

- 1.04 District Rights: The Board of Directors and such persons as the Board may authorize, has the exclusive right, in accordance with applicable laws and regulations, to take certain actions including, but not limited to, the following:
- (a) Directing employees in the performance of their duties
- (b) Hiring, promoting, transferring, classifying and assigning employees
- (c) Disciplining or dismissing employees
- (d) Determining the District's purpose, budget and organization

- (e) Determining and effectuating methods of implementing and foregoing
 - (f) District retains, solely and exclusively, all the rights, powers and authority exercised or held prior to the execution of any labor agreement except as expressly limited by a specific provision of that agreement.
- 1.05 Administration of Rules. The General Manager, subject to the direction of the Board, shall be responsible for the administration of the rules set forth in this Manual. The General Manager is responsible for the interpretation and application of these rules, subject to review by the Board of Directors in cases of disputes.
- 1.06 Delegation of Powers by the General Manager. The General Manager, in his or her discretion, may delegate any of his or her authority set forth in these rules, as he or she may deem appropriate and necessary.
- 1.07 Tenure of Employment. The tenure of every employee shall be based upon continuing satisfactory service, maintaining certifications and licenses that are required by the job, proper personal conduct for the position, as determined by the General Manager, as well as the continued need for the work performed and the availability of funds.
- 1.08 Employment-At-Will Policy. All District employees serve at the will of the District. The District and the employee agree that the District may terminate the employment of any employee regardless of employment status or tenure with the District. Such termination may be made with or without cause. Similarly, the employee may terminate his or her employment with the District at any time with or without cause.
- 1.09 Anti-Nepotism Policy: It is the policy of the District that Immediate Family members, as defined in Section 2.20, and their spouses, of District employees or of elected or appointed officials may only be employed as either Full-Time or Part-Time employees, or as independent contractors of the District when all of the following criteria are met.
1. Such employment does not adversely affect safety, morale, security or supervision, and,
 2. Immediate Family members neither initiate nor participate in making recommendations or decisions that would directly affect the employment status of their spouses or relatives. These recommendations/decisions include but are not limited to selection, appointment, retention, work assignments, promotion, demotion, or salary.

The District may prohibit employment or may reassign Immediate Family members if, in its sole discretion, it finds that any of the above criteria are not met.

If two persons should marry while both are employed by the District, they may continue their employment provided that they meet both of the criteria referenced above. In addition, if one spouse must change his/her job or department so that the above-referenced criteria are met, that choice shall be made by the couple within 30 days of the marriage. However, if the couple does not make this decision within 30 days, the employee with less seniority shall be transferred. If both employees have the same amount of seniority, the District's decision regarding which employee shall be transferred shall be based upon the necessity of operating the District in an efficient manner.

- 1.10 Confidential Nature of Personnel Records. Personnel records such as applications, examination papers, performance reports, and disciplinary actions shall be considered confidential, and upon request shall be made available to the affected employee for review at a time and place designated by the Personnel Department or designated person.

Department heads shall make arrangements with the General Manager for review of their employee's personnel documents.

- 1.11 Change of Status Report. Every appointment, transfer, promotion, change of salary rate, or any other temporary or permanent change in status shall be reported to the Personnel Department or designated person in such manner as prescribed.
- 1.12 Right to Modify. Employment under these rules and regulations shall not constitute an employee contract. This document may be modified from time to time by the Board of Directors as they see fit.

SECTION 2.00 - DEFINITIONS

- 2.01 Appeal. A written statement by the affected employee that a dispute exists in the application of any of the rules contained herein.
- 2.02 Appointment. The offer to and acceptance by a person of a position with the District in accordance with the provisions of these rules.
- 2.03 At-Will Employee. Every District probationary or regular employee serves at the will of the District. Either the District or the employee may terminate the employment relationship at any time with or without cause.
- 2.04 Authorized Position. A specific work position, within a job title, that has been approved by the Board of Directors which is or may be held by an employee.
- 2.05 Board. The Board of Directors of the Rancho Murieta Community Services District.
- 2.06 Class. All positions having sufficiently similar duties and responsibilities to permit grouping under a common title and to permit the application with equity of common standards of selection, assignment and compensation.
- 2.07 Continuous Employment. District employment which is uninterrupted except by authorized absences.
- 2.08 Day. Shall be a calendar day unless otherwise identified.
- 2.09 Demotion. A disciplinary change in job title to a lower salary or salary range which is involuntary.
- 2.10 Department. A major administrative branch of the District, involving a general line of work, with one or more employees under the charge of one or more individuals, known as supervisors.
- 2.11 Disciplinary Action. The discharge, demotion, reduction in pay, or suspension of a regular employee for punitive reasons.
- 2.12 Dismissal. Involuntary termination of employment with the District.
- 2.13 District. Rancho Murieta Community Services District.
- 2.14 Employee. A person who is legally occupying a position in the District service or who is on an authorized leave of absence from such position.
- 2.15 Examination: Any combination of relevant and valid tests of fitness to determine the relative qualifications of competitors for appointment to a position in a class.

Open Competitive Examination. An examination for a particular class which is open to all persons meeting the desirable qualification for the class.

Promotional Examination. An examination for a particular class which is open only to employees with regular status and who meet the desirable qualifications for the class.

- 2.16 Exempt Employee. A person who is employed in a District position that meets the Fair Labor Standard Act ("FLSA") and California requirements of exemption from overtime and certain other protections of the Industrial Welfare Commission Orders.
- 2.17 Full-Time Employee. An at-will employee of the District who is regularly assigned to work forty (40) hours per week in an authorized position and has successfully completed the probationary period.
- 2.18 Good Standing. Any currently employed Full or Part-Time employee not under disciplinary action by the District.
- 2.19 Grievance. Any good faith or reasonable complaint of one or more employees or a dispute between the District and one or more employees involving the terms or conditions of his or her employment.
- 2.20 Immediate Family. An employee's father, mother, step parents, spouse, domestic partner, child, step child, foster child, brother, sister, grandparents, grandchild, or those of the employee's spouse.
- 2.21 Independent Contractor. An independent business person (in business for themselves) who is hired to perform specific tasks. They are not eligible for unemployment, disability, or workers' compensation benefits. The independent contractor is responsible for his/her taxes and workers' compensation insurance.
- 2.22 Intermittent Employee. An employee who works part of a normal work day or a fraction thereof, but such work is done on call with or without a set pattern, or seasonally working less than 1000 hours in a calendar year and at irregular intervals or without a set pattern.
- 2.23 Job Title. Descriptive title of a certain type of job performed by a District employee. Inherent in each job title are certain duties, responsibilities and degrees of authority.
- 2.24 Layoff. The separation of employees from the Rancho Murieta Community Services District's active work force for reasons of lack of work, lack of funds, changing priorities, measures to enhance efficiency, or to accommodate organizational changes.
- 2.25 Leave of Absence. When authorized, an absence from duty for a specified period with the employee having the right to return to his or her position at the end of the period.
- 2.26 Part-Time Employee. An at-will employee of the District who is regularly scheduled to work fewer than forty (40) hours each week in an authorized position and has successfully completed the probationary period.
- 2.27 Performance Evaluation. A review and evaluation of an employee's performance and capabilities in his or her authorized position by his or her immediate supervisor.
- 2.28 Personnel Manual/Rules. This group of rules and procedures concerning District Employment.
- 2.29 Position. A group of assigned duties and responsibilities assigned or delegated by competent authority, requiring the Full or Part-Time employment of one person.

- 2.30 Probationary Employee. A newly hired employee working for a designated period of time. Such employees may be dismissed without prior notice and without cause and do not have rights described in the Disciplinary Action and Dismissal section of this Personnel Manual.
- 2.31 Promotion. The movement of an employee from one job class to another job class with a higher maximum salary.
- 2.32 Reduction in Pay. A temporary or permanent decrease in wage or salary.
- 2.33 Regular Employee. A Full-Time or Part-Time at-will District employee who has successfully completed his or her probationary period.
- 2.34 Reinstatement. The restoration, without examination, of a former regular employee to a job title in which the employee formerly served as a regular non-probationary employee.
- 2.35 Salary Advancement. Any salary increase within the limits of a salary range.
- 2.36 Salary Range. Categories which determine the minimum and maximum wage pay for each employment job title.
- 2.37 Salary Reduction. A salary decrease of one or more steps within the limits of a salary range.
- 2.38 Salary Step. A level of salary payable in each salary range.
- 2.39 Seniority. The length of service of a regular employee with the District.
- 2.40 Sick Leave. An excused paid absence from duty by an employee due to illness as described in Section 5.22
- 2.41 Supervisor. A person who has day-to-day direct responsibility over the work of a specific employee.
- 2.42 Suspension. A District-mandated temporary separation from employment.
- 2.43 Temporary Employee. An at-will employee hired to fill a position of limited duration or service (not to exceed 960 hours per fiscal year for retired annuitants or 1000 hours per calendar year for all other Temporary Employees), or, a position with uncertain, long term funding. The employee may serve during a limited service period and then be terminated without regular employment status with the Rancho Murieta Community Services District. Temporary employees have no reasonable expectation that they will be called or re-employed by the District in the future. They receive no District paid benefits or leave.
- 2.44 Termination. The conclusion or cessation of employment with the District, whether initiated by the District or the employee.
- 2.45 Timebase. Timebase refers to the number of hours an employee works and to the regularity with which the employee works. Timebase does not refer to an employee's employment status, i.e. regular, probationary, temporary, etc.

Types of Timebase:

- (a) Full-Time. Employee works the normal number of working hours assigned to the class.
 - (b) Part-Time. Employee works a fraction of the normal work day, normally follows a pre-determined pattern of working hours.
 - (c) Temporary. Employee may work a normal work day or fraction thereof, but such work is done on-call with or without a set pattern, or seasonally working less than 960 hours per fiscal year for retired annuitants or 1000 hours per calendar year at irregular intervals and without a set pattern.
- 2.46 Time-Off. Authorized absence from job duties, either compensated or uncompensated.
- 2.47 Transfer. A change of an employee from one position to another position in the same class.
- 2.48 Unrepresented Employee. A person who is legally occupying a position in the District service or who is on an authorized leave of absence from such position that is not represented by a union or bargaining unit.
- 2.49 Vacancy. An unfilled authorized position in the District.

SECTION 3.00 - FILLING VACANCIES, JOB ANNOUNCEMENTS, APPLICATIONS AND QUALIFICATIONS

3.01 Vacancies. When a vacancy occurs in an authorized position, the General Manager (or Acting General Manager if the General Manager position is vacant) shall, whenever reasonable, fill the vacant position with an existing District employee who is both qualified for the position and willing to accept the employment change. However, the General Manager may in his/her sole discretion determine that it is in the District's best interest to leave the position vacant or to fill the vacancy with a person who is not a current District employee. This section shall not be construed to limit in any way the District's right to hire the most qualified persons at all levels available as District employees.

3.02 Announcements: The Personnel department shall publish announcements of vacancies which shall state the employment standards of the position and pertinent information. Employment standards shall be established by the Board and included in the job class.

Announcements shall be considered published when they are posted on the District bulletin board.

The Personnel department may additionally publish notices of vacancies as deemed appropriate for recruiting qualified applicants.

(a) Announcements shall briefly specify the title and pay range of a position; the nature of the work to be performed; essential qualifications necessary for successful job performance of the work; the dates, time, place, and manner of receiving applications and administering examinations; and other pertinent information. All announcements shall include a statement that the Rancho Murieta Community Services District is an Equal Opportunity Employer, as well as an Affirmative Action Employer.

3.03 Qualification of Applicants: No person shall be employed in or appointed to any position requiring Full-Time or Part-Time service unless he or she meets the minimum qualifications of the education and experience prescribed for that class. In extraordinary situations, the Board may waive a stated requirement for a supervisory applicant and the General Manager may waive a stated requirement for a non-supervisory applicant.

(a) Applicants must have met applicable minimum qualification requirements by 5:00 p.m. of the final filing date.

(b) In the event an applicant is found to possess qualifications extraordinary for the position the applicant is being hired for, the General Manager may authorize the employment of such applicant anywhere within the appropriate pay range. For the purposes of this section, "extraordinary" means that the applicant has education, experience, and/or skills superior to that commonly required and expected for the class. Details of this action will be forwarded to the Board at their next regularly scheduled meeting.

- 3.04 Forms Required. Application shall be made on forms prescribed by the General Manager. Application forms shall require information covering training, experience, and other pertinent information, and may include certificates of one or more examining physicians, and references. Fingerprints shall be required for all District personnel. All applications must be signed by the person applying under penalty of perjury.
- 3.05 Submitting Applications. Applications must be received by the District not later than 5:00 p.m. on the final filing date. Applicants are responsible for getting their applications to the District by this time.
- 3.06 Disqualification: The General Manager may disqualify an applicant for any of the following reasons:
- (a) Untimeliness of Application. Failure to submit the required application to the District not later than 5:00 p.m. on the final filing date. Applicants are responsible for getting their applications to the District by this time.
 - (b) Unqualified for Position. Failure to demonstrate that the requirements or qualifications established for the authorized position have been met.
 - (c) Conviction Record. Conviction of a felony or misdemeanor which was of such a nature as to have a clearly adverse effect on the applicant's ability to perform the duties of the position.
 - (d) False Statement. False statement of material fact; or actual or attempted deception, fraud, or misconduct on an application; or actual or attempted deception, fraud or misconduct during an interview or examination.
 - (e) Failure to complete process. Failure to complete the pre-hire process as required by the District.
- 3.07 Notice of Rejection. Whenever an application is rejected, written notice of such rejection shall be mailed to the applicant. Incomplete or deficient applications may be returned to the applicant for amendment. Unless otherwise approved by the General Manager, such amendments must be received by the District not less than forty-eight (48) hours prior to the scheduled interview or examination.
- 3.08 Medical Examination*:
- (a) All individuals who are offered full-time, temporary, or part-time employment shall be required to submit to a physician's examination. For public health and safety related positions, (i.e., Security Patrol, Equipment Mechanic, Plant Operators and Utility Workers) a controlled substance test at District expense will also be required. Such examination shall be performed by a licensed physician retained by the District. Documents indicating that the applicant has received a medical clearance shall be kept in a confidential file under the custody of the Personnel Department and shall not be a part of the personnel file.
 - (b) The General Manager may, upon advice and consultation with competent medical authority, establish job related physical standards for each job title. An applicant's failure to achieve the minimum standard so established will result in disqualification for appointment.

- (c) Nothing in this section shall serve to disqualify an applicant who has a disability and can be reasonably accommodated under provisions of the Americans with Disabilities Act.

**** Refer to District Policy 2012-06, Pre-Employment Physical Examinations, for policy details***

3.09 Work Eligibility. A candidate for employment must be eligible under appropriate federal regulations to work in the United States. It is the policy of the District to hire only citizens of the United States or others authorized to work in the United States. Documentation of eligibility to work in the United States will be required as a condition of employment.

3.10 Driver's License*. A candidate for employment must possess and maintain a valid California motor vehicle driver's license at the required level, if driving is required in the duties of a position, or if driving is not required, a California Identification Card. Insurability and compliance with established District vehicle operation standards are a condition of employment.

**** Refer to District Policy 2012-05, District Driving Policy, for policy details***

3.11 Method of Examination. The selection techniques used in the examination process shall be impartial and relate to those subjects which measure the relative capacities of the persons examined to execute the duties and responsibilities of the class to which they seek to be appointed. Only those applicants possessing the most relevant qualifications will be invited to continue the application process.

3.12 Screening Panel. A credentials screening panel may be assembled by the General Manager to evaluate the comparative qualifications of the applicants, when it is desirable or necessary to limit the number of candidates to be interviewed for a given position. To allow full consideration of the relevance, level, recency, progression and quality of candidates' education and experience, the applicant may be required to submit written statements, certifications, and/or transcripts of college credits in addition to the standard application form.

Should there not be sufficient qualified candidates to screen, the General Manager may extend the final filing date of the job in question for the length of time he or she finds necessary to recruit a reasonable number of qualified applicants.

3.13 Examination Scheduling. Examinations will be scheduled as the need requires, and may be postponed, canceled, or extended by the General Manager by notifying all persons who have filed applications and/or by posting a notice on the bulletin board.

3.14 Conduct of Examination: The General Manager shall determine the manner and methods by which examinations shall be given. The General Manager may recommend a contract with any competent agency or individual for the preparation or scoring of examinations. The General Manager shall arrange for the use of facilities, equipment, and related matter for the conduct of examinations.

(a) The General Manager may disqualify:

- (1) Any candidate who attempts to interfere with the fair, equitable and orderly conduct of an examination process.
- (2) Any candidate who is tardy for the examination.

