

**AGENDA FOR THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THE  
TEMESCAL VALLEY WATER DISTRICT  
SEPTEMBER 24, 2019, 8:30 A.M. AT  
THE DISTRICT'S ADMINISTRATIVE OFFICE  
22646 TEMESCAL CANYON ROAD,  
TEMESCAL VALLEY, CALIFORNIA 92883**

The following is a summary of the rules of order governing meetings of the Temescal Valley Water District Board of Directors:

**AGENDA ITEMS**

In case of an emergency, items may be added to the Agenda by a majority vote of the Board of Directors. An emergency is defined as a work stoppage; a crippling disaster; or other activity, which severely imperils public health, safety or both. Also, items, which arise after the posting of Agenda, may be added by a two-thirds vote of the Board of Directors.

**PUBLIC COMMENT**

Persons wishing to address a matter not on the Agenda may be heard at this time; however, no action will be taken until placed on a future agenda in accordance with Board policy.

**NOTICE TO PUBLIC**

All matters listed under the Consent Calendar will be voted upon by one motion. There will be no separate discussion of these items, unless a Board Member or member of the public requests that a particular item(s) be removed from the Consent Calendar, in which case, they will be considered separately under New Business.

**IF ANYONE WISHES TO SPEAK WITH THE BOARD  
ABOUT ANY CONSENT CALENDAR MATTER(S),  
PLEASE STATE YOUR NAME, ADDRESS,  
AND APPROPRIATE ITEM NUMBER(S).**

**AFFIDAVIT OF POSTING**

I, Allison Harnden, Office Manager of the Temescal Valley Water District, hereby certify that I caused the posting of the Agenda at the District office at 22646 Temescal Canyon Road, Temescal Valley, California 92883 before September 21, 2019.

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Allison Harnden, Office Manager

**AGENDA FOR REGULAR MEETING  
September 24, 2019**

	<u>Page No.</u>
<b>1. Roll Call and Call to Order.</b>	
<b>2. Presentations and Acknowledgments.</b>	
a. Update on August 27, 2019 Consolidated UDEL Election.	<b>6-10</b>
<b>3. Public Comment.</b>	
<b>BOARD ITEMS:</b>	
<b>4. Minutes of the August 27, 2019 Regular Meeting.</b>	<b>11-13</b>
<b>RECOMMENDATION:</b> Approve Minutes as written.	
<b>5. Payment Authorization Report.</b>	<b>14-17</b>
<b>RECOMMENDATION:</b> Approve Report and authorize payment of the August 27-September 24, 2019 invoices.	
<b>6. Revenue &amp; Expenditure Reports. (Unaudited).</b>	
a. Revenue & Expenditure Reports.	<b>18-35</b>
<b>RECOMMENDATION:</b> Note and file.	
b. Lien update.	<b>36</b>
<b>RECOMMENDATION:</b> Note and file.	
<b>7. Trilogy Development.</b>	
a. Homeowners Association update.	(-)
b. Golf Course update.	(-)
<b>8. Sycamore Creek Development.</b>	
a. Project Update.	(-)
b. 1738 homes to be built. 1674 houses occupied to date. 96% complete.	

	<u>Page No.</u>
<b>9. Retreat Development.</b>	(-)
a. Project Update.	
<b>10. Terramor Development (Forestar Toscana).</b>	
a. Project Update.	(-)
b. 1443 homes to be built. 321 houses released to date.	
<b>11. Harmony Grove (Griffin Homes).</b>	(-)
a. Project Update.	
b. 50 homes to be built. 15 houses released to date.	
<b>12. Water Utilization Reports.</b>	<b>37-49</b>
<b>RECOMMENDATION:</b> Note and file.	
<b>13. Sustainable Groundwater Management Act.</b>	(-)
a. Project Update.	
<b>14. Committee Reports.</b>	
a. Finance/Legislation (Director Rodriguez).	(-)
b. Engineering/Operations (Director Myers).	(-)
c. Public Relations (Allison Harnden).	(-)
<b>15. General Manager's Report.</b>	
a. General Manager's Report.	<b>50</b>
b. Employee Handbook.	<b>51-111</b>
<b>RECOMMENDATION:</b> Authorize the changes as presented.	
<b>16. Operations Report.</b>	<b>112-114</b>
a. Water and Sewer Operations.	

	<u><b>Page No.</b></u>
<b>17. District Engineer's Report.</b> a. Status of Projects.	<b>115-116</b>
<b>18. District Counsel's Report.</b>	(-)
<b>19. Seminars/Workshops.</b>	(-)
<b>20. Consideration of Correspondence.</b> An informational package containing copies of all pertinent correspondence for the Month of August will be distributed to each Director along with the Agenda.	<b>117</b>
<b>21. Adjournment.</b>	(-)

RECEIVED SEP 18 2019

**REBECCA SPENCER**  
Registrar of Voters



**ART TINOCO**  
Assistant Registrar of Voters

**REGISTRAR OF VOTERS**  
COUNTY OF RIVERSIDE

September 12, 2019

Allison Harnden  
Temescal Valley Water District  
22646 Temescal Canyon Rd  
Temescal Valley, CA 92883

Dear Ms. Harnden:

Enclosed is our certificate of the official canvass of election returns for the election held in your district on August 27, 2019 as part of the Mail Ballot Election.

We are also enclosing copies of the Certificates of Election that have been mailed to the successful candidates. They have been instructed to execute the oath before the District Secretary or other authorized official and to file the oath promptly with the district office.

An invoice for the cost of the election will be mailed at a later date. Please let me know if I can be of any further assistance.

Sincerely,

**REBECCA SPENCER**  
Registrar of Voters

By: Leticia Flores  
Leticia Flores  
Elections Coordinator

Enclosures



**REBECCA SPENCER**  
Registrar of Voters

**ART TINOCO**  
Assistant Registrar of Voters

**REGISTRAR OF VOTERS**  
COUNTY OF RIVERSIDE

**CERTIFICATE OF REGISTRAR OF VOTERS  
TO THE RESULTS OF THE CANVASS OF ELECTION RETURNS**

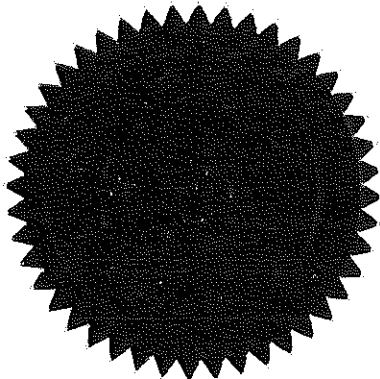
State of California     )  
                                  ) ss.  
County of Riverside    )

I, **REBECCA SPENCER**, Registrar of Voters of said County, do hereby certify that, in pursuance of the provisions of Sections 15301, 15372, and 15374 of the California Elections Code, I did canvass the returns of the votes cast on August 27, 2019, as part of the Mail Ballot Election in the

**TEMESCAL VALLEY WATER DISTRICT**

and I further certify that the statement of votes cast, to which this certificate is attached, shows the whole number of votes for each candidate for elective office at said election in said District and in each precinct therein, and that the totals as shown for each candidate are full, true, and correct.

Dated this 12<sup>th</sup> day of September 2019.



**REBECCA SPENCER**  
Registrar of Voters

By: Leticia Flores  
Leticia Flores  
Elections Coordinator



**REBECCA SPENCER**  
Registrar of Voters

**ART TINOCO**  
Assistant Registrar of Voters

**REGISTRAR OF VOTERS**  
COUNTY OF RIVERSIDE

**STATEMENT OF VOTES CAST**

**Landowner Mail Ballot Election**  
**August 27, 2019**

**Final Official Election Results**

**Temescal Valley Water District**  
**Director**

**Vote for no more than Two**

**VALUE OF VOTES**

CHARLES W. COLLADAY	115,945,325
JERRY SINCICH	65,814,816
JOHN BUTLER	133,466,346

Total Eligible Voters: 7,031  
Total Eligible Value: 981,768,238  
Total Ballots Cast: 1,005

Last Updated: 9/12/19



**CERTIFICATE OF ELECTION**

State of California           )  
  ) ss.  
County of Riverside        )

I, **REBECCA SPENCER** Registrar of Voters in and for the County of Riverside, State of California, do hereby certify that at an election held in Riverside County on August 27, 2019,

**JOHN BUTLER**

was elected to the office of **Director, Temescal Valley Water District, Full Term** for a term commencing December 6, 2019 and ending December 1, 2023.



IN WITNESS WHEREOF, I have hereunto affixed my hand and seal on September 12, 2019.

REBECCA SPENCER, Registrar of Voters

By *Leticia Jones*  
Deputy

\*\*\*\*\*

**OATH OF OFFICE**

(Required by Article XX, Constitution of California)

State of California           )  
  ) ss.  
County of Riverside        )

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Subscribed and sworn to before me  
\_\_\_\_\_, 2019

Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title

**FILE THIS OATH OF OFFICE WITH THE  
DISTRICT SECRETARY PROMPTLY**

# CERTIFICATE OF ELECTION

State of California )  
 ) ss.  
County of Riverside )

I, **REBECCA SPENCER** Registrar of Voters in and for the County of Riverside, State of California, do hereby certify that at an election held in Riverside County on August 27, 2019,

**CHARLES W. COLLADAY**

was elected to the office of **Director, Temescal Valley Water District, Full Term** for a term commencing December 6, 2019 and ending December 1, 2023.



IN WITNESS WHEREOF, I have hereunto affixed my hand and seal on September 12, 2019.

REBECCA SPENCER, Registrar of Voters

By Leticia Jones  
Deputy

\*\*\*\*\*

## OATH OF OFFICE

(Required by Article XX, Constitution of California)

State of California )  
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County of Riverside )

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Subscribed and sworn to before me

\_\_\_\_\_, 2019

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title

Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

**FILE THIS OATH OF OFFICE WITH THE  
DISTRICT SECRETARY PROMPTLY**

**MINUTES OF THE  
REGULAR MEETING OF THE  
TEMESCAL VALLEY WATER DISTRICT**

**August 27, 2019**

**PRESENT**

C. Colladay  
P. Rodriguez  
J. Butler  
F. Myers

**ABSENT**

D. Harich

**GUESTS**

J. Sincich  
J. Watson  
J. Watson

**STAFF**

J. Pape  
A. Harnden  
M. McCullough  
P. Bishop  
J. Scheidel  
D. Saunders

**1. Roll Call and Call to Order.**

The regular meeting of the Temescal Valley Water District was called to order by President Colladay at 8:30 a.m.

**2. Presentations and Acknowledgments.**

a. Update on August 27, 2019 Consolidated UDEL Election.

**3. Public Comment.**

**BOARD ITEMS:**

**4. Minutes of the July 23, 2019 Regular Meeting.**

**ACTION:** Director Rodriguez moved to approve the minutes as presented. Director Myers seconded. Motion carried unanimously.

**5. Payment Authorization Report.**

**ACTION:** Director Rodriguez moved to approve the July 23-August 27, 2019 invoices. Director Myers seconded. Motion carried unanimously.

**6. Revenue & Expenditure Reports. (Unaudited).**

a. Revenue & Expenditure Reports.

**ACTION:** Note and file.

b. Lien update.

**ACTION:** Note and file.

7. **Trilogy Development.**
  - a. Homeowners Association update.
  - b. Golf Course update.
8. **Sycamore Creek Development.**
  - a. Project Update.
  - b. 1738 homes to be built. 1657 houses occupied to date. 96% complete.
9. **Retreat Development.**
  - a. Project Update.
10. **Terramor Development (Forestar Toscana).**
  - a. Project Update.
  - b. 1443 homes to be built. 306 houses released to date.
11. **Harmony Grove (Griffin Homes).**
  - a. Project Update.
  - b. 50 estimated homes to be built. 15 houses released to date.
12. **Water Utilization Reports.**

**ACTION:** Note and file.
13. **Sustainable Groundwater Management Act.**
  - a. Project Update.
14. **Committee Reports.**
  - a. Finance/Legislative (Director Rodriguez) – Director Rodriguez asked staff to schedule a meeting to review the Employee Handbook.
  - b. Engineering/Operations (Director Myers) – Director Myers asked staff to schedule a meeting.
  - c. Public Relations (Allison Harnden) – Allison reported that she approved the recognition sign for the Adopt-A-Highway program.

**15. General Manager’s Report.**

a. General Manager’s Report – The General Manager reported on current projects.

b. CNUSD CFD No. 19-1 JCFA.

**ACTION:** This item was tabled.

**16. Operations Report.**

a. Water and sewer operations.

**17. District Engineer’s Report.**

a. Status of Projects.

**18. District Counsel’s Report.**

**19. Seminars/Workshops.**

**20. Consideration of Correspondence.**

An informational package containing copies of all pertinent correspondence for the Month of July will be distributed to each Director along with the Agenda.

**21. Adjournment.**

There being no further business, the August 27, 2019 Regular Meeting of the Temescal Valley Water District Board of Directors was adjourned at 10:26 a.m. by President Colladay.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Paul Rodriguez, Secretary

\_\_\_\_\_  
Charles Colladay, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

TEMESCAL VALLEY WATER DISTRICT  
Payment Authorization Report  
September 24, 2019

Check #	Date	Payee ID	Payee	Amount
22993	8/26/19	USB01	US BANK GOVERNMENT SERVICES	\$ 1,288.07
22994	8/26/19		VOID	-
22995	8/27/19	REFUND	DAMION BENDAW	26.24
22996	8/27/19	REFUND	JERRY BROWN	311.32
22997	8/27/19	REFUND	FRANK MEOLA	124.52
22998	8/27/19	REFUND	IVAN LOOCHKARTT	246.67
22999	8/27/19	REFUND	ADRIENNE APPEGARTH	199.64
23000	8/27/19	REFUND	ERNEST RIVERA	121.03
23001	8/27/19	REFUND	MARCUS GAYOU	50.66
23002	8/27/19	REFUND	MIEKO FLYNN	9.47
23003	8/27/19	REFUND	DENYSE VANDYLEUAM	102.56
23004	8/27/19	REFUND	GRAIG KELLEHER	154.92
23005	8/27/19	REFUND	JENNIFER SMITH	113.63
23006	8/27/19	REFUND	TIMOTHY BRODIE	226.62
23007	8/27/19	REFUND	MICHAEL SETTERINGTON	12.90
23008	8/27/19	REFUND	EARTH MECHANICS	1,112.39
23009	8/27/19	REFUND	DAWN SNAPR	151.08
23010	8/28/19	REFUND	EDUARDO LOPEZ	100.00
23011	8/28/19	PLIC	PROTECTIVE LIFE INSURANCE COMPANY	117.60
23012	9/6/19	AD	PAYROLL	-
23013	9/6/19	BE	PAYROLL	-
23014	9/6/19	CG	PAYROLL	-
23015	9/6/19	CL	PAYROLL	-
23016	9/6/19	DB	PAYROLL	-
23017	9/6/19	JH	PAYROLL	-
23018	9/6/19	KN	PAYROLL	-
23019	9/6/19	LK	PAYROLL	-
23020	9/6/19	MM	PAYROLL	-
23021	9/6/19	PB	PAYROLL	-
23022	9/6/19	FI01	FIDELITY INVESTMENTS	700.00
23023	9/6/19	FI01	FIDELITY INVESTMENTS	960.80
23024	9/6/19	FI01	FIDELITY INVESTMENTS	747.00
23025	9/6/19	FI01	FIDELITY INVESTMENTS	700.00
23026	9/6/19	FI01	FIDELITY INVESTMENTS	242.31
23027	9/6/19	ACSI	ALEXANDER'S CONTRACT SERVICES, INC.	5,408.35
23028	9/6/19	AGSI	AUTOMATED GATE SERVICES INC	169.00
23029	9/6/19	AS01	ASJ INDUSTRIAL HOSE & FITTING INC.	338.65
23030	9/6/19	BLIC	BENEFICIAL LIFE INS COMPANY	759.54

TEMESCAL VALLEY WATER DISTRICT  
 Payment Authorization Report  
 September 24, 2019

Check #	Date	Payee ID	Payee	Amount	
23031	9/6/19	CM01	CORE & MAIN	510.48	
23032	9/6/19	DSC	DATABASE SYSTEMS CORP.	339.36	
23033	9/6/19	FM	MAIL FINANCE	1,504.87	
23034	9/6/19	Maxim	MAXIM SECURITY SERVICES	260.00	
23035	9/6/19	MCCO	MUROW CM	5,640.00	CAP-PLT EXP CM
23036	9/6/19	PLM01	PARRA LANDSCAPE MAINTENANCE	650.00	
23037	9/6/19	PPE	PRIVATE PEST EXTERMINATORS	286.00	
23038	9/6/19	PR11	PRESS ENTERPRISE-CIRCULATION	443.38	
23039	9/6/19	SAQMDHB	SOUTH COAST AIR QUALITY MGT DIST	557.42	
23040	9/6/19	SEMA	SEMA INC.	1,145.13	
23041	9/6/19	SO03	SOUTHERN CALIF EDISON CO.	67,614.62	
23042	9/6/19	ST01	STAPLES CREDIT PLAN	1,255.96	
23043	9/6/19	UN01	UNDERGROUND SERVICE ALERT	144.06	
23044	9/6/19	REFUNDS	ED LEWIS	300.00	
23045	9/9/19	REBATE	RETREAT HOA	1,090.17	
23046	9/9/19	REFUNDS	JAMES ATHANAS	270.05	
23047	9/9/19	REFUNDS	JAMES MITCHELLI	100.98	
23048	9/9/19	REFUNDS	LEE DOTSON	1,074.84	
23049	9/9/19	REFUNDS	ANTHONY RAMIREZ	212.66	
23050	9/9/19	REFUNDS	PRISCILLA GARCIA	114.51	
23051	9/9/19	REFUNDS	LETICIA PADILLA	196.76	
23052	9/9/19	REFUNDS	KIESTIN DOOLEY	22.32	
23053	9/9/19	REFUNDS	MARISSA HICKS	129.43	
23054	9/9/19	REFUNDS	MICHELLE ROMAN	157.98	
23055	9/9/19	REFUNDS	FANGGUN LIU	106.16	
23056	9/9/19	REFUNDS	HEATHER BORDEN	121.18	
23057	9/9/19	REFUNDS	CORONA-FOREST BOUNDRY RD 50, L	14.10	
23058	9/9/19	REFUNDS	CORONA-FOREST BOUNDARY RD 50,	15.33	
23059-23060	9/9/19		VOID	-	
23061	9/10/19	ACZ	A CONE ZONE TRAFFIC CONTROL	2,651.71	
23062	9/10/19	BT	BT PIPELINE INC.	5,214.50	REPLC VALVES PLT/INST 2" SER
23063	9/10/19	CA16	CALIFORNIA CHOICE BENEFIT ADMINISTRATOR	4,991.90	
23064	9/10/19	CAM	CHANDLER INVESTMENT MANAGEMENT	1,000.00	
23065	9/10/19	CM01	CORE & MAIN	775.81	
23066	9/10/19	CO05	COMMERCIAL DOOR COMPANY	8,291.70	REPAIR DOOR IN CENTRIFUGE BLDG
23067	9/10/19	CT	CT CONCRETE CUTTING, INC	975.00	
23068	9/10/19	deg	DOUGLAS ENVIRONMENTAL GROUP	24,996.36	RPLC TURBIDITY METERS PLT
23069	9/10/19	DPCI	DON PETERSON CONTRACTING, INC.	10,868.00	REPAIR BAR RAKE/REMOVE PUMP ID #1
23070	9/10/19	DU01	VOID	-	

TEMESCAL VALLEY WATER DISTRICT  
Payment Authorization Report  
September 24, 2019

Check #	Date	Payee ID	Payee	Amount	
23071	9/10/19	DU02	VOID	-	
23072	9/10/19	DWEI	DEXTER WILSON ENGINEERING INC	3,249.45	CAP-PLT EXP BIDDING/CONST
23073	9/10/19	EW01	EWING IRRIGATION PRODUCTS	46.77	
23074	9/10/19	FST	FST SAND & GRAVEL INC	282.27	
23075	9/10/19	GJR	GJR ELECTRIC	590.00	
23076	9/10/19	GMDM	GUTIRREZ MAINTENANCE/ DANIEL GUTIERREZ	430.00	
23077	9/10/19	HES	HOLLOWAY ENVIRONMENTAL SOLUTIONS	1,094.93	
23078	9/10/19	HO01	HOME DEPOT CREDIT SERVICES	734.02	
23079	9/10/19	IW	ICONIX WATERWORKS INC	5,129.55	COPPER PIPE REPAIR SUPPLIES
23080	9/10/19	MCCO	VOID	-	
23081	9/10/19	MITI	MORR-IS TESTED IN	10,660.00	SEWER PIPE CLEANING
23082	9/10/19	NC	NORTHSTAR CHEMICAL	11,227.30	
23083	9/10/19	PLM01	PARRA LANDSCAPE MAINTENANCE	2,233.50	PRUNE PEPPER TREES/V-DITCH/TRIM ENT TREES
23084	9/10/19	RDO01	RDO EQUIPMENT	1,851.94	
23085	9/10/19	ST02	STATE COMPENSATION INSUR.FUND	2,281.25	
23086	9/10/19	UBB	USA BLUEBOOK	415.66	
23087	9/10/19	UPG	UNITED POWER GENERATION	683.07	
23088	9/10/19	USB01	US BANK GOVERNMENT SERVICES	2,932.96	
23089	9/10/19	WA01	WASTE MANAGEMENT - INLAND EMPIRE	539.96	
23090	9/10/19	WE01	WESTERN MUNICIPAL WATER DISTR.	12,801.17	CAPACITY FEE/RTS
23091			VOID	-	
23092	9/12/19	MCCO	MUROW CM	10,508.75	CAP-PLT EXPAN CM
23093	9/20/19	ATT01	AT&T	289.77	
23094	9/20/19	ATTM	AT & T MOBILITY	682.46	
23095	9/20/19	BGM	BIG GIANT MEDIA	184.70	
23096	9/20/19	BT	BT PIPELINE INC.	6,455.00	REPLACE POLMER LINE/REPANGLE METERS
23097	9/20/19	BTS	BUSINESS TELECOMMUNICATION SYSTEMS, INC	5,681.81	THREE YEAR MAIT/SUPPORT
23098	9/20/19	CE01	CENTRAL COMMUNICATIONS	124.30	
23099	9/20/19	GI	GORM INC.	245.08	
23100	9/20/19	MH01	MCFADDEN-DALE HARDWARE CO.	776.95	
23101	9/20/19	RTI	RICHARDSON TECHNOLOGIES INC.	825.00	
23102	9/20/19	SU	SULZER	1,666.00	
23103	9/20/19	TR01	TRAN CONTROLS SCADA SOLUTIONS, LLC.	1,548.37	
23104	9/20/19	TR012	TRAN CONTROLS SCADA SOLUTIONS, LLC.	9,563.44	COM FAILURE/INST RETREAT SOLAR PANEL FOR PWR
23105	9/20/19	W9S	WIN-911 SOFTWARE	600.00	
23106	9/20/19	WE01	WESTERN MUNICIPAL WATER DISTR.	424,323.90	
23107	9/20/19	XI	XALOGY INC	3,435.25	
23108	9/17/19	CO	CHARLES W. COLLADAY-SPECIAL MTG	301.07	
23109	9/17/19	DH	DAVID HARICH-SPECIAL MTG	243.87	



TEMESCAL VALLEY WATER DISTRICT  
 Payment Authorization Report  
 September 24, 2019

Check #	Date	Payee ID	Payee	Amount
23110	9/17/19	FM	FRED H. MYERS-SPECIAL MTG	243.87
23111	9/17/19	JB	JOHN B. BUTLER-SPECIAL MTG	246.37
23112	9/17/19	RO	PAUL RODRIGUEZ-SPECIAL MTG	246.37
23113	9/19/19	DH	DAVID HARICH-FIN MTG	243.87
23114	9/19/19	RO	PAUL RODRIGUEZ-FIN MTG	246.37
23115	9/20/19	AD	PAYROLL	-
23116	9/20/19	BE	PAYROLL	-
23117	9/20/19	CG	PAYROLL	-
23118	9/20/19	CL	PAYROLL	-
23119	9/20/19	DB	PAYROLL	-
23120	9/20/19	JH	PAYROLL	-
23121	9/20/19	KN	PAYROLL	-
23122	9/20/19	LK	PAYROLL	-
23123	9/20/19	MM	PAYROLL	-
23124	9/20/19	PB	PAYROLL	-
23125	9/20/19		PAUL BISHOP-EXP RPT	42.00
23126	9/21/19	AD	PAYROLL	-
23127	9/21/19	DU01	DUDEK & ASSOCIATES-CONT MGT	24,935.30
23128	9/21/19	DU02	DUDEK & ASSOCIATES-SPECIAL PJTS	1,637.82
23129	9/21/19	DU03	DUDEK & ASSOCIATES-PASS THRU	3,722.16
23130	9/21/19	TR012	TRAN CONTROLS SCADA SOLUTIONS, LLC.	26,510.69
				RW UPGRADE-WELL PRE CONTROL
Total				<u>\$ 741,252.04</u>

THESE INVOICES ARE SUBMITTED TO THE  
 TEMESCAL VALLEY BOARD OF DIRECTORS FOR  
 APPROVAL AND AUTHORIZATION FOR PAYMENT

*Mel McCullough - Finance Manager*

Mel McCullough - Finance Manager

9/24/19

Date

**TEMESCAL VALLEY WATER DISTRICT  
INTERNAL BALANCE SHEET  
31-Aug-19**

ASSETS

Fixed Assets (net of accumulated depreciation)			
Land		\$	902,118
Treatment Plants			13,482,154
Capacity Rights			13,503,639
Water System, Reservoir & Wells			8,666,729
Water & Sewer Mains			31,620,048
General Equipment Sewer/Water/ Furniture			683,198
Buildings & Entrance Improvements			355,249
			\$ 69,213,135
Current Assets			
Cash - Wastewater	11,920,298		
Cash - Water	13,393,197		
Cash - ID #1	562,779		
Cash - ID #2	344,567		
Cash - Nonpotable	2,356,638		
Cash - Deposits	880,495		29,457,975
Accounts Receivable-Services/Developers			1,448,568
Assessment Receivable			98,715
Interest Receivable			62,000
Prepaid Expenses			40,449
Inventory			57,193
			31,164,899
Other Assets			
Work-in-Process			653,661
Deferred Outflows - Pension		\$	197,154
<b>TOTAL ASSETS</b>			<b>\$ 101,228,849</b>

LIABILITIES

Current Liabilities			
Accounts Payable		\$	988,266
Security Deposits			278,784
Payroll & Payroll Taxes Payable			31,836
Capacity & Meter Deposits			137,130
Fiduciary Payments Payable			148,053
Developer Deposits			303,451
Other Deposits			13,077
			1,900,597
Long-term Liabilities			
TVRP Note			1,230,981
Deferred Inflows - Pension			83,543
<b>TOTAL LIABILITIES</b>		\$	<b>3,215,121</b>

FUND EQUITY

Fund Balances			
Waste Water Fund Balance			35,502,524
Water Fund Balance			47,853,409
ID #1 Fund Balance			616,012
ID #2 Fund Balance			557,580
Recycled Water Fund Balance			13,484,203
<b>TOTAL FUND EQUITY</b>		\$	<b>98,013,728</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>		\$	<b>101,228,849</b>

**TEMESCAL VALLEY WATER DISTRICT  
REVENUE AND EXPENDITURES/BUDGET  
For Two Month ending August 31, 2019**

	AUGUST			YEAR TO DATE			BUDGET 2019-2020	BUDGET REMAINING
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE		
<b><u>WASTEWATER DEPARTMENT</u></b>								
OPERATING REVENUE:								
MONTHLY SEWER SERVICE CHARGE	197,996	206,250	(8,254)	395,381	412,500	(17,119)	\$ 2,475,000	(2,079,619)
MONTHLY SERVICE CHARGE-ID #1	10,766	10,766	-	21,533	21,533	-	137,000	(115,467)
MONTHLY SERVICE CHARGE-ID #2	12,178	12,178	-	24,357	24,357	-	155,000	(130,643)
MONTHLY SEWER SERVICE CHG-R COM	12,223	9,583	2,640	23,666	19,166	4,500	115,000	(91,334)
MISC UTILITY CHARGES/ REVENUE	(145)	5,000	(5,145)	(217)	10,000	(10,217)	5,000	(5,217)
STANDBY CHARGES	-	-	-	-	-	-	110,000	(110,000)
CFD REIMBURSEMENTS	-	-	-	-	-	-	20,000	(20,000)
INSPECTION CHARGES	4,060	4,000	60	6,940	8,000	(1,060)	50,000	(43,060)
TOTAL WASTEWATER REVENUE	237,078	247,777	(10,699)	471,660	495,556	(23,896)	3,067,000	(2,595,340)
OPERATING EXPENSES:								
PLANT WAGES EXPENSE	7,033	8,000	(967)	14,066	15,000	(934)	150,700	(136,634)
INSPECTION WAGES EXPENSE	2,480	2,600	(120)	4,960	5,200	(240)	34,000	(29,040)
PAYROLL TAXES EXP	203	230	(27)	391	460	(69)	3,000	(2,609)
EMPLOYEE BENEFITS-INS	1,546	1,550	(4)	2,614	3,100	(486)	18,250	(15,636)
EMPLOYEE BENEFITS-RETIREMENT	1,252	1,300	(48)	2,224	2,600	(376)	20,200	(17,976)
OVERTIME EXP	2,483	850	1,633	4,032	1,700	2,332	10,000	(5,968)
MILEAGE EXP	176	100	76	273	200	73	1,200	(927)
VACATION EXP	624	700	(76)	1,248	1,400	(152)	8,900	(7,652)
ELECTRICIAN LABOR COSTS	-	500	(500)	-	1,000	(1,000)	5,000	(5,000)
SCADA SYSTEM ADMIN/MAINT	-	850	(850)	619	1,700	(1,081)	10,000	(9,381)
LABORATORY TESTING COSTS	-	1,800	(1,800)	3,382	3,600	(218)	22,000	(18,618)
SLUDGE DISPOSAL/PUMPING COSTS	2,261	4,200	(1,939)	7,755	8,400	(645)	50,000	(42,245)
SLUDGE DISPOSAL BAG EXP	-	-	-	-	-	-	25,000	(25,000)
SLUDGE CHEMICAL EXP	-	2,900	(2,900)	-	5,800	(5,800)	35,000	(35,000)
EQUIPMENT RENTAL COSTS	-	200	(200)	-	400	(400)	2,000	(2,000)
EQUIPMENT REPAIRS & MAINT.	22,070	17,000	5,070	37,565	34,000	3,565	200,000	(162,435)
SEWER LINE REPAIRS	-	800	(800)	-	1,600	(1,600)	10,000	(10,000)
SEWER CLEANING AND VIDEO EXP	18,590	800	17,790	28,990	1,600	27,390	10,000	18,990
SECURITY AND ALARM EXP	-	250	(250)	-	500	(500)	3,000	(3,000)
PROPERTY MAINTENANCE	6,880	3,500	3,380	9,280	7,000	2,280	40,000	(30,720)
ENGINEERING/ADMIN. STUDIES	-	1,600	(1,600)	-	3,200	(3,200)	20,000	(20,000)
ENERGY COSTS	25,272	25,000	272	51,413	50,000	1,413	210,000	(158,587)
CONSUMABLE SUPPLIES & CLEANING	294	800	(506)	539	1,600	(1,061)	10,000	(9,461)
CHEMICALS, LUBRICANTS & FUELS	4,443	8,000	(3,557)	27,644	16,000	11,644	100,000	(72,356)
SMALL EQUIPMENT & TOOLS COST	1,721	1,250	471	2,868	2,500	368	15,000	(12,132)
PERMITS, FEES & TAXES (WTR BRD FEE)	807	2,000	(1,193)	4,145	4,000	145	25,000	(20,855)
SAWPA BASIN MONITORING EXP	-	-	-	14,165	15,000	(835)	25,000	(10,835)
MAP UPDATING/GIS EXP	-	200	(200)	-	400	(400)	2,000	(2,000)
MISC. OPERATING EXP	-	80	(80)	-	160	(160)	1,000	(1,000)
BAD DEBT EXPENSES	-	-	-	-	-	-	1,500	(1,500)
CONTINGENCIES	-	3,400	(3,400)	-	6,800	(6,800)	41,075	(41,075)
TOTAL OPERATING EXPENSES	98,135	90,460	7,675	218,173	194,920	23,253	1,108,825	(890,652)

**TEMESCAL VALLEY WATER DISTRICT  
REVENUE AND EXPENDITURES/BUDGET  
For Two Month ending August 31, 2019**

	AUGUST			YEAR TO DATE			BUDGET 2019-2020	BUDGET REMAINING
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE		
<b>ADMINISTRATIVE EXPENSES:</b>								
CONTRACT MANAGEMENT	10,365	8,500	1,865	14,560	17,000	(2,440)	102,000	(87,440)
GENERAL ENGINEERING EXP	-	1,250	(1,250)	-	2,500	(2,500)	15,000	(15,000)
EMPLOYEE BENEFITS-INS	729	1,000	(271)	1,457	2,000	(543)	19,700	(18,243)
EMPLOYEE BENEFITS-RETIREMENT	2,406	2,100	306	4,621	4,200	421	24,500	(19,879)
ANNUAL ASSESSMENT EXP	2,836	3,000	(164)	2,836	3,000	(164)	5,000	(2,164)
PLAN CHECK & INSPECTION EXP	-	800	(800)	-	1,600	(1,600)	10,000	(10,000)
WAGES EXPENSE	11,555	12,000	(445)	22,920	24,000	(1,080)	175,000	(152,080)
VACATION EXP	797	800	(3)	1,594	1,600	(6)	12,320	(10,726)
PAYROLL TAX EXPENSES	193	200	(7)	390	400	(10)	2,800	(2,410)
OVERTIME EXP	-	100	(100)	-	200	(200)	1,000	(1,000)
MILEAGE EXP ADMIN	-	40	(40)	-	80	(80)	500	(500)
CONTRACT STAFFING EXP	-	-	-	-	-	-	2,000	(2,000)
LEGAL EXPENSES	-	800	(800)	850	1,600	(750)	10,000	(9,150)
AUDIT EXPENSES	-	-	-	-	-	-	5,700	(5,700)
BOARD COMMITTEE MEETING EXP.	722	1,000	(278)	1,145	2,000	(855)	12,000	(10,855)
ELECTION & PUBLIC HEARING EXP	-	-	-	-	-	-	4,000	(4,000)
COMPUTER SYSTEM ADMIN	1,374	1,500	(126)	3,051	3,000	51	18,000	(14,949)
BANK CHARGES EXP	2,166	2,100	66	5,038	4,200	838	25,000	(19,962)
MISCELLANEOUS & EDUCATION EXP	871	250	621	1,139	500	639	3,000	(1,861)
TELEPHONE, FAX & CELL EXP	2,778	1,000	1,778	4,545	2,000	2,545	12,000	(7,455)
OFFICE SUPPLIES EXP	1,197	1,250	(53)	2,225	2,500	(275)	15,000	(12,775)
PRINTING EXPENSES	-	-	-	622	1,000	(378)	5,000	(4,378)
POSTAGE & DELIVERY EXPENSE	1,069	1,200	(131)	2,082	2,400	(318)	14,000	(11,918)
PUBLICATIONS, NOTICES & DUES	48	60	(12)	368	120	248	750	(382)
EQUIPMENT LEASE EXPENSES	1,914	600	1,314	1,914	1,200	714	7,000	(5,086)
INSURANCE EXPENSES	1,779	2,000	(221)	3,557	4,000	(443)	28,000	(24,443)
COMMUNITY OUTREACH EXP	-	-	-	7,901	8,000	(99)	8,000	(99)
INVESTMENT EXP	400	400	-	833	800	33	4,800	(3,967)
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>43,199</b>	<b>41,950</b>	<b>1,249</b>	<b>83,648</b>	<b>89,900</b>	<b>(6,252)</b>	<b>542,070</b>	<b>(458,422)</b>
<b>TOTAL WASTEWATER EXPENSES</b>	<b>141,334</b>	<b>132,410</b>	<b>8,924</b>	<b>301,821</b>	<b>284,820</b>	<b>17,001</b>	<b>1,650,895</b>	<b>(1,349,074)</b>
<b>NET OPERATING REVENUE/EXPENSE</b>	<b>95,744</b>	<b>115,367</b>	<b>(19,623)</b>	<b>169,839</b>	<b>210,736</b>	<b>(40,897)</b>	<b>1,416,105</b>	<b>(1,246,266)</b>
<b>NON-OPERATING SOURCE OF FUNDS:</b>								
OTHER REVENUE REIMB-MANDATE COSTS	-	-	-	-	-	-	-	-
INTEREST INCOME/UNREALIZED GAIN ON INV	15,036	6,700	8,336	32,496	13,400	19,096	80,000	(47,504)
PROPERTY TAX INCOME	-	-	-	-	-	-	70,000	(70,000)
<b>TOTAL NON-OPER SOURCE OF FUNDS</b>	<b>15,036</b>	<b>6,700</b>	<b>8,336</b>	<b>32,496</b>	<b>13,400</b>	<b>19,096</b>	<b>150,000</b>	<b>(117,504)</b>
<b>TOTAL SEWER REVENUE/EXPENSE</b>	<b>110,780</b>	<b>122,067</b>	<b>(11,287)</b>	<b>202,335</b>	<b>224,136</b>	<b>(21,801)</b>	<b>1,566,105</b>	<b>(1,363,770)</b>
TRANSFER TO CAPITAL FUND-REPLACEMENT				89,213				
TRANSFER TO CAPITAL FUND-IMPROVEMENT				113,122				
CONNECTION FEES				-				
				-				

**TEMESCAL VALLEY WATER DISTRICT  
REVENUE AND EXPENDITURES/BUDGET  
For Two Month ending August 31, 2019**

**WASTE WATER CAPITAL FUND:**

ENDING FUNDS AVAILABLE 2018-2019	<b>12,413,541</b>
TRANSFER FOR CAPITAL FUND REPLACEMENT	<b>89,213</b>
TRANSFER FOR CAPITAL IMPROVEMENTS	<b>113,122</b>
CAPITAL IMPROVEMENT (SEE ATTACHED DETAIL)	<b><u>(51,068)</u></b>
TOTAL FUNDS AVAILABLE	<b><u>12,564,808</u></b>

**TEMESCAL VALLEY WATER DISTRICT  
REVENUE AND EXPENDITURES/BUDGET  
For Two Month ending August 31, 2019**

	AUGUST			YEAR TO DATE			BUDGET	BUDGET
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	2019-2020	REMAINING
<b><u>WATER DEPARTMENT</u></b>								
<b>OPERATING REVENUE:</b>								
WATER SERVICE CHARGE	138,262	138,000	262	274,626	277,000	(2,374)	1,660,000	(1,385,374)
WATER USAGE CHARGES	433,913	430,000	3,913	849,040	845,000	4,040	4,340,000	(3,490,960)
WATER PUMPING CHARGE	17,192	13,750	3,442	33,478	27,500	5,978	165,000	(131,522)
FIRE PROTECTION CHARGES	3,508	3,000	508	6,355	6,000	355	35,000	(28,645)
MISC. UTILITY CHARGES	3,089	3,000	89	6,092	6,000	92	35,000	(28,908)
SERVICE METER INCOME	8,300	8,300	-	14,600	16,600	(2,000)	100,000	(85,400)
CELLULAR SITE LEASE	3,045	3,000	45	6,002	6,000	2	54,000	(47,998)
MWD READINESS TO SERVE CHARGE	9,918	10,000	(82)	19,818	20,000	(182)	150,000	(130,182)
STANDBY CHARGES	-	-	-	-	-	-	41,000	(41,000)
CFD REIMBURSEMENTS	-	-	-	-	-	-	20,000	(20,000)
INSPECTION CHARGES	3,553	3,750	(197)	6,073	7,500	(1,427)	45,000	(38,927)
TOTAL WATER REVENUE	620,780	612,800	7,980	1,216,084	1,211,600	4,484	6,645,000	(5,428,916)
<b>OPERATING EXPENSES:</b>								
WAGES EXPENSE	8,324	10,000	(1,676)	16,648	20,000	(3,352)	132,000	(115,352)
INSPECTION WAGES EXPENSE	2,171	2,300	(129)	4,342	4,600	(258)	29,800	(25,458)
PAYROLL TAXES EXP	178	200	(22)	343	400	(57)	2,600	(2,257)
EMPLOYEE BENEFITS-INS	1,123	1,330	(207)	2,245	2,660	(415)	16,000	(13,755)
EMPLOYEE BENEFITS-RETIREMENT	1,360	1,475	(115)	2,475	2,950	(475)	17,700	(15,225)
OPERATION-MILEAGE EXP	154	65	89	239	130	109	750	(511)
OVERTIME EXPENSE/ ON CALL	2,172	850	1,322	3,528	1,700	1,828	10,000	(6,472)
VACATION EXP	780	650	130	1,560	1,300	260	7,800	(6,240)
CONTRACT STAFFING-METER READS	5,408	5,500	(92)	10,792	11,000	(208)	65,000	(54,208)
SCADA SYSTEM ADMIN/MAINT	-	800	(800)	542	1,600	(1,058)	10,000	(9,458)
LABORATORY TESTING COSTS	-	1,300	(1,300)	1,223	2,600	(1,377)	16,000	(14,777)
COMPLIANCE TESTING (ISDE/CROSS)	-	250	(250)	-	500	(500)	3,000	(3,000)
LEAK DETECTION EXPENSE	-	650	(650)	-	1,300	(1,300)	8,000	(8,000)
EPA WATER TESTING EXP	-	-	-	-	-	-	8,500	(8,500)
EQUIPMENT RENTAL COSTS	-	160	(160)	-	320	(320)	2,000	(2,000)
EQUIPMENT REPAIRS & MAINT.	5,144	6,700	(1,556)	9,158	13,400	(4,242)	80,000	(70,842)
WATER LINE REPAIRS	-	3,400	(3,400)	-	6,800	(6,800)	40,000	(40,000)
ALARM MONITORING COSTS	-	250	(250)	-	500	(500)	3,000	(3,000)
PROPERTY MAINTENANCE	1,615	400	1,215	2,190	800	1,390	5,000	(2,810)
ENGINEERING/ADMIN. STUDIES	-	650	(650)	-	1,300	(1,300)	8,000	(8,000)
ENERGY COSTS	14,033	14,000	33	30,215	28,000	2,215	170,000	(139,785)
CONSUMABLE SUPPLIES & CLEANING	257	170	87	257	340	(83)	2,000	(1,743)
CHEMICALS, LUBRICANTS & FUELS	570	425	145	1,225	850	375	5,000	(3,775)
SMALL EQUIPMENT & TOOLS COST	3,374	80	3,294	3,374	160	3,214	1,000	2,374
PERMITS, FEES & TAXES	374	500	(126)	956	1,000	(44)	34,000	(33,044)
MAP UPDATING/GIS EXP	-	400	(400)	-	800	(800)	5,000	(5,000)
SERVICE METERS & PARTS COSTS	3,726	8,300	(4,574)	10,322	16,600	(6,278)	100,000	(89,678)
WHOLESALE WATER PURCHASES	424,324	420,000	4,324	831,566	830,000	1,566	3,459,600	(2,628,034)
WATER-MWD CAPACITY CHARGE	3,870	4,200	(330)	7,740	8,400	(660)	50,000	(42,260)
WATER-READINESS TO SERVE/REFUSAL CHARGE	8,931	9,600	(669)	17,862	19,200	(1,338)	115,000	(97,138)
WMWD-MGLMR EXP	-	-	-	-	-	-	117,000	(117,000)
BAD DEBT EXPENSES	-	-	-	-	-	-	1,500	(1,500)
CONSERVATION REBATE EXP	-	400	(400)	-	800	(800)	5,000	(5,000)
CONTINGENCIES	-	3,800	(3,800)	-	7,600	(7,600)	45,500	(45,500)
TOTAL OPERATING EXPENSES	487,888	498,805	(10,917)	958,802	987,610	(28,808)	4,575,750	(3,616,948)

**TEMESCAL VALLEY WATER DISTRICT  
REVENUE AND EXPENDITURES/BUDGET  
For Two Month ending August 31, 2019**

	AUGUST			YEAR TO DATE			BUDGET	BUDGET
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	2019-2020	REMAINING
<b>ADMINISTRATIVE EXPENSES:</b>								
CONTRACT MANAGEMENT	9,070	7,500	1,570	12,741	11,500	1,241	89,250	(76,509)
GENERAL ENGINEERING EXP	-	1,600	(1,600)	-	3,200	(3,200)	20,000	(20,000)
PLAN CHECK & INSPECTION EXP	-	800	(800)	-	1,600	(1,600)	10,000	(10,000)
EMPLOYEE BENEFITS-INS	971	1,000	(29)	1,942	2,000	(58)	17,300	(15,358)
EMPLOYEE BENEFITS-RETIREMENT	2,445	2,400	45	4,723	4,800	(77)	21,500	(16,777)
ANNUAL ASSESSMENT EXP	2,836	3,000	(164)	2,836	3,000	(164)	4,000	(1,164)
WAGES EXPENSE	10,399	11,000	(601)	20,342	22,000	(1,658)	153,000	(132,658)
VACATION EXP	996	900	96	1,993	1,800	193	10,800	(8,807)
MILEAGE EXP ADMIN	-	40	(40)	-	80	(80)	500	(500)
OVERTIME EXPENSE	-	80	(80)	-	160	(160)	1,000	(1,000)
PAYROLL TAX EXPENSES	170	200	(30)	342	400	(58)	2,500	(2,158)
CONTRACT STAFFING OFFICE	-	-	-	-	-	-	2,000	(2,000)
LEGAL EXPENSES	-	625	(625)	743	1,250	(507)	7,500	(6,757)
AUDIT EXPENSES	-	-	-	-	-	-	5,500	(5,500)
BOARD COMMITTEE/ MEETING EXP.	632	875	(243)	1,001	1,750	(749)	10,500	(9,499)
COMPUTER SYSTEM EXP	1,202	1,000	202	2,670	2,000	670	12,000	(9,330)
BANK CHARGES EXP	1,896	1,700	196	4,409	3,400	1,009	20,000	(15,591)
MISCELLANEOUS & EDUCATION EXP	333	200	133	333	400	(67)	2,000	(1,667)
TELEPHONE EXP	2,430	800	1,630	3,977	1,600	2,377	10,000	(6,023)
OFFICE SUPPLIES EXP	967	830	137	2,396	1,660	736	10,000	(7,604)
PRINTING EXPENSES	-	-	-	-	-	-	5,000	(5,000)
POSTAGE & DELIVERY EXPENSE	912	1,000	(88)	1,752	2,000	(248)	12,000	(10,248)
PUBLICATIONS, NOTICES & DUES	-	200	(200)	-	400	(400)	2,500	(2,500)
EQUIPMENT LEASE EXPENSES	558	500	58	1,116	1,000	116	6,000	(4,884)
INSURANCE EXPENSES	1,542	2,000	(458)	3,084	4,000	(916)	24,500	(21,416)
INVESTMENT EXPENSE	350	350	-	729	700	29	4,200	(3,471)
ELECTION & PUBLIC HEARING EXP	-	-	-	-	-	-	3,500	(3,500)
COMMUNITY OUT REACH EXP	-	600	(600)	-	1,200	(1,200)	7,000	(7,000)
TOTAL ADMINISTRATIVE EXPENSES	37,709	39,200	(1,491)	67,129	71,900	(4,771)	474,050	(406,921)
<b>TOTAL WATER EXPENSES</b>	<b>525,597</b>	<b>538,005</b>	<b>(12,408)</b>	<b>1,025,931</b>	<b>1,059,510</b>	<b>(33,579)</b>	<b>5,049,800</b>	<b>(4,023,869)</b>
<b>NET OPERATING REVENUE/EXPENSE</b>	<b>95,183</b>	<b>74,795</b>	<b>20,388</b>	<b>190,153</b>	<b>152,090</b>	<b>38,063</b>	<b>1,595,200</b>	<b>(1,405,047)</b>
<b>NON-OPERATING SOURCE OF FUNDS:</b>								
OTHER REVENUE REIMB-MANDATE COSTS			-			-		-
INTEREST INCOME/UNREALIZED GAIN ON INV	18,993	8,500	10,493	41,049	17,000	24,049	100,000	(58,951)
PROPERTY TAX INCOME	-	-	-	-	-	-	40,000	(40,000)
TOTAL NON-OP SOURCE OF FUNDS	18,993	8,500	10,493	41,049	17,000	24,049	140,000	(98,951)
<b>TOTAL REVENUE/EXPENSE</b>	<b>114,176</b>	<b>83,295</b>	<b>30,881</b>	<b>231,202</b>	<b>169,090</b>	<b>62,112</b>	<b>1,735,200</b>	<b>(1,503,998)</b>
TRANSFER TO CAPITAL FUND-REPLACEMENT				94,899				
TRANSFER TO CAPITAL FUND-IMPROVEMENT				136,303				
CONNECTION FEES				-				
CAPACITY USAGE INCOME				156,658				
LONG TERM DEBT REDUCTION				156,658				
				-				

**TEMESCAL VALLEY WATER DISTRICT  
REVENUE AND EXPENDITURES/BUDGET  
For Two Month ending August 31, 2019**

**WATER CAPITAL FUND:**

ENDING FUNDS AVAILABLE 2018-2019	<b>13,057,975</b>
TRANSFER FOR CAPITAL FUND REPLACEMENT	<b>94,899</b>
TRANSFER FOR CAPITAL IMPROVEMENTS	<b>136,303</b>
CAPITAL IMPROVEMENT (SEE ATTACHED DETAIL)	<b><u>(186,126)</u></b>
TOTAL FUNDS AVAILABLE	<b><u>13,103,051</u></b>



**TEMESCAL VALLEY WATER DISTRICT  
REVENUE AND EXPENDITURES/BUDGET  
For Two Month ending August 31, 2019**

	AUGUST			YEAR TO DATE			BUDGET 2019-2020	BUDGET REMAINING
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE		
<b>ID#1 DEPARTMENT</b>								
OPERATING REVENUE:								
ANNUAL SEWER SERVICE CHARGE	13,725	13,725	-	27,450	27,450	-	164,700	(137,250)
TOTAL ID #1 REVENUE	13,725	13,725	-	27,450	27,450	-	164,700	(137,250)
OPERATING EXPENSES:								
MONTHLY TREATMENT PLANT COSTS	10,766	10,766	-	21,532	21,532	-	133,078	(111,546)
TOTAL OPERATING COSTS	10,766	10,766	-	21,532	21,532	-	133,078	(111,546)
ADMINISTRATIVE EXPENSES:								
ANNUAL ASSESSMENT PROCESSING	-	-	-	-	-	-	3,000	(3,000)
TOTAL ADMINISTRATIVE EXPENSES	-	-	-	-	-	-	3,000	(3,000)
TOTAL ID#1 EXPENSES	10,766	10,766	-	21,532		21,532	136,078	(114,546)
<b>NET OPERATING REVENUE/EXPENSE</b>	<b>2,959</b>	<b>2,959</b>	<b>-</b>	<b>5,918</b>	<b>27,450</b>	<b>(21,532)</b>	<b>28,622</b>	<b>(22,704)</b>
NON-OPERATING SOURCE OF FUNDS:								
INTEREST INCOME/UNREALIZED GAIN ON INV	310	175	135	620	350	270	2,100	(1,480)
TOTAL NON-OPER SOURCE OF FUNDS	310	175	135	620	350	270	2,100	(1,480)
<b>TOTAL REVENUE/EXPENSE</b>	<b>3,269</b>	<b>3,134</b>	<b>135</b>	<b>6,538</b>	<b>27,800</b>	<b>(21,262)</b>	<b>30,722</b>	<b>(24,184)</b>
TRANSFER TO CAPITAL FUND-REPLACEMENT				3,980				
TRANSFER TO CAPITAL FUND-IMPROVEMENT				2,558				
				-				
<b>ID #1 FUND BALANCE:</b>								
ENDING FUNDS AVAILABLE 2018-2019	528,559							
TRANSFER TO CAPITAL FUND-REPLACEMENT	3,980							
TRANSFER FOR CAPITAL IMPROVEMENTS	2,558							
CAPITAL IMPROVEMENT (SEE ATTACHED DETAIL)	-							
TOTAL FUNDS AVAILABLE	535,097							

**TEMESCAL VALLEY WATER DISTRICT  
REVENUE AND EXPENDITURES/BUDGET  
For Two Month ending August 31, 2019**

	AUGUST			YEAR TO DATE			BUDGET 2019-2020	BUDGET REMAINING
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE		
<b><i>ID#2 DEPARTMENT</i></b>								
<b>OPERATING REVENUE:</b>								
ANNUAL SEWER SERVICE CHARGE	15,525	15,525	-	31,050	31,050	-	191,820	(160,770)
TOTAL ID #2 REVENUE	15,525	15,525	-	31,050	31,050	-	191,820	(160,770)
<b>OPERATING EXPENSES:</b>								
MONTHLY TREATMENT PLANT COSTS	12,179	12,179	-	24,358	24,358	-	150,530	(126,172)
TOTAL OPERATING COSTS	12,179	12,179	-	24,358	24,358	-	150,530	(126,172)
<b>ADMINISTRATIVE EXPENSES:</b>								
GENERAL ENGINEERING EXP	-	-	-	-	-	-	2,500	(2,500)
ANNUAL ASSESSMENT PROCESSING	-	-	-	-	-	-	3,000	(3,000)
TOTAL ADMINISTRATIVE EXPENSES	-	-	-	-	-	-	5,500	(5,500)
TOTAL ID#2 EXPENSES	12,179	12,179	-	24,358	24,358	-	156,030	(131,672)
<b>NET OPERATING REVENUE/EXPENSE</b>	<b>3,346</b>	<b>3,346</b>	<b>-</b>	<b>6,692</b>	<b>6,692</b>	<b>-</b>	<b>35,790</b>	<b>(29,098)</b>
<b>NON-OPERATING SOURCE OF FUNDS:</b>								
INTEREST INCOME/UNREALIZED GAIN ON INV	620	350	270	1,240	700	540	4,150	(2,910)
TOTAL NON-OPER SOURCE OF FUNDS	620	350	270	1,240	700	540	4,150	(2,910)
<b>TOTAL REVENUE/EXPENSE</b>	<b>3,966</b>	<b>3,696</b>	<b>270</b>	<b>7,932</b>	<b>7,392</b>	<b>540</b>	<b>39,940</b>	<b>(32,008)</b>
TRANSFER TO CAPITAL FUND-REPLACEMENT				7,932				
TRANSFER TO CAPITAL FUND-IMPROVEMENT				-				
				-				
<b><i>ID #2 FUND BALANCE:</i></b>								
ENDING FUNDS AVAILABLE 2018-2019	222,772							
TRANSFER TO CAPITAL FUND-REPLACEMENT	7,932							
TRANSFER FOR CAPITAL IMPROVEMENTS	-							
CAPITAL IMPROVEMENT-PLANT REMOVAL	-							
TOTAL FUNDS AVAILABLE	230,704							