- (3) Any candidate who fails to appear for an examination.
 - (4) Any candidate who has not certified in writing that he or she possesses the minimum qualifications for the position.
 - (5) Any candidate whose application was either not received or postmarked on or before the filing date.
- (b) Oral Interview Panel. The General Manager may assemble an Oral Interview Panel to conduct oral interviews and advise the General Manager and the Board regarding the selection of a qualified candidate to fill an authorized position.
 - (c) Notification. Each candidate taking an examination shall be given written notice regarding the District's determination.
- 3.15 Power of Appointment. The position of General Manager shall be filled by Board appointment. The General Manager shall appoint successful candidates to fill all other vacant positions.
- 3.16 Probationary Period:
- (a) Before employing a person as a Full-Time or Part-Time regular at-will employee, the District shall employ that person as a Probationary Employee for a period of at least twelve (12) months. The General Manager may extend the probation period beyond twelve (12) months. Any extension of the probationary period shall also extend the probationary status of the employee as defined in Section 3.16(b) and (c) below.
 - (b) The probationary period is a step in the District's hiring process. It allows the Probationary Employee and the District an opportunity to determine if this is the right job for this person and the right person for the job. This is a learning and adjustment period for the employee. The District will use the probationary period to continue its assessment of an applicant for regular at-will employment.
 - (c) At any time during the probationary period, the Probationary Employee or the District may terminate the employment relationship without cause and without any right of appeal.
 - (d) During the probationary period, the Probationary Employee may be terminated at any time without prior notice.
- 3.17 Background Security Check.
- After a tentative employment offer, a fingerprint Live Scan process shall be completed at a Live Scan facility and forwarded to the Bureau of Criminal Identification Investigations, State Department of Justice, for processing on each prospective employee who has passed his/her interview.
- No person shall be employed by the District who has been convicted of a serious or violent felony. Serious or violent felony as used in this paragraph means a serious felony as listed in Penal Code Section 1192.7(c). Violent felony as used in this paragraph means a violent felony as listed in Penal Code Section 667.5.

SECTION 4.00 - TEMPORARY EMPLOYEES

- 4.01 Hiring of Temporary Employees. Temporary Employees, as defined in Section 2.43, may be hired from time to time as needed. The General Manager shall determine the terms and conditions of each Temporary Employee's employment. These terms and conditions will be decided for each individual prior to actual employment, but shall not exceed 1,000 hours or 180 days for each separate temporary employment. A Temporary Employee may serve on an on-call, as-needed basis, or may be hired for a specific project or period of time.
- 4.02 Salary of Temporary Employees. The General Manager, subject to approval or ratification of the Board, shall determine the rates and amount of pay for each Temporary Employee. The factors taken into consideration will include the type of work to be performed and the anticipated duration of employment. The rate of compensation may be by piece work, by the hour, by the day, by the week or by the month, as determined to be most feasible, reasonable, and equitable in each case.
- 4.03 Termination of Temporary Employees. A Temporary Employee serves at the will or pleasure of the District Board and may be terminated at any time without cause or prior notice. A Temporary Employee does not have the rights described in the Disciplinary Action & Dismissal section of this Personnel Manual.

SECTION 5.00 - EMPLOYMENT HOURS, LEAVE, VACATION AND HOLIDAYS

5.01 Hours of Work:

- (a) Workweek (General Criteria). The normal hours of work for District employees shall consist of eight (8) hours per day, five (5) days per week. Specific work schedules may be established to comply with legal requirements or to meet agency business and public service needs, to include any of the following: 5/40, 4/10 or 9/80 workweek as directed by the Board of Directors.
- (b) Standard Workweek. The normal workweek is defined as forty (40) hours within seven (7) consecutive 24-hour periods. The District defines the start of the workweek on Sundays. Any program providing for employee work weeks of less than forty (40) hours within seven (7) consecutive 24-hour periods, shall be subject to Board approval. The hours of operation shall be recommended by Department Heads to accommodate the type of work required and approved by the General Manager.
- (c) Rest Periods. When practical employees shall be allowed a rest period of ten (10) minutes during each four (4) consecutive hours of work. Such rest periods shall be scheduled in accordance with department head or supervisor requirements. Except as indicated below, an unpaid meal period of at least thirty (30) minutes may also be provided as designated by the District to occur approximately in the middle of a work shift of at least eight (8) hours.

In certain positions, District management may require or permit employees to incorporate a paid (working) meal period within the normal work shift.

- (d) Rest Period Conditions. The District may designate areas where rest periods may be taken. An employee may occasionally be required to perform duties, if necessary, during his/her normally scheduled rest period.

5.02 Attendance. Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays, and leaves. The General Manager shall enforce attendance requirements and maintain attendance records of employees. Any absence from work, taken upon the initiative of an employee, without prior authorization or as provided for in these rules, shall be the basis for disciplinary action, if such absence is found to be unwarranted or regarded as detrimental to the District.

5.03 Overtime:

- (a) Policy. The general policy of the District will be to discourage the use of overtime. Overtime must be authorized in advance by the General Manager, or an employee's supervisor. Overtime shall be authorized only in those instances where it is essential to the continued operation of the District.
- (b) Definition. Work authorized in excess of normal working hours except as provided for in stand-by and call-back time, shall be classified as overtime when an employee's total work time exceeds forty (40) hours

during the specified District work week. Overtime shall be compensated at the rate of 1-1/2 hours of compensation for each overtime hour worked.

- (c) Computation Base. Work schedules may provide for workdays exceeding eight (8) hours. Any employee who is required to work more than forty (40) hours in a work week shall receive overtime pay. Work time does not include paid leave time such as vacation, sick leave, bereavement leave, etc.
 - (d) District Work Week. The District work week begins at 12:00 midnight on Sunday morning and ends at 12:00 midnight on Saturday night each week.
 - (e) Holiday Overtime. Employees required to work on an observed holiday shall receive up to eight (8) hours holiday pay plus time and one-half for any hours worked on that holiday.
 - (f) Overtime Exclusions. Employees designated as managers, department heads, or other exempt classes shall be exempt from overtime compensation of any kind.
 - (g) Hours Not Counted Toward Overtime Computation. Sick leave, vacation, bereavement leave, jury duty, and personal holiday time are not considered to be hours worked for purposes of computation of overtime pay.
- 5.04 Shift Differential/Split Shift for District Employees. Upon prior approval of the Board of Directors, all District employees working the graveyard shift during the hours of 12:00 a.m. (midnight) until 6:00 a.m. or working a split shift shall receive a shift differential or split shift amount as determined by the Board of Directors. This shift differential shall be paid along with the regular payroll cycle.
- 5.05 Standby Duty. In order to maintain a high standard of emergency services to the Community, Field Operation personnel are required to be available for on-call duty. All Field Operation personnel (who have completed their probationary periods) may be required to participate. Employees on standby status must be ready to respond immediately to calls for service; to be reachable by radio-controlled pager, radio, or telephone; and to refrain from activities which might impair the employee's ability to perform assigned duties. Employees assigned to Standby Duty will be paid a fixed daily rate, as determined by the District, for Standby Pay. An employee on Standby Duty will be compensated according to Section 5.05 for each instance of call-back duty.
- 5.06 Call-Back. The nature of District services and the consequences involved in potential damage to property and buildings may make it necessary to call-back a District employee or employees, outside of the employee's normally assigned work-shift, to make emergency repairs or deal with an emergency situation. An employee called-back in such a situation shall receive a minimum of two (2) hours pay at 1-1/2 times his/her normal hourly pay rate and mileage reimbursement for round trip at the current approved District mileage rate. Call-back pay and mileage reimbursement shall not apply to exempt employees.

- 5.07 Jury Duty and Court Appearances. This section shall not apply to any employee who is named party to action unrelated to the District and its activities or suits against the District. In such cases, employees may request vacation or personal leave.

When an employee is required to serve on jury duty or is subpoenaed as a witness to appear before a court, administrative agency, public body or commission, the employee must promptly notify his or her supervisor. Employees who are Sacramento County residents or residents of other counties with "phone-in" juror programs are requested to first ask the court to put them on "phone-in juror status". Employees required to serve as jurors for less than a full day are expected to spend the balance of the day at their regular District positions when the time remaining for their work shift exceeds three (3) hours.

- (a) Employees who receive a daily stipend from the court for serving on a jury shall submit their stipend pay, for each day they also receive District Jury Duty pay, to the District. Employees are entitled to keep all mileage reimbursement received, if any.
- (b) If there is an emergency situation or if the District has special need for the employee's services, the General Manager will ask the court to excuse the employee from jury duty.

5.08 Special Leaves:

- (a) Special Leave. On rare occasions, due to special circumstances, the District may find it necessary to place an employee on a special leave status, with or without pay, as warranted by the special circumstances. The District may authorize this unusual leave, with or without pay, and maintain an employee's usual employment status during a stipulated time period.

- (b) Authorized Leave of Absence:

- (i) A regular Full-Time or regular Part-Time employee who has completed his or her probationary period may be allowed up to thirty (30) days leave of absence per calendar year without pay for acceptable reasons upon the prior written approval of the General Manager.
- (ii) A leave of absence over thirty (30) days requires the prior approval of the Board.
- (iii) The District will continue to pay health and other benefits for an employee while the employee is on an authorized, unpaid leave of absence for up to 90 days during any twelve (12) month period. The District will cease to pay health and other benefits for an employee who is on an authorized, unpaid leave of absence for more than 90 days for the remaining duration of the leave of absence.

An employee's salary advancement date shall be delayed accordingly, unless a special exception has been expressly approved in writing by the General Manager.

- (c) Bereavement Leave. Up to three (3) working days of leave with pay may be granted because of death in an employee's Immediate Family, as defined in Section 2.20.
- (d) Disability Leave. Any employee incurring a non-work time injury or disability outside District employment shall be entitled to disability leave as provided herein. A maximum of thirty (30) days may be granted by the General Manager upon proper medical certification that the employee is disabled to the extent that work performance is not possible.

Only the Board may approve a request for disability leave for over thirty (30) days. An employee is entitled to elect usage of accumulated sick leave and/or vacation time during disability leave.

Following exhaustion of accumulated vacation and sick leave balances, the disability leave will be on an unpaid basis. An employee may also choose that the entire disability leave be on unpaid status without reducing accumulated vacation or sick leave balances.

Medical certification must be submitted at the initiation of disability leave and monthly thereafter. The certification must state the nature of the disability and the estimated return to work date. Sick leave, rather than special disability designation, will apply to leave periods of five (5) calendar days or less.

An employee shall not earn additional vacation, sick leave, or other benefits except medical insurance during disability leave for a period of up to six (6) months maximum. Also, an employee's salary advancement date shall be adjusted during disability leave, thereby delaying eligibility for a salary increase/step increase within a salary range.

- (e) Preferential Re-hire. With the approval of the General Manager, a former regular employee may be granted preferential rehire status. These are employees who have been placed on an extended leave of absence due to injury on or off the job where the District has found it necessary to replace the employee with another employee in order to meet critical workload. Employees granted preferential re-hire status may, at the District's discretion, be reinstated to the same or a comparable position when a vacancy occurs.
- (f) Leave Without Pay. Leave without pay may be granted to an employee by the General Manager whenever the General Manager considers such leave to be in the best interest of the District.

An employee on leave without pay status for five (5) days or more during a pay period shall not earn vacation, sick leave, insurance, or other benefits for that pay period, and the employee's salary advancement date shall be delayed accordingly, unless a special exception has been expressly approved in writing by the General Manager.

Failure of an employee on leave without pay to report to work promptly at the leave's expiration or within reasonable time after notice to return to duty shall be cause for discipline.

- (g) Military Leave. Military Leave shall be granted in accordance with Section 395 of the California Military and Veterans Code and Federal Military Leave regulations. An employee entitled to military leave shall give the General Manager an opportunity within the limits of military regulations to determine when such leave shall be taken.
- (h) Pregnancy Leave. An employee may be granted a prolonged time off without terminating employment for pregnancy and maternity. Such leave shall be governed by the same standards applicable to any other leave for non-job related medical or disability reasons. Such leave will normally be without pay, except as provided below, and it will be granted with the expectation that the employee will return to work at a stipulated time.

An employee may elect to exhaust their accumulated sick and vacation time during pregnancy leave. While an employee is on unpaid pregnancy leave status no additional leave or service credits, with the exception of health benefits, will be granted. Pregnancy leave allows an employee to return to her former position or a comparable position.

- (i) Work-Related Injuries and Work-Related Injury or Illness Leave of Absence. Any work related injury or illness regardless of how minor must be immediately reported to the employee's supervisor or other available supervisory personnel.

An employee who requires a work-related injury or illness leave of absence ("leave") must notify the General Manager in writing of the need for such a leave as soon as the employee learns that they are or will become temporarily disabled and unable to work due to a work-related injury or illness. The notice must specify the reason for the leave, the date such leave will begin, and the expected duration of the disability. An employee who requests such a leave may be required to provide an initial proof of disability and from time to time a continued proof of disability in the form of a physician's statement and/or be examined by a District selected physician.

The leave shall be granted for the duration of the work-related disability or to the extent provided by law. Accrued vacation and sick leave may be used to supplement any worker's compensation benefits for the initial days not covered by Workers Compensation or other disability insurance benefits received by the employee during the leave. An employee may elect not to use accumulated leave time. In no case shall the employee's compensation while on leave exceed their regular earnings. An employee shall continue to earn benefits while on leave for up to one (1) year.

An employee who is on a leave for a period in excess of three (3) months must notify the District by the end of each month thereafter both of the status of the disability and their continued intent to return to work

with the District once they recover from the disability. An employee returning from a leave shall be required to provide a physician's statement which indicates that they are fit to return to work and/or be examined by a District selected physician.

A request for an extension of a leave will be considered if it is received by the General Manager in writing prior to the expiration of the approved leave and is supported by proof of continued disability in the form of a physician's statement. The District may require an employee to be examined by a District selected physician before acting upon a leave extension request.

An employee who fails to report for work at the end of a leave will be considered to have voluntarily resigned. The District will retain an employee on leave until one of the following situations occurs:

- 1) The employee is released for full duty.
- 2) The District receives medical evidence satisfactory to it that the employee will be permanently unable to return to work.
- 3) The employee directly or indirectly informs the District i.e., by resignation, accepting other employment, moving out of the state, etc., that they do not intend to return to the District's employ.

An employee who returns to work at the end of their leave will be returned to their former position, if possible, or will be offered the first available opening in a comparable position for which the employee is qualified. The employee must provide the District a physician's statement indicating that they are fit to return to work and/or be released to return to work by a District selected physician.

- (j) Administrative Leave. Administrative leave compensates specified exempt employees for hours worked in excess of the normal work week of forty (40) hours per week, that are ineligible for standby pay and/or overtime.

On July 1st of each fiscal year, the following classifications shall be granted 80 hours of administrative leave.

Director of Administration
Director of Operations
Security Supervisor
Accounting Manager
District Secretary

Employees beginning District employment after July 1st shall receive a pro rata amount of administrative leave, computed on a 26 pay period basis.

Administrative leave may be used for whatever reason and shall be taken as scheduled with the General Manager's approval. Administrative leave shall be accumulated from one year to the next, with a maximum of 40 hours carried over. Any administrative leave beyond the allowable 40 hours remaining to the exempt employee's credit at the end of the year shall be lost without compensation. Upon separation from the District, any administrative leave remaining shall be paid to the employee.

5.09 Unauthorized Absence:

- (a) Any employee, who is absent for three (3) calendar days without being on authorized sick leave, authorized vacation leave, authorized bereavement leave or authorized leave of absence shall automatically have resigned his or her employment with the District. An unauthorized absence during part of a day constitutes an unauthorized absence for an entire day.
- (b) Nothing in this section shall limit the General Manager's authority to discipline or dismiss an employee due to an unauthorized absence.
- (c) An employee terminating employment in the manner described in this section will be considered to have voluntarily resigned his or her District employment.

5.10 Paid Holidays for Full-Time or Part-Time Employees:

- (a) New Year's Day (January 1)
- (b) President's Day (3rd Monday in February)
- (c) Memorial Day (last Monday in May)
- (d) Fourth of July
- (e) Labor Day (1st Monday in September)
- (f) Thanksgiving Day (4th Thursday in November)
- (g) Day after Thanksgiving
- (h) Christmas Day (December 25)

In addition to the designated holidays listed above, other days or portions of days may be authorized by official proclamation of the President of the Board of Directors. The President may take such action to coincide with holidays declared by the President of the United States, the Governor of the State of California, or when in the opinion of the President a significantly important local event merits such action.