**TEMESCAL VALLEY WATER DISTRICT  
REVENUE AND EXPENDITURES/BUDGET  
For Two Month ending August 31, 2019**

	AUGUST			YEAR TO DATE			BUDGET 2019-2020	BUDGET REMAINING
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE		
<b><i>NON-POTABLE WATER DEPARTMENT</i></b>								
<b>OPERATING REVENUE:</b>								
RECYCLED/NON-POTABLE WATER SALES	<b>188,358</b>	180,000	8,358	<b>358,659</b>	350,000	8,659	<b>1,700,000</b>	<b>(1,341,341)</b>
RECYCLED/ NON-POT WATER FIXED CHARGE	<b>21,112</b>	16,700	4,412	<b>42,123</b>	33,400	8,723	<b>200,000</b>	<b>(157,877)</b>
RECYCLED/NON-POTABLE PUMPING CHARGE	<b>6,343</b>	4,000	2,343	<b>12,646</b>	8,000	4,646	<b>40,000</b>	<b>(27,354)</b>
MISC INCOME	<b>1,100</b>	1,000	100	<b>4,100</b>	2,000	2,100	<b>12,000</b>	<b>(7,900)</b>
INSPECTION REVENUE	<b>2,539</b>	2,400	139	<b>4,338</b>	4,800	(462)	<b>29,000</b>	<b>(24,662)</b>
<b>TOTAL NON-POTABLE REVENUE</b>	<b>219,452</b>	204,100	15,352	<b>421,866</b>	398,200	23,666	<b>1,981,000</b>	<b>(1,559,134)</b>
<b>OPERATING EXPENSES:</b>								
RECYCLED/NON-POTABLE LABOR EXP	<b>5,944</b>	7,000	(1,056)	<b>11,889</b>	14,000	(2,111)	<b>94,200</b>	<b>(82,311)</b>
INSPECTION WAGES EXPENSE	<b>1,549</b>	1,775	(226)	<b>3,099</b>	3,550	(451)	<b>21,300</b>	<b>(18,201)</b>
PAYROLL TAXES EXP	<b>128</b>	146	(18)	<b>245</b>	292	(47)	<b>1,900</b>	<b>(1,655)</b>
EMPLOYEE BENEFITS-INS	<b>802</b>	950	(148)	<b>1,604</b>	1,900	(296)	<b>11,400</b>	<b>(9,796)</b>
EMPLOYEE BENEFITS-RETIREMENT	<b>968</b>	1,050	(82)	<b>1,761</b>	2,100	(339)	<b>12,600</b>	<b>(10,839)</b>
MILEAGE EXP	<b>111</b>	20	91	<b>170</b>	40	130	<b>200</b>	<b>(30)</b>
OVERTIME EXP	<b>1,552</b>	520	1,032	<b>2,520</b>	1,040	1,480	<b>6,200</b>	<b>(3,680)</b>
VACATION EXP	<b>156</b>	460	(304)	<b>312</b>	920	(608)	<b>5,600</b>	<b>(5,288)</b>
SCADA SYS EXP	-	1,250	(1,250)	<b>387</b>	2,500	(2,113)	<b>15,000</b>	<b>(14,613)</b>
LABORATORY TESTING COSTS	-	250	(250)	-	500	(500)	<b>3,000</b>	<b>(3,000)</b>
EQUIPMENT REPAIRS & MAINT.	<b>5,131</b>	8,000	(2,869)	<b>6,181</b>	16,000	(9,819)	<b>100,000</b>	<b>(93,819)</b>
NONPOTABLE WATER LINE REPAIR	-	8,000	(8,000)	-	16,000	(16,000)	<b>100,000</b>	<b>(100,000)</b>
SECURITY AND ALARM EXP	-	150	(150)	-	300	(300)	<b>1,900</b>	<b>(1,900)</b>
PROPERTY MAINTENANCE	<b>590</b>	400	190	<b>590</b>	800	(210)	<b>5,000</b>	<b>(4,410)</b>
ENERGY COSTS	<b>28,309</b>	21,000	7,309	<b>54,348</b>	42,000	12,348	<b>250,000</b>	<b>(195,652)</b>
CONSUMABLE SUPPLIES EXP	<b>184</b>	80	104	<b>184</b>	160	24	<b>1,000</b>	<b>(816)</b>
CHEMICALS, LUBRICANTS & FUELS	<b>407</b>	300	107	<b>875</b>	600	275	<b>3,500</b>	<b>(2,625)</b>
PERMITS AND FEES EXP	<b>267</b>	500	(233)	<b>683</b>	1,000	(317)	<b>6,000</b>	<b>(5,317)</b>
SERVICE METERS AND PARTS COSTS	-	600	(600)	-	1,200	(1,200)	<b>7,000</b>	<b>(7,000)</b>
RECYCLED SIGN/TOOLS EXP	<b>1,755</b>	300	1,455	<b>1,755</b>	600	1,155	<b>4,000</b>	<b>(2,245)</b>
MISC OPERATING EXP	-	40	(40)	-	80	(80)	<b>500</b>	<b>(500)</b>
BAD DEBT	-	-	-	-	-	-	<b>1,600</b>	<b>(1,600)</b>
CONTINGENCIES	-	2,250	(2,250)	-	4,500	(4,500)	<b>27,000</b>	<b>(27,000)</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>47,853</b>	55,041	(7,188)	<b>86,603</b>	110,082	(23,479)	<b>678,900</b>	<b>(592,297)</b>

**TEMESCAL VALLEY WATER DISTRICT  
REVENUE AND EXPENDITURES/BUDGET  
For Two Month ending August 31, 2019**

	AUGUST			YEAR TO DATE			BUDGET	BUDGET
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	2019-2020	REMAINING
<b>ADMINISTRATIVE EXPENSES:</b>								
CONTRACT MANAGEMENT	6,478	5,300	1,178	9,100	10,600	(1,500)	63,750	(54,650)
GENERAL ENGINEERING/ PLAN CHECK EXP	-	800	(800)	-	1,600	(1,600)	10,000	(10,000)
INSPECTION / PLAN CHECK EXP	-	500	(500)	-	1,000	(1,000)	6,000	(6,000)
EMPLOYEE BENEFITS-INS	693	1,025	(332)	1,387	2,050	(663)	12,300	(10,913)
EMPLOYEE BENEFITS-RETIREMENT	1,746	1,275	471	3,373	2,550	823	15,300	(11,927)
WAGES EXPENSE	6,934	8,400	(1,466)	14,036	16,800	(2,764)	109,000	(94,964)
VACATION EXP	199	200	(1)	399	400	(1)	7,700	(7,301)
MILEAGE EXP	-	20	(20)	-	40	(40)	200	(200)
OVERTIME EXP	-	40	(40)	-	80	(80)	500	(500)
PAYROLL TAX EXPENSE	121	150	(29)	244	300	(56)	1,800	(1,556)
CONTRACT STAFFING EXP	-	-	-	-	-	-	2,000	(2,000)
LEGAL EXPENSE	-	400	(400)	531	800	(269)	5,000	(4,469)
AUDIT EXP	-	-	-	-	-	-	4,500	(4,500)
BOARD FEES EXP	452	625	(173)	716	1,250	(534)	7,500	(6,784)
ELECTION EXP	-	200	(200)	-	400	(400)	2,500	(2,500)
COMPUTER SYSTEMS EXP	858	850	8	1,907	1,700	207	10,000	(8,093)
BANK CHARGES	1,354	1,250	104	3,149	2,500	649	15,000	(11,851)
MISC & EDUCATION EXP	238	80	158	238	160	78	1,000	(762)
TELEPHONE EXP	1,736	580	1,156	2,841	1,160	1,681	7,000	(4,159)
OFFICE SUPPLIES	692	425	267	1,264	850	414	5,000	(3,736)
PRINTING EXP	-	-	-	-	-	-	3,000	(3,000)
POSTAGE EXP	652	800	(148)	1,252	1,600	(348)	10,000	(8,748)
PUBLICATION EXP	-	170	(170)	-	340	(340)	2,000	(2,000)
EQUIPMENT LEASE EXP	398	375	23	796	750	46	4,500	(3,704)
INSURANCE EXPENSE	1,101	1,400	(299)	2,201	2,800	(599)	17,500	(15,299)
ANNUAL ASSESSMENT EXP	-	-	-	-	-	-	3,000	(3,000)
INVESTMENT EXPENSE	250	250	-	522	500	22	3,000	(2,478)
COMMUNITY OUTREACH EXP	-	400	(400)	-	800	(800)	4,800	(4,800)
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>23,902</b>	<b>25,515</b>	<b>(1,613)</b>	<b>43,956</b>	<b>51,030</b>	<b>(7,074)</b>	<b>333,850</b>	<b>(289,894)</b>
<b>TOTAL NON-POTABLE OPERATING EXPENSES</b>	<b>71,755</b>	<b>80,556</b>	<b>(8,801)</b>	<b>130,559</b>	<b>161,112</b>	<b>(30,553)</b>	<b>1,012,750</b>	<b>(882,191)</b>
<b>NET OPERATING REVENUE/EXPENSE</b>	<b>147,697</b>	<b>123,544</b>	<b>24,153</b>	<b>291,307</b>	<b>237,088</b>	<b>54,219</b>	<b>968,250</b>	<b>(676,943)</b>
<b>NON-OPERATING SOURCE OF FUNDS:</b>								
INTEREST INCOME/UNREALIZED GAIN ON INV	4,350	1,900	2,450	9,406	3,800	5,606	23,000	(13,594)
<b>TOTAL NON-OP SOURCE OF FUNDS</b>	<b>4,350</b>	<b>1,900</b>	<b>2,450</b>	<b>9,406</b>	<b>3,800</b>	<b>5,606</b>	<b>23,000</b>	<b>(13,594)</b>
<b>TOTAL REVENUE/EXPENSE</b>	<b>152,047</b>	<b>125,444</b>	<b>26,603</b>	<b>300,713</b>	<b>240,888</b>	<b>59,825</b>	<b>991,250</b>	<b>(690,537)</b>
TRANSFER TO CAPITAL FUND-REPLACEMENT				56,426				
TRANSFER TO CAPITAL FUND-IMPROVEMENT				244,287				
CONNECTION FEES				-				
<b>NON-POTABLE FUND BALANCE:</b>								
ENDING FUNDS AVAILABLE 2018-2019	3,424,313							
TRANSFER FOR CAPITAL FUND REPLACEMENT	56,426							
TRANSFER FOR CAPITAL IMPROVEMENTS	244,287							
CAPITAL IMPROVEMENT (SEE ATTACHED DETAIL)	(213,900)							
<b>TOTAL FUNDS AVAILABLE</b>	<b>3,511,126</b>							

Temescal Valley Water District  
Capital Projects  
Yearly Miscellaneous and Multi - Year

In Process

Not Started

Capital Projects FY 2019/2020 Maintenance/ General Projects	Total Cost	Source of Funding			Previous YR	AS OF AUG 2019 EXPENDITURES			Total YTD	Variance
		Sewer Fund	Water Fund	Recycled Fund		Sewer Fund	Water Fund	Recycled Fund		
Computer and Software Upgrades	\$ 25,000	\$ 10,000	\$ 8,750	\$ 6,250		\$ 552	\$ 483	\$ 344	\$ 1,379	\$ 23,621
General Building Improvements	\$ 80,000	\$ 32,000	\$ 28,000	\$ 20,000	\$ -	\$ 8,292	\$ -	\$ -	\$ 8,292	\$ 71,708
Convert to Recycled	\$ 135,000	\$ -	\$ 75,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000
Park Canyon RW Design and Easements	\$ 90,000	\$ -	\$ -	\$ 90,000	\$ 17,074	\$ -	\$ -	\$ -	\$ -	\$ 72,926
Water System Master Plan	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 15,595	\$ -	\$ -	\$ -	\$ -	\$ 4,405
Sewer System Master Plan	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 12,670	\$ -	\$ -	\$ -	\$ -	\$ 87,330
Non-Potable Recycled Water Master Plan	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ 29,985	\$ -	\$ -	\$ -	\$ -	\$ 15
Urban Water Management Plan 2020	\$ 100,000			\$ 100,000		\$ -	\$ -	\$ -	\$ -	\$ 100,000
WRF Compliance Instrumentation Replacement	\$ 40,000	\$ 25,000	\$ -	\$ 15,000		\$ 22,241	\$ -	\$ -	\$ 22,241	\$ 17,759
Well Cleaning and Rehab	\$ 125,000	\$ -	\$ 50,000	\$ 75,000	\$ 106,030	\$ -	\$ -	\$ 2,269	\$ 2,269	\$ 16,701
Trillogy Reservoir Rehab Interior/Exterior	\$ 524,400	\$ -	\$ 524,400	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 524,400
Backhoe	\$ 90,000	\$ 30,000	\$ 30,000	\$ 30,000		\$ -	\$ -	\$ -	\$ -	\$ 90,000
New Energy Saving Plant Lighting	\$ 52,000	\$ 52,000	\$ -	\$ -	\$ 42,185	\$ -	\$ -	\$ -	\$ -	\$ 9,815
Air Actuator valves	\$ 42,000	\$ 42,000	\$ -	\$ -	\$ 21,984	\$ -	\$ -	\$ -	\$ -	\$ 20,016
Potable Water Looping	\$ 480,000	\$ -	\$ 480,000			\$ -	\$ -	\$ -	\$ -	\$ 480,000
Recycled and Non-potable Pipeline extentions	\$ 775,000	\$ -	\$ -	\$ 775,000	\$ -	\$ -	\$ -	\$ 26,510	\$ 26,510	\$ 748,490
Upgrade STP PLCs	\$ 250,000	\$ 100,000	\$ 87,500	\$ 62,500	\$ 229,729	\$ -	\$ -	\$ -	\$ -	\$ 20,271
WRF 225,000 GPD Upgrade (SBR Controls)	\$ 1,230,000	\$ 1,230,000	\$ -	\$ -	\$ 283,140	\$ -	\$ -	\$ -	\$ -	\$ 946,860
WRF 225,000 GPD Expansion (District Share)	\$ 3,520,000	\$ 3,520,000	\$ -	\$ -	\$ 82,334	\$ 19,117	\$ -	\$ -	\$ 19,117	\$ 3,418,549
GIS Mapping - Water Sewer RW pipelines and facilities	\$ 171,700	\$ 66,000	\$ 66,000	\$ 39,700	\$ 136,086	\$ 866	\$ 866	\$ -	\$ 1,732	\$ 33,882
Well Replacement	\$ 300,000	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Groundwater Study and Development (inc GSA)	\$ 503,000	\$ -	\$ 135,000	\$ 368,000	\$ 131,140	\$ -	\$ 184,777	\$ 184,777	\$ 369,554	\$ 2,306
Alternate Tertiary Percolation Area	\$ 320,000	\$ 300,000	\$ -	\$ 20,000	\$ 190,682	\$ -	\$ -	\$ -	\$ -	\$ 129,318
Dawson Canyon Potable Reservoir Design	\$ 196,756	\$ -	\$ 196,756	\$ -	\$ 131,540	\$ -	\$ -	\$ -	\$ -	\$ 65,216
Dawson Canyon 5 MG Potable Reservoir Construction	\$ 5,770,000		\$ 5,770,000							\$ 5,770,000
COR Temescal Cyn Rd widening - pipeline relocation.	\$ 500,000	\$ -	\$ 250,000	\$ 250,000	\$ 388,316	\$ -	\$ -	\$ -		\$ 111,684
<b>TOTAL</b>	<b>\$ 15,469,856</b>	<b>\$ 5,507,000</b>	<b>\$ 7,721,406</b>	<b>\$ 2,241,450</b>	<b>\$ 1,818,490</b>	<b>\$ 51,068</b>	<b>\$ 186,126</b>	<b>\$ 213,900</b>	<b>\$ 451,094</b>	<b>\$ 13,200,272</b>

**TEMESCAL VALLEY WATER DISTRICT**  
**Community Facilities District No. 1**  
**Financing Authority**  
**(Sycamore Creek)**  
**8/31/2019**

Special Tax Fund (Acct #105636-009)  
Account Balance at Wilmington Trust \$ 2,052.04

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BONDS PR ACCT (Acct # 105636-010)  
Account Balance at Wilmington Trust 1,894,126.46

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Administrative Expense Fund(Acct #105636-011)  
Account Balance at Wilmington Trust 8.23

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Surplus Fund (Acct #105636-012)  
Account Balance at Wilmington Trust 1,466,616.69

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**TEMESCAL VALLEY WATER DISTRICT**  
**Community Facilities District No. 2**  
**Financing Authority**  
**(Montecito Ranch)**  
**8/31/2019**

<u>Special Tax Fund (Acct #105636-014)</u> Account Balance at Wilmington Trust	\$ 288.86
<hr/>	
<u>BONDS PR ACCT (Acct # 105636-015)</u> Account Balance at Wilmington Trust	299,297.42
<hr/>	
<u>Administrative Expense Fund(Acct #105636-016)</u> Account Balance at Wilmington Trust	4.72
<hr/>	
<u>Surplus Fund (Acct #105636-017)</u> Account Balance at Wilmington Trust	343,599.97
<hr/>	
Prepayment Fund (Acct #105636-026) Account Balance at Wilmington Trust	-
<hr/>	
<b>TOTAL</b>	<b>\$ 643,190.97</b>

**TEMESCAL VALLEY WATER DISTRICT**  
**Community Facilities District No. 3**  
**Financing Authority**  
**(The Retreat)**  
**8/31/2019**

<u>Special Tax Fund (Acct #105636-019)</u> Account Balance at Wilmington Trust	\$ 1,509.83
<hr/>	
<u>BONDS PR ACCT (Acct # 105636-020)</u> Account Balance at Wilmington Trust	1,453,276.27
<hr/>	
<u>Administrative Expense Fund(Acct #105636-021)</u> Account Balance at Wilmington Trust	8.23
<hr/>	
<u>Surplus Fund (Acct #105636-022)</u> Account Balance at Wilmington Trust	896,783.66
<hr/>	
Prepayment Fund (Acct #105636-027) Account Balance at Wilmington Trust	44,043.16
<hr/>	
<b>TOTAL</b>	<b>\$ 2,395,621.15</b>



**TEMESCAL VALLEY WATER DISTRICT  
Community Facilities District  
Financing Authority**

**8/31/2019**

Senior Lien Bonds - Revenue Fund (Acct #105636-000)	\$	-
- Lien Interest A/C ( Acct #105636-001)		<b>12,376.70</b>
- Lien Principal A/C (Acct #105636-002)		-
- Financing Authority Surplus A/C (Acct #105636-003)		-
- Reserve Fund CFD #1 (Acct #105636-004)		<b>619,797.37</b>
- Reserve Fund CFD #2 (Acct #105636-005)		<b>276,400.16</b>
- Reserve Fund CFD #3 (Acct #105636-006)		<b>1,497,340.71</b>
Junior Lien Bonds - Revenue Fund (Acct #105639-000)	\$	<b>0.01</b>
- Lien Interest A/C ( Acct #105639-001)		<b>10,599.90</b>
- Lien Principal A/C (Acct #105639-002)		-
- Financing Authority Surplus A/C (Acct #105639-003)		-
- Reserve Fund CFD #1 (Acct #105639-004)		<b>619,905.86</b>
- Reserve Fund CFD #2 (Acct #105639-005)		<b>100,295.79</b>
- Reserve Fund CFD #3 (Acct #105639-006)		<b>541,516.39</b>
<b>TOTAL</b>	<b>\$</b>	<b>3,678,232.89</b>

**TEMESCAL VALLEY WATER DISTRICT**  
**Community Facilities District No. 4**  
**Financing Authority**  
**(Terramor)**  
**8/31/2019**

Special Tax Fund (Acct #133306-001)  
Account Balance at Wilmington Trust \$ 20,422.54

---

Interest Acct (Acct #133306-002)  
Account Balance at Wilmington Trust 473,406.73

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BONDS PR ACCT (Acct #133306-003)  
Account Balance at Wilmington Trust -

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Administrative Expense Fund(Acct #133306-004)  
Account Balance at Wilmington Trust 45,643.19

---

Reserve fund Fund (Acct #133306-005)  
Account Balance at Wilmington Trust 1,416,724.63

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Surplus Fund (Acct #133306-006)  
Account Balance at Wilmington Trust -

---

Redemption fund (Acct #133306-007)  
Account Balance at Wilmington Trust -

---

Construction fund (Acct #133306-008)  
Account Balance at Wilmington Trust 9,908,126.11

---

Cost of Issuance (Acct #133306-009)  
Account Balance at Wilmington Trust 2.41

---

**TOTAL \$ 11,864,325.61**



# CALIFORNIA STATE TREASURER FIONA MA, CPA



## PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
08/19/19	2.35	2.37	181
08/20/19	2.34	2.37	179
08/21/19	2.34	2.37	179
08/22/19	2.33	2.37	179
08/23/19	2.33	2.37	178
08/24/19	2.33	2.37	178
08/25/19	2.33	2.36	178
08/26/19	2.33	2.36	175
08/27/19	2.33	2.36	176
08/28/19	2.33	2.36	175
08/29/19	2.32	2.36	175
08/30/19	2.32	2.36	180
08/31/19	2.32	2.36	180
09/01/19	2.32	2.36	180
09/02/19	2.32	2.36	180
09/03/19	2.31	2.36	179
09/04/19	2.31	2.36	178
09/05/19	2.31	2.36	178
09/06/19	2.30	2.36	179
09/07/19	2.30	2.36	179
09/08/19	2.30	2.36	179
09/09/19	2.31	2.35	177
09/10/19	2.30	2.35	176
09/11/19	2.30	2.35	176
09/12/19	2.29	2.35	179
09/13/19	2.29	2.35	179
09/14/19	2.29	2.35	179
09/15/19	2.29	2.35	179
09/16/19	2.28	2.35	182
09/17/19	2.27	2.35	188
09/18/19	2.27	2.35	187

\*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

## LAIF Performance Report

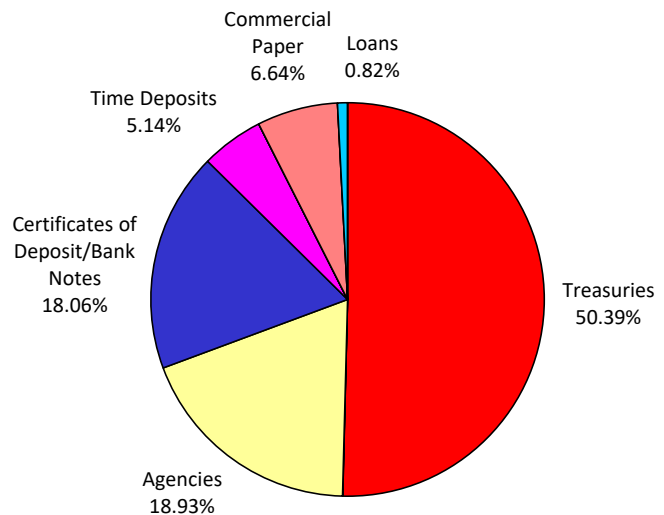
### Quarter Ending 06/30/19

Apportionment Rate: 2.57  
 Earnings Ratio: .00007028813234525  
 Fair Value Factor: 1.001711790  
 Daily: 2.39%  
 Quarter to Date: 2.44%  
 Average Life: 173

### PMIA Average Monthly Effective Yields

**Aug 2019 2.341**  
 July 2019 2.379  
 June 2019 2.428

## Pooled Money Investment Account Portfolio Composition 08/31/19 \$94.8 billion



Percentages may not total 100% due to rounding

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1)

Based on data available as of 09/18/2019

# Active Lien Board Update

**Balance as of 8/27/19:** \$12,143.35

**Payments received:** \$361.87

**New liens recorded:** \$0.00

## **ACTIVE**

Active liens value \$486.50

Number of active liens 4

## **WRITTEN OFF**

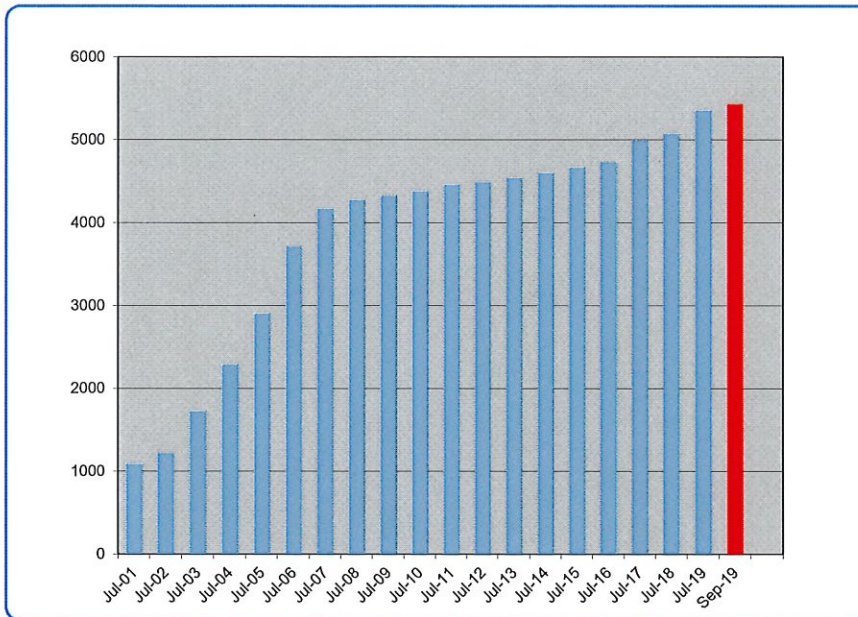
Written off liens value \$11,294.98

Number of written off liens 53

**Released liens 6/13/07 - 9/24/19:** \$176,789.76

**TEMESCAL VALLEY WATER DISTRICT  
CUSTOMER COUNT PER YEAR (RESIDENTIAL)**  
(Excludes SID#1 and SID#2 sewer customers)

DATE	Jul-01	Jul-02	Jul-03	Jul-04	Jul-05	Jul-06	Jul-07	Jul-08	Jul-09	Jul-10	Jul-11	Jul-12	Jul-13	Jul-14	Jul-15	Jul-16	Jul-17	Jul-18	Jul-19	Sep-19
CUSTOMERS	1090	1223	1729	2295	2910	3718	4173	4279	4332	4386	4463	4492	4547	4605	4670	4736	5000	5076	5358	5431