For employees regularly assigned to a five-day, Monday through Friday work schedule, recognized holidays which fall on a Saturday will be observed on a Friday, those falling on a Sunday will be observed on a Monday. For all other employees, holidays will be observed on the actual declared holiday. In the event there is any work performed on any of the above-mentioned holidays, the employee shall receive up to eight (8) hours holiday pay plus time and one-half for any hours worked on that holiday

5.11 Personal Holiday. A regular Full Time employee who has completed his or her twelve (12) month probationary period may take four (4) "personal holidays" with pay per year. The employee must give his or her supervisor at least two (2) weeks advance notice and receive authorization before taking the personal holiday.

A regular Part-Time employee who has completed his or her twelve (12) month probationary period shall accrue personal holiday hours with pay in the same proportion as his or her working hours bear to the normal working hours of a Full-Time employee in a comparable position.

5.12 Vacation:

Probationary Employees. A new employee with Rancho Murieta Community Services District, filling a position which is eligible for regular Full-Time appointment, shall begin the accrual of both sick leave and vacation time credits upon hire date.

Accrual Rate.

All employees who are employed on a continuous Full-Time basis shall accrue annual leave credits for each regular hour paid on the basis of the schedule below:

<u>Years of Continuous Service</u>	<u>Hours Accrued per Hour Paid</u>	<u>Max Hours of Accrual/Year</u>
Year 1 through 2	.0463	96
Year 3 through 4	.0616	128
Year 5 through 10	.0731	152
Year 11 through 14	.0847	176
Year 15+	.0962	200

5.13 Pro-rated Accruals. Part-Time employees shall earn service and vacation credits at a ratio of their hours worked to Full-Time employment. In other words, the earning rates for a 20-hour per week employee shall be at 50%, a 30-hour per week employee shall be at 75%, a 32-hour per week employee shall be at 80%, etc. No vacation, sick leave or other paid benefits are provided for temporary employees.

5.14 Usage Waiting Period. No vacation leave may be granted until an employee has completed at least six (6) months of continuous service with the District. At no time may an employee take vacation leave in excess of their accumulated balance.

5.15 Accumulation of Vacation Time:

(a) An employee may accumulate up to two (2) years of vacation accrual of vacation leave. If an employee's vacation balance exceeds this amount, they shall cease to earn vacation credits until their balance is less than the maximum accrual amount.

For example, if you accrue ten (10) vacation days per year (6 2/3 hours of vacation per month), you may accrue a maximum of twenty (20) unused days of vacation. You will not be eligible to accrue more until some of the twenty (20) days are used. At no time may you "save" any more than your twenty (20) day maximum.

(b) All employees are encouraged to take at least five (5) consecutive days of vacation leave each year.

- (c) Upon approval of the General Manager an employee may receive pay for his/her earned vacation instead of taking time off, after the initial six (6) month probationary period, provided that the employee has taken at least five (5) consecutive days of vacation, administration leave and/or personal holiday time off during that year. In addition, the employee must have at least (forty) 40 hours of accrued vacation time remaining after the buy back. The vacation buy-back will be an annual event in early December coinciding with a regular pay cycle.
- 5.16 Accrued Vacation Time. Vacation time earned, to a maximum of two (2) years vacation allotment but not used by an employee at the date of adoption of this manual shall continue as a credit for vacation time.
- 5.17 Authority to Grant Time-Off. The times at which an employee may take vacation shall be at the discretion of his/her immediate supervisor and department manager. Requests will be granted with due regard for the wishes of an employee and particular regard for the need of the District to conduct business and provide services. The General Manager has the authority to ultimately deny a request for vacation leave if he/she deems it in the best interest of the District.
- 5.18 Holiday Adjustments. Holidays falling within an employee's authorized leave period shall not be charged as vacation time.
- 5.19 Double Compensation Prohibition. Double compensation for any day(s) worked or leave claimed is prohibited. For example, an employee shall not claim regular hours, vacation leave or sick leave for the same day(s) in a pay period.
- 5.20 Disposition of Vacation Time Upon Termination. Upon separation from employment, regular and probationary employees will be paid for their accrued vacation time. If an employee has used more vacation time than he or she has accrued, the District and the employee agree that the excess will be deducted from the employee's final check.
- 5.21 Scheduling of Vacation:
- (a) No employee has a right to take his or her vacation at a particular time. Supervisors and department managers may only grant vacation requests if District operations will not be adversely affected.
 - (b) Should a conflict arise in the scheduling of vacations, the conflict will be resolved in favor of the employee with the greater seniority within his or her current job title. However, seniority may be exercised only once by each employee in each successive choice of vacation periods.
 - (c) Requests for vacation which are made after the posted period, will be granted only where vacancies exist or staffing requirements permit and only with approval of the employee's supervisor and department manager.
 - (d) Employee requests for modification of the vacation schedule will usually be granted if submitted 2 weeks in advance and the request may be accommodated. Supervisor and department manager approval is required for any modifications.

5.22 Sick Leave Policy. Sick leave with pay is an insurance or protection granted in circumstances of adversity and to promote the health of the individual employee. It is not an earned right to time off from work except as specified in this policy and is not to be confused with vacation or other types of leave. It is a request for entitlement to a benefit to be exercised under appropriate circumstances. When used judiciously, sick leave benefit accruals provide the employee a cushion in the event the employee encounters a major or catastrophic illness or injury.

Paid sick leave will be granted by the District when an employee must be absent because of (1) the employee's illness, medical or dental examination, injury, disability or exposure to contagious disease which incapacitates the employee from performing his or her duty or (2) the employee's attendance with a member of the employee's Immediate Family because of illness, injury, death (over that allowed for bereavement leave), or exposure to contagious disease and where the attendance of the employee is definitely required.

5.23 Accrual of Paid Sick Leave for Full and Part-Time Employees:

- (a) All employees who are employed on a continuous full-time or part-time basis shall accrue sick leave credits on the basis of up to 3.69 hours (.04615 per hour paid) per pay period to a maximum of 96 hours per year. Sick leave may accrue without limitation.
- (b) Part-Time employees shall earn sick leave credits at a ratio of one hour earned per every 30 hours worked.
- (c) All accrued sick leave may be used in the event of a catastrophic illness or injury.

5.24 Unused Sick Leave. No employee shall be compensated directly for accrued but unused sick leave upon termination of employment; however, accrued sick leave may be converted to time worked for the purposes of retirement under the District's contract with PERS.

5.25 Use of Sick Leave. Sick Leave must be accrued before taken or used.

5.26 Election Concerning Sick Leave. Refer to Section 5.08 (d) regarding election of sick leave during a disability leave and Section 5.08 (i) regarding election of sick leave during a worker's compensation leave.

5.27 Evidence of Illness. The General Manager may require any employee who is absent due to illness or injury to be examined by the District's doctor.

At the General Manager's discretion, satisfactory evidence of illness or injury for any period of absence due to illness or injury may be required prior to the employee's return to duty.

The General Manager shall have the discretion to require the employee to present a personal treating physician's certificate upon his or her return to duty stating that the employee has fully recuperated from the illness and/or injury and has no physical or mental limitations preventing the employee from performing his or her required job responsibilities. Until such a certificate is presented, the General Manager shall have the right to disallow the employee's return to work. In such cases, the employee shall

continue to use accrued sick leave, if any, or shall be on authorized leave of absence without pay.

- 5.28 Unearned Sick Leave. Sick leave with pay shall not be allowed or taken until accrued. Sick leave will not be advanced.
- 5.29 Extended Sick Leave Without Pay. Any request for extended sick leave without pay due to illness or injury shall be at the discretion and approval of the General Manager. At the time of the request, the Full-Time or Part-Time employee shall submit a physician's certificate to support the request. The General Manager may approve a request for sick leave without pay for a period of up to thirty (30) days. Only the Board may approve a request for sick leave without pay for over thirty (30) days. In the event the extended sick leave qualifies as FMLA or CFRA leave, the provisions of those acts will take precedence and this Section will apply after the expiration of the leave times provided by those acts.
- 5.30 Non-Payment Upon Termination. Upon termination for any reason from District employment, an employee is not entitled to receive payment for accrued but unused sick leave.
- 5.31 Sick Leave Abuse. Violation and/or abuse of sick leave privileges will result in disciplinary action. Employees with a pattern of frequent absences for short durations and without reasonable basis may be subject to appropriate disciplinary action. Examples of potential sick leave abuse would be frequent absences following or preceding holidays, reoccurring absences on Fridays and Mondays, etc.
- 5.32 Catastrophic Illness Time Donation: Employees may donate accrued sick leave time for credit to another District employee who suffers a catastrophic illness or injury as determined by the General Manager.

**** Refer to District Policy 2011-03, Catastrophic Illness Time Donation, for policy details.***

SECTION 6.00 - TEMPORARY ASSIGNMENTS

6.01 Assignment to Temporary Work. The General Manager may temporarily assign an employee to perform work normally performed by an employee at a different level of salary.

6.02 Temporary Salary:

- (a) An employee temporarily assigned to perform work of a lower-paid employee shall not have his or her salary reduced.
- (b) An employee temporarily assigned to perform all duties of a higher-paid position shall, for the period of temporary assignment, which shall be no less than 3 consecutive days, have his/her hourly wage increased by five (5) percent.

SECTION 7.00 - EMPLOYEE ORGANIZATION, ADVANCEMENT AND COMPENSATION

- 7.01 Personnel Organization. The District is organized into several departments. Each department includes one or more job titles. Each job title has one or more authorized positions.
- 7.02 Salary Ranges. The District has adopted certain salary ranges for District employees. These ranges may be changed from time to time by District action.
- 7.03 Probationary Period:
- (a) When the General Manager appoints an existing District employee to fill a vacant position, that appointment shall be for a probationary period not to exceed twelve (12) months from the date of the appointment, unless otherwise required by a provision in a Memorandum of Understanding or contract. If the employee fulfills the duties of that position to the District's reasonable satisfaction and otherwise successfully completes the probationary period, the employee shall then become a regular employee in the new position.
 - (b) If during the twelve (12) month probationary period, the employee, appointed to a new position pursuant to Section 7.03 (a), does not perform to the District's reasonable satisfaction or otherwise does not successfully complete the probationary period, that employee shall resume his/her duties in the prior position which he/she held. The General Manager shall then take steps necessary to fill the vacant position.
 - (c) When an employee is working in a new position on a probationary basis pursuant to Section 7.03(a), the General Manager may appoint another District employee ("the other employee") to fill the first employee's position. The other employee shall also serve a probationary period in his/her new position. The other employee shall become a regular employee in the new position contingent upon successful completion of the probationary period and contingent upon the first employee, as referenced in Section 7.03(a), successfully completing his/her probationary period.
- 7.04 Annual Salary Review. Each year the General Manager will review the salary ranges paid by the District and make recommendations to the Board for any necessary changes.
- 7.05 Salary Organization. There shall be a salary range for each authorized position.
- 7.06 Performance Evaluations.
- (a) An employee's supervisor will prepare, in writing, a performance evaluation for each employee.

- (b) Performance evaluations will be prepared in the following instances:
- (1) When an employee has worked an initial twelve (12) month period in his or her new job position (this applies not only to newly hired employees, but also to employees who have been promoted or otherwise transferred to new job classifications);
 - (2) Annually, for unrepresented employees on the focal review date in April; salary adjustments, if applicable, to be effective May 1st. For represented employees annually on the anniversary of their service date.
 - (3) When an employee is being considered for promotion, transfer, demotion, termination, or other disciplinary action is being considered;
 - (4) Whenever the employee's supervisor believes there has been a significant change in the employee's performance; and
 - (5) Whenever requested by the General Manager or the Board of Directors.
- (c) All performance evaluations become a permanent part of the employee's records. Only the employee involved, the employee's supervisor, the General Manager or his/her designee and the Board may have access to an employee's performance evaluations.
- (d) Upon completion of the performance evaluation, a meeting shall be held between the employee and the supervisor to discuss the employee's performance and to assist in developing the employee's maximum potential within District service.

**** Refer to District Pay for Performance Manual for complete details.***

7.07 Insurance

- (a) Group medical insurance is currently available to all regular Full-Time employees and their eligible spouse, domestic partner and dependents. An employee becomes eligible on the first day of the second calendar month following his or her appointment as a probationary employee.
- (b) Benefits currently provided include group medical, vision, dental and life insurance. Currently, the District will pay an amount established from time to time by the Board.
- (c) The Board may delete or change insurance benefits for employees and/or dependents with or without amending this manual.
- (d) Regular Part-Time and Temporary Employees, and independent contractors shall not receive, nor be entitled to, District-paid health insurance benefits.

- (e) Cafeteria Plan – whereby the employee has the option of opting out of District provided medical benefits for cash, provided that the employee can show proof that they would have dual coverage. The opt-out benefit amount is \$350.00 per month.
- 7.08 Worker's Compensation. Worker's compensation is provided for all employees.
- 7.09 Unemployment Insurance. Unemployment insurance is provided in accordance with current state and federal laws.
- 7.10 Retirement Program:
- (a) The District currently maintains membership in the Public Employees' Retirement System (PERS) for employees qualifying to be covered by this retirement plan. The contributions are specified in the District's contract with PERS or as subsequently amended.
 - (b) For employees not qualifying for memberships in the PERS retirement plan, it is mandatory that these employees participate in a retirement plan, such as a Deferred Compensation Plan, in which the employee makes the contributions. This plan is administered in accordance with the agreement between the District and the plan administrator. Information on the administration and requirements of the plan are available from the personnel administrator.
 - (c) The Board may delete or change retirement benefits with or without amending this manual.
- 7.11 Certification. Licenses and/or other certification required by Federal, State and/or Local Government law or District certification requirements will be specified by the Board and/or General Manager for each job title. Plant Operator classifications shall be limited to Treatment Plant Operator and/or Collection System Operator certificates issued by the State of California or a District-approved educational institution. Plant Operators shall be paid an additional two and one-half percent (2.5%) above base pay per additional certificate above those required by their classification level, not to exceed five percent (5%) or two additional certificates. Utility Worker classifications shall be limited to Distribution certificates and/or Collection System certificates issued by the State of California or a District-approved educational institution. Utility Workers shall be paid an additional two and one-half percent (2.5%) above base pay per additional certificate above those required by their classification level, not to exceed five percent (5%) or two additional certificates.
- 7.12 Compensation Schedule and Plan. Unrepresented District employees shall receive the compensation provided in the Pay for Performance Plan. The Board may, at any regular meeting or special meeting duly called for that purpose, modify or change the Pay for Performance Plan.
- 7.13 Salary Plan Administration:
- Salary Plan Administration for all unrepresented employees is provided in the District's Pay for Performance Plan.
- 7.14 Merit Awards. The Board, at its discretion, may by resolution establish a program to pay merit awards to employees for superior and exceptional performance.

- 7.15 Compensation of the General Manager. The General Manager is directly responsible to the Board of Directors for the successful administration of the District's functions. Because of the nature of duties and responsibilities involved, the salary range of this position shall be specially established by the Board, and the Board shall conduct periodic reviews for the salary advancement of this position. Salary advancement shall be at the discretion of the Board.

SECTION 8.00 - EDUCATION AND TRAINING, AND CONFERENCES

- 8.01 Tuition Reimbursement. The General Manager upon consulting the immediate supervisor concerned shall be responsible for proper training and certification of District employees. Upon approval by the General Manager, and budget approval by the Board of Directors, an employee shall be reimbursed for his/her tuition or registration fees and books upon successful completion of the program for which prior approval has been received and which is directly beneficial to the District. The total annual tuition reimbursement allowable per employee shall not exceed \$1500.
- 8.02 Professional Registration, Certification and Licensing. The District will pay fees when such registration, certification and/or licensing is a requirement of the employee's position.
- 8.03 Professional Activities. The District encourages participation in professional societies and committees when these activities are compatible with and an enhancement to District functions. The District will pay reasonable costs of participation in these activities subject to approval by the General Manager and the limitations of the District budget.
- 8.04 Career Development. Successful completion of training courses may be considered in approving salary advancement and making promotions. Evidence of such activity shall be submitted to the District for inclusion in an employee's personnel records.

** Refer to District Policy 2011-01, Continuing Education and Tuition Reimbursement, for complete details.*

SECTION 9.00 - REIMBURSEMENT OF INCURRED EXPENSES

9.01 Reimbursement for Meals:

Travel Meals. The District will reimburse, upon prior authorization, an employee for meals when the employee travels for District business over meal times. The employee must submit detail itemized receipts to the District to initiate reimbursement.

Overtime Meals. The District will reimburse, upon prior authorization, an employee for a meal when the employee is required to perform work for two (2) hours beyond the regular work hours and for an additional meal for each approximately four (4) hours but not more than five (5) hours, insofar as it is possible for the District to do so. The necessary time taken for the meal shall be at District expense. The employee shall submit detail itemized receipts to the District to initiate reimbursement.