RESIDENTIAL	Total Homes	Completed Homes	
Wildrose Ranch	1043	1043	100%
Trilogy at Glen Ivy	1317	1317	100%
Painted Hills	204	204	100%
Canyon Oaks	26	26	100%
Montecito Ranch	306	306	100%
Sycamore Creek	1735	1674	96%
The Retreat	525	525	100%
Terramor	1443	321	22% 15 MODELS
Harmony Grove	50	15	30%
	<u>6649</u>	<u>5431</u>	<u>82%</u>

## TOTAL CUSTOMER COUNT REPORT

**July 31, 2019**

FOR THE MONTH OF JUNE 2019

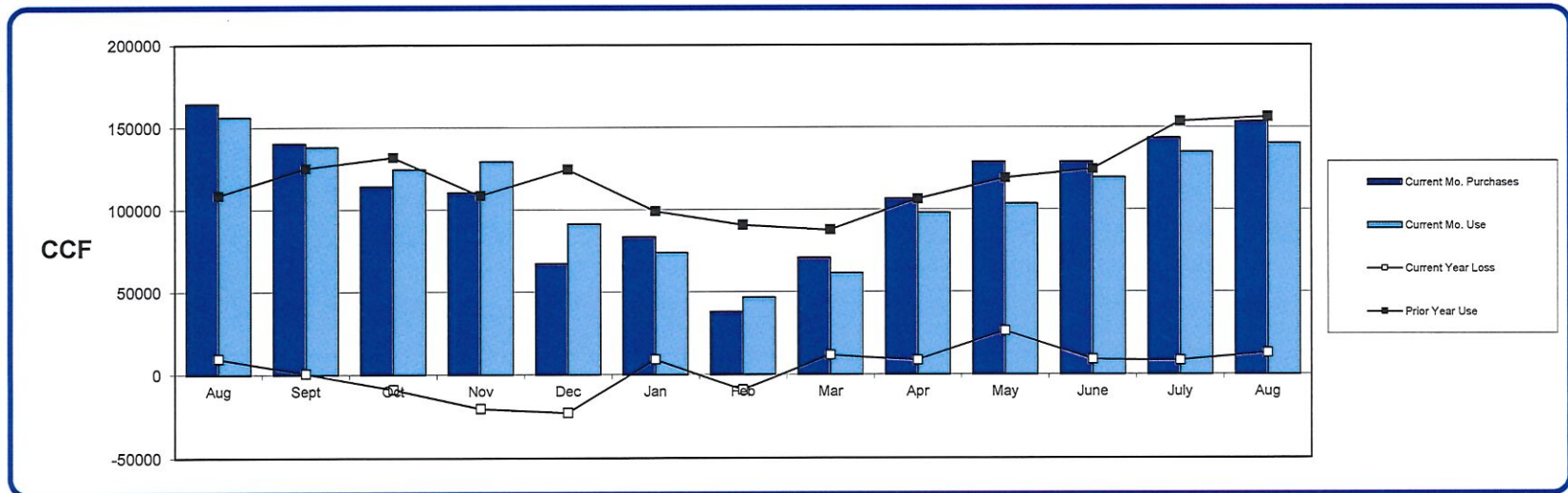
	Water & Sewer	Water Only	Sewer Only	Count
New homes added 21 Accts closed/transf 62 Empty Homes 11			Butterfield (305) Calif. Meadows (345)	
Residential	5473	2	650	6125
Commercial	90	0	2	92
Commercial-fireheld inactive	41			41
Public Govt	4	1	0	5
Irrigation-Industrial	0	67	0	67
Non-Potable Water other	0	148	0	148
Construction-Bulk Sales	0	25	0	25
Total Active Customers				

## DELINQUENT REPORT

Meters Read - Customers Billed	<b>5810</b>	
Received Delinquent Notice on current bill	407	7.01%
Turned Off for lack of payment	12	0.21%
Customers turned back on, amount paid	12	0.21%

## WATER USAGE REPORT FOR THIRTEEN MONTHS

	Aug	Sept	664	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	TOTAL
Beg Water Levels	11347	10107	11630	10154	11560	10429	11083	11571	9302	9628	9628	9628	9628	
Ending Water Levels	10107	11630	2208	11560	10429	11083	11571	9302	9628	8895	9746	10279	10771	
Cur Yearly Purchases	164495	140518	114288	110566	67220	83505	37941	70688	106748	129147	129147	143604	153486	1451353
Cur Yr Monthly Use	156286	138302	2422	129569	91254	73902	46657	61401	98045	103672	119497	134958	140366	1296331
Prior Yr Monthly Use	<b>108702</b>	<b>125247</b>	<b>132059</b>	<b>108702</b>	<b>124709</b>	<b>99305</b>	<b>90737</b>	<b>87771</b>	<b>106589</b>	<b>119302</b>	<b>124735</b>	<b>153700</b>	<b>156286</b>	1537844

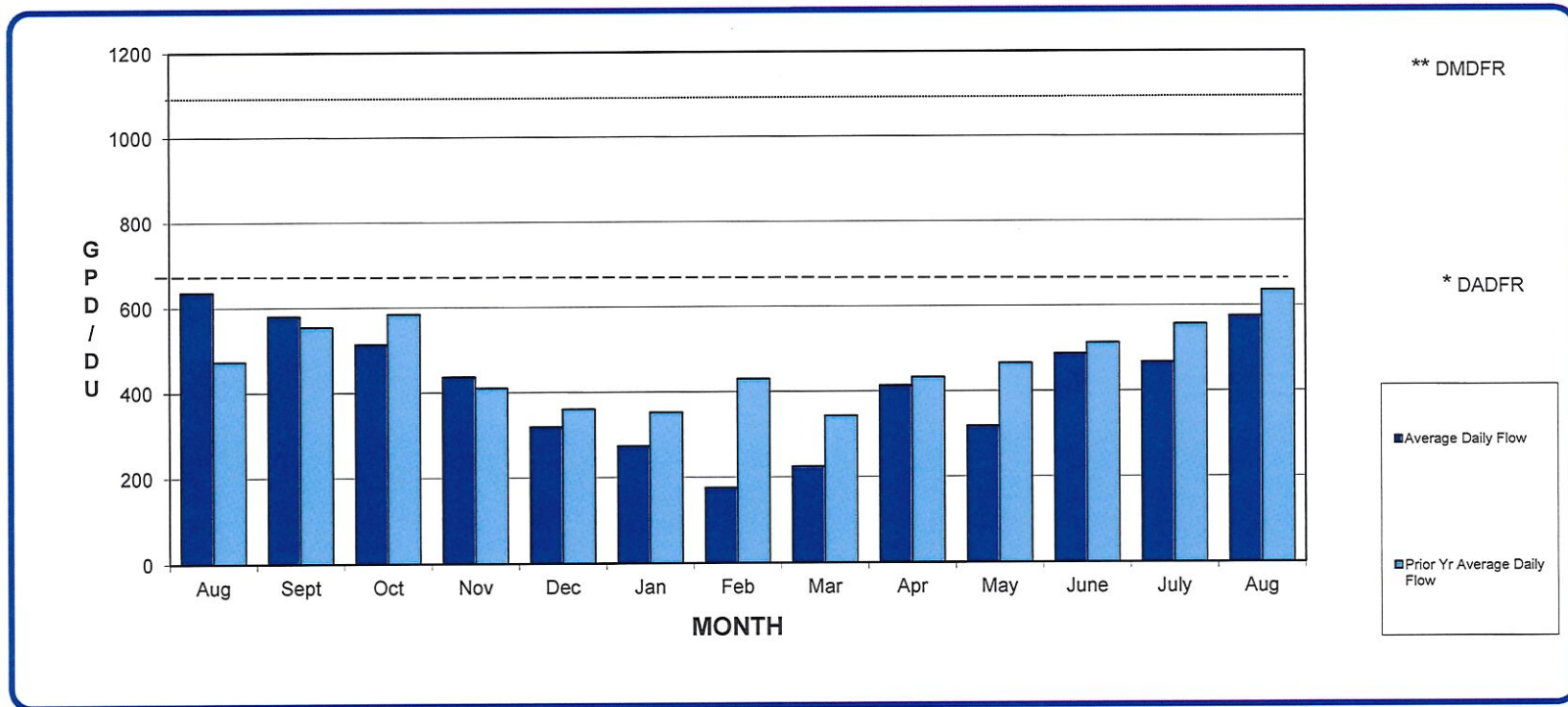


KEY
2016-2017
2017-2018
2018-2019

SUMMARY	CCF	
Beginning Water in System	11347 CCF	
Water Purchased in last 13 months	1451353 CCF	
Water Used in last 13 months	1296331 CCF	
Water Remaining in System	10771 CCF	
(Loss)/Gain over last 13 months	(155598) CCF	<b>-10.72%</b>

## RESIDENTIAL WATER USAGE AVERAGE DAILY FLOW (GALLONS per DAY per RESIDENTIAL DWELLING UNIT CONNECTED)

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	YEARLY AVERAGE
Average Daily Flow	636	580	514	437	319	274	176	225	413	318	488	468	576	399
Prior Yr Average Daily Flow	473	555	585	410	360	352	430	343	433	466	513	557	636	470



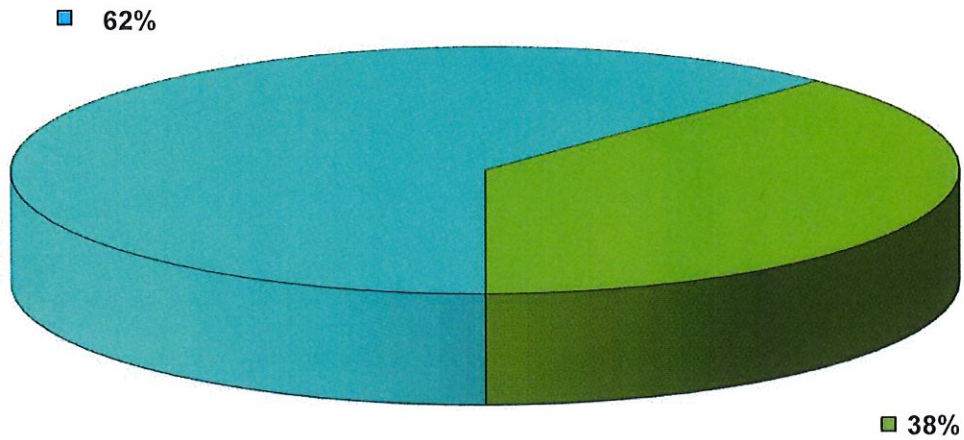
Key
2016-2017
2017-2018
2018-2019

\* DESIGN AVERAGE DAILY FLOW RATE IN GPD (650)

\*\* DESIGN MAXIMUM DAILY FLOW RATE IN GPD (1140)

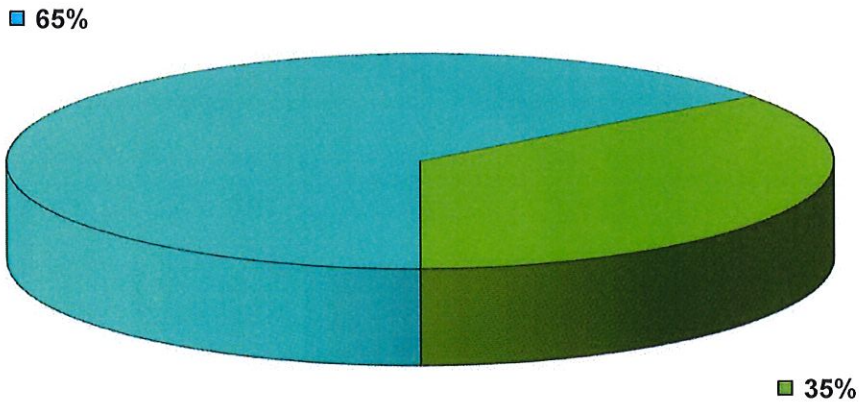


**Temescal Valley Water District  
Volume of Water Sold  
For Two Months Ending August 31, 2019  
F/Y 2019-2020**



POTABLE NON-POTABLE

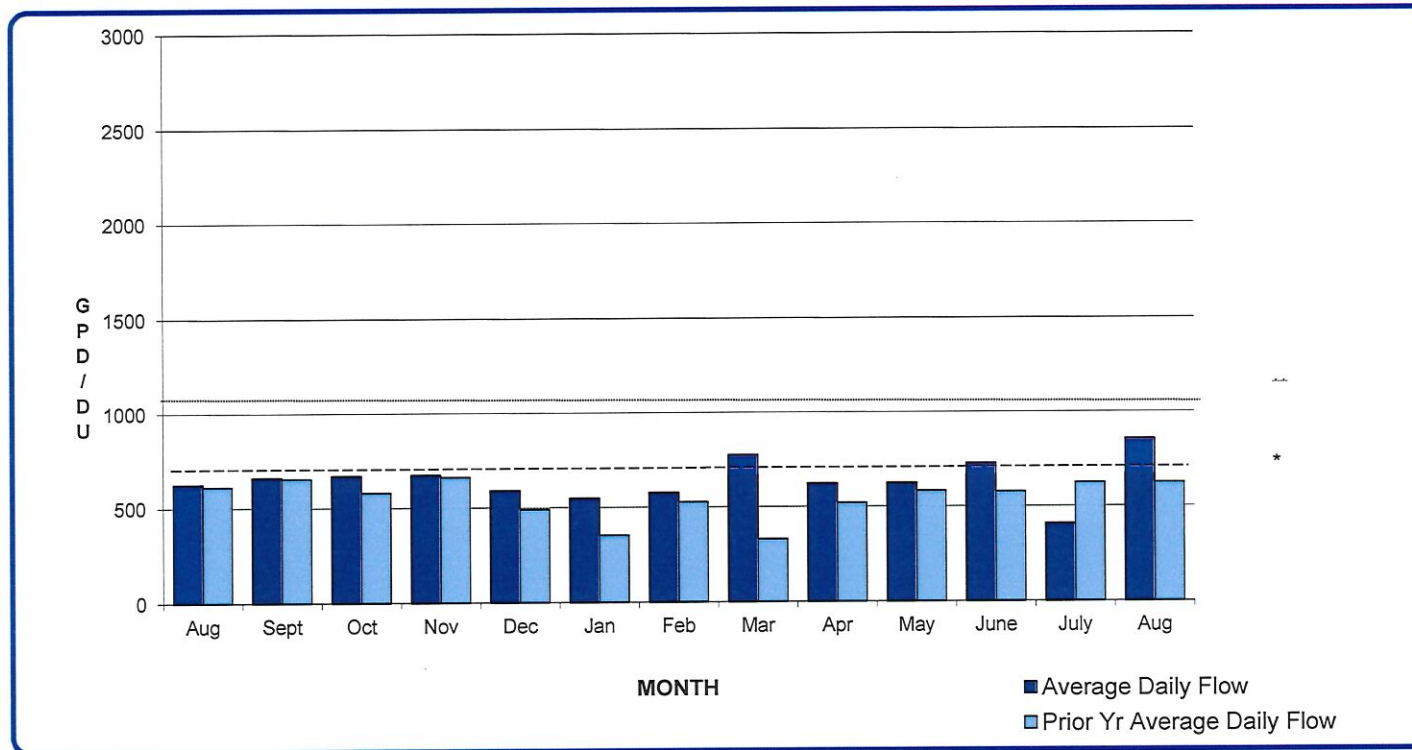
**Temescal Valley Water District  
Water Volume Sold  
For F/Y 2018-2019  
Twelve Months**



POTABLE NON-POTABLE

**COMMERCIAL WATER USAGE  
AVERAGE DAILY FLOW  
(GALLONS per DAY per COMMERCIAL DWELLING UNIT CONNECTED)**

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	YEARLY AVERAGE
Average Daily Flow	627	663	673	678	591	548	576	776	624	626	729	408	856	646
Prior Yr Average Daily Flow	612	656	580	664	491	352	527	329	521	583	577	627	627	933



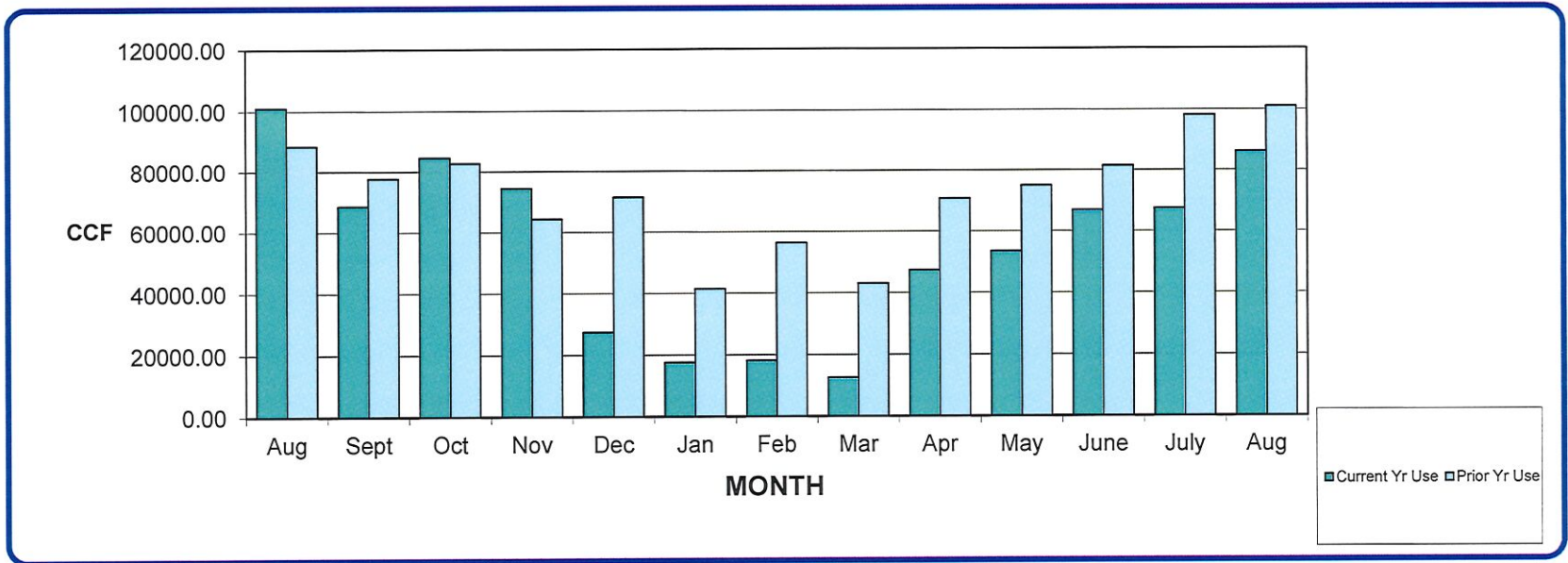
Key
2016-2017
2017-2018
2018-2019

\* DESIGN AVERAGE DAILY FLOW RATE IN GPD (650)

\*\* DESIGN MAXIMUM DAILY FLOW RATE IN GPD (1140)

## RECYCLED AND NON-POTABLE WELL WATER MONTHLY FLOW (ccf)

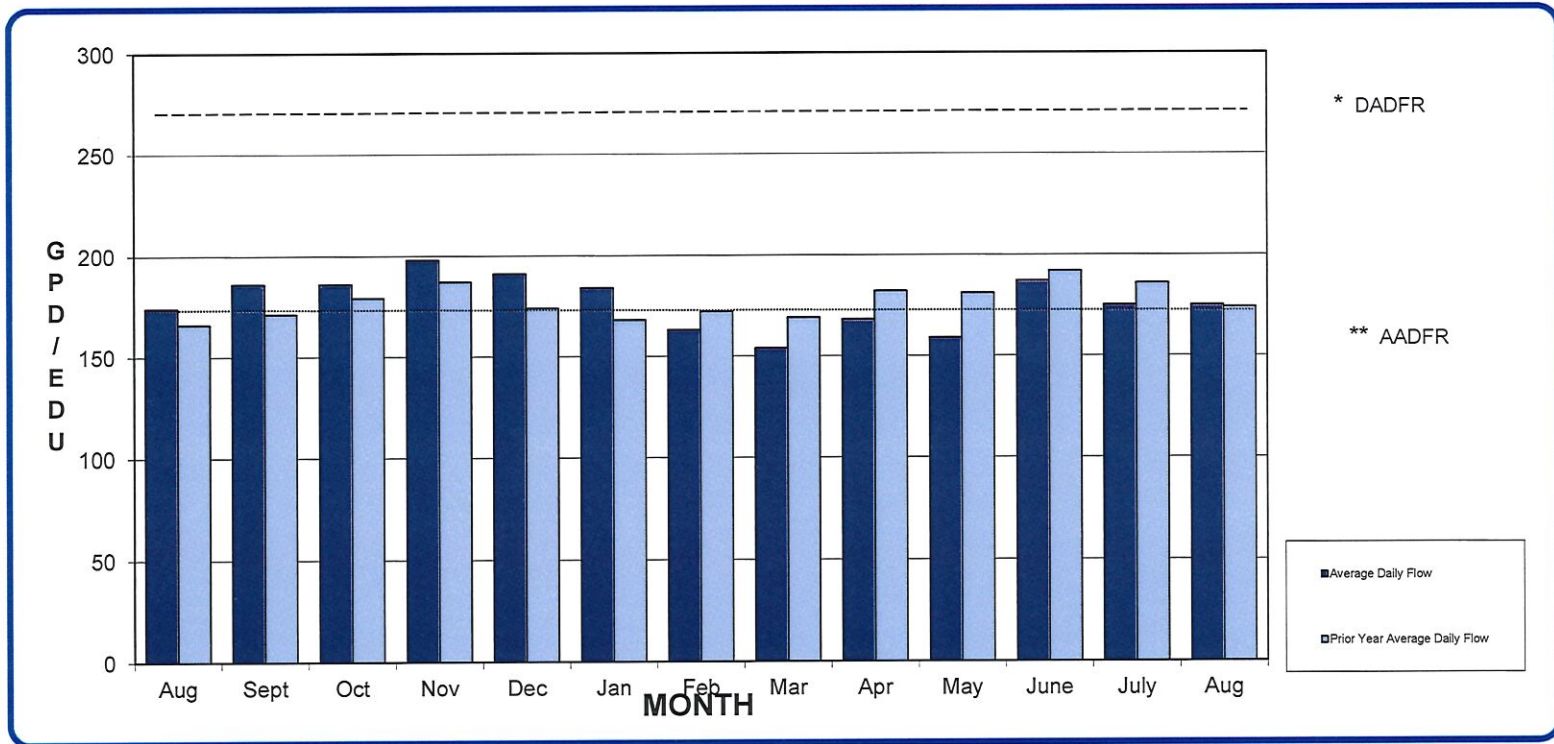
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
<b>Current Yr Use</b>	101012.78	68554.80	84552.12	74461.87	27296.00	17558.51	18076.74	12612.78	47287.45	53401.21	66847.21	67458.40	86056.58
<b>Prior Yr Use</b>	88355.76	77651.75	82662.81	64288.64	71437.89	41374.89	56321.00	43054.20	70816.32	74999.30	81380.55	98207.89	101012.78
<b>Revenue</b>	\$253,573	\$214,499	\$216,138	\$2,422	\$94,379	\$58,997	\$60,614	\$48,432	\$135,906	\$143,871	\$179,818	\$181,463	\$186,783



Key	
2016-2017	
2017-2018	
2018-2019	

## RESIDENTIAL & COMMERCIAL SEWER USAGE AVERAGE DAILY FLOW (GALLONS per DAY per DWELLING UNIT)

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	12-Month Average
Average Daily Flow	174	186	186	198	191	184	163	154	168	159	187	175	175	192
Prior Year Average Daily Flow	166	171	179	187	174	168	172	169	182	181	192	186	174	178



Key
2016-2017
2017-2018
2018-2019

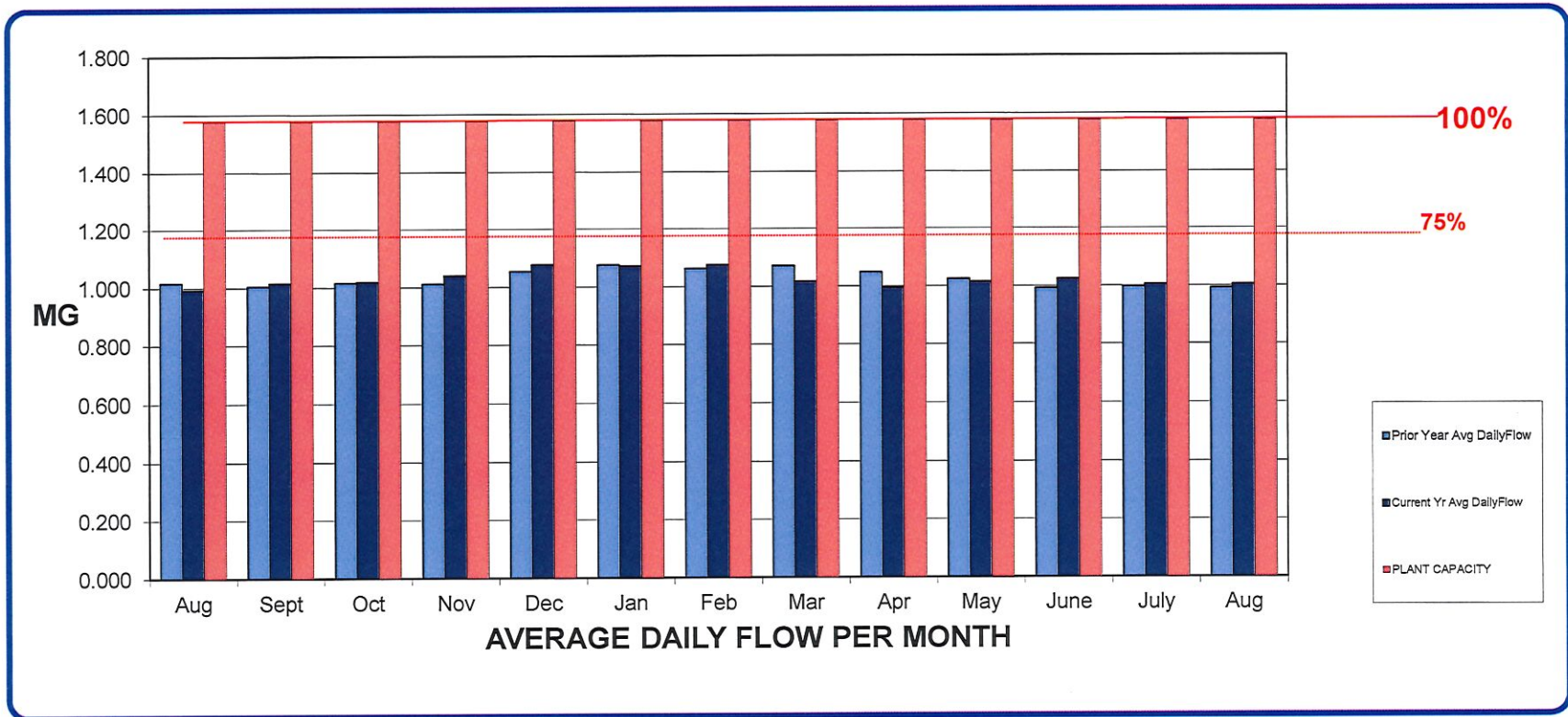
\*\* ACTUAL AVERAGE DAILY FLOW RATE IN GPD

# RECLAMATION PLANT FLOW REPORT

## AVERAGE DAILY FLOW (Million Gallons)

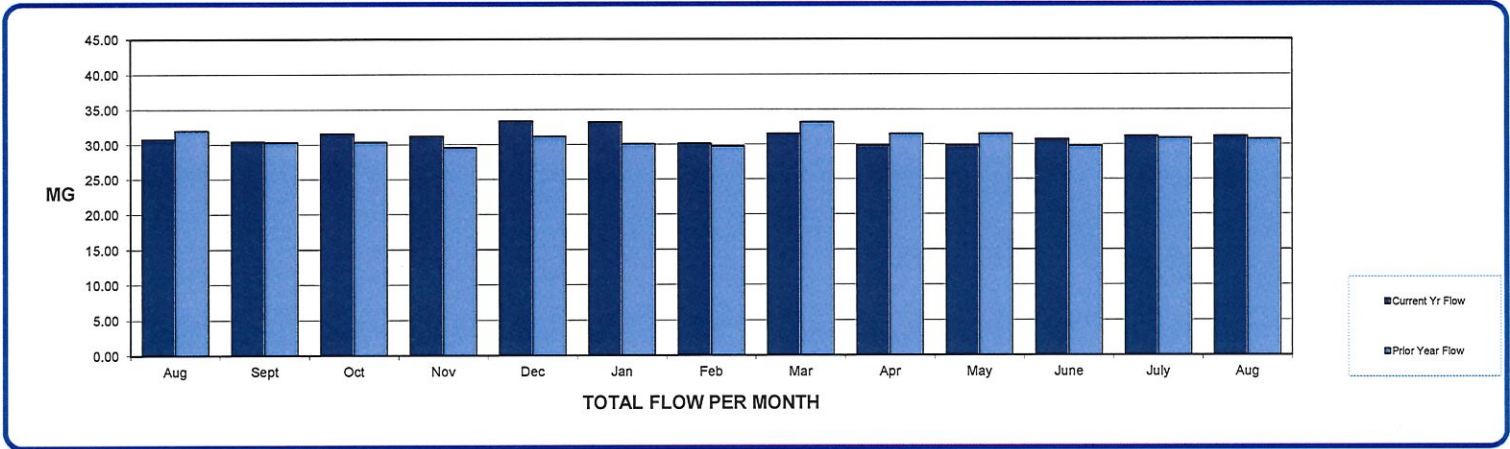
Key	
2016-2017	■
2017-2018	■
2018-2019	■

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Current Yr Avg DailyFlow	0.9920	1.0150	1.0180	1.0400	1.0770	1.0720	1.0750	1.0170	0.9940	1.0140	1.0240	1.0050	1.0050
Prior Year Avg DailyFlow	1.0160	1.0050	1.0160	1.0120	1.0540	1.0760	1.0620	1.0710	1.0490	1.0250	0.9920	0.9970	0.9920
<b>PLANT CAPACITY</b>	<b>1.575</b>	<b>1.575</b>	<b>1.575</b>	<b>1.575</b>	<b>1.575</b>	<b>1.575</b>	<b>1.575</b>	<b>1.575</b>	<b>1.575</b>	<b>1.575</b>	<b>1.575</b>	<b>1.575</b>	<b>1.575</b>



## RECLAMATION PLANT DISCHARGE REPORT MONTHLY FLOW (Million Gallons)

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Total/yr
Current Yr Flow	30.75	30.46	31.55	31.19	33.38	33.21	30.11	31.53	29.82	29.82	30.71	31.17	31.16	374.11
Prior Year Flow	31.97	30.30	30.32	29.55	31.15	30.07	29.73	33.19	31.46	31.46	29.75	30.90	30.75	368.63
Potential Revenue	\$122,488	\$135,269	\$139,906	\$138,187	\$147,820	\$142,984	\$88,961	\$93,156	\$88,104	\$119,190	\$122,747	\$124,586	\$124,547	\$1,465,457

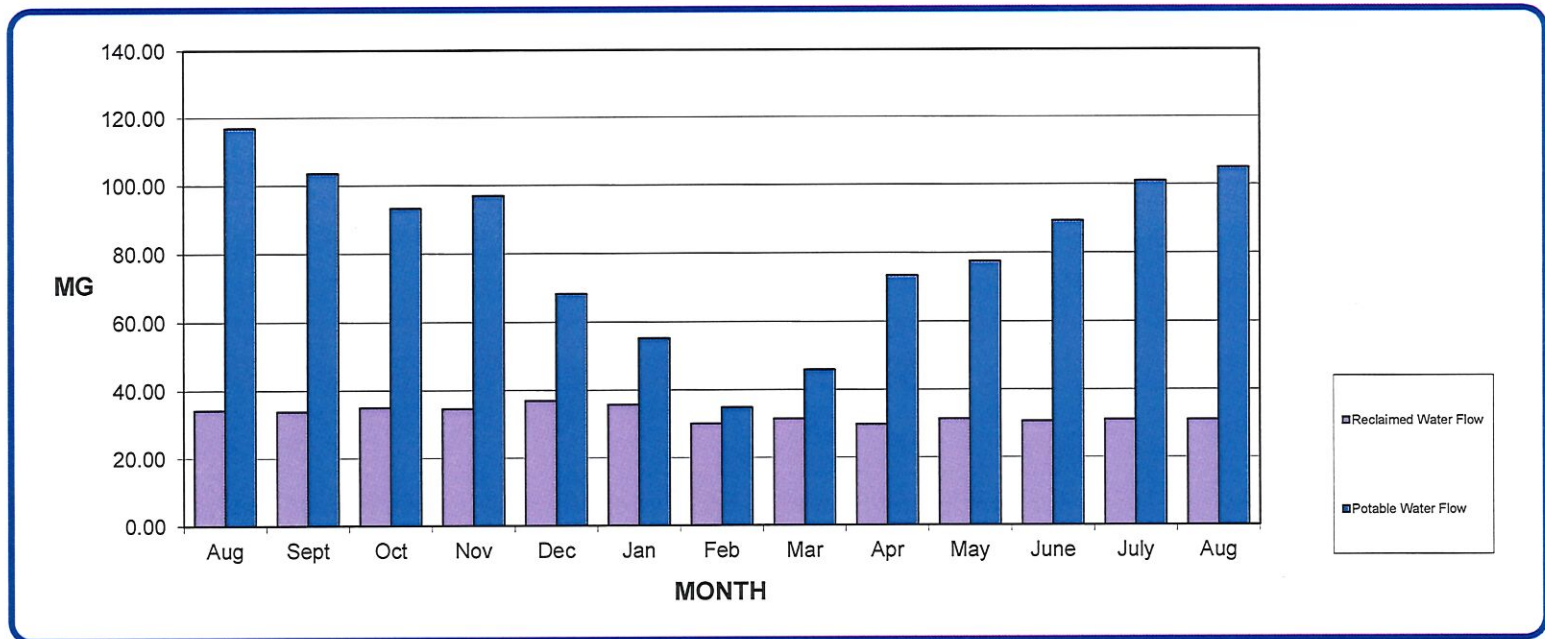


Key
2016-2017
2017-2018
2018-2019

Note - recycled water only

## RECLAIMED WATER VERSUS POTABLE WATER MONTHLY FLOW (Million Gallons) FOR THE MONTH OF JULY 2019

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
<b>No. of Sewer Dwelling Units Connected</b>	6343	6060	6060	6088	6230	6268	6265	6247	6253	6298	6456	6456	6366
<b>Reclaimed Water Flow</b>	34.29	33.84	35.01	34.67	36.98	35.77	30.11	31.54	29.83	31.43	30.71	31.17	31.16
<b>Potable Water Flow</b>	116.90	103.45	93.26	96.92	68.26	55.28	34.90	45.93	73.34	77.55	89.38	100.94	104.99



Month	Wildrose(2)	Montecito(3)	Trilogy(4)	Painted Hills(5)	Syc Crk(6)	Retreat(7)	Terramor(8)	Harmony Gr	Avg All Resid	AVG IND-BK / IRR (1)	TOTAL		
											RECYCLED- Inc Retreat Golf	NONPOT-Other	NONPOT-Trilogy Golf
AVG '07-'08	18.1	32.7	15.9	32.2	21.7	37.1	0.03	-	25.9	106.6			
AVG '08-'09	24.6	33.8	17.0	33.3	32.6	40.8	-	-	25.4	53.3			
AVG '09-'10	21.9	30.0	15.8	30.2	26.3	38.0	-	-	23.0	51.7			
AVG '10-'11	20.6	27.6	15.5	25.8	25.1	35.2	-	-	22.3	36.0			
AVG '11-'12	21.0	27.9	15.9	27.3	24.7	34.0	-	-	22.5	82.3			
AVG '12-'13	21.9	31.3	15.6	27.5	23.6	30.5	-	-	22.9	190.0			
AVG '13-'14	22.5	33.8	16.5	28.2	24.5	30.6	-	-	23.0	9.8			
AVG '14-'15	20.7	28.4	15.4	26.8	21.9	28.2	-	-	21.2	62.8			
AVG '15-'16	17.4	21.3	10.6	22.4	16.9	24.3	-	-	16.5	105.4	38,401.9	4,639.1	18,977.2
AVG '16-'17	18.4	26.4	16.7	24.8	18.5	27.1	26.4	-	19.4	211.0	46,977.4	8,442.6	16,068.4
AVG '17-'18	18.2	22.9	14.0	25.4	18.4	27.1	16.0	-	18.8	378.4	48,106.6	4,904.8	16,348.5
AVG '18-'19	20.3	26.4	15.7	27.1	19.2	27.3	12.9	0.3	19.5	145.9	39,101.6	4,511.4	12,445.3

AMOUNTS IN UNITS (CCF) (ONE UNIT = 748 GALS.)

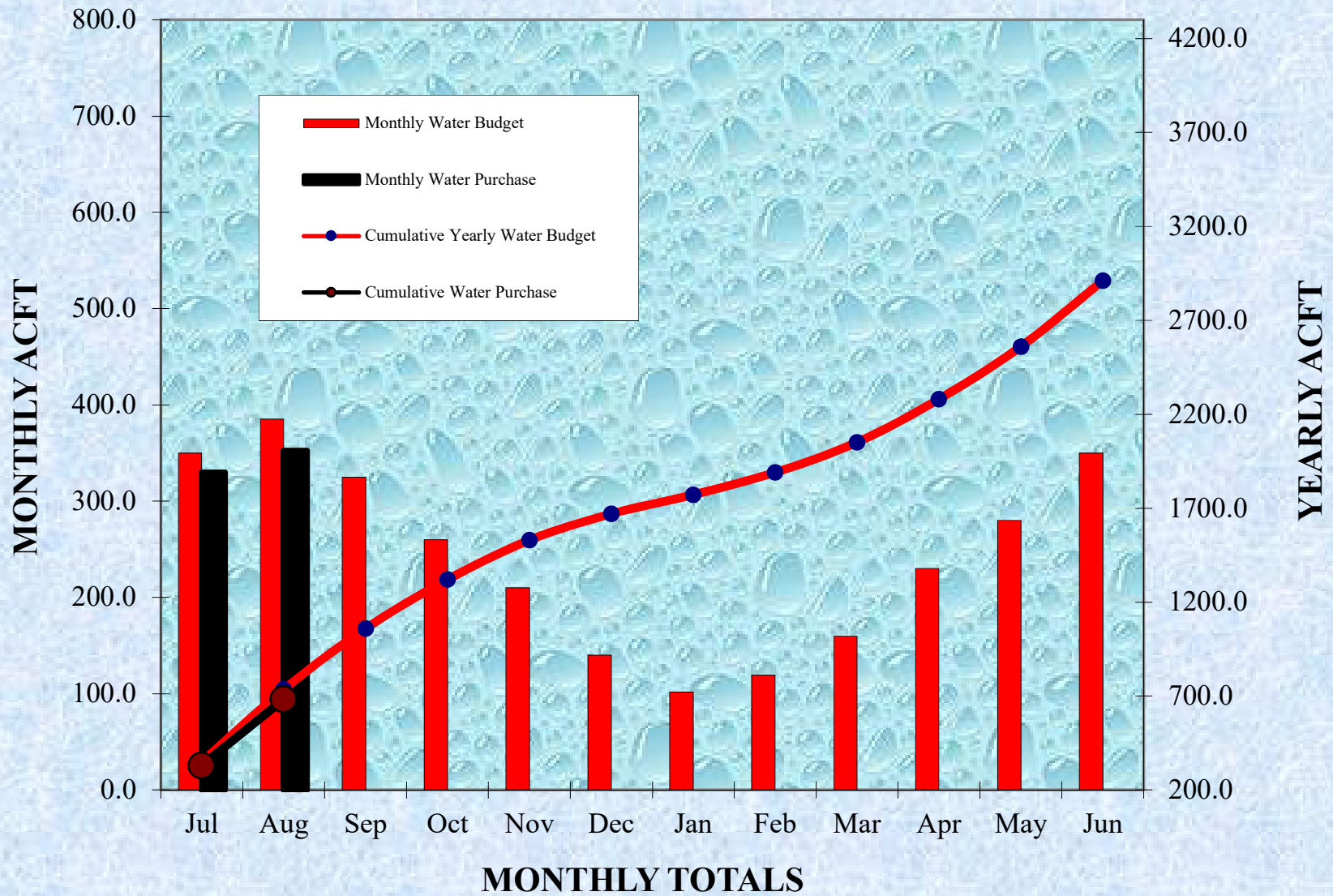
Jul-19	24.9	31.6	20.5	40.9	22.3	29.4	13.9	4.1	23.9	2,709.2	50,645.8	5,744.2	20,891.3
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# WHOLESALE BUDGET vs PURCHASE

## Water Year July 2019 through June 2020

2900 ACFT PROJECTION )





September 19, 2019

Board of Directors  
Temescal Valley Water District

RE: General Manager's Report

Dear Board:

The following is a brief status report on a number of issues that I have been involved in since the last meeting.

- Working on non-potable water supply improvements
  - Park Canyon Drive RW line – The property has been sold and I am working with the new owners to get the necessary easements.
- Working on Conservation opportunities and RW/NP conversion locations
  - New District programs for turf and nozzles
- Working with Land Developers on water and sewer fees for multiple infill projects.
  - Deleo adjacent to Tom's Farms – no news
  - Forest Boundary –home building continues
  - Retreat Infill – Kiley Court – Plans signed
  - Temescal Canyon Road at Campbell Ranch Road – Approved by Planning Commission – Developer requested Water and Sewer fee costs – Met with engineering team on design. Developer requesting CFD funding. CFD denied – possible JCFA – currently plans in for review
  - Kiley Family Trust Property – Tract Map Stage
- Terramor CFD – CFD 4 annexation of Phase 2 completed
- Terramor Review:
  - RW and Potable Tank –In Construction – final electrical work prior to paving continues
- Terramor Onsite Water, Sewer and RW improvements
  - Work continues Improvement Area 2
- Sycamore Creek:
  - TM 36317 Water Sewer and RW improvement plans – TVWD infrastructure is 90% complete – Booster SP complete, accepted by the District and in operation.
- WRF Secondary Percolation:
  - Grading of site –Finished – in operation – one last overflow pipe needed
  - Storm drain relocation/repair – Finished
- WRF 225K GPD upgrade
  - Notice to Proceed given and the Preconstruction meeting has been held.
- 10 “ Pipe line break in Caltrans ROW
  - Isolated, Cut the ends off and TV'd to find hole – Seeking Caltrans permission to fix..

Temescal Valley Water District

22646 Temescal Canyon Road | Temescal Valley, CA 92883-4106 | tel: 951.277.1414 | fax: 951.277.1419  
www.temescalvwd.com



**NOTICE OF  
MEETING OF THE  
TEMESCAL VALLEY WATER DISTRICT  
EMPLOYEE HANDBOOK WORKSHOP**

The Board of Directors of Temescal Valley Water District shall meet on:

**TUESDAY, SEPTEMBER 17, 2019  
at 1:30 p.m.**

in the District Board Room at

22646 Temescal Canyon Road, Temescal Valley, California

to consider the following items:

1. Employee Handbook review.
  - Classifications of Employment (pg. 5-6)
  - Sick leave (pg. 14)
  - Holidays (pg. 42)
  - Vacations (pg. 43)
2. General Discussion.

cc: Posted at TVWD  
Jeff R. Pape, General Manager  
Board of Directors



Welcome to TEMESCAL VALLEY WATER DISTRICT! We are pleased that you have chosen to work with our agency.

As a member of the TEMESCAL VALLEY WATER DISTRICT team, you will be expected to contribute your talents and energies to improve the environment and quality of the District, as well as the District's services to its customers and the community.

This handbook is provided for your use as a reference and summary of our personnel policies, work rules and benefits. It is designed to acquaint you with the District's policies. You should read the entire handbook promptly so that you have a complete understanding of the material covered.

TEMESCAL VALLEY WATER DISTRICT certainly hopes that it and every employee will find the employment relationship satisfying and rewarding in all aspects. At the same time, it recognizes that relationships are not always mutually satisfactory. TO PROTECT BOTH PARTIES' RIGHTS, IT SHOULD BE REMEMBERED THAT THE EMPLOYMENT RELATIONSHIP IS TERMINABLE AT-WILL, AT THE OPTION OF ANY EMPLOYEE OR THE DISTRICT.

Moreover, no one in the organization, other than the Board of Directors, has the authority or legal ability to modify the at-will nature of the employment relationship. The Board of Directors can do so only if it is done specifically in a written agreement that is signed both by the Board of Directors and the employee. This represents an integrated agreement with respect to the at-will nature of the employment relationship.

We extend to you our personal best wishes for your success and happiness at TEMESCAL VALLEY WATER DISTRICT.

**TEMESCAL VALLEY WATER DISTRICT**

Jeff R. Pape  
General Manager

# TEMESCAL VALLEY WATER DISTRICT

## Employee Handbook

TABLE OF CONTENTS	PAGE NO.
-------------------	----------

EMPLOYMENT RELATIONSHIP

Purpose of the Employee Handbook .....	1
Right to Revise .....	2
Open Door Policy .....	3
Our Pledge .....	4
Classifications of Employment .....	5-6
Employment at Will .....	6
Anniversary Date .....	6

WAGE, HOURS, ETC.

Work Schedules .....	7
Break Periods and Meals .....	8
Recording of Employee Hours .....	8
Overtime .....	9
Exchanging Shifts .....	9
Pay .....	9
Payroll Deductions .....	9
Garnishments .....	10
Exempt Employees .....	10
Questions Regarding Pay .....	10
Advancement of Wages .....	10
Personal Information .....	11

WORKER'S COMPENSATION

Worker's Compensation .....	12
-----------------------------	----

TIME OFF WORK

Leaves of Absence .....	13
FMLA .....	13-15
Sick Leave .....	15
Jury Duty .....	16
Bereavement .....	16

JOB PERFORMANCE

Standards of Conduct .....	17
Policy against Fraud .....	<del>17-18</del> 18-19
Policy against Harassment .....	<del>19-20</del> 20-21
Personal Appearance and Grooming .....	<del>20</del> 21
Non-Solicitation .....	<del>21</del> 22
Non-Fraternization .....	<del>22</del> 23
Conflict of Interest Policy .....	<del>23</del> 24
Gifts .....	<del>23</del> 24
Telephone .....	<del>23</del> 24
Cell Phone Policy .....	<del>24</del> 25
Employer Property .....	<del>25</del> 26
Off-Duty Use of Facilities .....	<del>25</del> 26
Use of Electronic Media .....	<del>26-29</del> 27-30
District Vehicles .....	<del>30</del> 31
Driving Records .....	<del>30</del> 31
Confidential Information .....	<del>31</del> 32
Bulletin Boards .....	<del>31</del> 32
Attendance .....	<del>32</del> 33

# TEMESCAL VALLEY WATER DISTRICT

## Employee Handbook

TABLE OF CONTENTS, continued

PAGE NO.

TERMINATION

Termination .....	3334
Return of Property .....	3334
Final Paycheck.....	3334
Exit Interviews.....	3334

PERFORMANCE EVALUATION

Performance Evaluations and Merit Increases.....	3435
Disciplinary Actions.....	3435

RESPONSIBILITY FOR RESPONDING TO REFERENCE REQUESTS

Reference Requests.....	3536
-------------------------	------

SAFETY

Safety Regulations.....	<del>36-37</del> 37-38
Workplace Security Policy .....	3839
Smoking Policy .....	3940
Pre-Employment Testing.....	3940
Alcohol and Drug-Free Workplace.....	4041

INTRODUCTION TO BENEFITS

Introduction to Benefits .....	4142
Holidays.....	4243
Vacations .....	4344
Bonuses .....	4445
Expense Reimbursement .....	4445
Pet Policy.....	4445
Health Insurance .....	4546
California Public Employee's Retirement System (CalPERS).....	4647
Education Assistance.....	<del>47-48</del> 48-49
Notice to Employees.....	4950

EXHIBITS

Exhibit A, CalPERS Summary of Major Provisions .....	<del>50-52</del> 51-53
Exhibit B, Employee Handbook Receipt Acknowledgement Form .....	5354
Exhibit C, Employee Election to Participate in Alternative Work Schedule 9-80.....	5455
Exhibit D, Pregnancy Disability Leave .....	56

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Purpose of the Employee Handbook*

---

The purpose of this handbook is to acquaint employees with some of TEMESCAL VALLEY WATER DISTRICT'S policies and benefits. IT IS NOT A CONTRACT AND SHOULD NOT BE CONSTRUED AS CREATING CONTRACTUAL OBLIGATIONS.

TEMESCAL VALLEY WATER DISTRICT (TVWD) certainly hopes that it and every employee will find the employment relationship satisfying and rewarding in all respects. At the same time, it recognizes employment is at the mutual consent of the employee and the District. Accordingly, either the employee or the District can terminate the employment relationship at-will, at any time, with or without cause or advance notice. No one in the organization, other than the Board of Directors, has the authority or legal ability to modify the at-will nature of the employment relationship. The Board of Directors can do so only if it is done specifically and unequivocally in a written agreement that is signed both by the Board of Directors and the employee. This represents an integrated agreement with respect to the at-will nature of the employment relationship.

Please understand that this handbook only highlights District policies, practices and benefits for your personal education. Circumstances will require that policies, practices and benefits described in the handbook change from time to time.

Consequently, TVWD reserves the right to amend, supplement or rescind any provisions of this handbook, other than its employment at-will provisions, as it deems appropriate in its sole and absolute discretion. As policies and benefits are revised, updated pages will be distributed to you. Please keep this handbook readily available and insert the updated material promptly so that it is current at all times.

If you have problems understanding this handbook because of an inability to read or understand English, please let your manager know. TVWD will attempt to help you understand the policies and what is expected of you. If you fail to request assistance, we will assume that you fully understand the handbook.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Right to Revise*

---

This employee handbook contains the employment policies and practice of TEMESCAL VALLEY WATER DISTRICT in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Excluding at-will status, TVWD reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document. However, any such changes must be in writing and approved by the Board of Directors.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Employment is at the mutual consent of the employee and the District. Accordingly, either the employee or the District can terminate the employment relationship at will, at any time, with or without cause or advance notice. No one in the organization, other than the Board of Directors, has the authority or legal ability to modify the at-will nature of the employment relationship. The Board of Directors can do so only if it is done specifically and unequivocally in a written agreement that is signed both by the Board of Directors and the employee. This represents an integrated agreement with respect to the at-will nature of the employment relationship.



# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Open Door Policy*

---

In a spirit of willingness to listen, TEMESCAL VALLEY WATER DISTRICT believes in an open door policy. Our goal is to maintain a comfortable working environment for everyone. We encourage you to discuss your problems, opinions, or suggestions; you will always find an open door and an attentive ear.

Misunderstandings or honest differences of opinion do occur occasionally. Most of the time, these problems can be solved when brought out into the open and discussed frankly. Employees are encouraged to bring any questions or problems to the attention of the General Manager. Remember it is always best to resolve problems right away. Little problems tend to turn into big problems; facts become confused; resentment and anger can build up. It is always best to ironed out before they get out of hand.

An effort will be made to provide each employee with an opportunity to raise his/her questions or problems in confidence and without fear of reprisal or discrimination. TVWD will make every effort to investigate and to settle an employee's problem on an equitable basis.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Our Pledge*

---

We believe that the interest of this District and the interest of its employees are inseparable. We, therefore, are guided by the following principles:

1. **EQUAL EMPLOYMENT OPPORTUNITY.** TEMESCAL VALLEY WATER DISTRICT will provide equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, gender identity, ancestry, political belief or activity, or status as a veteran.

This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

It is the policy of TVWD to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). TVWD will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. TVWD also will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, if the individual is otherwise qualified to safely perform the duties and assignments connected with the job, complying with departmental operating procedures that shall not cause an undue hardship to TVWD.

Equal employment opportunity notices are posted on appropriate employee bulletin boards by law. The notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Management is primarily responsible for assuring that the District's equal employment opportunity policies are implemented, but all employees share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone. Any employees, including managers, involved in discriminatory practices will be subject to discharge. (Note: Throughout this Employee Handbook, masculine pronouns such as he, his, or him shall be construed so as to include both sexes).

2. **IMMIGRATION LAW COMPLIANCE.** TEMESCAL VALLEY WATER DISTRICT is committed to full compliance with federal immigration laws. These laws require that all individuals pass an employment verification procedure within specific time frames after they are hired. This procedure has been established by law and requires that every individual provide satisfactory evidence of his or her legal authority to work in the United States no later than three (3) business days ~~after he or she begins work~~ **before reporting for the first day of work**. Federal regulations require that 1) before becoming employed, all applicants must complete and sign Federal Form 1-9, Employment Eligibility Verification Form, and 2) all applicants who are hired must present documents of identity and eligibility to work in the U. S. to the personnel manager. Accordingly, all new hires must go through this procedure.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Classifications of Employment*

---

In order to determine eligibility for benefits, TEMESCAL VALLEY WATER DISTRICT has established the following employment categories:

**Probationary Period.** All new employees shall serve a probationary period of 90 calendar days commencing with their first day of employment. During this period, both TEMESCAL VALLEY WATER DISTRICT and employee will have an opportunity to decide whether future employment with the District is appropriate. TVWD can extend the duration of the probationary period one or more times if, in its sole and absolute discretion, it determines that such an extension is appropriate. The employment relationship can be terminated by the employee or TVWD at any time during or after the probationary period, at-will, either with or without cause. An employee who successfully completes the probationary period will be notified that he or she has become a regular full-time or a regular part-time employee of TVWD, but the employee's at-will status will not change.

**Regular Full-Time Employees.** An employee who has successfully completed the Probationary Period and who ~~works at least~~ **is scheduled for** forty (40) hours per week, or (80) hours in two weeks is considered a full-time employee. Unless otherwise specified, the benefits described under "Introduction to Benefits" of this handbook apply only to full-time employees. All other policies described in this handbook and communicated by TEMESCAL VALLEY WATER DISTRICT apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" (see the definition that follows) employees. If you are unsure of which job classification your position fits into, please ask your manager.