9.02 Reimbursement for Mileage. When authorized in advance by the General Manager, an employee directed to utilize his or her personal vehicle in the conduct of District business shall be entitled to reimbursement at the current District mileage allowance rate. The employee must submit an accounting of actual mileage on District business to initiate reimbursement.

9.03 Reimbursement for Lodging. When authorized in advance by the General Manager, an employee who is away from his or her principal residence on District business may be reimbursed for the reasonable cost of overnight accommodations. The employee must submit receipts to initiate reimbursement.

The General Manager at his or her discretion may allow an "advance allowance" to employees when employees are required to attend training seminars or educational programs. The employee must submit all receipts of expenses to substantiate said advance allowance and any funds not utilized must be promptly returned to the District within thirty (30) days.

**** Refer to District Policy 2009-07, Travel and Expense Reimbursement Policy, for complete details.***

SECTION 10.00 - PUBLIC RELATIONS

- 10.01 Public Relations. All employees shall conduct themselves in a manner that will reflect creditably on the District. In dealing with the public, all employees will maintain a polite and helpful attitude.
- 10.02 Grooming & Safety. All employees shall maintain a standard of grooming and safety commensurate with public service. Maintenance personnel shall observe suitable safety precautions when working in situations of unusual potential hazards. Department heads may establish specific grooming and safety standards applicable to the requirements of their operational needs.
- 10.03 Authority to Represent District. No employee shall have any right or authority to make any representation to members of the public or others with whom the District has contracted or is obligated to provide services that the District has legal responsibility for any action, omission or event causing injury, financial loss, damage or inconvenience to any person or property.
- 10.04 Off-Duty Employment. No employee shall accept employment during off-duty hours which may result in a conflict of time or interest, including employment with a party who has a current or pending relationship with the District involving a contract, permit, license, etc.
- 10.05 Acceptance of Gifts. Every District employee is prohibited from soliciting or accepting favors or gifts from the public served by the District, persons seeking to sell goods or services to the District or from other persons or corporations, exceeding in value \$50.00 from any one source in any twelve (12) month period. Acceptance of favors or gifts offered which exceed \$50.00 require prior Board Approval.
- 10.06 Outside Employment.
- District Employment Priority. Full-Time employees may not carry on concurrently with their Rancho Murieta Community Services District employment any private business or undertaking, attention to which affects the time or quality of their work or which tends to discredit the District.
- Outside Employment Approval. Outside work or private business or undertaking of Full-Time employees shall receive the approval of the General Manager prior to the initiation of the outside employment. Any employment which may result in a conflict of time or interest, including employment with a party who has a current or pending relationship with the District involving a contract, permit, license, etc. is prohibited.

SECTION 11.00 - EQUIPMENT, PREMISES AND UNIFORMS

- 11.01 Motor Vehicle Driving Record Requirements. All employees required to drive as part of their job duties must possess a valid California motor vehicle driver's license and possess a driving record commensurate with the District's ability to protect its insurability under its automobile liability policies. Failure to maintain such a record, affecting an employee's ability to operate a vehicle, is cause for disciplinary action and/or termination. The District participates in the Department of Motor Vehicles Employer Pull Notice Program as a means to keep apprised of the driving records of employee's required to drive as part of their job duties.
- 11.02 Business Usage. Rancho Murieta Community Services District vehicles and equipment are to be used for District business. In the event there's an anticipated need to use a District issued vehicle on personal business, the employee will request permission from the General Manager in advance (such approval shall be provided only under mitigating circumstances and on rare occasion).
- 11.03 Incidental Personal Use. Any employee assigned a District vehicle may not use the vehicle for personal purposes, other than for commuting or de minis personal use (such as a stop for a brief personal errand on the way between a business activity and the employee's home.)
- * Refer to District Policy 2012-05, District Driving Policy, for complete details applicable to Sections 11.01, 11.02 and 11.03.*
- 11.04 Use of Private Vehicle on District Business. In the event there is an anticipated need to use a private vehicle for District business the employee shall be reimbursed at the current District mileage allowance rate.
- * Refer to District Policy 2009-07, Travel and Expense Reimbursement Policy, for complete details applicable to Sections 11.04.*
- 11.05 Safety Equipment. Necessary safety equipment will be purchased and available to all employees of the District who are required to use such equipment on the job. It is the employee's responsibility to utilize, protect and safeguard such equipment from damage. An employee who loses or damages equipment may be required to replace District equipment or to purchase his or her own equipment if, in the opinion of the General Manager, neglect or carelessness on the part of the employee has occurred.
- 11.06 General Use of District Equipment. The District provides vehicles, equipment, tools, supplies and facilities for the use of employees in the performance of their work. Employee use of this equipment for personal reasons is not permitted and is grounds for disciplinary action.
- 11.07 Personal Use of District Premises. Use of District premises for personal use is not permitted except as a member of the public. Written permission is required.

11.08 Uniforms. The District will provide two (2) sets of uniforms per year for each Security Officer. The District contracts with a uniform service for Field Operations employees. Employees are required to wear the uniforms while on duty. District jackets or shirts shall be worn as an outside garment except when the employee is wearing authorized wet weather gear. This display of District uniforms and emblems is to permit identification of employees by the public and to present an appropriate appearance. The employee is responsible for his or her uniforms during employment. Security Officers are responsible for laundering of their uniforms

11.09 Wet Weather Gear. District will provide wet weather gear (raincoat, rain hats, boots, etc.) as may be necessary, up to an amount determined by the District, for employees who are required to work in inclement weather.

** Refer to District Policy 2010-11, Uniform and Dress Guidelines, for complete details applicable to Sections 11.08 and 11.09.*

11.10 Return of District Equipment. The employee and District agree that upon separation from employment the employee will return all District property on his or her last day of work. Failure to do so shall constitute authorization for the District to take all legal recourse available.

11.11 Smoking Policy. Use of tobacco substances (including but not limited to smoking and chewing tobacco) by District employees is restricted to the employee's scheduled work breaks and lunch time.

Use of tobacco is prohibited within any District facility or District vehicle and any areas where the public may be present, including any and all areas where smoking is restricted by law or postings.

Where the use of tobacco is allowed, the using employee shall be responsible for the appropriate non-hazardous containment and disposal of the tobacco wastes including cigarettes, butts, ashes and chewing tobacco spittle.

** Refer to District Policy 2011-10, Use of Tobacco Product On District Property, for complete details applicable to Section 11.11.*

SECTION 12.00 - DISCIPLINARY ACTION AND DISMISSAL

The discipline procedures in this section represent guidelines which the District believes are generally appropriate to govern employee conduct. However, they are not absolute rules. The District retains discretion to determine what constitutes proper disciplinary action and procedure in each individual situation.

These guidelines do not grant any employee a specific guarantee that any particular disciplinary decision or procedure will be utilized by the District. As stated in Section 1.08, all employees serve at the will of the District and may be disciplined (up to and including termination) for any reason the District finds sufficient. No property right, right to be disciplined only for "cause", permanent employee status, or procedural right is conferred by this Personnel Manual.

12.01 Initiation of Disciplinary Action or Dismissal. Disciplinary action or dismissal may be initiated by the Board, General Manager on his or her own initiative, or upon written recommendation to the General Manager by the employee's supervisor.

12.02 Nature of Disciplinary Action. Disciplinary action may include written warning, suspension with or without pay, involuntary demotion, reduction in pay or dismissal.

12.03 Grounds for Disciplinary Action or Dismissal. The District reserves the right to dismiss an employee at any time. All District employees are at-will employees who serve at the pleasure of the District. The following list of causes for disciplinary action is included in this manual for illustrative purposes only. The publication of this list does not confer a right to be disciplined only for "cause". The District may discipline an employee for any reason it deems sufficient. Grounds for disciplinary action or dismissal for Full-Time or Part-Time employees include, but are not limited to, the following:

- (a) Fraud, misrepresentation of fact, or concealment when securing initial or continued appointment with the Rancho Murieta Community Services District;
- (b) Unauthorized, unjustified, recurring, or excessive absence;
- (c) Conviction of a felony or other criminal act, which is of a nature to adversely affect the employee's ability to perform the duties and responsibilities of his or her employment;
- (d) Conduct unbecoming to an employee in public service, tending to bring discredit to the District;
- (e) Disorderly or immoral conduct;
- (f) Incapacity due to mental or physical disability when such incapacity so substantially interferes with proper job performance that reasonable accommodation cannot be made;
- (g) Incompetence and/or inefficiency (i.e. failure to adequately perform job assignments);
- (h) Insubordination (i.e. willful failure to follow necessary and reasonable directions of supervisor);

- (i) Possession or consumption of alcoholic beverages during work hours or working while intoxicated;
- (j) Possession or use of narcotics, habit-forming, or any illegal or intoxicating drugs or controlled substances during the business workday (other than use of drugs as specifically prescribed by a licensed physician), or being under the influence while at work;
- (k) Inexcusable neglect of duty;
- (l) Negligence of, willful damage to, waste of, or unauthorized use of District's supplies, equipment or premises;
- (m) Failure to follow safety instructions or directions;
- (n) Employee use of District equipment for personal use;
- (o) Participation by an employee in an unauthorized or illegal strike or work stoppage which affects the District or District operations;
- (p) Any conduct which adversely affects the operation of the District, the health and welfare of District employees or the safety of District property;
- (q) Failure to maintain licenses or certifications required to perform the duties of an assigned position;
- (r) Discourteous treatment of the public or other employees;
- (s) Improper political activity during the business workday or on District premises;
- (t) Willful disobedience of safety rules, regulations, policies, practices, and procedures which indicates a lack of concern for injury to self or others; and
- (u) Willful disregard of District rules, regulations or policies.

12.04 Disciplinary Action :

- (a) Scope of Authority. Any employee may, by written or verbal order, be suspended, involuntarily demoted, reduced in compensation, or dismissed by the General Manager, or designee.

Notice: In all situations involving a disciplinary action or dismissal of a Full-Time who has completed his or her probationary period or Part-Time employee, a notice may be served on the employee either personally or by mail (return receipt requested) at the last known address on file with the District. The notice may include the following:

- (1) The statement of the nature and the proposed effective date of the intended disciplinary action or dismissal;
- (2) A statement of the nature of the causes for action;

- (3) A statement in ordinary and concise language of all specific facts or omissions upon which the causes of the intended action are based;
- (4) A statement that copies of all documents and other materials which support the proposed action are available for examination at the District office; and
- (5) A statement advising the employee of his or her rights to respond orally or in writing to the notice prior to the decision on the intended disciplinary action or dismissal. Any response should be directed to the General Manager and must be made within five (5) calendar days of the date of the notice.

12.05 Suspension Pending Action: Prior to the effective date of any disciplinary action or dismissal, the General Manager, or designee may suspend with or without pay the affected employee if the General Manager, or designee determines such suspension is necessary to protect the health, safety and welfare of the inhabitants and other employees of the District. The rights and benefits provided to an employee so suspended shall not otherwise be affected.

12.06 Review Decision: Prior to a final decision on any intended disciplinary action or dismissal, the General Manager, or designee may consider any written response timely submitted by an employee and may meet with any employee who has timely requested to be orally heard. Such a meeting should take place within five (5) calendar days of the date of the request or on the date mutually agreed upon. The General Manager, or designee shall make a good faith effort to render a decision within ten (10) calendar days of the last day to submit a response, whichever applies. The decision shall be effective the day that it is made and on that day the affected employee may be informed thereof either personally or by mail at his or her last known address on file with the District.

12.07 Effect of Decision:

- (a) When a Full-Time or Part-Time employee is suspended without pay for thirty (30) or fewer calendar days, employee and employer contributions to benefits will be continued. Employee payments for benefits during the period of suspension will be deducted from the last payroll check prior to the date of suspension or the next following payroll check, as may be applicable.
- (b) No benefits will be paid by the District for suspension over thirty (30) calendar days. An employee may continue appropriate benefits by making the payments necessary.

12.08 Effect of Dismissal: Upon the effective date of dismissal, the District shall cease to provide any benefits for the Full-Time or Part-Time employee.

- 12.09 Appeal from Decision. Appeal procedures are established for regular At-Will employees as guidelines for personnel administration and confer no procedural rights.

A Full-Time or Part-Time employee may appeal a decision to implement a disciplinary action or dismissal by filing a written Notice of Appeal with the Board within ten (10) days of the effective date of the decision. The Notice of Appeal shall state the name of the employee, the date and nature of the decision appealed, the name of the person who rendered the decision, and the grounds of the appeal stating all specific facts or omissions upon which the appeal is made. The District shall hold a hearing as soon as practicable at which time evidence will be received from the parties.

The Board may conduct the hearing itself or it may appoint an individual (e.g., a director, outside attorney, arbitrator selected through the California Mediation and Conciliation Service) to act as hearing officer, the hearing officer will conduct the hearing and render an advisory decision to the Board. Following the hearing, the Board will issue a written decision to affirm, reject, or modify the disciplinary action or dismissal. The decision of the Board is final.

- 12.10 Failure to File Notice of Appeal. If a Full-Time or Part-Time employee fails to file a Notice of Appeal within the time specified, the disciplinary action or dismissal shall become final without further action.

SECTION 13.00 - LAYOFFS & SEPARATIONS

13.01 Reductions in Workforce; Layoffs:

It is the policy of the District that whenever, in the judgment of the Board of Directors, it becomes necessary to abolish any position of employment, the employee holding such position of employment shall, if no other vacancy within the class exists, be laid off or demoted without disciplinary action and without the right to appeal. A vacancy is one which is not intentionally being held open or unfilled by the District.

13.02 Notification. Employees to be laid off shall be given, whenever possible, at least fourteen (14) calendar days' prior notice.

13.03 Vacancy and Demotion. Except as otherwise provided, whenever there is a reduction in the workforce, the department head shall first demote the employee subject to lay off to a vacancy, if in the same class series or in a lower class for which the employee is qualified. All persons so demoted shall have their names placed on a reemployment list for the class from which they were demoted.

13.04 Employee Rights. An employee affected by layoff shall have the right to displace an employee in the same department who has less seniority in a lower class, in the same class series or in a lower job title in which the affected employee once had regular employee status. For the purpose of this Section and all other purposes, seniority includes all periods of Full-Time service at or above the job title level where layoff is to occur.

13.05 Seniority - Displacement. In order to displace to a former or lower class, an employee must have more seniority than at least one of the incumbents in the lower class and request displacement action in writing to the General Manager within five (5) calendar days of receipt of notice of layoff.

13.06 Salary Upon Layoff Demotion. Employees displaced to a lower class shall be placed at the salary step of the lower class representing the least loss of pay. In no case shall the salary be increased above that received in the class from which the employee was laid off.

13.07 Layoff Order. In each class of positions to be affected by layoff, employees shall be laid off according to employment status in the following order: temporary, probationary, Part-Time and Full-Time regular status.

(a) Temporary and probationary employees shall be laid off according to the needs of the service as determined by the General Manager.

(b) Regular status employees shall be laid off on basis of performance records and qualification.

13.08 Reemployment List. The names of persons laid off shall be carried on reemployment lists for twelve (12) months, except that persons appointed to regular positions of the same level as that which laid off, shall, upon such appointment, be dropped from the list. Persons reemployed in a lower class, or on a temporary basis, shall be continued on the list for the higher position for one (1) year.

13.09 Resignation from Service. An employee electing to leave the District in good standing shall file with the department head a written resignation stating the effective date and reasons for leaving at least two (2) weeks before leaving the service, unless such time limit is waived by the General Manager. Failure to give notice as required by this rule may be cause for denying future employment by the District.

SECTION 14.00 - GRIEVANCES

- 14.01 Purpose of Grievance Procedure. The grievance procedures set forth are designed to resolve grievances informally and to provide an orderly procedure for such resolution. The grievance procedure is available only to regular Full-Time or Part-Time employees.
- 14.02 Policy. Any regular Full-Time or Part-Time employee in the District's employment may make an appointment with their immediate supervisor to discuss his/her work and working conditions, and to discuss any violation, misinterpretation, or inequitable application of these rules and regulations. An employee may present a grievance while on duty, provided such use of on-duty time is kept to a reasonable minimum as determined by the General Manager.
- 14.03 Time Limits. Each person involved in a grievance shall act quickly so that the grievance may be resolved promptly. Each person shall make every effort possible to complete action within the time limits contained within these grievance procedures. But with the written consent of the other parties involved the time limits of any step may be extended.
- 14.04 First Step - Grievance Procedure. This is the informal discussion stage. Within ten (10) calendar days of an event or specific incident giving rise to a grievance, an employee shall seek initial adjustment of the grievance with his/her department head. Should the department head be unable to make a satisfactory adjustment, or be a party to the grievance, the employee may seek adjustment through the General Manager. The employee shall have the decision or response from the department head within five (5) calendar days.
- 14.05 Second Step - Grievance Procedure. This is the formal grievance stage. A written description of the grievance shall be provided to the General Manager. The written description shall include name(s) of grievant(s), date the grievance is initiated, statement of any previous action upon the grievance, a clear statement of the nature of the grievance, a proposed solution to the grievance, and the signature of the grievant(s). The General Manager shall give his/her decision in writing to the grievant(s) within five (5) calendar days after the grievance is filed.
- 14.06 Third Step - Grievance Procedure. Should the General Manager be unable to make a satisfactory adjustment within five (5) calendar days, or be a party to the grievance, the employee may seek adjustment from the Board of Directors within five (5) calendar days of the decision being rendered by the General Manager. If the grievant does not appeal the decision to the Board in writing within five (5) calendar days, the issue will be considered settled. The appeal shall state the date and nature of the grievance, and shall state all specific facts or omissions upon which the appeal is based.
- 14.07 Hearing of Appeal. Within ten (10) calendar days of the filing of an appeal, the Board shall have a meeting with the aggrieved and/or his representative.
- 14.08 Decision on Appeal. Within ten (10) calendar days of the hearing of the appeal, the Board shall issue a written decision concerning the employee's appeal. The decision of the Board of Directors shall be final.
- 14.09 Reports to Board of Directors. The Board of Directors shall receive copies of all formal grievances and all grievance decisions of the General Manager.

14.10 Complaints of Discrimination and Sexual Harassment. If an employee experiences an incident felt to be in violation of the discrimination and/or sexual harassment prohibitions they should report the incident according to Policy 2011-04, Harassment of Any Nature (including Sexual Harassment).

SECTION 15.00 - AFFIRMATIVE ACTION PLAN

- 15.01 General Policy. It shall be the policy of the District to provide equal opportunity in employment for all qualified persons regardless of race, sex, color, religion, national origin, age, sexual preference, ancestry, marital status, pregnancy or physical and mental handicap, and to maintain an affirmative action program of whatever scope is necessary to prevent discrimination. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.
- 15.02 Goals. Rancho Murieta Community Services District has adopted an Affirmative Action Program to ensure that personnel decisions are job-related and to further the principle of equal employment opportunity. The District recruits, hires, trains, and promotes qualified persons at all levels of the work force and provides reasonable accommodation to qualified employees and applicants with a known disability who can perform the essential functions of the job.
- 15.03 Designation of Responsible Person. The General Manager is designated as the Affirmative Action Officer for the District. He or she shall be responsible for developing policies and procedures for the District's Affirmative Action Plan and will also be responsible for implementing such policies and procedures.

It is the responsibility of all managers and supervisors to ensure that all personnel actions and programs are administered in accordance with the principle of equality of opportunity and treatment to all.

SECTION 16.00 - DRUG & ALCOHOL ABUSE POLICY

The District has an obligation to its officers, employees and members of the public to take reasonable steps to provide an alcohol and drug free workplace and to deliver services to the public in a safe manner.

No employee shall be under the influence of any substance which impairs safe and productive performance while on District business, or on District property.

** Refer to District Policy 2011-09, Drug and Alcohol Use, for complete details.*

SECTION 17.00 - CONFLICT OF INTEREST

- 17.01 Policy. No employee shall have a direct or indirect interest in District property, property under consideration for purchase by the District, or a contract with the District which violates any laws of the State of California relating to such conflict of interest matters.
- 17.02 Notification Requirements. All notification actions required by the law shall be strictly followed by employees. It shall be the responsibility of employees who may be in potential violation of the statute to familiarize themselves with the provisions and intent of the statute.
- 17.03 Unfair Economic Gain It is the policy of the District that no employee shall be in a position to realize unfair economic gain by virtue of their status with the District.

SECTION 18.00 - INJURY & ILLNESS PREVENTION PROGRAM

- 18.01 Purpose. The District's Injury & Illness Prevention Program is designed to prevent injuries, illnesses, and accidents in the workplace. The primary purpose of this program is to ensure the safety and health of District workers and to provide a safe and healthful work environment. A complete copy of this program is maintained in the Administration Office and is available for each employee's review.
- 18.02 Housekeeping Policy. Good housekeeping is an integral part of any effective program. Keeping work areas neat and clean reduces the chances of accidents and injuries. Well organized work areas also increase the ability of employees to perform their jobs efficiently. Each employee is responsible for keeping their work area neat and orderly. Housekeeping inspections will be conducted in each department on a regular basis.
- 18.03 Responsibility For Safety and Health. All employees of the District are responsible for working safely and maintaining a safe and healthful work environment.
- 18.04 Program Administrator. The Injury and Illness Prevention Program Administrator is the Security Chief. The Administrator is responsible for the overall implementation and maintenance of the District's program.

MEMORANDUM

Date: May 3, 2022
To: Board of Directors
From: Paula O'Keefe, Director of Administration
Subject: Review and adopt Resolution R2022-12 – Exception to CalPERS 180-Day Wait Period

RECOMMENDED ACTION

Adopt a Resolution 2022-12 – Exception to CalPERS 180-day waiting period.

BACKGROUND

The District has undergone significant staffing changes in the Accounting unit and have acquired the services of Robert Half Finance & Accounting to assist with recruitment services for the vacant Accounting Manager position and an Accountant position (a potential underfill). The District is also recruiting through several governmental job boards and Indeed with little, to no candidate applications. Staff have been in contact with Robert Half staffing managers regularly and the candidate pool is significantly limited. The feedback provided from Robert Half Finance & Accounting candidates has consistently been commute concerns, no telework options and pay scales non-competitive to the private industry market. The candidates received through Indeed are all out of state and have been disqualified based on their location.

Because the Accounting Manager position is critical to the overall financial reporting and transparency of the organization and given the current employment climate, staff have turned to referrals and references for potential alternative staffing solutions. Staff have identified a recently retired former Finance Manager Susan Wren, with the City of Sacramento, that is willing to work a couple of days a week in the Accounting Manager capacity while the District continues to recruit for the position. Susan Wren is both a California Certified Public Accountant and a Certified Internal Auditor with over 30 years in Finance with an emphasis on private sector construction and local government utilities, recreation and community services. The Accounting Manager position payscale ranges from \$8,843 to \$11,286. The District intends to bring on the retired annuitant at an hourly rate of \$60.

Retired annuitants through CalPERS are only allowed 960 hours annually and because this is an emergency action item to “backfill” the Accounting Manager position temporarily, the District must have a Board resolution that allows the retired annuitant to work prior to the 180-day waiting period.

SUMMARY

If approved, staff will provide the information to CalPERS immediately to begin the hiring process with Susan Wren for an hourly wage of \$60.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

ACCOUNTING MANAGER

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – 05-19-2021

SUMMARY:

Assists in planning, directing, managing, and overseeing the activities and operations of the Administration Department including general accounting, grant accounting, budgeting, purchasing, utility billing, centralized cashiering, and treasury functions and services; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Director of Administration. Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for professional accounting and fiscal work; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to the assigned area of responsibility.

SUPERVISION: Receives general supervision from the Director of Administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversee the accounting functions and ensure proper accounting treatment with Generally Accepted Accounting Principles (GAAP) according to the Government Accounting Standards Board (GASB);
- Establish and maintain financial policies to ensure proper accounting treatment and consistency;
- Develop and implement divisional goals, objectives, policies and procedures;
- Plan, organize, direct and coordinate accounting activities including financial reporting systems, audits, cash and investments, accounts payable/receivable, payroll, grants, capital assets, and bond financing and monitoring activities;
- Direct, oversee and participate in the development of the Administration work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures;

- Assist in District budget development; assist in budget implementation; administer approved budget; participate in the forecast of additional funds needed for staffing, equipment, materials, supplies, and services for the District.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department;
- Develop, monitor, and review complex financial calculations, reconciliations, and reports of the District's financial data;
- Ensure that internal controls are proper and operate efficiently and suggest improvements to internal controls as processes change;
- Oversee and manage the District's accounting operations including financial record keeping and reporting methods, control systems, and related internal and external audits; manage and coordinate the District's financial reporting, including the Annual Financial Report; coordinate the preparation and maintenance of the District's accounting structure including the chart of accounts;
- Manage the Administration division expectations for year-end close and complete all detailed schedules and information to ensure the external audit is completed accurately and on schedule;
- Review and analyze Community Facility District and District bond structures, including procedures for issuance and re-payment; determine future value/cost of money and indebtedness and make related recommendations; oversee bond activities and required disclosures; oversee cash management and support investment activities;
- Participate in and oversee District-wide enterprise resources planning system; manage and implement upgrades to the system. Participate in the implementation of new systems and collaborate on decisions regarding the integration and proper accounting treatment of transactions from secondary systems;
- Ensure the financial processes and procedures are efficient and effective and suggest improvements when necessary;
- Research and prepare technical and administrative reports; prepare written correspondence;
- Build and maintain positive working relationships with District employees and the public using principles of good customer service;

- Perform related duties as assigned.

QUALIFICATION REQUIREMENTS:

Knowledge of:

Principles and practices of public agency financial management including general and governmental accounting, fund accounting, general ledger accounting, payroll, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).

- Principles and practices of automated financial systems.
- Principles of governmental budget preparation and control.
- Revenues and expenditures of the District for cash flow projections.
- Principles and practices related to the processing of payroll information, computerized payroll systems, and maintenance of payroll records.
- Pertinent laws, rules, and regulations related to payroll.
- Debt financing and accounting.
- Public fund investing principles and practices.
- Principles and procedures of record keeping.
- Principles of business letter writing and report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Assign, review, plan coordinate and guide the work of other employees: evaluate the work of employees and assist in the preparation of performance evaluations; promote staff development; train staff and analyze problems
- Examine and verify financial documents, reports, and transactions.
- Prepare a variety of budgets, financial statements, reports, and analyses.

- Analyze, post, balance, and reconcile financial data, ledgers, and accounts.
- Analyze and draw conclusions from financial data.
- Interpret financial data and recognize accounts that need detailed investigation.
- Oversee and coordinate District payroll processing.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Participate in the preparation and administration of assigned budgets.
- Prepare clear and concise reports.
- Analyze complex issues, evaluate alternatives, and reach sound conclusions.
- Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the District.
- Work collaboratively and cooperatively with other departments, District officials, and outside agencies.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Interpret, explain and apply laws, rules, regulations, and ordinances related to payroll.
- Respond tactfully, clearly, concisely and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective professional working relationships with those contacted in the course of work.

EDUCATION AND/OR EXPERIENCE:

The following combination of education and experience providing the required knowledge and abilities is qualifying:

Education

A Bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration, business administration, or a related field. A Master's degree in Accounting or Business Administration or Public Policy and Administration is highly desirable.

Possession of an active Certified Public Accountant (CPA) license.

And

Three (3) years of administrative and supervisory responsibility.

LICENSE AND/OR CERTIFICATES: Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing 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.

Standing in and walking between work areas is frequently 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 frequently bend, stoop, kneel, and reach to perform assigned duties, as well as 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 with the use of proper equipment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made on a case-by-case basis to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with 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.

The noise level in the work environment is usually quiet.

RESOLUTION R2022-12

A RESOLUTION FOR 180-DAY WAIT PERIOD EXCEPTION

G.C.7522.56

WHEREAS, in compliance with Government (Gov.) Code section 7522.56 of the Public Employees' Retirement Law, the Board of Directors of the Rancho Murieta Community Services District must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since their retirement date; and

WHEREAS, Susan Wren, CalPERS ID#7752508456, retired from City of Sacramento in the position of Finance Manager, effective April 14, 2022; and

WHEREAS, Gov. Code section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is October 13, 2022 without this certification resolution; and

WHEREAS, Gov. Code section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the Board of Directors, the Rancho Murieta Community Services District and Susan Wren certify that Susan Wren has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the Board of Directors hereby appoints Susan Wren as an extra help retired annuitant to perform the duties of the Accounting Manager for the Rancho Murieta Community Services District under Gov. Code section 21224 effective May 18, 2022; and

WHEREAS, the entire employment agreement, contract or appointment document between Susan Wren and the Rancho Murieta Community Services District has been reviewed by this body and is attached herein; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year for all CalPERS employers; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is \$11,286 and the hourly equivalent is \$65.11, and the minimum base salary for this position is \$8,843 and the hourly equivalent is \$51.12; and

WHEREAS, the hourly rate paid to Susan Wren will be \$60.00; and

WHEREAS, Susan Wren has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

THEREFORE, BE IT RESOLVED THAT the Rancho Murieta Community Services District hereby certifies the nature of the appointment of Susan Wren as described herein and detailed in the attached employment agreement/contract/appointment document and that this appointment is necessary to fill the critically needed position of Accounting Manager for the Rancho Murieta Community Services District by May 23, 2022 because the District has Accounting Manager position is critical to the overall financial reporting and transparency of the organization and given the current employment climate, staff have turned to referrals and references for potential alternative staffing solutions.

PASSED AND ADOPTED this 18th day of May, 2022 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Timothy E. Maybee, President of the Board
Rancho Murieta Community Services District

[SEAL]

Attest:

Amelia Wilder, District Secretary

MEMORANDUM

Date: May 11, 2022
To: Board of Directors
From: Paula O'Keefe, Director of Administration
Subject: Authorize the General Manager to Execute an Agreement with Eide Bailly for Accounting Services in the Amount of \$167,870

RECOMMENDED ACTION

Authorize the General Manager to Execute an Agreement with Eide Bailly for Accounting and Financial Reporting Services in the Amount of \$167,870 with a 10% contingency of \$16,787 to cover any unanticipated costs.

BACKGROUND

The Finance Committee and the Board have been briefed regarding staff's inability to find qualified Accounting professionals with the skillset required to complete the FY 2020-21 audit and maintain day to day operations within the Administration office. Staff have reviewed countless applications, interviewed well over 100 individuals over the course of the past year to locate qualified staffing. Recently the Accounting section underwent another turnover and is currently staffed with a Retired Annuitant (last day is May 19) and a temporary Accountant through Robert Half Finance & Accounting staffing. Additionally, per Board direction given in April, staff have been working with Robert Half Finance & Accounting for direct hire services and have not been successful in acquiring candidates for both the Accountant and Accounting Manager positions. While staff had hoped that the salary adjustments and position classification corrections would entice potential candidates, the lack of qualified Accounting professionals is limited and likely to wain over the next few years due to lack of general interest in the Accounting field.

Further, due to the complexity of the District's financial house, as well as the high turnover the District has experienced since 2018, the Accounting team has been tasked with not only maintaining day to day operations but cleanup of previous years' entries to finish the FY 2020-21 audit and implement new efficiencies to ensure the financial entries and reporting are accurate moving forward into a new ERP implementation. Because of the sheer volume of time and effort needed to complete FY 2020-21 audit while continuing to maintain day to day operations, the District's current allocation of one FT Accountant and one FT Accounting Manager is not enough manpower to complete all of the workload necessary to accomplish these tasks, pushing the District further behind. Moreover, staff believes improvements can be made to internal processes that will make accurate accounting and useful reporting easier going forward, and these objectives cannot be achieved while continuing to work in prior years.

The District Administration currently has three vacant positions: Accounting Technician (A/P), Accountant and Accounting Manager. The District is planning to withhold hiring a full time Accounting Manager for salary savings to offset the cost of the contract with Eide Bailly. While Eide Bailly will maintain the majority of Accounting workload, the District will still need to maintain a retired annuitant and accountant to complete day to day entries and act as liaison between the District and Eide Bailly to provide information and completed staff work. After Eide Bailly evaluates the District's needs and determines the true scope of work necessary to bring the District financial house in order, staff will determine whether the Accountant position can be filled permanently.

Staff created an RFQ and sought out contract services through the California Special District's Association website. While several respondents replied, only one agency had staffing capacity to take on the District's unique and complex Accounting needs. Staff contacted several references and determined that the quality and thoroughness of Eide Bailly's work had a tremendous impact on other Special Districts with similar Accounting challenges.

The Eide Bailly team is ideally suited to provide the services the District seeks and is very familiar with California Special Districts, particularly water agencies. One concern was that the Eide Bailly team was physically in Southern California and having onsite support at least a few days each month was a stated goal. The firm has recommended a manager from the satellite Sacramento office to evaluate our current fiscal challenges and provide recommendations on staffing. Eide Bailly has also been cooperative in working to reduce travel costs for providing services and intend to complete the bulk of the workload remotely.