Since all employees are hired for an unspecified duration, this classification does not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and the District. Accordingly, either the employee or the District can terminate the employment relationship at will, at any time, with or without cause or advance notice. No one in the organization, other than the Board of Directors, has the authority or legal ability to modify the at-will nature of the employment relationship. The Board of Directors can do so only if it is done specifically and unequivocally in a written agreement that is signed both by the Board of Directors and the employee. This represents an integrated agreement with respect to the at-will nature of the employment relationship.

**Regular Part-Time Employees.** An employee who has successfully completed the Probationary Period and who works less than thirty-two (32) hours per week is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described under "Introduction to Benefits" of this handbook, except as granted on occasion, or as required by the California Public Employee's Retirement System (CalPERS), or to the extent required by provision of state and federal laws.

Since all employees are hired for an unspecified duration, this classification does not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and the District. Accordingly, either the employee or the District can terminate the employment relationship at will, at any time, with or without cause or advance notice. No one in the organization, other than the Board of Directors, has the authority or legal ability to modify the at-will nature of the employment relationship. The Board of Directors can do so only if it is done specifically and unequivocally in a written agreement that is signed both by the Board of Directors and the employee. This represents an integrated agreement with respect to the at-will nature of the employment relationship.

**Inactive Status.** Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds 4 months may be placed on inactive status. During that time the employee is on inactive status, vacation and sick leave will not be earned. In connection with a medical or disability leave more

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

time may be granted before inactive status is implemented, so long as the extended time off is not an undue hardship.

**Exempt Employee.** Exempt employees are employees who, because of their positional duties and responsibilities and level of decision making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). An exempt employee is paid an established monthly or annual salary and is expected to fulfill the duties of their positions regardless of hours worked.

**Non-Exempt Employee.** Non-exempt employees are employees who, because of the type of duties performed, the usual level of decision making authority, and the method of compensation, are subject to all provisions of the Fair Labor Standards Act (FLSA) including the payment of overtime. Non-exempt employees are required to account for hours and fractional hours worked. Non-exempt employees shall be compensated for all overtime hours worked at the premium (time-and-one-half) rate of pay.

**FLSA -** The Fair Labor Standards Act of 1938 is a U.S. federal law governing minimum wage, overtime pay, child labor, and recordkeeping requirements.

### *Employment at Will*

---

TEMESCAL VALLEY WATER DISTRICT certainly hopes that it and every employee will find the employment relationship satisfying and rewarding in all respects. At the same time, it recognizes employment is at the mutual consent of the employee and the District. Accordingly, either the employee or the District can terminate the employment relationship at will, at any time, with or without cause or advance notice. No one in the organization, other than the ~~Board of Directors~~ **General Manager**, has the authority or legal ability to modify the at-will nature of the employment relationship. The ~~Board of Directors~~ **General Manager** can do so only if it is done specifically and unequivocally in a written agreement that is signed both by the ~~Board of Directors~~ **General Manager** and the employee. This represents an integrated agreement with respect to the at-will nature of the employment relationship.

### *Anniversary Date*

---

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this handbook.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Work Schedules*

---

Our regular office operating hours are 7:30 AM to 5:00 PM, Monday through Thursday and 7:30 AM to 4:00 PM Friday and apply to those working in the District Office.

**Traditional Work Schedule.** Monday through Thursday 8:00 AM to 5:00 PM, Friday 7:30 AM to 4:00 PM. Your particular hours of work and the scheduling of your lunch period will be determined and assigned by your manager. You are required to take a one (1) hour unpaid lunch period Monday through Thursday and Friday a one-half (1/2) hour unpaid lunch period. Please understand that you may not “work through lunch” in order to arrive late or to leave early or to work extra time.

**Alternative Work Schedule 9-80 (see details below).** Monday through Thursday 7:30 AM to 5:00 PM, Friday 7:30 AM to 4:00 PM. Your particular hours of work and the scheduling of your lunch period will be determined and assigned by your manager. You are required to take a one-half (1/2) hour unpaid lunch period. Please understand that you may not “work through lunch” in order to arrive late or to leave early or to work extra time.

#### **Alternative Work Schedule**

**Summary.** The 9-80 workweek redefines the workday and workweek to allow employees to have every other Friday off. Specifically, employees work 9-hour days (Monday – Thursday) and 8-hour days every other Friday. **Except for unforeseen emergencies, employees are expected to schedule personal business during off days. (Certain doctors appointments for employees with disabilities may need to be scheduled during working hours. This would be considered a reasonable accommodation).**

**Eligibility.** All exempt and non-exempt full-time employees are eligible to participate in the 9-80 alternative work schedule. Employees must elect to participate in the program (**Exhibit C**).

**Basic Work Requirement.** The basic work requirement for a 9-80 work schedule is the number of hours, excluding overtime hours, an employee is required to work or to account for by taking leave or otherwise:

- Exempt and non-exempt full-time employees are scheduled to work 80 hours in a biweekly period.
- Personnel can expect in some instances to have to work on their scheduled day off due to emergency circumstances.

**Reservation of Rights.** Management reserves the right to interpret, modify, or revise this program, in whole or in part as necessary.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Break Periods and Meals*

---

**Breaks/Rest Periods.** Employees are mandated to take one ten-minute rest period during each four hours of work or major fraction of four hours. The only exception applies if an employee's total daily work time is less than three and one-half hours. If an employee works more than six hours in a day, the employee will be entitled to a second ten-minute rest period. Rest periods shall be provided in the middle of each work period insofar as practicable. Rest periods may not be combined with each other or added to an employee's meal period.

Rest periods are scheduled by managers to ensure that the employee's position and duties will be covered during periods of rest. Rest periods are to be recorded on each employee's time record.

**Lunch Period.** Employees who work more than five hours in a day must take a meal period of at least 30 minutes. Meal periods must begin by the end of an employee's fifth hour of work. Employees must accurately record their meal periods on their time record. Employees who work no more than six hours in a day may voluntarily agree to waive their meal period for that day if their manager agrees to allow such a waiver. Employees who work over six hours may not waive their meal period. **In the event of an operational emergency the manager may allow the meal period to be waived, however the time sheet must be documented and signed by both the employee and manager.**

The time when lunch periods are scheduled varies among departments, depending on the needs of each department. Your manager will give you your lunch period.

You are expected to take your fully allotted time for lunch. You are requested not to perform any work during your regularly scheduled lunch period.

All break/rest periods and lunch periods must be taken and failure to do so could result in disciplinary action including termination.

### *Recording of Employee Hours*

---

By law, we are obligated to keep accurate records of the time worked by "non-exempt" employees. This is done either by time cards or other written documentation.

Your time sheet is the only way the payroll department knows how many hours you worked and how much to pay you. Your time card indicates when you arrived and when you departed. You are to document on your time sheet regular hours worked, lunch periods, overtime, all absences and vacations. By signing your time sheet you are verifying that you took all your break/rest periods and lunch period.

All employees are required to keep the office advised of their departures from and returns to the premises during the work day.

No one may record hours worked on another's sheet. Tampering with another's time sheet is cause for disciplinary action, including possible dismissal, of both employees. Do not alter another person's record, or influence anyone else to alter your record for you. In case of an error in recording your time, please report the matter to your manager immediately.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Overtime*

---

Due to the nature of the work, your manager may ask you to work beyond your normal shift. You will be paid for hours worked in accordance with all legal requirements. Although an attempt will be made to give you advance notice where it is feasible to do so, this is not always possible. Exempt employees who are administrative, executive or professional employees within the meaning of the state and federal wage and hour laws are exempt from overtime pay and are not subject to this policy. All non-exempt employees are entitled to overtime pay if overtime is worked. All overtime work by a non-exempt employee must be approved in advance by an employee's manager. Unauthorized overtime is against District policy; therefore, employees who work unauthorized overtime are subject to discipline, up to and including termination.

### *Exchanging Shifts*

---

Employees are not permitted to exchange shifts with another employee without the prior authorization of both employees' managers. Authorization for exchanging shifts will not be granted unless it can be done without interference with the District's operations and without either employee working overtime.

### *Pay*

---

**Pay Day.** Employees are paid every other Friday. If a regular pay day falls on your Friday off (Alternative Work Schedule) or on a holiday, employees will be paid on the last day worked.

**Paycheck Distribution.** Paychecks are hand delivered to you at the office.

**Automatic Deposit.** TEMESCAL VALLEY WATER DISTRICT offers automatic payroll deposit for employees. You may begin and stop automatic deposit at any time. To begin automatic payroll deposit, you must complete a form (available from Management) and return it. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins. The District reserves the right to discontinue automatic deposit at its discretion.

**Overtime.** Overtime will be paid in accordance with all legal requirements.

### *Payroll Deductions*

---

TEMESCAL VALLEY WATER DISTRICT is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the Payroll Department immediately, to ensure proper credit for tax purposes. The W-2 form you receive each year indicates precisely how much of your earnings were deducted for these purposes.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Garnishments*

---

TEMESCAL VALLEY WATER DISTRICT is required by law to comply with certain court orders, liens and wage assignments. When TVWD receives a notice of a pending garnishment or wage assignment, a manager is requested to discuss it with the employee in an effort to settle the matter without involving the District. Employees are encouraged to avoid financial transactions that result in wage garnishments.

### *Exempt Employees*

---

Employees who are exempt from the overtime provision of state and federal law are paid a salary that is to fully compensate them for all hours worked each week; however few or many those hours are. That amount is not subject to reduction because of variations in the quality or quantity of the employee's work. An exempt employee's salary is not subject to deductions, except when they are expressly authorized under applicable state and federal laws. Any employee who believes that an improper deduction or violation of the laws regulating salaries has occurred is encouraged to advise the General Manager or file a grievance as soon as possible. The matter will be promptly investigated and, if a mistake occurred, corrected. Employees may file complaints without fear of any retaliation.

### *Questions Regarding Pay*

---

Please check the amount of your pay carefully. Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your manager immediately. He or she will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

### *Advancement of Wages*

---

Employees requesting payment of wages in advance of regular pay days shall submit said request to the General Manager.

The General Manager may authorize the requested advancement of wages if the amount requested does not exceed the wages accrued (excluding applicable deductions) by the employee to the date of said request.

Advancement of wages prior to a regular pay day is not a privilege that an employee may use at his/her discretion, but may be authorized by the General Manager at his/her complete discretion in case of employee necessity and/or personal financial emergency.

Requests for advancement of wages may be submitted only once in any pay period only for extraordinary circumstances. Frequent requests shall be grounds for denial of authorization.



# **TEMESCAL VALLEY WATER DISTRICT**

## Employee Handbook

### *Personal Information*

---

Employees must notify Management promptly of any changes in your personnel file. Keep your personal information up-to-date is important if you have a change in any of the following items, please be sure to notify the Personnel Manager as soon as possible.

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any District vehicles
9. Exemptions on your W-4 tax form

You may see information that is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed.

# **TEMESCAL VALLEY WATER DISTRICT**

## Employee Handbook

### *Worker's Compensation*

---

The California Workers Compensation Law has set up a no-fault insurance plan that is supervised by the state and entirely paid by TEMESCAL VALLEY WATER DISTRICT. This law was designed to provide you with benefits for any injury that you may suffer in connection with your employment. Under the provisions you are injured while at work, you are eligible to apply for Workers' Compensation.

If you are injured while working, you must report it *immediately* to your manager, regardless of how minor the injury may be.

Neither TVWD nor its insurance company is liable for the payment of workers' compensation benefits for any injury which arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity which is not a part of the employee's work-related duties.

# TEMESCAL VALLEY WATER DISTRICT

## Employee Handbook

### Leaves of Absence

Employees may occasionally need time off from work to address important matters that are required by law. TEMESCAL VALLEY WATER DISTRICT ~~will comply with its legal obligations by providing employees time off. Time off that is provided under this policy will ordinarily be unpaid except where the law requires that it be compensated. Please ask Management for complete description of eligibility and coverage.~~

#### Pregnancy Disability Leave and Transfer Privileges

~~Under the California Fair Employment and Housing Act (FEHA), employees who are disabled by pregnancy, childbirth, or related medical conditions are eligible to take a pregnancy disability leave. Employees who are affected by pregnancy or a related medical condition are also eligible to transfer to less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable.~~

~~1. The pregnancy disability leave is for any period or periods of actual disability caused by an employee's pregnancy, childbirth or related medical conditions up to four months (or 88 work days for a full-time employee) for pregnancy.~~

~~2. The pregnancy disability leave does not need to be taken in one continuous period of time, but can be taken on an as-needed basis.~~

~~3. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth would all be covered by the employee's pregnancy disability leave.~~

~~4. Employees may be required to obtain a certification from their health care provider of their pregnancy disability or the medical advisability for a transfer. The certification should include the following information:~~

~~a. The date on which the employee becomes disabled due to pregnancy or the date of the medical advisability for the transfer;~~

~~b. The probable duration of the period or periods of disability or the period or periods for the advisability of the transfer; and~~

~~c. A statement that, due to the disability, the employee is unable to work at all or to perform any one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy or to other persons, or a statement that, due to her pregnancy, the transfer is medically advisable.~~

~~d. The employee may be eligible for state disability insurance for the leave.~~

~~6. TEMESCAL VALLEY WATER DISTRICT will continue to pay its share of insurance premiums to the same extent that coverage is provided while the employee is on the job for up to 12 weeks each leave year. If the employee is disabled by pregnancy, coverage will continue to be covered for up to 4 months (i.e. 17 and 1/3 weeks) for each pregnancy. for a maximum of twelve (12) weeks while you are on a disability leave of absence. In the event an employee is disabled by pregnancy and also uses leave under the California Family Rights Act, the District will maintain the employee's health benefits while the employee is disabled by pregnancy (up to four months or 17 and 1/3 weeks) and during the employee's CFRA leave (up to 12 weeks). Employees will still be~~

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# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

~~responsible for the employee's share of the premiums for health benefits. While you are on any other type of unpaid leave of absence from TVWD, you will be responsible for paying the total premium for your coverage and that of your dependents while on leave. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated.~~

provides family and medical leave to eligible employees under both the Federal Family and Medical Leave Act (FMLA). The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and applicable law, employees will be afforded all rights as required by law. A brief overview is provided below.

### **Family and Medical Leave**

#### **Eligibility**

To be eligible to take FMLA Leave, employees must meet all of the following conditions:

- 1) Have worked at least 12 months for TVWD.
- 2) Have worked at least 1,250 hours for TVWD over the preceding 12 months; and
- 3) Work at a location where there are at least 50 employees within 75 miles.

#### **Permissible Purposes for Leave**

FMLA Leave may be taken for any of the following reasons:

- 1) Birth of a child or to care for a newly-born child ("bonding leave");
- 2) Placement of a child for adoption or foster care ("bonding leave");
- 3) To care for an immediate family member (spouse, registered domestic partner, child, or employee's parent) with a serious health conditions (family care leave);
- 4) Because of an employee's own serious health condition, which makes the employee unable to perform the functions of the employee's job ("serious health condition leave");
- 5) Because of a "qualifying exigency" arising out of the fact that an employee's spouse, son, daughter, or parent is on active duty or ordered to active duty in the armed forces ("military emergency leave"); or
- 6) To care for an injured service member if the employee is the spouse, son, daughter, parent or next of kin of the injured or ill service member ("military caregiver leave").

#### **Length of Leave**

An eligible employee can take up to 12 workweeks of unpaid leave during any "rolling" 12-month period, measured backward from the date an employee uses any leave under this policy. If both spouses work for TVWD and are eligible for leave under this policy, the spouses will be limited to a total of 12 workweeks off between the two of them for bonding leave. Bonding leave must be concluded within 12 months of the birth or placement of the child.

If eligible for FMLA Leave, an employee may take FMLA Leave intermittently, by reducing the employee's normal weekly or daily work schedule, when medically necessary for the employee's own or immediate family member's serious health condition. Intermittent leave for bonding leave may be available, but may be subject to additional restrictions. Leave taken intermittently may be taken in increments of no less than 1 hour. If an employee requires intermittent leave or reduced schedule leave, the employee must try to schedule the leave in a manner that will least disrupt TVWD's operations.

For military caregiver leave, an eligible employee can take a combined total of 26 workweeks of leave for military caregiver leave and leave for any other FMLA-qualifying reason during the same "single 12-month period." Of this 26-week period, this eligible employee may not exceed 12 workweeks of leave for any reason other than military caregiver leave. For purposes of military caregiver leave, a "single 12-

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

month period” begins on the first day the eligible employee takes military caregiver leave and ends 12 months after that date. If the employee takes less than 26 weeks of leave during that 12-month period, the unused weeks are forfeited. If both spouses work for TVWD and are eligible for leave under this policy, the spouses may be limited to a total of 26 workweeks off between the two of them depending on the reasons for the leave.

### **Health Benefits During Leave**

During FMLA Leave, TVWD will continue making contributions for the employee’s group health benefits on the same terms as if the employee had continued to work. This means that if the employee wants benefit coverage to continue during the FMLA Leave, the employee must continue to pay the employee’s portion of any premium payments during the FMLA Leave. Benefit premiums will need to be submitted to the Finance Manager of a monthly basis. If the payment is more than 30 days late, and TVWD has sent the employee at least 15 days’ written notice of late payment, an employee’s benefit coverage will cease and the employee will be offered continuation of coverage via COBRA. If the employee has exhausted all available FMLA Leave, continuation coverage will be available at the employee’s expense under COBRA.

### **Pay During FMLA Leave**

FMLA Leave is unpaid unless the employee qualified for state-provided or TVWD-provided disability/family leave benefits. Employees have the option to substitute accrued vacation and/or sick leave for unpaid FMLA Leave. The substitution of paid leave for unpaid FMLA leave does not extend the length of leave to which the employee is entitled. Employees do not accrue benefits, including vacation and sick leave, and are not entitled to holiday pay, during unpaid FMLA Leave.

### **Employment Status After FMLA Leave**

Employees granted FMLA Leave are reinstated to the same of an equivalent job position at the end of the leave unless the job ceased to exist for legitimate business reason and subject to any other defense allowed under the law. “Key employees,” as defined by law, may be subject to reinstatement limitations in some circumstances. If an employee is a “key employee,” the employee will be notified of the possible limitations at the time the employee requests a leave.

### **Notice and Certification Procedures**

The following procedures shall apply when an employee requests FMLA Leave:

- 1) Please contact the Office Manager as soon as you realize the need for FMLA Leave;
- 2) If the need for leave is foreseeable, employees must give at least 30-days’ advance notice of the need for FMLA Leave. If the need for leave is not foreseeable, an employee must notify TVWD as soon as practicable. When leave is planned medical treatment, employees must make a good faith effort to try to schedule treatment so as not to unduly disrupt operations at TVWD.
- 3) Medical certification supporting the need for leave due to a serious health condition affecting the employee or the employee’s immediate family member must be provided before the leave begins, or if not possible, within 15 days of TVWD’s request to provide the certification. While employees do not have to share a medical diagnosis, employees must provide enough information from their doctor so that TVWD can determine if the leave qualifies for FMLA protection;
- 4) Certification of the family member’s active duty status or call to active duty for emergency military leave;
- 5) Periodic updates as permitted by law during the leave regarding the employee’s status and intent to return to work; and
- 6) Medical certification of fitness for duty before returning to work, if the leave was due to the employee’s own serious health condition.

At TVWD’s expense, TVWD may also require a second or third opinion regarding an employee’s

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

own serious health condition. Employees are expected to cooperate with TVWD in obtaining additional medical opinions that TVWD may require.

### **Failure to Provide Certification and to Return from Leave**

Failure to comply with the notice and certification requirements may result in a delay or denial of the leave. If an employee fails to return to work at the end of the leave's expiration and has not obtained an extension of the leave, TVWD may presume that the employee does not plan to return to work and has resigned from employment.

### **Pregnancy-Related Disabilities**

Under California law, pregnancy-related disabilities are not counted against an employee's leave entitlement under the California Family Rights Act. Instead, they are covered by California's Pregnancy Disability Leave Law, which is explained in TVWD'S Pregnancy Disability Leave Policy, Exhibit D.

### **Sick Leave**

Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the General Manager. The employee is eligible to use sick leave for personal or family illness or medical situations only after the Probationary Period. Sick leave time may only be used in one (1) hour increments. Sick leave is not a privilege that an employee may use at his/her discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness of his/her immediate family.

Employee's eligibility for sick leave pay is effective as of date of hire. Regular full-time employees ~~accrue sick leave at the rate of 52 hours per year. Accrual rate per month is 4.33 hours.~~

will be front loaded eighty (80) hours each fiscal year. Unused sick leave may be rolled over to the next fiscal year and accrued up to one hundred (100) hours. Employees will not be compensated for any forfeited or lost sick time based on the rollover rules. Unused sick leave will not be paid out upon termination, resignation, or other separation from employment.

Part-time employees working at least 24<sup>32</sup> hours per week will accrue sick leave based on the number of hours worked each month on a pro-rata basis.

Sick leave time is provided solely for use during times of need when an employee must miss work due to health problems. It is not the intent to provide sick leave time for vacation use. In order to receive compensation while on sick leave, the employee shall notify his/her manager prior to the time for beginning the regular work day, or as soon thereafter as practical.

**Alternative Work Schedule Sick Leave Addendum.** Sick leave time will be deducted based on the 9-80 schedule for the employee in one (1) hour increments.

*Example:* An employee takes sick leave on Thursday, March 18. Nine hours are deducted from this employee's sick time allowance since the employee was scheduled to work nine hours. Another employee takes sick leave on Friday, March 19. This employee is scheduled to work on Friday, March 19. Eight hours are deducted from this employee's sick time allowance since the employee was scheduled to work eight hours.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### **Jury Duty**

It is your civic duty as a citizen to report for jury duty whenever called. An employee summoned for jury duty will immediately notify their manager. While serving on a jury, the employee will be given a paid leave of absence for the duration of up to 10 days. Said paid leave of absence is conditional upon the employee coming into work prior to serving and/or returning to work upon dismissal each day to complete his/her remaining normal workday as long as two or more hours of work are available. Employee is required to report to work on all non-trial days and TEMESCAL VALLEY WATER DISTRICT requires employee's to bring the daily records from the court showing they served. It is also conditional upon the employee's conveyance to TVWD any compensation received as a juror, not including any travel allowance received.

### **Bereavement**

In the event of a death in the IMMEDIATE FAMILY, an employee may be granted a paid leave of absence not to exceed three (3) days. This is in addition to regular sick leave and vacation time. Certification may be required by the General Manager.

"IMMEDIATE FAMILY" is defined as being spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law or any other person who is a legal dependent of the employee.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Standards of Conduct*

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TEMESCAL VALLEY WATER DISTRICT requires order and discipline to succeed and to promote efficiency, productivity and cooperation among employees. You are expected to act in a mature, responsible, and courteous manner at all times. It is helpful to identify some examples of types of conduct that are impermissible and that may lead to disciplinary action, possible including immediate discharge. However, it is not possible to provide an exhaustive list of all types of impermissible conduct and performance, so the following are some examples:

1. Insubordination, including improper conduct toward a manager or refusal to perform tasks assigned by a manager in the appropriate manner.
2. Possession, distribution, sale, use or being under the influence of alcohol beverages or a ~~illegal drug~~ **controlled substance** while on TEMESCAL VALLEY WATER DISTRICT property, while on duty, or while operating a vehicle or potentially dangerous equipment leased or owned by the District, or violation of the Alcohol and Drug-Free Workplace policy contained herein.
3. Sexual harassment or other unlawful harassment, whether verbal, physical or visual.
4. Actual or threatened violence.
5. Release of confidential information about TEMESCAL VALLEY WATER DISTRICT or its customers.
6. Theft or unauthorized removal or possession of property from TEMESCAL VALLEY WATER DISTRICT, fellow employees, customers or anyone on TVWD property.
7. Failure to use your timecard; altering or falsifying any time-keeping records.
8. Absence for one or more consecutive work days without notice to your manager or department head, unless a reasonable excuse is offered and accepted by TEMESCAL VALLEY WATER DISTRICT.
9. Falsifying or making a material omission on an employment application or any other TEMESCAL VALLEY WATER DISTRICT record.
10. Misusing, destroying or damaging property of TEMESCAL VALLEY WATER DISTRICT, a fellow employee, a customer, or a visitor.
11. Fighting on TEMESCAL VALLEY WATER DISTRICT property.
12. Bringing onto TEMESCAL VALLEY WATER DISTRICT property dangerous or unauthorized materials, such as explosives, firearms, or other similar items.
13. Misconduct.
14. Unsatisfactory performance.

Be aware that employment is at the mutual consent of the employee and TEMESCAL VALLEY WATER DISTRICT. Accordingly, either the employee or TVWD can terminate the employment relationship at will, at any time, either with or without cause or advance notice.



# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Policy Against Fraud*

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**Background** - The fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against TEMESCAL VALLEY WATER DISTRICT. It is the intent of TVWD to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls of investigation.

#### Scope of the Policy

This applies to any irregularity, or suspected irregularity, involving employees as well as consultants, vendors, contractors, outside agencies doing business with TVWD.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to TVWD.

#### Policy

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional false representation, or concealment of material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Any irregularity that is detected or suspected must be reported immediately to the General Manager or the Finance Manager, who coordinates all investigations with Director of the Finance Committee and the District Board attorney, if necessary.

#### Actions Constituting Fraud

The terms defalcation, misappropriations, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act.
- Misappropriation of funds, securities, supplies, or other assets.
- Impropriety in the handling or reporting of money or financial transactions.
- Profiteering as a result of insider knowledge of company activities.
- Disclosing confidential and proprietary information to outside parties.
- Disclosing to other persons activities engaged in or contemplated by the company.
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the company. Exception: Gifts less than \$50.00 in value.
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment, and/or
- Any similar or related irregularity.

#### Other Irregularities

Irregularities concerning an employee's moral, ethical, or behavior conduct should be resolved by departmental management and the General Manager.

If there is any question as to whether an action constitutes fraud, contact the General Manager or Finance Manager for guidance.

#### Investigation Responsibilities

The District has the primary responsibility for the investigation of all suspected fraudulent acts as defined

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

in the policy. If the investigation substantiates, fraudulent activities have occurred, the District will issue reports to appropriate designated personnel and, if appropriate, to the Board of Directors through the Finance Committee.

Any irregularity or suspected dishonest or fraudulent activity involving the General Manager or the Finance Manager shall be reported solely to the President of the Board, who will coordinate such investigation with the Director of the Finance Committee, and the Board's attorney if appropriate.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made by the Board of Directors.

### Confidentiality

The District treats all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the General Manager or Finance Manager immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act.

### Authorization for Investigating Suspected Fraud

Members of the Investigation Unit will have:

- Free and unrestricted access to all District records and premises, whether owned or rented; and
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Policy Against Harassment*

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TEMESCAL VALLEY WATER DISTRICT is committed to providing a work environment that is free of discrimination. In keeping with this commitment, TVWD maintains a strict policy prohibiting all forms of unlawful harassment, including sexual harassment and harassment based on race, color, religion, national origin, age, sexual orientation, gender identity, or any other characteristic protected by state or federal law. This policy applies to all agents and employees of TVWD, including managers and non-supervisory employee, and prohibits harassment of employees in the workplace by any person, including non-employees. Furthermore, this policy prohibits unlawful harassment in any form, including verbal, physical, and visual harassment. It also prohibits retaliation of any kind against individuals who file complaints in good faith or who assist in a District investigation.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Individuals who violate this policy are subject to discipline up to and including the possibility of immediate termination.