The cost estimate is based on anticipated time over a year for the various team members, based on Eide Bailly's extensive experience with initiating service with new clients. Hours are front-loaded to some extent, as we anticipate an initial period of assessment, familiarization, and relationship-building. The pace is then expected to stabilize with most of the work done remotely. Given Rancho Murieta's history and complex financial challenges, staff recommends contracting for one year for not to exceed \$167,870 with a 10% contingency. We would anticipate, given satisfactory service, to return in a year with a better understanding of District needs and potential project management assistance with the Tyler Incode implementation.

FISCAL IMPACT

The not-to-exceed amount of the proposed one-year contract will be well within the amount that would otherwise be budgeted for the Accounting Manager position, which is being left vacant. Even in combination with the temporary Accountant and Retired Annuitant, the combined total cost will not exceed the Accounting Manager salary cost and additional budget allocated for temporary part time staffing. If, in a year, the District Board determines that the work product of Eide Bailly is cost effective, staff will evaluate the ongoing need for an Accounting Manager position in the future.

SUMMARY

Staff request the Board authorize the General Manager to enter into an agreement for Accounting Services, for one year, with Eide Bailly in the amount of \$167,870 with a contingency of \$16,787 to cover any unanticipated costs.



INSPIRED TO EMBRACE CHANGES

May 10, 2022

Proposal for Accounting Consulting Services

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Submitted By:

Eide Bailly LLP

Cindy Byerrum, MPA, CPA

Partner, Government Advisory Services

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What inspires you, inspires us.
eidebailly.com

Executive Summary

WE WANT TO WORK WITH YOU

Thank you for giving Eide Bailly LLP the opportunity to propose our Professional Accounting and Financial Services for Rancho Murieta Community Services District (“the District”). We have served the government industry for more than 70 years and work with more than 1,200 government clients throughout the nation.

Through serving these clients, our professionals have gained focused expertise regarding government organizations and will provide you with insightful advice that aids in managing the financial needs of the District. We understand your specific challenges, needs and goals and have fine-tuned our process to create an effective and efficient engagement.

We stay abreast of current issues impacting government organizations and grow our knowledge by attending workshops and trainings. During your engagement, we will work closely with your management team to identify issues and provide responsive solutions tailored to your organization. In addition, you will experience partner involvement during all phases of the engagement, as well as throughout the year. At Eide Bailly, we make it a priority to be accessible to our clients, which includes returning phone calls and e-mails in a timely manner.

▶▶▶ **Government Experience.** The service team assigned has experience providing accounting and consulting services to several similar clients in the government industry. This experience will bring the District a valuable and unique perspective to your engagement. Not only will we provide the expected compliance and financial statement support but, with our experience with other governments, we can bring best practices to the District. We strongly believe in providing our clients value added services and support.

▶▶▶ **Timeliness.** We will meet your deadlines. Our professionals are trained to anticipate, identify, and respond to your needs in a timely manner. We will work closely with your management team to customize our services to your specific needs. We believe in clear, up-front, and open communication with no surprises. We understand and will comply with the schedules and scope for the engagement, as outlined in your request, and will perform all work within the timeframes outlined.

▶▶▶ **Unmatched client service is our passion.** Delivering a high level of client service is a priority at Eide Bailly. As a top 25 CPA firm in the nation, we offer personal service while also affording depth of resources and access to more than 2,500 professionals throughout the firm.



EXPERIENCE

Our experienced professionals are committed to the industries we serve. We focus on training, and we like to think of ourselves as thought leaders.

PEOPLE

We’re a team of collaborators and innovators. Our culture is the heart of our firm, and we’re always working together to do things differently and better.

COMMUNICATION

Open, honest, frequent communication ensures that you’re not in for any surprises. We’ll stay in touch throughout the year so you feel understood, connected and confident.

CORPORATE RESPONSIBILITY

We consider ourselves good corporate citizens—caring for our people, giving back to our communities, and taking care of our environment.

▶▶▶ **Leadership.** We pride ourselves on being leaders in the government industry, offering valuable perspectives beyond our core strength of accounting and tax compliance. We're business advisors who want to help guide the strategy and operations of your organization, and we'll make sure you feel connected and understand the process. Our professionals work closely together so you receive valuable service from people who understand your needs and know your business.

▶▶▶ **We Want to Work with You.** We've developed the following proposal with the District in mind, and we'll provide timely, personalized accounting and reporting services for you. We will also get to know you and your staff and take the time to understand your specific challenges and opportunities. We pride ourselves on delivering honest and insightful advice beyond what is normally experienced in the public accounting industry. If you're still wondering "Why Eide Bailly," our tagline sums it up—what inspires you, inspires us. Your success is our success.

Unlike other firms and other teams at Eide Bailly, our Special Districts team does not perform audits, work with school districts, or provide tax services. Our team focuses exclusively on providing monthly accounting services to special districts, primarily water and sewer districts. We pride ourselves in providing controller/outsourced monthly accounting support to 21 special districts, 15 of which are water/sewer districts, and at two of those districts we have been appointed Treasurer. We also provide annual budget and audit assistance to 12 additional special districts. Our team is experienced with various accounting systems including Great Plains and Tyler Incode. We implemented Tyler Incode financial and utility billing at two of our clients in 2017 and 2019 and currently utilize the system at four of our clients.

Special districts are our passion and expertise. We may not be the least expensive service provider, but we believe we are the best at what we do in the water industry. The following pages highlight our firm's strengths and demonstrate why Eide Bailly merits the District's consideration. Know that you will be a highly valued client. Our team would be proud to work with the Rancho Murieta Community Services District and work hard to build a trusting relationship with your team.

Please contact me if you would like to discuss any aspect of this statement of qualifications.

Sincerely,



Cindy Byerrum, MPA, CPA

Partner

909.204.8858

cbyerrum@eidebailly.com

COVID-19: Organizational and Individual Impacts. As the COVID-19 situation continues to evolve, so too does our response at Eide Bailly. The effects on all organizations, as well as individual financial planning and resources, can't be understated. To help our clients and communities make sense of this unprecedented time, we've compiled resources on the impact of COVID-19 and what you need to know moving forward. www.eidebailly.com/covid19

STANDING OUT FROM THE CROWD



Firm Qualifications & Experience

WHAT INSPIRES YOU, INSPIRES US

With more than 100 years of service, your experience will be different than working with other CPA firms. Our professionals deliver industry and subject matter expertise resourcefully, ensuring that we're providing guidance that directly reflects your needs. Our clients benefit from local, personal service and, at the same time, enjoy access to more than 2,500 professionals with diverse skill sets and experiences.

Navigating a Path to Success Together

By embracing change and focusing on innovative ideas, we've grown along with our clients to become one of the top 25 accounting firms in the nation. Accounting is about numbers, but our business is about relationships.

We are there for you every step of the way. Talented, down-to-earth people work at our firm, and we're inspired to deliver outstanding expertise and care. We are driven to help you take on the now and the next with inspired ideas, solutions, and results.

Our work with clients is more than an engagement. It's a relationship, built on values and trust—and results. When working with Eide Bailly, you will:

- Work with professionals who truly care about your District and will take the time to get to know you and your organization.
- Gain insight from our industry and service specialists to accomplish your objectives, address challenges and leverage new opportunities.
- Make better business decisions knowing you are guided by trusted advisors who care about your success.
- Our service style is hands-on, and we're always looking for innovative and new ways to solve problems or help you embrace opportunities.

AT A GLANCE



TOP 25 CPA FIRM



40+ OFFICES IN 14 STATES



350+ PARTNERS



2,500+ STAFF MEMBERS



FOUNDED IN 1917

EXPERTISE THAT MATTERS

WE UNDERSTAND GOVERNMENTS

The firm has 275 full-time professionals who participate in our Governmental Services Group. These professionals share information, learn from one another, and stay current on Government industry developments. To create the greatest benefit, knowledge is shared with professionals across the firm.

The governmental industry represents one of Eide Bailly's largest niche areas—with more than 1,200 governmental clients firmwide. We provide professional services for a variety of special districts, cities, counties, colleges and universities, fire relief agencies, housing authorities, school districts, state agencies and tribal entities. Through serving these clients, our professionals have gained focused expertise in the governmental industry and will provide you with insightful advice that aids in managing the finances of the District. Specifically, our California Government team specializes in serving a unique client base consisting primarily of Water and Sanitation Districts. Our team's offices are based in Rancho Cucamonga, CA and Sacramento, CA.

Our services include, but are not limited to:

- Finance and accounting services
- Treasurer services
- Controller services
- Budget development
- Audit preparation
- Financial statement preparation and presentation
- Internal control review
- Financial procedures review
- Financial policy review and development
- Rate study assistance
- Financial and utility billing system implementation (Tyler Incode, Caselle, Springbrook, Tyler Munis, QuickBooks)

At a Glance

GOVERNMENT



70+
YEARS EXPERIENCE



1,200
INDUSTRY CLIENTS



275+
DEDICATED STAFF

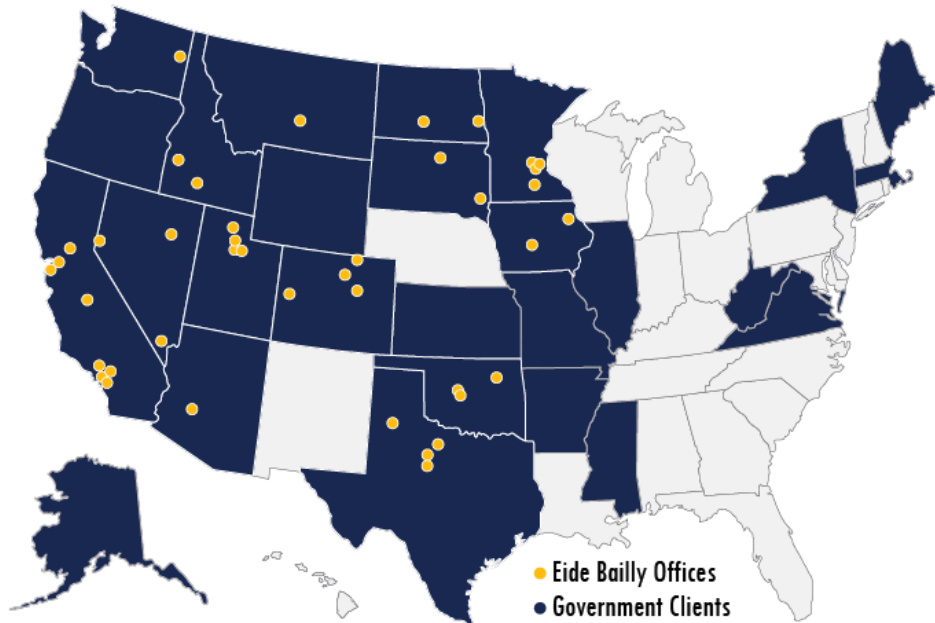


\$22.8 BILLION ANNUAL
AVERAGE IN SINGLE AUDITS

Government Industry Involvement

In an industry where standards continually evolve and change, Eide Bailly makes it a priority to stay current and assist our clients with necessary changes. In addition to helping clients implement new standards, we also help them adapt to changes within the existing standards. Our team members are truly engaged in the governmental industry and are well positioned in organizations associated with governmental entities. We are leaders in the Governmental Accounting Standards Advisory Council (GASAC), the AICPA’s Governmental Audit Quality Center, AICPA State and Local Government Expert Panel and Private Companies Practice Section (PCPS) Technical Committee, local and national boards of the Association of Government Accountants (AGA), including the Financial Management Standards Board, and the review committee for the Government Finance Officers Association’s (GFOA) Certificate of Excellence for Achievement in Financial Reporting. Due to our leadership positions, the District will have access to information not available from other accounting firms.

Eide Bailly regularly attends Governmental Accounting Standards Board (GASB) meetings throughout the year, and we communicate the results of those meetings to our clients through our newsletters, e-blasts, and webinars. We are also involved with GASB’s financial reporting reexamination task force shaping the future of state and local governmental accounting and reporting and participate in the reexamination of the revenue and expense model and note disclosure projects with GASB.





Qualifications of the Project Team

AN EXPERIENCED MANAGEMENT TEAM

Staff Continuity

To ensure a strong business relationship and minimize disruptions, we keep staffing changes to a minimum. Eide Bailly experiences a high retention rate which translates to providing our clients with consistent service teams. We will strive for continuity of staff for your engagement. With this continuity comes quality, as team members' knowledge of your organization grows from year to year.



Should the need arise to change any of the key engagement personnel, we will notify you in writing and provide the qualifications of the proposed replacement. Upon your approval, new engagement personnel will join your service team.

Service Team Profiles

The following team members are excited to become a part of the District's future finance and accounting services solutions.

CINDY BYERRUM, CPA, MPA

Partner

INSPIRATION: Tailoring the consulting experience to meet each client's unique situation and capabilities. I love building trusting, long-lasting relationships that benefit my clients and support their mission of public service.

909.204.8858 | cbyerrum@eidebailly.com



Your team will be led by Cindy Byerrum. Cindy is an expert in government and nonprofit finance and accounting and has been a leader in the profession for over 20 years. Cindy specializes in consulting with California special districts including water/sewer utilities, community services districts, fire protection districts, libraries, resource conservation districts, and LAFCOs.

Cindy has served as the part-time Finance Director and Treasurer to various special districts throughout California. Her clients rely on her to function as a trusted advisor and view her as a valuable part of their team. Cindy's wide range of experience in the accounting and finance profession includes, but is not limited to:

- CFO for Three Valleys Municipal Water District and Six Basins Watermaster.
- Interim Financial Director for San Diego County Water District, Yorba Linda Water District, Rosamond CSD, and more.
- Finance department assessments for utilities and governments such La Puente Valley County Water District, Scotts Valley Water District, and the City of Avalon.
- Project consultant to governments including the Jurupa Community Services District, Coachella Valley Water District, Walnut Valley Water District, Rancho California Water District, Chino Basin Watermaster, Goleta Sanitary District, and American Water Works Association.

Cindy's approach is from a training and teaching perspective. She is a strong believer in helping clients to become as self-sufficient in finance and accounting as they intend to be, while being available to monitor and assist when necessary. Some of her clients need her and her team to take care of all the accounting, and that is OK too!

Outside of work, Cindy likes to visit Joshua Tree National Park, which is 10 minutes from her house, and to travel with her husband Jim.

Memberships

California Society of Municipal Finance Officers

American Institute of Certified Public Accountants

California Special Districts Association

Designation/Licensures

Certified Public Accountant (CPA)

QuickBooks ProAdvisor

Education

Bachelor of Science – California State San University Bernardino

Master of Public Administration – California State University of San Bernardino

Community

Former CPA review instructor

Former tenured accounting professor

JAMES W RAMSEY, CPA, CFE
Partner – Sacramento Office

INSPIRATION: My favorite part of the job is getting to know my clients and providing them with excellent service. I particularly enjoy when they bring a complex problem that requires a lot of collaboration and research.

916.999.8511 | jramsey@eidebailly.com

James works with governmental and nonprofit agencies throughout California providing accounting, assurance and advisory services. He has worked both on the client side and the assurance side and is able to provide this unique perspective to his clients. His expertise includes audits of governmental agencies, nonprofits and the performance of Single Audits. James is also a presenter for his clients presenting on topics including reporting, Single Audit and updates to U.S. GAAP.

Before going into public accounting, James began his career in the Finance department of a small city and performed most, if not all, of the functions of a finance department during his seven years there. This unique background and expertise allow James to provide more focused advisory services and solutions to his clients.

When not working, James unplugs by going on a long run on the American River Parkway in Sacramento or in the trails around Lake Tahoe.

Client Work

Provides audit and other assurance services to governmental and nonprofit clients of varying sizes.

Communicates and presents on upcoming changes and implementation of U.S. GAAP and Single Audits.



Memberships

American Institute of Certified Public Accountants

California Society of CPAs

Association of Certified Fraud Examiners

Designation/Licensures

Certified Public Accountant

Certified Fraud Examiner

Education

Master of Accountancy – California State University, San Bernardino

Bachelor of Business

Administration, Accounting – California State University, San Bernardino

KYLE BARTLE, CPA

Manager – Sacramento Office

916.999.8512 | kbartle@eidebailly.com

Kyle provides accounting and assurance services to government agencies, specializing in California government agencies, including counties, cities and special districts.

When you work with Kyle, you will receive dedicated services tailored to the needs of your organization, while providing constructive feedback and guidance on changes relevant to your industry.

Outside of work, Kyle enjoys outdoors activities such as camping, hiking and running.

Client Work

Provides accounting and assurance services to California governmental agencies, specializing in governmental accounting standards and single audits in accordance with the Governmental Accounting Standards Board (GASB), Uniform Guide and OMB A-133. Kyle also provides compliance audits for local ordinances.

Experience in governmental agencies includes counties, cities, and special districts and governments, including pollution control districts, utility districts, flood control districts, solid waste agencies, transportation agencies, housing agencies and other special districts.

Extensive experience with assisting government agencies in preparing financial statements in accordance with the GASB and the Governmental Finance Officers Association (GFOA).

Facilitates regular trainings, both in-house and externally, on current and upcoming accounting and assurance topics, including single audits and Uniform Guidance and GASB updates.

Performs agreed-upon procedures for entities in various industries and purposes, including procedures to determine compliance with operating agreements and performance reporting.



Memberships

American Institute of Certified Public Accountants

Designation/Licensures

Certified Public Accountant

Education

Bachelor of Accountancy – California State University, Sacramento

Kristi Even, BA | Consulting Services Manager

keven@eidebailly.com

Kristi has over twenty years of professional government accounting experience including special districts, educational institutions, and municipalities. She has prepared financial policies and procedures, implemented new software, and mentored staff for multiple clients. Her strong organization and communication skills have served her well in managing budget preparation, accounting and reconciliation schedules, accounts payable, accounts receivable, payroll, fixed assets, financial statements, and year-end audits. Kristi takes pride in cleaning up, streamlining processes and implementing internal controls to instill confidence and integrity in our client's finances.

When Kristi is not working, she is enjoying the sunshine and warm weather with her husband Brian. She also enjoys volunteering and getting involved in her community.

Education

- Bachelor of Arts in Accounting – University of Northern Iowa

Memberships

- California Society of Municipal Finance Officers
- Association of Government Accountants
- California Special Districts Association

Scott Nelsen, BS | Consulting Services Manager

snelsen@eidebailly.com

Scott has over four years of experience working with a variety of special district clients including water/wastewater, resource conservation, and libraries. He has experience prior to Eide Bailly in both external auditing and accounting consultant services. Scott manages client accounting and reconciliation schedules, financial statement preparation, year-end audit preparation, and annual budget preparation. Scott has experience with all accounting functions including accounts payable, accounts receivable, payroll, grant compliance and billing, and fixed asset management. Scott has also designed and prepared month-end accounting procedures to produce financial statements for various clients.

Outside of work Scott enjoys hiking, fishing, and kayaking with his girlfriend. He is currently pursuing certification as a Certified Government Financial Manager (CGFM).

Education

- Bachelor of Science in Business Administration, Accounting – California State Polytechnic University of Pomona

Certifications, Accreditations and Memberships

- Certified QuickBooks ProAdvisor
- California Society of Municipal Finance Officers
- Association of Government Accountants
- California Special Districts Association

Samantha Prall, MBA | Consulting Services Payroll / CalPERS Specialist

sprall@eidebailly.com

Samantha has provided consulting services to special districts in California since 2006. She has experience working in the finance department of a local water agency in Temecula Valley and has also stepped in as the interim Finance Director at various agencies including the Lake Arrowhead Community Services District. Samantha possesses a variety of skills and knowledge including budget preparation, preparation for annual audit, board package preparation, cash flow projections and account reconciliations. She is the expert in governmental payroll practices and CalPERS reporting for our team.

Education

- Master of Business Administration – University of Redlands
- Bachelors of Science in Business Administration, Accounting – University of California, Riverside

Certifications, Accreditations and Memberships

- American Payroll Association

Daniela Uriarte, MBA | Consulting Services Associate

duriarte@eidebailly.com

Daniela joined Eide Bailly in 2021 with prior experience working in corporate accounting departments since 2015. She is a great communicator and a valued member of our team. Daniela is knowledgeable with day-to-day accounting functions including accounts payable, accounts receivable, bank reconciliations and account schedule management. She prepares monthly and quarterly financial statements for a variety of clients including water districts, library districts and resource conservation districts. Daniela is familiar with accounting systems such as Springbrook, QuickBooks, Tyler Incode and Caselle.

Education

- Master's Degree of Science in Accountancy – California State Polytechnic University of Pomona
- Bachelor of Science in Business Administration, Accounting – California State Polytechnic University of Pomona

References and Similar Engagements

We have provided professional services for a variety of government organizations, including, but not limited to:

Water Districts

Amador Water Agency	La Puente Valley County Water District
Bellflower-Somerset Mutual Water Company	Littlerock Creek Irrigation District
Beaumont-Cherry Valley Water District	Monte Vista Water District
Bellflower Municipal Water System	Palm Ranch Irrigation District
Bighorn-Desert View Water Agency	Pico Water District
Cabazon Water District	Rowland Water District
East Orange County Water District	San Gabriel County Water District
Fallbrook Public Utility District	South Coast Water District
Helendale Community Services District	Trabuco Canyon Water District
Industry Public Utilities	Twentynine Palms Water District

Other Special Districts

Altadena Library District	Orange County LAFCO
Banning Library District	Rancho Santa Fe Fire Protection District
Chino Basin Water Conservation District	Salton Sea Authority
Coachella Valley Resource Conservation District	San Miguel Fire and Rescue District
Los Angeles County LAFCO	Tahoe Resource Conservation District

CLIENT REFERENCES AND TESTIMONIES

We've built our business on relationships and we encourage you to contact the references we've provided below to learn more about their experiences.

Trabuco Canyon Water District (TCWD)

Water/Sewer/Recycled Water Utility District

Michael Perea, Assistant General Manager

Office: 949.858.0277, ext. 121 | Cell: 949.292.2285

MPerea@tcwd.ca.gov

TCWD has been a client since 2010 and we initially performed a massive overhaul of their accounting system and processes. Most of the accounting was performed incorrectly and they had been operating on an antiquated DOS based system. In the 12 years that we have been with them we have:

- Converted to a fund based modern accounting and billing system (Great Plains to Tyler Incode)
- Separated accounting records into four funds (previously maintained within one fund)
- Led them through two rate studies, significant rate changes and debt financing
- Shored up their finances - established and funded a trust for their OPEB (retiree health benefits) unfunded obligations and for their pension costs with CalPERS
- Prepared and updated a long-range financial plan (10 years of cash flow projections) and remain heavily involved in the annual budget process
- Continued to prepare their monthly close, including bank reconciliations and Board financial statements
- Served loyally as their Treasurer since 2010

Twentynine Palms Water District (TPWD)

Water and Fire District

Ray Kolisz, General Manager

Office: 760.367.7546 | Cell: 760.219.1544

rkolisz@29palmswater.org

Water and Fire District

We began working with Twentynine Palms Water District in 2012 when we performed an extensive cleanup from the prior retiring CPA. Previous accounting records were inadequately maintained, and the District was operating on an antiquated DOS based system. During our 10-Year relationship we have:

- Implemented to Springbrook/Accella software in 2013
- Separated accounting records into independent accounting funds (previously maintained within one fund)
- Led them through two rate studies and public hearings



Trabuco Canyon Water District

"I know I can always pick up the phone and ask the Eide Bailly team for help. Eide Bailly has helped us navigate challenges and they explain and address accounting-related matters with clarity."

Michael Perea
Assistant General Manager

- Shored up their finances - established and funded a trust for their OPEB (retiree health benefits) unfunded obligations and for their pension costs with CalPERS
- Prepared and updated a long-range financial plan (10 years of cash flow projections) and we remain involved in the annual budget process
- Helped lead to divestiture of the fire department to the County Fire Department
- Continued to prepare their monthly close, including bank reconciliations and Board financial statements, audit workpapers and coordination.

Rowland Water District & Bellflower-Somerset Mutual Water Company

Water/Recycled Water District | Mutual Water Company

Tom Coleman, General Manager (GM)

Office: 562.751.7550 | Cell: 951.751.7550

tcoleman@rowlandwater.com

We have served Bellflower-Somerset Mutual Water Company (BSMWC) as the part-time Finance Director since 2013, where Mr. Coleman was the previous General Manager (GM). Tom became the General Manager at Rowland Water District in 2015 and continued consulting with BSMWC as the part-time Executive Director. In August 2019, both RWD and BSMWC suddenly lost their respective CFO and Office Manager in the same week. We were able to immediately backfill these positions and kept accounting and finance operations smooth in the absence of both key positions. Over the course of the next year, we were able to:

- Finalize preparation of year-end accounting records for annual audits of both RWD and BSMWC
- Maintain monthly accounting records and provide monthly financial reporting to the boards
- Successfully navigate each organization through budget development while creating improvements and efficiencies for future budgets
- Assist during the rate study process
- Develop standard operating procedures for the Office Manager position at BSMWC for future personnel reference

We still serve as the Contract CPA at BSMWC, where we continue to prepare the annual budget, maintain monthly accounting records, prepare year-end records for annual review, and train staff as needed on finance and accounting best practices.



Rowland Water District

“We worked with the Special Districts team at Eide Bailly for years on many aspects of our finances, from difficult payroll tax issues to CalPERS reporting, budget preparation, report reconciliation and more. Their team has been the heart and soul of our financial operations.”

Tom Coleman
General Manager

Beaumont-Cherry Valley Water District

Water District

Bill Clayton, Senior Finance & Administrative Analyst

Office: 951.845.9581 x221

william.clayton@bcvwd.org

In early 2021, the District's Director of Finance retired suddenly, creating an immediate vacancy at the manager level of the accounting department. We offered interim assistance with crucial day-to-day accounting manager activities in and out of Accela Springbrook software to keep operations and reporting flowing smoothly.

During our involvement, we assisted in creating updated and easy-to-read formats for operating and capital budgets, provided recommendations for improvements to project tracking utilizing Accela Springbrook software, and advised on improving financial management through updates of potentially outdated processes.

San Miguel Fire & Rescue

Leah Harris, Administrative Officer/Finance Officer

Office: 619.660.5350 | Cell: 619.961.7610

lharris@sanmiguelfire.org

Fire Protection District

We started in late 2019, when the June 30th audit was still open, and the governing board had not seen quarterly financial statements in nearly a year. We quickly built an Excel model to use a data export from their system to create a new, easy to understand set of financial statements that could be provided to the Board on a monthly or quarterly basis. In addition, we created a variance analysis to determine where the agency was under/over budget and explanations for the same.

We also took a convoluted budget made up of scattered worksheets from multiple sources and created a unified single workbook that creates an effective and less error prone budget that is easy to follow. Additionally, in early 2020 we helped them close out a very difficult audit for FY 19 due to past accounting practices and helped develop a plan for an easier and more accurate audit process for FY 20 and beyond.



Beaumont-Cherry Water District

"A key member of our department retired suddenly, and Eide Bailly filled in the gap, not only helping us with some of the normal workload, but they also helped us create some key reporting and analysis processes that augmented our ongoing efforts in transparency and financial management."

Bill Clayton

Senior Finance & Administrative Analyst



San Miguel Fire & Rescue

"We have seen tremendous improvement in our financial reporting processes and workloads with the help of Eide Bailly, and we look forward to continuing to see the advances in our transparency and sustainability."

Leah Harris

Administrative Officer/Finance Officer

Rates

The following rate schedules are valid for 90 days from the date of this statement of qualifications.

Standard Rate Schedule and Estimated Time

Includes rates for all work performed through December 31, 2022

Staff Level	Hourly Rates
Partner	\$280
Senior Manager	\$235
Manager	\$195
Senior Associate	\$155
Associate	\$125

Premium Rates

A 10% premium will be applied to the above standard rate schedule for all services provided for payroll, employment taxation, and CalPERS reporting.

Travel

We charge for general travel expenses, mileage at the Standard IRS rate, and travel time exceeding one hour per day.

The Best Value for Your Dollar Spent

Eide Bailly understands we may not be the lowest cost provider; however, our clients understand that our fees encompass far more than just the requested services. Our staff works hard to build a long trusting relationship with our clients; one with free year-round communication, invitations to educational events and access to resources that will keep you up to date on any accounting announcements, IRS, and regulation changes, among other topics of specific interest to the government community. Our current clients like this all-encompassing approach over a lower fee with additional charges being added for any involvement beyond the conclusion of a service. We encourage you to contact our clients to learn more about their personal experiences with Eide Bailly.

Conflict of Interest and Insurance

Conflict of Interest Statement

Eide Bailly does not anticipate any potential conflicts of interest to arise in pursuing an engagement or continuing work with Amador Water Agency.

Insurance

Eide Bailly can meet all your insurance requirements. If awarded the work, we will provide the appropriate certificates of insurance.



The Right Choice for Rancho Murieta Community Services District

BUILDING A SUCCESSFUL PARTNERSHIP

To us, work is not just work; we see it as a chance to help you solve problems, achieve goals, and pursue passions. After thoughtfully reviewing your needs and taking the time to understand your business, we feel we're the best fit for this opportunity. If you have questions or would like additional information, do not hesitate to contact us. We want to make sure you have everything you need to make your decision.



Cindy Byerrum, MPA, CPA

Partner

909.204.8858

cbyerrum@eidebailly.com

We Want to Work with You

We are driven to help clients take on the now and the next with inspired ideas, solutions, and results. We look forward to working with you.

SCOPE OF WORK

1. Providing complex accounting entries, as well as reviewing and approving journal entries prepared by District accounting staff.
2. Review the District's accounting and reporting policies and procedures and provide recommendations for changes, if needed.
3. Assist District staff in the proper recording of all investments.
4. Review and approve bank reconciliations prepared by District staff.
5. Assist District staff in recording and managing accounts receivable balances.
6. Review and approve the accounting entries associated with the collection and disbursement of developer impact fees, connection fees, etc.
7. Prepare monthly financial statements and reports for executive management and board review. Present financial statements to the District's Board of Directors as required.
8. Analyze District reserves for adequacy and ensure reserves are accurately reflected in financial statements, consistent with Generally Accepted Accounting Principles and GASB pronouncements.
9. Assist District staff in developing procedures and ensure the recording of assets and timely posting to the general and subsidiary ledgers.
10. Assist District staff with tax reporting activities.
11. Review the District's internal controls and procedures and provide recommendations for improvement as appropriate.
12. Work with District staff to complete and submit in a timely fashion District financial reports as may be required by the State Controller's office or other regulatory District.
13. Provide accounting services to ensure District's compliance with GASB and all other accounting standards.
14. Review reports, publications, policies, and other written statements for accuracy and consistency with District goals and objectives.

Annual Budget Proposal

Proposal Category	Description	Staff	Estimated Hours	Times	Budgeted Hours	Hourly Rate	Total Budget
Audit Preparation	Review / Advisement	Sr Mgr	-	1	-	\$ 235	\$ -
Audit Preparation	Preparation, Review	Mgr	24.0	1	24	\$ 195	\$ 4,680
Audit Preparation	Preparation/Review	SA	60.0	1	60	\$ 155	\$ 9,300
Audit Preparation	Preparation Assistance	A	80.0	1	80	\$ 125	\$ 10,000
FY 22 Catch Up	Preparation, Review and Meetings	Sr Mgr	-	1	-	\$ 235	\$ -
FY 22 Catch Up	Preparation, Review and Meetings	Mgr	80.0	1	80	\$ 195	\$ 15,600
FY 22 Catch Up	Preparation, Review and Meetings	SA	120.0	1	120	\$ 155	\$ 18,600
FY 22 Catch Up	Preparation	A	14.0	1	14	\$ 125	\$ 1,750
Miscellaneous	Review / Advisement	Partner	5.0	12	60	\$ 280	\$ 16,800
Miscellaneous	Miscellaneous	Sr Mgr	-	1	-	\$ 235	\$ -
Miscellaneous	Miscellaneous	Mgr	20.0	1	20	\$ 195	\$ 3,900
Miscellaneous	Miscellaneous	SA	20.0	1	20	\$ 155	\$ 3,100
Miscellaneous	Miscellaneous	A	20.0	1	20	\$ 125	\$ 2,500
Monthly Close	Review / Advisement	Sr Mgr	-	12	-	\$ 235	\$ -
Monthly Close	Prepare/Review	Mgr	8.0	12	96	\$ 195	\$ 18,720
Monthly Close	Preparation/Review	SA	15.0	12	180	\$ 155	\$ 27,900
Monthly Close	Preparation	A	15.0	12	180	\$ 125	\$ 22,500
Process Improvements	Improvements	Sr Mgr	-	1	-	\$ 235	\$ -
Process Improvements	Improvements	Mgr	40.0	1	40	\$ 195	\$ 7,800
Process Improvements	Assistance	SA	24.0	1	24	\$ 155	\$ 3,720
Process Improvements	Assistance	A	8.0	1	8	\$ 125	\$ 1,000
Total Estimate							\$ 167,870

Proposal by Service:

Proposal Category	Total Budget
Monthly Close	\$ 69,120
FY 22 Catch Up	\$ 35,950
Audit Preparation	\$ 23,980
Process Improvements	\$ 12,520
Miscellaneous	\$ 26,300
	\$ -
	\$ -
Annual Costs	\$ 167,870