Unlawful harassment may take many forms, including:

- Verbal conduct, such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations or comments.
- Visual conduct, such as derogatory posters, cartoons, drawings, or gestures.
- Physical conduct, such as assault, blocking normal movement, or interference with work directed at an employee because of the employee's sex or other protected characteristic.
- Threats and demands to submit to sexual requests in order to keep one's job or avoid some other loss, and offers to job benefits in return for sexual favors.
- Retaliation for having reported unlawful harassment.

Any employee or other person who believes he or she has been harassed by a co-worker, manager, or agent of TEMESCAL VALLEY WATER DISTRICT should promptly report the facts of the incident or incidents and the names of the individuals involved to his or her manager or, in the alternative, to the General Manager. It is the responsibility of each employee to immediately report any violation or suspected violation of this policy to one or more of the individuals identified above.

Managers should immediately report any incidents of harassment to the General Manager. The General Manager will investigate all such claims and take appropriate corrective action, including disciplinary action, when it is warranted. Employees should feel free to report valid claims without fear of retaliation of any kind.

Employees will not be subject to retaliation for registering any complaint of unlawful harassment in good faith.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

Any violations of this policy are subject to discipline up to and including the possibility of immediate termination.

If any employee has any questions concerning this policy, please feel free to contact the Office Manager.

### *Personal Appearance and Grooming*

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The District's image is important, and it is therefore necessary that employees present a professional image to customers and vendors. Employees are expected to dress and groom themselves in accordance with accepted social and business standards. A good clean appearance bolsters your own poise and self-confidence and greatly enhances our District image. The District provides operations staff with shirts that exhibit the TVWD logo, all safety equipment for use in the field, as well as a boot allowance of up to \$200 every six months. Office staff shall dress in a professional manner; however, business casual attire is allowed on Friday's. Employees should utilize good judgment in determining their dress and appearance.

Employees who are inappropriately dressed will be sent home and directed to return to work in proper attire. Such employees will not be compensated for the time away from work.

This is an overview of the District's policy on dress and grooming standards. Employees are requested to ask their manager for specific dress standards for their position.

### *Non-Solicitation*

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TEMESCAL VALLEY WATER DISTRICT strives to establish a work environment that is productive and without undue disruptions to the workday.

In order to avoid disruption of TVWD operations, the following rules shall apply to solicitations and distribution of literature on TVWD property:

1. Employees of TVWD may not solicit during working time for any purpose. Working time is defined below.
2. Employees may not distribute literature during working time for any purpose.
3. Employees may not distribute literature at any time for any purpose in working areas.

**WORKING TIME:** "Working time" includes the working time of both the employee doing the soliciting and distributing and the employee to whom the soliciting or distributing is being directed. Working time does not include break periods, meal periods, or any other specified periods during the workday when employees are properly not engaged in performing their work tasks.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Non-Fraternization*

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**Managers and Supervisors.** The District desires to avoid misunderstanding, complaints of favoritism, possible claims of sexual harassment, and the employee morale and dissension problems that can potentially result from personal or social relationships involving managerial and supervisory employees in the District. Accordingly, managers and supervisors are prohibited from fraternizing or becoming sexually or romantically involved with one another or with any subordinate employee in their chain of command or with any non-management employee of a facility owned or operated by the District.

**All Employees.** The District also desires to avoid misunderstanding, complaints of favoritism, possible claims of sexual harassment and the employee morale and dissension problems that can result from certain other relationships between employees. Accordingly, all employees, both management and non-management, are prohibited from fraternizing or becoming sexually or romantically involved with other employees when, in the opinion of the District, their personal relationships may create a potential conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security or morale. All employees should also remember that the District maintains a strict policy against unlawful harassment of any kind, including sexual harassment.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Conflict of Interest Policy*

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The success of TEMESCAL VALLEY WATER DISTRICT depends upon the quality of the relationships between TVWD, our employees, our customers, our suppliers, subcontractors, consultants and the general public. Our customers' impressions of TVWD and their interest and willingness to support our District, is largely formed by the people who serve them. In a sense, regardless of your position, you are the District's ambassador. The more goodwill you promote, the more our customers will respect and appreciate you and TVWD.

Employees at all levels are therefore required to comply with this conflict of interest policy. The policy recognizes that employees have the right to insist upon the undivided loyalty of their employees throughout their employment; therefore, TVWD requires the following commitments from all employees, subject to the provisions of all applicable, federal, state and local laws:

1. Every employee of TEMESCAL VALLEY WATER DISTRICT has a legal and ethical responsibility to promote the District's best interests. No employee may engage in any conduct or activities that are inconsistent with the District's best interests or that in any manner disrupts, undermines, or impairs the District's relationships with any customer or prospective customer or any outside organization, person, or entity with which the District has or proposes to enter into an arrangement, agreement, or contractual relationship of any kind.
2. Employees must also agree that, both during and subsequent to their employment with the District, they will not interfere with, disrupt, or impair any relationship between the District and any employee, consultant, representative, or any outside organization with which it has or proposes to enter into a contractual relationship, arrangement, or program.
3. The protection of confidential information and trade secrets is essential to the District, its clients, and the future security of its employees. To protect such information, employees may not disclose any trade secrets or confidential information. Employees who are exposed to confidential, sensitive, or proprietary information about the District, its clients, or its programs may be required to sign a trade secret and non-disclosure agreement as a condition of employment. Employees who improperly disclose any sensitive information, confidential information, or trade secrets are subject to disciplinary action up to and possibly including discharge, whether or not they are parties to such an agreement.
4. The District requires the complete commitment of all full-time employees. Such employees may not engage in any outside activity or accept work in any outside position that either interferes with their ability to devote their full and best efforts to the District's interests or raises an actual or potential conflict of interest or the possible appearance of a conflict of interest. Employees who have any questions whatsoever regarding this policy or the potential impact of outside employment or outside activities on their position with the District should contact their manager before accepting any outside position or engaging in such an activity.
5. The District reserves the right to determine that other relationships that are not specifically covered by this policy represent actual or potential conflicts of interest. In any case where the District determines, in its sole discretion that a relationship between any employee and a non-employee and an outside organization or individual presents an actual or potential conflict of interest, the District may take whatever action it determines to be appropriate to avoid or prevent the continuation of the actual or potential conflict of interest. Such action may include, but is not necessarily limited to, transfers, reassignments, changing shifts or responsibilities, or, where it deems such action appropriate, disciplinary action up to and including the possibility of immediate termination.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Gifts*

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Advance approval from management is required before an employee may accept or solicit a gift of any kind from a customer, supplier or vendor representative. Employees are not permitted to give gifts to customers or suppliers, except for certain promotional "premiums" (tee-shirts, coffee mugs, pens, key chains, etc.) imprinted with the TEMESCAL VALLEY WATER DISTRICT logo or sales information. Statement of Economic Interest (Form 700) designated employees filing pursuant to a conflict of interest "code filers" under the Fair Political Practices Commission must report gifts as defined by Government Code Section 87200.

### *Telephone*

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TEMESCAL VALLEY WATER DISTRICT phone lines are to be used only for business use. Except in cases of emergency, employees should not tie up District telephone lines with personal calls. TVWD may monitor telephone calls to ensure compliance with this policy as well as for other business reasons, including the desire to ensure that calls are handled in a professional manner and to promote efficiency in the manner in which customers are treated. Employees should therefore not assume that calls made or received on District lines are confidential.

Employees are requested to keep all personal phone calls to a minimum. Friends and relatives should be discouraged from calling during working hours unless there is an emergency. Under no circumstances should an employee make or charge a long distance call to TEMESCAL VALLEY WATER DISTRICT unless it is work-related and approved by the employee's manager.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Cell Phone Policy*

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TEMESCAL VALLEY WATER DISTRICT wishes to ensure that employees devote their full attention to their job responsibilities, and that employees who are operating potentially dangerous equipment are not distracted. Based on these considerations, TVWD has established a policy regarding the use of cell phones that applies while employees are at work or operating vehicles or potentially dangerous equipment.

1. Use in the Workplace. Employees are discouraged from bringing their personal cell phones onto TEMESCAL VALLEY WATER DISTRICT property. Using a phone to receive or make excessive personal calls is inappropriate and may interfere with an employee's productivity. Employees who have such cell phones should keep them turned off and should not use them during working hours. If cell phones must be used when an employee is not on a meal or rest break, calls must be kept to a minimum and occur only when a genuine need exists. Employees may use their cell phones to make personal calls during approved breaks and meal periods. Under no circumstances should they be used where it would result in discourtesy to others or prevent the employee from being fully attentive to the employee's duties and responsibilities.
2. Use While in Vehicles or Operating Equipment. The use of a cell phone while operating a vehicle or any potentially dangerous equipment may impair the employee's ability to devote his or her full attention to the duty of operating the vehicle or equipment safely. It can present a distraction and prevent the employee from focusing attention on other vehicles, road conditions, safety concerns and pedestrians. TEMESCAL VALLEY WATER DISTRICT requires all employees to operate vehicles and potentially dangerous equipment in a safe manner and comply with all rules, regulations and statutes regarding the operation of a motor vehicle including but not limited to safety belts, speed limits and hands-free operation of cell phones.



# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Employer Property*

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**Personal packages and articles.** TEMESCAL VALLEY WATER DISTRICT reserves the right to inspect any and all parcel, packages, backpacks, purses, boxes or other articles leaving THE DISTRICT'S premises. All managers or any other District-designated person has the authority to inspect packages or other articles leaving the District's premises in the possession of any employee. If employees desire to avoid such inspections, they should refrain from bringing packages or other articles on the District's premises. TVWD is not responsible for lost or stolen items that are brought on the premises.

**Locker and desk inspection policy.** TEMESCAL VALLEY WATER DISTRICT provides lockers for the convenience and use of its employees at the District's expense. In addition, some employees are also provided desks for their use during work. Although lockers and desks are made available for the convenience of employees while at work, employees should remember that all lockers and desks remain the sole property of TVWD and TVWD reserves the right to open and inspect lockers and desks, as well as any contents, effects, or articles that are in lockers or desks. Such an inspection can occur at any time, with or without advance notice or consent. An inspection may be conducted before, during, or after working hours by any manager, manager or security personnel designated by TVWD.

Prohibited materials, including weapons, explosives, alcohol and non-prescribed drugs or medications, may not be placed in a locker or desk. Perishable items also should not be stored in lockers or desks or left for prolonged periods. Employees, who, if requested, fail to cooperate in any inspection, will be subject to disciplinary action, including possible suspension or discharge. TEMESCAL VALLEY WATER DISTRICT is not responsible for any articles that are placed or left in a locker or desk that are lost, damaged, stolen or destroyed.

### *Off-Duty Use of Facilities*

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Employees may request to use TEMESCAL VALLEY WATER DISTRICT facilities, property, or equipment for personal use on an occasional and reasonable basis from their manager. Said request should be made in writing and manager approval is required.

Loss or damage of the equipment will be the responsibility of the employee.

For insurance liability reasons, vehicles may not be used for personal use.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Use of Electronic Media*

**Applicability of Policy.** This policy applies to all individuals (employees, contractors, temporary agency personnel, etc.) using the District's electronic communications systems, irrespective of the time of day, means of access, or location of the person.

**Statement of Policy.** TEMESCAL VALLEY WATER DISTRICT uses various forms of electronic communication including, but not limited to computers, e-mail, telephones, fax, and the Internet. All electronic communications, including all software, databases, hardware, and digital files, remain the exclusive property of TVWD and are to be used only for TVWD business with the exception of occasional and reasonable personal use, provided that this does not interfere with work performance. No person should have any expectation of privacy when using or accessing the District's electronic communications systems. TVWD has the right, but not the duty, to monitor any and all aspects of its electronic communications systems, and persons using the systems waive their right to privacy in anything they create, store, send, or receive.

Use of TEMESCAL VALLEY WATER DISTRICT electronic communications systems is a privilege, not a right, and all who access the system are expected to do so in a professional, responsible, lawful, and ethical manner. TVWD may revoke any individual's privileges, temporarily or permanently. Individuals using District-provided access (i.e., TVWD's network) must only access the Internet through the approved Internet firewall, unless otherwise authorized.

**Statement of Business Purpose.** All of TEMESCAL VALLEY WATER DISTRICT electronic communications systems are for the purpose of facilitating the acquisition and/or exchange of information in furtherance of District business, education and research. All business related information (e.g. products, processes, strategies, etc.) communicated through the District's electronic communications systems must be treated in a manner consistent with the District's policy regarding Confidential Information. The use of the District's electronic communications systems to commercially advertise, promote, solicit other team members for any non-business purpose, convey political material, or for other similar unauthorized purposes is strictly prohibited. It is recognized there may be a need for occasional personal use, but such use does not include activities deemed inappropriate under this policy.

**Scope of Improper Acts.** Provided below is a descriptive (non-exhaustive) list that outlines some of the types of uses for which the electronic communications systems must not be used. When considering the propriety of engaging in a particular act, the individual should be guided by both the specific prohibitions provided below and the general objectives and guidelines expressed in this Policy Statement (when in doubt, consult your manager before engaging in the questionable act). Prohibited activities include but are not limited to:

- Using or displaying any words, images, references, etc., that could be perceived and/or interpreted as obscene, derogatory, defamatory, or racially, sexually, ethnically or otherwise offensive to colleagues, clients, suppliers, or competitors.
- Creating, accessing, downloading, transmitting, or displaying, etc., words, messages, images, etc., that might be considered inappropriate in the workplace. This is including but not limited to messages or images that are lewd, obscene, or pornographic, and messages or images that might be considered offensive or harassing due to their reference to race, color, sex, age, sexual orientation, marital status, religion, national origin, physical or mental disability, height, weight, or other protected status.
- Using the electronic communications systems to harass, intimidate, or annoy other persons, including co-workers.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

- Spreading “chain mail” and other frivolous communications.
- Downloading, copying, printing, or transmitting software and/or documents protected by copyright laws. Persons using The District’s electronic communications systems must comply with all software licenses, copyrights, and all laws governing intellectual property and on-line activity. Any team member with a question concerning a copyright, license, or legal issue should contact Management.
- Downloading or copying public domain software without prior consent from Management.
- Downloading any files or software that are not authorized by TEMESCAL VALLEY WATER DISTRICT.
- Using encryption devices and/or encryption software that have not been expressly authorized by Management.
- Opening e-mail messages from unknown or unidentified external sources. Such messages may contain computer viruses capable of causing substantial damage to the District’s computer system. Individuals who receive messages from unrecognized external sources must delete the message immediately.
- Installing and/or connecting unauthorized hardware to District computing systems.
- The storage of non-business related materials on TEMESCAL VALLEY WATER DISTRICT computers. This includes but is not limited to music, sound, games, jokes, and other personal files.
- The installation and use of peer-to-peer file-sharing and streaming medial sites. The operation of such file-sharing programs opens TEMESCAL VALLEY WATER DISTRICT to copyright violations, virus infestation, lost or corrupted data, congested network traffic and lost productivity. Legitimate streaming media use as required for conducting research or training constitutes acceptable use.
- Jeopardizing the security of access to The District’s network by disclosing or sharing passwords and/or impersonating others.

**Password Protection Policy.** Passwords are the entry point to the District’s network. Protecting access to our District resources (e.g., project files, accounting data, and personal information) is pivotal in ensuring that our systems remain secure. Network accounts are assigned for the individual use of TEMESCAL VALLEY WATER DISTRICT staff, and each is responsible for the proper use and security of this account.

Note: Passwords are designed to maintain the confidentiality of the District’s business-related information and to give persons access to all or part of the District’s electronic communications systems as part of their work functions. Passwords are not designated to provide confidentiality with respect to messages and documents stored on, or a person’s use of, The District’s electronic communications systems. Voice-mail messages, e-mail messages and files, computer files, and all other electronic data stored on the District’s communications systems are the exclusive property of TVWD.

No person should have any expectation of privacy when using or accessing the District’s electronic communications systems. TEMESCAL VALLEY WATER DISTRICT has the right, but not the duty, to monitor any and all aspects of its electronic communications systems, and persons using the systems waive their right to privacy in anything they create, store, send, or receive.

**Email and Voicemail.** Individuals using the District’s electronic communications systems must understand that voice-mail and e-mail messages are typically more permanent than written

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

communications on paper. Even when a voice-mail or e-mail message has been “erased” or “deleted,” it is still usually possible to retrieve, read, print, and forward the message. Individuals using the District’s electronic communications systems must therefore exercise the same degree of care when preparing and sending an e-mail message, communicating on the Internet, or when leaving a voice-mail message, as would be exercised when preparing and sending a signed written paper communication.

No person should have any expectation of privacy when using or accessing the District’s electronic communications systems. TEMESCAL VALLEY WATER DISTRICT has the right, but not the duty, to monitor any and all aspects of its electronic communications systems, and persons using the systems waive their right to privacy in anything they create, store, send, or receive.

**Software Licenses.** TEMESCAL VALLEY WATER DISTRICT purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, TVWD does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. TEMESCAL VALLEY WATER DISTRICT prohibits the illegal duplication of software and its related documentation. Employees are prohibited from installing and/or downloading any software on their computers without prior consent from management.

**Equipment and Services.** TEMESCAL VALLEY WATER DISTRICT may provide equipment (laptops and software) for securely accessing the District’s computer network from remote locations.

The use of TEMESCAL VALLEY WATER DISTRICT-provided equipment and services for accessing the District network is limited to authorized persons and only for purposes relating to fulfilling the organization’s business. TVWD will provide for repairs to District-provided equipment and services.

No person should have any expectation of privacy when using or accessing the District’s electronic communications systems. TVWD has the right, but not the duty, to monitor any and all aspects of its electronic communications systems, and persons using the systems waive their right to privacy in anything they create, store, send, or receive.

**Corrective Action for Violations.** Individuals who violate this Policy will be subject to corrective action, up to and including termination. Temporary service agency personnel or contractors who violate this Policy will generally have their assignment severed immediately.

**Duty to Report Violations.** Individuals who become aware of violations of this policy must report such violation to their manager. An employee’s failure to report a violation may result in discipline up to and including termination.

**No Waiver.** The District’s decision to not initiate corrective action for a policy violation does not in any way waive the District’s right to enforce the Policy and correct any subsequent and/or other Policy violations.

**Disclaimer of Liability.** TEMESCAL VALLEY WATER DISTRICT is not responsible for any damages arising out of the use of its electronic communications systems caused by any person acting in a manner inconsistent with or in violation of this Policy.

**Access, Monitoring and Surveillance.** By accepting or continuing employment with TEMESCAL VALLEY WATER DISTRICT, or by accepting or continuing your assignment with TEMESCAL VALLEY WATER DISTRICT, you consent to (a) the monitoring, printing, copying, and/or deleting of any voice-mail message, e-mail message, or other electronic data prepared by you via use of the

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

District's electronic communications systems and (b) The District's use of any such voice-mail, e-mail, or other electronic data from the District's electronic communication systems, as the District deems appropriate. You acknowledge that the District's ability and freedom to monitor, delete, and otherwise take action with respect to voice-mails, e-mails, Internet usage, and other electronic data stored on District equipment is necessary in order for TEMESCAL VALLEY WATER DISTRICT to protect itself, its business, and its team members.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *District Vehicles*

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Employees are required to operate motor vehicles safely in accordance with all applicable laws. Among other things, these laws prohibit the operation of motor vehicles in excess of applicable speed limits, while under the influence of alcohol, controlled substances, or other substances that impair driving abilities, or in any other unsafe manner. New laws also recognize that the use of cellular phones can create distractions. As a result, TEMESCAL VALLEY WATER DISTRICT prohibits the use of cellular telephones while driving. If an employee operates a motor vehicle while using a cellular telephone, the cellular telephone must be used in a manner that allows hands-free listening and talking operations. It may not be used under any circumstances that would distract an employee from the duty to drive in a safe and non-negligent manner. TVWD requires employees with driving responsibilities to inform the District within 24 hours if the employee's driver's license has been suspended or revoked or if the employee's liability insurance has been cancelled or modified in any manner. Employees who fail to comply with this requirement will be subject to disciplinary action found appropriate by the District, up to and possibly including immediate termination.

If you are authorized to operate a District vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you will be considered completely responsible for any accidents, fines or traffic violations incurred.

Employees who operate their own vehicle while performing their job should add TEMESCAL VALLEY WATER DISTRICT as additional insured to their insurance policy and provide proof to the District. There is no fee for this addition.

### *Driving Records*

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Employees or potential employees who seek or hold positions that involve driving responsibilities for TEMESCAL VALLEY WATER DISTRICT work in occupations for which TVWD may have direct or indirect legal responsibility. TVWD is committed to ensuring that employees who have driving responsibilities do not place the District, employees, or members of the general public at risk. Therefore, TVWD requires that employees with driving responsibilities maintain safe driving records as a condition of employment and continued employment. TVWD reserves the right to discipline or terminate employees with driving responsibilities whose driving records become unsatisfactory, in the sole discretion of the District. In order to verify an individual's driving status, TVWD may require the employees or job applicants to furnish all or portions of their driving record from the Department of Motor Vehicles or may ask them to sign any necessary authorizations that are required or appropriate to request records directly from the Department of Motor Vehicles. Subject to any limitations imposed by state and federal law, individuals must cooperate fully with any request for records or request for an authorization to seek such records from an appropriate agency or entity.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Confidential Information*

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Our customers, suppliers, subcontractors, and consultants entrust the District with important information relating to their businesses. The nature of this relationship requires confidentiality.

The protection of confidential information and trade secrets is essential both for TEMESCAL VALLEY WATER DISTRICT and its employees' future security. To protect such information, employees may not disclose any trade secrets or confidential information. Employees who disclose trade secrets or confidential TVWD information are subject to disciplinary action up to and possibly including discharge.

### *Bulletin Boards*

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TEMESCAL VALLEY WATER DISTRICT maintains a bulletin board which contains legally required notices and notices pertaining to TVWD business. Employees are responsible for regularly checking and reading the bulletin boards and for following the rules, regulations and instructions posted there.

Posting of other material on the bulletin board is strictly prohibited.

Management maintains bulletin boards in the kitchen.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Attendance*

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You are expected to be at your work area and ready to work at the beginning of your assigned daily work hours, and you are expected to remain at your work area until the end of your assigned work hours except for approved breaks and lunch. When your work takes you away from your work area, please let your manager know where you are going and how long you expect to be gone. Be aware that excessive time off could lead to disciplinary action.

**Absence or Tardiness.** The District is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick days and vacation days have been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your manager immediately. Give your manager as much time as possible to arrange for someone else to cover your position until you arrive. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf. If your manager is not available the information can then be left with another staff member.

If you know in advance that you will need to be absent, you are required to request this time off directly from your manager. He or she will determine when will be the most suitable time for you to be absent from your work.

Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action, including possible dismissal. Absence from work for three (3) consecutive days without notifying your Manager or the Manager on-duty will be considered a voluntary resignation.

**Record of Absence.** If you are absent because of illness for three (3) or more successive days, your manager may request that you submit written documentation from your doctor. If you are absent five (5) or more days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.



# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Termination*

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The employment relationship is based on the mutual consent of the employee and the District. Therefore, either the employee or the District can terminate the employment relationship at will, with or without cause or advance notice, at any time. No employee or representative of the District other than the Board of Directors has any authority to enter into any agreement for employment for any specified period of time or to make any agreement that is contrary to the employment-at-will policy. Further, the Board of Directors may not alter the at-will nature of the employment relationship unless they do so specifically in a written agreement signed by both the Board of Directors and the employee.

### *Return of Property*

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If you quit or are terminated, you must return any property of the District that you have on your last day of work. The District may request that property or materials in your possession be returned earlier.

### *Final Paycheck*

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Employees will receive their final paycheck within the time required by law.

### *Exit Interviews*

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In instances where an employee voluntarily leaves our employ, the District's management would like to discuss your reasons for leaving and any other impressions that you may have about the District. If you decide to leave, you will be asked to grant us the privilege of an exit interview. During the exit interview, you can express yourself freely. It is hoped that this exit interview will help us part friends, as well as provide insights into possible improvements we can make. All information will be kept strictly confidential and will in no way affect any reference information that the District's management will provide another employer about you.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Performance Evaluations and Merit Increases*

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**Performance Evaluations.** Your manager is continuously evaluating your job performance. Day-to-day interaction between you and your manager should give you a sense of how your manager perceives your performance.

TEMESCAL VALLEY WATER DISTRICT conducts a formal performance review approximately every twelve (12) months for each employee. New employees will be reviewed after ninety (90) days. A review may also be conducted in a case of a promotion or change in duties and responsibilities.

During formal performance reviews, your manager will consider the following things, among others:

- Attendance, initiative and effort
- Knowledge of your work
- Attitude and willingness
- Quality and quantity of your work
- Conditions under which you work
- Teamwork

The primary reason for performance reviews is to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve in your weaker areas. The review also serves to make you aware of and to document how your job performance compares to the goals and description of your job. This is a good time to discuss your interests and future goals. Your manager is interested helping you to progress and grow in order to achieve personal as well as work-related goals--perhaps he or she can recommend further training or additional opportunities for you.

### *Disciplinary Actions*

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TEMESCAL VALLEY WATER DISTRICT must retain the right to discipline employees where it determines that such action is warranted by the circumstances. Although all employment relationships are terminable at will, at any time, either at the employee's option or at the option of TVWD, the District may exercise its discretion to administer a system of progressive forms of discipline, such as verbal counseling, one or more written counseling's, and termination. However, progressive discipline is not mandatory or binding in any case. It is also inapplicable to layoffs and similar downsizing efforts. TVWD reserves the right, in its discretion, to deviate from any formal system of discipline.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Reference Requests*

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TEMESCAL VALLEY WATER DISTRICT does not respond to oral requests for references. All requests must be in writing and on District letterhead. Employees should not provide any information regarding current or former employees or volunteers to any outside agency, organization, institution, or person who is not employed by TVWD. Any employee who receives a request for any information, including but not limited to verifications of employment, employment references and requests for comments regarding performance from any outside agency, organization, institution, or person concerning a past or present employee or volunteer of TVWD should refer the person making the request to the Manager without engaging in any on or "off the record" conversation about the individual. The Manager is the only individual who is authorized to provide information of any kind regarding current or former employees or volunteers. *Strict observance of this policy is required.* Any violation of this policy may result in disciplinary action up to and including possible termination.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Safety Regulations*

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Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all TEMESCAL VALLEY WATER DISTRICT activities. To achieve our goal of providing a completely safe work place, everyone must be safety conscious. Please report any unsafe or hazardous condition directly to your manager immediately. Every effort will be made to remedy problems as quickly as possible.

The use of a cell phone while operating a vehicle or any potentially dangerous equipment may impair the employee's ability to devote his or her full attention to the duty of operating the vehicle or equipment safely. It can present a distraction and prevent the employee from focusing attention on other vehicles, road conditions, safety concerns and pedestrians. TVWD requires all employees to operate vehicles and potentially dangerous equipment in a safe manner and comply with all rules, regulations and statutes regarding the operation of a motor vehicle including but not limited to safety belts, speed limits and hands-free operation of cell phones.