Sr Mgr Senior Manager
 Mgr Manager
 SA Senior Associate
 A Associate

RESOLUTION R2022-13

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO AMEND THE FY 2021-22 BUDGET AND AUHTORISE USE OF BUDGETED FUNDS IN THE AMOUNT OF \$184,657, EXECUTE AN AGREEMENT WITH EIDE BAILLY FOR ACCOUNTING AND FINANCIAL REPORTING SERVICES IN THE AMOUNT OF \$167,870 WITH A CONTIGENCY OF \$16,787 FOR UNANTICIPATED EXPENSES

WHEREAS, District Staff has communicated to the Finance Committee its inability to find qualified Accounting professionals with the skillset required to complete the FY 2020-21 audit and maintain day to day operations within the Administration office; and

WHEREAS, Staff have reviewed countless applications, interviewed well over 100 individuals over the course of the past year to locate qualified staffing, and;

WHEREAS, Recently the Accounting department underwent another turnover and is currently staffed with a Retired Annuitant and a temporary Accountant through Robert Half Finance & Accounting staffing, and;

WHEREAS, the Board gave direction to Staff in April, to work with Robert Half Finance & Accounting for direct hire services and have not been successful in acquiring candidates for both the Accountant and Accounting Manager positions, and;

WHEREAS, due to the complexity of the District's finance system, as well as the high turnover the District has experienced since 2019, the Accounting team has been tasked with not only maintaining day to day operations, but clean-up of previous years' entries to finish the FY 2020-21 audit and implement new efficiencies to ensure the financial entries and reporting are accurate moving forward into a new ERP implementation; and

WHEREAS, District Administration currently has three vacant positions: Accounting Technician (A/P), Accountant and Accounting Manager; and,

WHEREAS, District Administration currently has three vacant positions: Accounting Technician (A/P), Accountant and Accounting Manager. The District is planning to withhold hiring a full time Accounting Manager for salary savings to offset the cost of the contract with Eide Bailly, LLP, who provided a quote of from a previous RFQ the District released to provide these services. Staff added a 10% contingency to the proposal amount of \$167,870, for a total project amount not to exceed \$184,657; and,

NOW, THEREFORE, THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

1. Authorize the General Manager or Designee to enter into a contract with Eide Bailly, LLP to provide temporary accounting staff for a contract term of one year not to exceed \$167,870 and include a 10% contingency in the amount of \$16,787 for a total project cost of \$ 184,657;
2. Authorize an amendment to the FY 2021-22 budget and authorize the use of budgeted funds in the amount of \$184,657;

3. The General Manager is authorized to all necessary and appropriate actions to carry out the purpose and intent of this resolution.

PASSED AND ADOPTED this 18th day of May, 2022 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Timothy E. Maybee, President of the Board
Rancho Murieta Community Services District

[SEAL]

Attest:

AMELIA WILDER, DISTRICT SECRETARY

DRAFT

MEMORANDUM

Date: May 16, 2022
To: Board of Directors
From: Paula O'Keefe, Director of Administration
Subject: Authorize the General Manager to Execute the Sacramento County Landfill Contract Amendment

RECOMMENDED ACTION

District Staff recommend the Board approve the Sacramento County Landfill contract amendment and authorize the General Manager to execute agreement amendment.

BACKGROUND

On May 9, 2022, Sacramento County provided district staff with the updated contract amendment for County landfill services for the FY 2022-23. District staff received the increases after the Prop 218 notices were mailed to residents in early April, 2022.

District staff projected a 4.5% increase in costs associated with the known inflationary escalators at the time the budget was completed for FY 2022-23, however, after review of CPI inflationary increase analysis conducted by Sacramento County staff, the CPI increase was significantly larger than anticipated at 8.6%.

The current proposed budget for FY 2022-23 is \$45,360, however with the new information received from Sacramento County, the actual cost is projected to be \$47,097. Because the Prop 218 notices have already been mailed and the information was received well after the notice, the District cannot adjust the budget to offset the increased costs of \$1,737 and will require the district to absorb the additional increase. Further, if the District receives the required amount of Prop 218 protest letters, the District will need to absorb an additional \$1,993 for the increased cost of the contract alone, not including the additional costs associated with the increases set forth by Cal-Waste for the organics waste requirement and increased costs for waste management.

In previous years, the Sacramento County annual contract amendment was typically approved through the consent calendar, however, staff felt appropriate to include in Discussion items during the upcoming Board meeting to provide more transparency regarding the contract amendment.

SUMMARY

If approved, the General Manager will execute the contract amendment with Sacramento County for landfill use services.



County of Sacramento

May 09, 2022

Tom Hennig, General Manager
Rancho Murieta Community Services District
PO Box 1050
15160 Jackson Road
Rancho Murieta, CA 95683

Subject: 2022 Annual Contract Adjustment

Mr. Hennig:

Pursuant to the terms of Agreement No. 70263 for Regional Waste Management Services Cost Recovery, the compensation rate will be adjusted to reflect 100% of the change in the U.S. City Average for Urban Wage Earners and Clerical Workers Consumer Price Index (CPI) for the previous twelve months. The County is entitled to recover this adjustment in rates effective each July 1.

The table below reflects the change in the index:

February 2016 CPI	230.972
February 2017 CPI	237.477
February 2018 CPI	242.988
February 2019 CPI	246.218
February 2020 CPI	251.935
February 2021 CPI	256.843
February 2022 CPI	278.943
Increase %	8.60%

Based on the index change, on July 1, 2022, the contract rate will be increased from \$1.32/\$3.97 per household per month to \$1.44/\$4.31 per household per month based on MSW delivered to Kiefer Landfill or delivered to another landfill, respectively. Your July invoice will reflect these prices.

If you have any questions, please contact me at (916) 875-6974.

Sincerely,

Rick Cardenas, Accounting Manager

Attachment

cc: D. Sloan, M. Shepard, Contract File

CPI Adjustments Regional Costs					
A	B	C	D	E	F
	CPI Value	Current Year CPI Value Divided by Prior Year CPI Value	Percent Change	Prior Year Regional Cost Fee Plus Percent Change - Kiefer Landfill	Prior Year Regional Cost Fee Plus Percent Change - other than Kiefer Landfill
Initial Year February 2006	194.200			\$ 1.00	\$ 3.00
First Year February 2007	198.544	1.022368692	2.24%	\$1.02	\$3.07
Second Year February 2008	207.254	1.043869369	4.33%	\$1.07	\$3.20
Third Year February 2009	206.708	0.997365551	-0.26%	\$1.06	\$3.19
Fourth Year February 2010	212.544	1.028233063	2.82%	\$1.09	\$3.28
Fifth Year February 2011	217.535	1.023482197	2.35%	\$1.12	\$3.36
Sixth Year February 2012	224.317	1.031176592	3.12%	\$1.16	\$3.47
Seventh Year February 2013	228.677	1.019436779	1.94%	\$1.18	\$3.53
Eighth Year February 2014	230.871	1.009594319	0.96%	\$1.19	\$3.57
Ninth Year February 2015	229.421	0.993719436	-0.63%	\$1.18	\$3.54
Tenth Year February 2016	230.972	1.006760497	0.68%	\$1.19	\$3.57
Eleventh Year February 2017	237.477	1.028163587	2.82%	\$1.22	\$3.67
Twelve Year February 2018	242.988	1.023206458	2.32%	\$1.25	\$3.75
February 2019	246.218	1.013292838	1.33%	\$1.27	\$3.80
February 2020	251.935	1.023219261	2.32%	\$1.30	\$3.89
February 2021	256.843	1.019481215	1.95%	\$1.32	\$3.97
Current Year February 2022	278.943	1.086044782	8.60%	\$1.44	\$4.31

**COUNTY OF SACRAMENTO
COMMUNITY SERVICES**

**EIGHTH AMENDMENT TO AGREEMENT FOR
REGIONAL WASTE MANAGEMENT SERVICES COST RECOVERY**

THIS EIGHTH AMENDMENT is made and entered into on **July 1, 2022**, by and between the County of Sacramento, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and the Rancho Murieta Community Services District, a district organized under California State Government Code 61000, hereinafter referred to as "CSD".

RECITALS

WHEREAS, COUNTY and CSD previously entered into an Agreement on August 23, 2005, to provide cost recovery for regional waste management services (hereinafter "Agreement"); and

WHEREAS, the original Agreement was amended on October 16, 2015, July 1, 2016, July 1, 2017, July 1, 2018, July 1, 2019, July 1, 2020, and July 1, 2021; and

WHEREAS, on March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (Order) regarding economic sanctions against Russia and Russian entities and individuals; and

WHEREAS, COUNTY and CSD desire to further amend said Agreement to extend its term and comply with the said Order.

NOW, THEREFORE, the Agreement is amended as follows:

1. TERM

The term of this Agreement is hereby amended to remain in effect and end on **June 30, 2023**.

2. COMPLIANCE WITH LAWS

Section IV, Compliance with laws, is hereby amended to include the following:

Economic Sanctions: Pursuant to California State Executive Order N-6-22 (Order) imposing economic sanctions against Russia and declaring support of Ukraine, County shall terminate any contract with any

individual or entity that is in violation of the Order or that is subject to economic sanctions therein and shall not enter a contract with any such individual or entity while the Order is in effect.

3. REAFFIRMATION

Except as expressly stated herein, the Agreement shall remain in full force and effect.

4. ENTIRE AGREEMENT

The Agreement, as amended by this Eighth Amendment, and any attachments hereto, constitute the entire understanding between the COUNTY and CSD concerning the subject matter contained herein.

5. EFFECTIVE DATE

This Eighth Amendment shall be deemed effective as of the date first written above.

6. AUTHORITY TO EXECUTE

Each person executing this Eighth Amendment represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Eighth Amendment for or on behalf of the parties to this Eighth Amendment. Each party represents and warrants to the other that the execution and delivery of the Eighth Amendment and the performance of such party's obligations hereunder have been duly authorized.

5. DUPLICATE COUNTERPARTS

This Eighth Amendment may be executed in duplicate counterparts and shall be deemed executed when signed by both parties.

Signatures scanned and transmitted electronically shall be deemed original signatures for purposes of this Eighth Amendment, with such scanned signatures having the same legal effect as original signatures. This Eighth Amendment may be executed through the use of an electronic signature and will be binding on each party as if it were physically executed.

(SIGNATURE PAGE FOLLOWS)

IN WITNESS WHEREOF, the parties hereto have executed this Eighth Amendment to the Agreement as of the day and year first written above.

COUNTY OF SACRAMENTO, a political subdivision of the State of California

RANCHO MURIETA COMMUNITY SERVICES DISTRICT, a district organized under California State Government Code 61000

By: _____
Douglas A. Sloan, Director
Department of Waste Management
and Recycling

By: _____
Name: _____
Title: _____

"COUNTY"

"CSD"

Date: _____

Date: _____

THIS AMENDMENT FORMAT HAS BEEN APPROVED BY COUNTY COUNSEL

Prepared by: _____
Richard Shaw, Sr. Contract Services Officer
Contract & Purchasing Services Division
Department of General Services
Phone: (916) 876-6373

MEMORANDUM

Date: May 11, 2022
To: Board of Directors
From: Michael Fritschi, P.E. - Director of Operations
Subject: Water Curtailment of Permit 16762

RECOMMENDED ACTION

It is recommended that the Board of Directors authorize the implementation of Stage 2 potable water restrictions.

BACKGROUND

On May 10, 2022 at 4:52 PM the District received an email from the State Water Resources Control Board (SWRCB) that Post-1914 appropriative water rights in the San Joaquin River watershed outside of the Legal Delta with a priority date of 1957 or later have been curtailed and that the Delta Watershed Curtailment List will need to be checked for the current curtailment status of each water right and claim in the Delta watershed.

Upon checking the curtailment list on May 11, 2022, it was found that the following post 1957 claimed priority year rights were curtailed as of May 11, 2022:

A019477 – Original Calero for storage of 49.3 acre-ft

A020057 – Lake Guadalupe collect and store for irrigation 8 acre-ft

A022603 – Lake Guadalupe collect and store for irrigation 5 acre-ft

A023416 – Direct diversion to storage November 1st to May 31st

A023417 – Impound run-off up to 130 acre-ft for recreational and stock watering Laguna Joaquin

A023419 – Pump diversion to storage impound local run-off 1,240 acre-ft for recreational and stock watering in Clementia

The temporary curtailment of A023416 greatly affects the District's ability to divert and store water for the year for potable use. Currently the District has 20 pumping days remaining under this water right until May 31st.

Stop logs were placed in all three reservoirs on April 15th, 2022, as currently allowed by the Division of Dam Safety. Currently Calero Reservoir and Chesbro Reservoir are within 10 inches and 3 inches from reaching the top of the stop logs respectively. Clementia Reservoir is within 24 inches of reaching the top of the stop logs.

In this time of the year and given the state of the reservoir levels, the District would normally pump about 7.5 million gallons per day to fill the three reservoirs to the level of the top of the stop logs. With the curtailment of this water right, the District will not be able to completely fill

the additional stop log volume this year. The curtailment Emergency Regulation exception does allow the District to divert the equivalent of 55 gallons per person per day. As of April 30th, the District has 2,730 connections and the most recent census states that there are 2.8 persons per household which would equal an allowable diversion of 420,420 gallons per day. While the total of the 2,730 connections includes commercial connections, the 2.8 persons per household would be considered a conservative water use assessment.

To continue pumping at the reduced rate of 420,420 gallons per day, the District must certify compliance with the Deputy Director: *Any diverter wishing to continue diversion under this subdivision must submit to the Deputy Director certification, under penalty of perjury, of compliance with the requirements of subdivisions (b)(1)(A)-(E).*

To qualify for the exception under the emergency rules under **Minimum Human Health and Safety Needs 878.1 (b) C**: *“The diverter and all end users of the diverted water are operating under the strictest existing conservation regime for that place of use, if such a plan exists for the area or service provider or shall be operating under such regime within 30 days. If additional approvals are required before implementation of the conservation regime, the diverter must certify that all possible steps will be taken immediately to ensure prompt approval.”*

While the District water users are not currently under any formal conservation restrictions, the Board will need to implement restrictions that Board consider the “strictest existing conservation regime for that place of use”. It is suggested that the Board implement the restrictions to allow the District to pump via the emergency exception rule. To meet the spirit of the Minimum Human Health and Safety Needs exception using the “strictest existing conservation regime for that place of use”, the District would move the users to stage 2 drought restrictions per the District Water Shortage Contingency Plan.

Drought Restriction Stage 2 would result in the following restrictions:

- Watering a maximum of 2 days per week
- Eliminating hosing of all hardscapes
- Eliminating leaks immediately
- Preventing water from flowing off property

According to the most recent data, residential users are using a little over 100 gallons per person per day. With the Minimum Human Health and Safety Needs exception limitation of 55 gallons per person per day on diversion, the reservoirs will likely decrease in level, although more slowly than if there were no exception pumping allowed.

Conclusion

Due to the complete **A023416** water right curtailment of diversion, and the requirements of **section 878.1 (b) C** Minimum Human Health and Safety Needs exception of allowing 55 gallons per person per day, Staff are requesting that the Board approve implementing the Stage 2 Water Restrictions.

(Updated 5/10/2022 - Curtailments Effective 5/11/2022)

Curtailment status should not be construed as a validation of a water right claim or an authorization to divert.

WR ID	Primary Owner	Claimed Priority Year	
A001838	RANCHO MURIETA COMMUNITY SERVICES DISTRICT	1920	Not Curtailed
A016142	RANCHO MURIETA COMMUNITY SERVICES DISTRICT	1954	Not Curtailed
A016143	RANCHO MURIETA COMMUNITY SERVICES DISTRICT	1954	Not Curtailed
A019477	RANCHO MURIETA COMMUNITY SERVICES DISTRICT	1960	Curtailed
A020057	RANCHO MURIETA COMMUNITY SERVICES DISTRICT	1961	Curtailed
A022603	RANCHO MURIETA COMMUNITY SERVICES DISTRICT	1966	Curtailed
A023416	RANCHO MURIETA COMMUNITY SERVICES DISTRICT	1969	Curtailed
A023417	RANCHO MURIETA COMMUNITY SERVICES DISTRICT	1969	Curtailed
A023419	RANCHO MURIETA COMMUNITY SERVICES DISTRICT	1969	Curtailed
S009696	RANCHO MURIETA COMMUNITY SERVICES DISTRICT	Riparian	Not Curtailed
S009697	RANCHO MURIETA COMMUNITY SERVICES DISTRICT	Riparian	Not Curtailed

**Indicates a statement of diversion and use that asserts a pre-1914 appropriative claim of right with a year of first use after 1914. For purposes of curtailment, and in the absence of reliable information supporting an*