In case of an accident involving a personal injury, regardless of how serious, please notify your manager or the on-duty manager immediately, this includes all parties who witness the accident. Failure to report accidents can result in a violation of legal requirements, and can lead to difficulties in processing insurance and benefit claims. If any employee is injured on the job, he or she will be entitled to benefits under the state workers' compensation law in most cases. TVWD carries workers' compensation insurance and will assist employees to obtain all benefits to which they are legally entitled.

The employee is expected to work safely, to observe all safety rules and to keep the premises clean and neat. Remember that carelessly endangering yourself or others may lead to disciplinary action, including possible dismissal.

#### **INJURY AND ILLNESS PREVENTION PROGRAMS**

Employee safety is of paramount importance to the District. In keeping with its commitment to safety in the work place, the District has established this Injury and Illness Prevention Program (the "IIPP") to explain its safety policies and procedures. Some of the key features of the program are summarized below:

1. **Responsibility for Administration.** The individual with principal authority and responsibility for implementing and administering the District's IIPP is the General Manager, the Safety Director. This person is referred to as the "IIPP Administrator" in this IIPP Statement.
2. **Need for Compliance.** All employees are required to comply with the District's safety and health policies and practices. This includes employees at every level and in all positions within the District. Performance evaluations take into consideration all aspects of an employee's performance, including the employee's compliance with the District's safety standards. Consequently, strict adherence to the District's safety standards and legal obligations concerning safety will be viewed positively in an evaluation. In the same manner, employees who fail to promote the interests of safety and health in the work place may be viewed negatively in an evaluation. In addition, violations of safety standards or conduct that shows either a disregard for safety concerns or negligent or reckless conduct may result in disciplinary action. In this regard, it should be remembered that the employment relationship is at the mutual consent of the employee and the District and can be terminated at will, at any time, either by the employee or by the District.
3. **Communications.** Employees will be informed of matters relating to occupational safety and health from time to time. Communications of this nature may be contained in posted notices, memos, personnel policy statements, employee newsletters, or safety guidelines. Important

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

safety issues may also be raised at employee meetings and training programs. Employees are, in turn, encouraged to direct any questions they have regarding safety issues or the IIPP to the IIPP Administrator. It is also the responsibility of each employee to inform his or her supervisor or the IIPP Administrator immediately of any hazard or unsafe condition in the work site. This can occur without fear of reprisal in any form. Employees can also notify the IIPP Administrator of any such hazards anonymously if they prefer to do so. This can be done either by calling the IIPP Administrator at (951) 277-1414 and indicating that the employee does not wish to identify him or herself or by writing to the IIPP Administrator at 22646 Temescal Canyon Road, Corona, CA 92883.

4. Inspections. The District has adopted procedures that are designed to assist it to identify and evaluate work place hazards, including unsafe conditions and work practices. These procedures include periodic inspections. Inspections may be scheduled at various times. In addition to the inspections that were conducted when our IIPP was first established, inspections may occur (a) when new substances, processes, procedures, or equipment that represent a new occupational safety and health hazard are introduced to the work place, and (b) when the District becomes aware of a new or previously unrecognized hazard.
5. Investigation of Injuries and Illnesses. The District will investigate occupational injuries and illnesses when and in the manner that it determines appropriate. This may involve a physical inspection of the location where an injury occurred, the circumstances that led to the injury or illness, and whether specific procedures, practices, or preventive measures could have helped to reduce or eliminate the danger or prevent the injury or illness. Such investigations may be conducted by the IIPP Administrator or a person designated by the Administrator for that purpose.
6. Correction of Unsafe Conditions. Where it is determined that an unsafe or unhealthy condition, work practice or work procedure exists, the District will take steps that it determines are appropriate under the circumstances to correct the condition, practice or procedure in a timely manner. The severity of the hazard will be considered along with other relevant factors when evaluation the most appropriate method of correcting any hazardous situation and the time frame within which the correction will be made. If an imminent hazard exists that cannot be abated immediately without endangering one or more employees or property, the District may find it appropriate to remove all exposed personnel from the area in which the hazard exists, unless they are necessary to correct the existing condition. Where employees are found, necessary to correct the hazardous condition, they will be provided necessary safeguards.
7. Training and Instruction. The District will also provide training and instruction to employees under the IIPP from time to time. Such training and instruction will be provided (a) when the program is first established, (b) as part of the orientation provided to new employees, (c) to employees provided new job assignments for which training has not previously been received, (d) when new substances, processes, procedures, or equipment are introduced to the work place and represent a new hazard, (e) when the District becomes aware of a new hazard or one that was previously unrecognized, and (f) to supervisors who must be familiar with the safety and health hazards to which employees under their immediate direction and control may be exposed.
8. Records. The District will retain records of inspections and training conducted under the IIPP for the period required by law. The objectives of the IIPP can only be fully accomplished with the cooperation of all employees. We again wish to stress the importance of safety to the District and all of its employees and urge every employee to cooperate in our goal of achieving "safety first". If you have any questions regarding the IIPP or your responsibilities with respect to work place safety, please direct them to the IIPP Administrator.

# **TEMESCAL VALLEY WATER DISTRICT**

## Employee Handbook

### Workplace Security Policy

TEMESCAL VALLEY WATER DISTRICT is firmly committed to providing a workplace that is free from acts of violence or threats of violence. Although some kinds of violence result from societal problems that are beyond our control, we believe that measures can be adopted to increase protection for employees and to provide a secure workplace. Therefore, we have established a strict policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on duty, while on District-related business, or while operating any vehicle or equipment owned or leased by TVWD. This policy applies to all employees, including managers, supervisors and non-supervisory employees. In order to achieve our goal of providing a workplace that is secure and free from violence, we must enlist the support of all employees. Compliance with this policy and the District's commitment to a "zero tolerance" policy with respect to workplace violence is *every employee's responsibility*.

Employees are required to report any incident involving a threat of violence or act of violence immediately to their manager or, if they prefer, the General Manager. The manager must report the matter immediately to the General Manager who will investigate the matter and take appropriate corrective action. This may include the imposition of disciplinary action upon any employee who violates this policy, up to and possibly including immediate termination.

If employees become aware of any workplace security hazards or identify methods of increasing security in the workplace, they should report that information to their manager or General Manager as well. Employees are required to report violations of this policy, including any incidents involving actual or threatened violence. They may do so without fear of retaliation of any kind.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Smoking Policy*

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TEMESCAL VALLEY WATER DISTRICT shall comply with all laws and regulations regarding smoking in public places. Smoking is prohibited in all locations on TVWD property except those outside areas specifically designated as smoking areas. Employees who violate this policy will be subject to disciplinary action, up to and possibly including immediate termination.

### *Pre-Employment Testing*

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Job applicants who receive offers of employment may be asked to submit to and pass testing procedures that are designed to detect the presence of illicit drugs and/or alcohol. All offers of employment to such individuals will be conditioned upon the successful completion of the testing procedure.

All employees are asked and expected to cooperate fully with TEMESCAL VALLEY WATER DISTRICT in connection with the administration of this policy. Employees must fully comply with these requirements.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *Alcohol and Drug-Free Workplace*

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TEMESCAL VALLEY WATER DISTRICT has a strong commitment to provide a safe, efficient and productive work environment. TVWD wishes to ensure that employees will perform their duties safely and efficiently in a manner that protects their interests and those of their co-workers. TVWD also desires to promote efficiency in the work place and to provide the highest quality products and services. In keeping with this commitment, TVWD has a strict policy regarding the inappropriate use and possession of drugs and alcohol. This policy recognizes that employee involvement with alcohol or drugs can be extremely disruptive and harmful to the work place. It can adversely affect the quality of work and the performance of employees, pose serious safety and health risks to the user and others and have a negative impact on work efficiency and productivity. Accordingly, TVWD requires all employees to report for work fit to perform their jobs and prohibits the use or possession of alcohol or drugs. All employees must adhere to the rules stated in this policy.

No employee may use, possess, transfer, distribute, manufacture, or sell alcohol or any drug while on the District's property, while on duty, while on on-call status, or while operating a vehicle or potentially dangerous equipment that is owned or leased by TVWD. In addition, no employee may report for work, or go or remain on duty or on on-call status, while under the influence of or impaired by any drug or alcohol. Legally prescribed medications are excluded from this rule and permitted only to the extent that the use of such medications does not adversely affect the employee's work ability, job performance, or the safety of that individual or others.

It is essential that all employees comply fully with this policy. Employees who violate this policy are subject to disciplinary action up to and including the possibility of immediate discharge.

In order to promote a safe, productive and efficient work place, the District reserves the right to inspect employees, as well as any articles and property in their possession, to detect inappropriate materials. The District also reserves the right to inspect lockers, desks, tool boxes, District vehicles, personal vehicles on District property, packages, lunch boxes, containers, articles in such areas and other objects brought onto District property that might conceal alcohol, drugs, and/or inappropriate materials.

An employee may be asked or required to submit to testing procedures designated to detect the presence of drugs and/or alcohol if an employee (a) is acting in a manner that leads to a suspicion that he or she either possesses, controls, or is under the influence of a drug and/or alcohol, (b) was directly or indirectly involved in a work-related accident or mishap, (c) performs safety-sensitive, safety-related or security-sensitive work, or (d) is suspected that he or she has or may have been involved in the use, possession, transfer, distribution, manufacture, and/or sale of drugs or alcohol in District-controlled areas, on District-owned property, while on duty, or while operating a vehicle or potentially dangerous equipment owned or leased by TEMESCAL VALLEY WATER DISTRICT.

Any employee who does not consent to and cooperate fully with any search and/or medical testing procedure is subject to discipline up to and possibly including immediate termination.



# **TEMESCAL VALLEY WATER DISTRICT**

## Employee Handbook

### *Introduction to Benefits*

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The benefits program described in this handbook represents a large investment by the District for the benefit of our employees, and we trust that you will avoid abusing any of the program benefits. TEMESCAL VALLEY WATER DISTRICT will periodically review the benefits program and make modifications at its discretion.

As a **full-time employee**, you will enjoy all of the benefits described in this handbook as soon as you meet the eligibility requirements for each particular benefit.

If you are a **part-time employee**, you will enjoy only those benefits that are required by law to be afforded to you, provided that you meet the minimum requirements set forth by law and in the benefit plan.

Temporary employees are not eligible for benefits.

No benefits are available to you during your Probationary Period, except as otherwise provided by law or as required by the California Public Employee's Retirement System (CalPERS).

# **TEMESCAL VALLEY WATER DISTRICT**

## Employee Handbook

### *Holidays*

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TEMESCAL VALLEY WATER DISTRICT observes ~~eight (8)~~ **ten (10)** paid holidays as listed below. Employee's eligibility for holiday pay is effective as of date of hire. Only regular full-time employees are eligible for holiday pay.

#### **Recognized Holidays**

New Year's Day

Memorial Day

Independence Day

Labor Day

**Veterans Day**

Thanksgiving Day

Friday after Thanksgiving

**Christmas Eve**

Christmas Day

1 Floating Day

Whenever a holiday falls on a Saturday or Sunday, ~~it is usually observed on the preceding Friday or the following Monday. However, TVWD may close on another day.~~ **an additional floating day will be added.** Holiday observance may be announced in advance.

**Alternative Work Schedule Holiday Addendum.** If an employee is scheduled for a Friday off that falls on a TVWD holiday; the employee may elect to switch the day off to Thursday or Monday instead. The day off must be approved by their manager in advance as to not interfere with workplace performance.

# TEMESCAL VALLEY WATER DISTRICT

## Employee Handbook

### *Vacations*

Every effort will be made to grant you your vacation at the time you desire. However, vacations cannot interfere with your department's operation and therefore should be approved by your manager at least (2) weeks in advance.

**Regular full-time employees accrue paid vacations according to the following schedule on an annual basis:**

Years of <u>Employment</u>	Monthly Accrual <u>Rate (In Hours)</u>	Total Accrual <u>Per Year (In Days)</u>
1st year – 4 <sup>th</sup> year	6.67	10
5 <sup>th</sup> – 9 <sup>th</sup> year	10.00	15
10 or more years	13.33	20

In the first, second, third and fourth years of continuous employment, full-time employees will accrue vacation time at the rate of 6.67 hours per month. An employee who is scheduled to and does work 80 hours per pay period will normally accrue 10 working days or 80 hours of vacation time in the first, second, third and fourth years of employment.

Beginning with the fifth year of continuous employment, full-time employees begin to accrue vacation time at the rate of 10 hours per month. An employee who is scheduled to and does work 80 hours per pay period will normally accrue 15 working days or 120 hours of vacation the fifth, sixth, seventh, eighth and ninth year of employment.

Beginning with the tenth year of continuous employment, full-time employees begin to accrue vacation time at the rate of 13.33 hours per month. An employee who is scheduled to and does work 80 hours per pay period will normally accrue 20 working days or 160 hours of vacation in year ten and forward.

Part-time employees working a minimum of 24 hours per week accrue vacation on a pro-rata basis.

TVWD requires full-time employees to take forty hours of vacation annually. **If the forty hour minimum is not met, those hours will be forfeited.** Earned vacation time accrues to a maximum of 25 working days (200 hours). At the end of each calendar year, any hours in excess of the 200-hour maximum will be paid at the employee's current rate.

If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

Employees on unpaid leave do not accrue vacation time. An employee whose employment terminates will be paid for accrued unused vacation time at his/her straight time rate of pay.

**Alternative Work Schedule Vacation Addendum.** Vacation hours will be deducted based on the 9-80 schedule for the employee.

*Example:* An employee is scheduled for an off day on Friday, March 19 requests vacation for Thursday, March 18. Nine hours are deducted from this employee's vacation allowance since the employee was scheduled to work nine hours. Another employee who is scheduled to work on Friday, March 19 requests vacation for Friday, March 19. Eight hours are deducted from this employee's vacation allowance since the employee was scheduled to work eight hours.

# **TEMESCAL VALLEY WATER DISTRICT**

## Employee Handbook

### *Bonuses*

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TEMESCAL VALLEY WATER DISTRICT has discretion to distribute bonuses. No mandatory bonuses are promised or implied.

### *Expense Reimbursement*

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Certain work related expenses; i.e. mileage, required safety equipment, may be eligible for reimbursement. After obtaining pre-approval from your manager you must submit a completed Expense Report with original receipts to the Finance Manager for payment. Expense Reports are paid within 30 days.

### *Pet Policy*

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Employees are allowed to bring their pet to work on an occasional and reasonable basis upon approval of the manager. The pet should be kept in the employee's office or cubicle, not allowed to roam the floor/building unattended. The pet should be quiet so as not to disturb other employees and clients. If the pet cannot be kept quiet, it may not remain in the building. If the pet relieves itself in the building, or in the surrounding neighborhood on walks, the waste must be removed and remediated immediately by the employee.

# **TEMESCAL VALLEY WATER DISTRICT**

## Employee Handbook

### *Health Insurance*

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TEMESCAL VALLEY WATER DISTRICT is pleased to offer medical insurance coverage for regular full-time employees and their dependents as long as they meet the eligibility requirements established by the insurance provider. Employees are eligible for coverage the first of the month following 90 days of employment.

The District coordinates benefits through an insurance provider which gives the employee's the ability to choose the health plan(s) that best suits their needs.

The insurance provider offers the employee a selection of various health plans, HMO, PPO and HSA plan designs.

The premium to be paid by the District for employee benefits shall be limited to the amount specified in the Employment Agreement or as modified in writing by the District. If employee selects a plan(s) that exceeds the premium defined, they shall pay any additional premium.

TVWD also provides insurance programs as mandated by state and federal regulations for all **full time** employees.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### *California Public Employee's Retirement System (CALPERS)*

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TEMESCAL VALLEY WATER DISTRICT offers employees the benefit of a Defined Contribution Retirement Plan, California Public Employee Retirement System (CalPERS) this plan provides employees and their beneficiaries with additional security for retirement.

The District entered into the MISCELLANEOUS PLAN, 2% @ 60 FULL FORMULA, 0% PRIOR SERVICE CalPERS plan on April 3, 2010. See Exhibit A for the plan description, including a summary of the major provisions and benefits.

For employees hired after January 1, 2013 the Public Employees' Pension Reform Act (PEPRA) implemented the new benefit formula 2% @ Age 62 and the final compensation period of 3 years.

Contributions to CalPERS plan:

The District shall provide for discretionary contributions in each calendar year to the CalPERS total plan costs for all employees who are at least 18 years old and have performed service for the District for at least one year. This employee contribution plan does not include:

- (1) employees covered under a collective bargaining agreement;
- (2) certain nonresident aliens; or
- (3) employees whose total compensation during the year is less than \$450\*

The District will make mandatory contributions on behalf of each eligible current employee to CalPERS at the EMPLOYER rate determined by CalPERS on an annual basis. It is mandatory that all current employees contribute a minimum of three percent (3%) to a maximum of seven percent (7%), or six and a quarter percent (6.25%) for PEPRA employees hired after January 1, 2013 of their gross wages toward the EMPLOYEE portion as determined by CalPERS and the District. The District has the right but not the obligation to pay the EMPLOYEES portion of the CalPERS contribution as determined from time to time by Board action. All contributions are limited to Internal Revenue Code (IRC) Section 401(A) (17).

It is mandatory that all new full-time employees and part time employees who work more than twenty (20) hours per week are eligible for CalPERS from the first day of employment with the District. A new employee will be responsible for the entire contribution to CalPERS for the first year of employment or as negotiated by the District.

*\*amount is updated annually by the IRS Code Section 408 (k)*

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### Educational Assistance

The District encourages all employees to seek further education and training in an effort to increase the competency and efficiency in his or her work, as well as to increase his or her own personal development. In order to assist employees in this effort, the District provides assistance of tuition expenses or other fees for approved courses of study.

#### Purpose

This policy establishes the guidelines and criteria for reimbursement for qualified educational fees and expenses toward obtaining college and university degrees and/or other approved professional certificates after being hired by the District. This District also firmly believes that this policy will improve its ability to attract and retain outstanding employees.

#### Annual Budget

An annual education assistance budget of \$3,000 per employee will be allocated. In the event the total approved assistance requests exceeds the annual budget and is not sufficient for the employee needs for that particular fiscal year, management will bring a request forward to the Finance Committee of the Board for additional funds to be considered. In the event approved assistance requests exceed available budgeted funds, reimbursement may be delayed and approval of new requests deferred until sufficient funds are available in the next budget year.

#### Employee Eligibility

1. All regular full-time employees who have been employed by the District for one (1) year and who have maintained a satisfactory performance rating are eligible to participate in this program.
2. Employees must take courses during non-working hours. Completion of the course with a minimum final grade of "B" or equivalent is required.
3. Terminated employees, whether voluntary or involuntary, are not eligible for tuition assistance.

#### Qualified Education

The following off-duty education qualifies for financial assistance:

- a. Coursework toward a degree from an approved college or university (Associates, Bachelors, Masters, others as approved).
- b. Specific courses taken for credit relating to the District's water and wastewater functions.
- c. Specific courses taken for credit relating to support functions of the District (i.e., accounting, engineering, communications, administrative, welding, chemistry, etc.).
- d. Specific courses resulting in certificates or professional licenses related to the employees District functions.
- e. Self-study/correspondence courses from reputable institutions with final exam and certificate in subjects that relate to employee's District functions.
- f. Other programs deemed appropriate for District personnel.

#### Procedure

1. All requests for education assistance will be approved or disapproved on a case-by-case basis. Such approval will be based upon direct relationship of the planned curriculum to the

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

employee's job and benefit to the District. Upon approval of the General Manager the costs associated with tuition, books, parking and mileage directly related to the educational program shall be reimbursed to the employee. The time invested in the pursuit of education is the employee's responsibility and the District shall not be responsible for any compensation or reimbursement not delineated in this policy.

2. Upon successful completion of the course, the employee must attach an official grade report and relevant receipts/bills to the General Manager for approval. Reimbursement will be made as soon as practical following receipt in the Finance Department.
3. Funds received from outside sources, such as scholarships, Veteran's Education Benefits, or participation in student activities must be applied to the cost of the program first. The remaining cost, if approved, will be paid by the District.

### Service Obligation

An employee who voluntarily leaves employment with the District within one year of receiving reimbursement under this policy shall be required to repay the District for all amounts received for educational assistance during the 12 months preceding the employee's termination date.



# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### **NOTICE TO EMPLOYEES**

The policies in this handbook are to be considered as guidelines. TEMESCAL VALLEY WATER DISTRICT, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this handbook at any time without prior notice. Any such action shall apply to existing as well as future employees. Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the General Manager or Board of Directors of the District may alter or modify any of the policies in this handbook. No statement or promise by a supervisor, manager, or other employee may be interpreted as a change in policy nor will it constitute an agreement between TVWD and an employee.

All employment at TEMESCAL VALLEY WATER DISTRICT is "AT WILL". No one will be denied opportunities or benefits based on age, sex, sexual orientation, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions, nor will anyone receive special treatment for those reasons.

Should any provision in this Employee Handbook be found unenforceable and/or invalid, such finding does not invalidate the entire Employee Handbook, but only the subject provision.

This handbook replaces (supersedes) all other previous handbooks, letters of employment or other agreements for TEMESCAL VALLEY WATER DISTRICT as of September 24, 2019.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### **EXHIBIT A**

(For employees hired prior to January 1, 2013)

#### **CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM**

Actuarial and Employer Services Branch  
Public Agency Contract Services  
(888) CalPERS (225-7377)

#### **SUMMARY OF MAJOR PROVISIONS**

2% @ 60 Formula (Section 21353)  
Local Miscellaneous Members

#### **SERVICE RETIREMENT**

To be eligible for service retirement, a member must be at least age 50 and have five years of CalPERS credited service. There is no compulsory retirement age.

The monthly retirement allowance is determined by age at retirement, years of service credit and final compensation. The basic benefit is 2% of final compensation for each year of credited service upon retirement at age 60. If retirement is earlier than age 60, the percentage of final compensation decreases for each quarter year of attained age to 1.092% at age 50. If retirement is deferred beyond age 60, the percentage of final compensation increases for each quarter year of attained age to 2.418% at age 63.

Final compensation is the average monthly pay rate during the last consecutive 36 months of employment, or 12 months if provided by the employer's contract, unless the member designates a different period of 36 or 12 consecutive months when the average pay rate was higher.

#### **DISABILITY RETIREMENT**

Members substantially incapacitated from performing the usual duties for the position for his/her current employer, and from performing the usual duties of the position for other CalPERS covered employers (including State agencies, schools, and local public agencies), and where similar positions with these other employers with reasonably comparable in pay, benefits, and promotional opportunities are not available, would be eligible for disability retirement provided they have at least five years of service credit. The monthly retirement allowance is 1.8% of final compensation for each year of service. The maximum percentage for members who have between 10,000 and 18,518 years of service credit is one-third of their final compensation. If the member is eligible for service retirement the member will receive the highest allowance payable, service or disability. If provided by the employer's contract, the benefit would be a minimum of 30% of final compensation for the first five years of service credit, plus 1% for each additional year of service to a maximum benefit of 50% of final compensation.

#### **INDUSTRIAL DISABILITY RETIREMENT**

If provided by the employer's contract, members permanently incapacitated from performing their duties, as defined above under Disability Retirement, and the disability is a result of a job-related injury or illness may receive an Industrial Disability Retirement benefit equal to 50% of their final compensation. If provided in the employer's contract and the member is totally disabled, the disability retirement allowance would equal 75% of final compensation in lieu of the disability retirement allowance otherwise provided. If the member is eligible for service retirement, the service retirement allowance is payable. The total allowance cannot exceed 90% of final compensation.

#### **PRE-RETIREMENT DEATH BENEFITS**

Basic Death Benefit: This benefit is a refund of the member's contributions plus interest and up to six months' pay (one month's salary rate for each year of current service to a maximum of six months).

PERS-CON-44 (Rev. 2/05)

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

1957 Survivor Benefit: An eligible beneficiary may elect to receive either the Basic Death Benefit or the 1957 Survivor Benefit. The 1957 Survivor Benefit provides a monthly allowance equal to one-half of the highest service retirement allowance the member would have received had he/she retired on the date of death. The 1957 Survivor Benefit is payable to the surviving spouse or registered domestic partner until death or to eligible unmarried children until age 18.

1959 Survivor Benefit: (If provided by the employer's contract and the member is not covered under social security.) A surviving spouse or registered domestic partner and eligible children may receive a monthly allowance as determined by the level of coverage. This benefit is payable in addition to the Basic Death Benefit or 1957 Survivor Benefit. Children are eligible if under age 22 and unmarried.

Pre-Retirement Optional Settlement 2 Death Benefit: (If provided by the employer's contract.) The spouse or registered domestic partner of a deceased member, who was eligible to retire for service at the time of death, may elect to receive the Pre-Retirement Optional Settlement 2 Death Benefit in lieu of the lump sum Basic Death Benefit. The benefit is a monthly allowance equal to the amount the member would have received if he/she had retired for service on the date of death and elected Optional Settlement 2, the highest monthly allowance a member can leave a spouse or registered domestic partner.

### COST-OF-LIVING ADJUSTMENTS

The cost of living allowance increases are limited to a maximum of 2% compounded annually unless the employer's contract provides a 3, 4, or 5% increase.

### DEATH AFTER RETIREMENT

The lump sum death benefit is \$500 (or \$600, \$2,000, \$3,000, \$4,000 or \$5,000 if provided by the employer's contract) regardless of the retirement plan chosen by the member at the time of retirement.

### TERMINATION OF EMPLOYMENT

Members who have separated from employment may elect to leave their contributions on deposit or request a refund of contributions and interest. Those who leave their contributions on deposit may apply at a later date for a monthly retirement allowance if the minimum service and age requirements are met. Members who request a refund of their contributions terminate their membership and are not eligible for any future benefits unless they return to CalPERS membership.

### EMPLOYEE CONTRIBUTIONS

Miscellaneous members covered by the 2% @ 60 formula contribute 7% of reportable earnings. Those covered under a modified formula (coordinated with Social Security) do not contribute on the first \$133.33 earned.

The employer also contributes toward the cost of the benefits. The amount contributed by the employer for current service retirement benefits generally exceeds the cost to the employee. In addition, the employer bears the entire cost of prior service benefits (the period of time before the employer provided retirement coverage under CalPERS). All employer contribution rates are subject to adjustment by the CalPERS Board of Administration.

# TEMESCAL VALLEY WATER DISTRICT

## Employee Handbook

### Summary of Provisions Fourth Level of 1959 Survivor Benefits Government Code Section 21574

The 1959 Survivor Benefits are paid monthly to certain survivors of a member who dies before retirement. The covered member's survivors receive the following monthly allowances regardless of whether the member was eligible to retire at the time of death.

Surviving spouse or domestic partner with two or more dependent children; or three or more dependent children alone ..... \$2,280

Surviving spouse or domestic partner with one dependent child; or two dependent children alone ..... \$1,900

One dependent child; or surviving spouse or domestic partner at age 60, or older; or dependent parents ..... \$ 950

#### Definitions of Survivors

A dependent child is one under the age of 22 and unmarried, or a disabled child of any age whose disability began before and has continued without interruption after attainment of age 22.

#### Concurrent Benefits

The 1959 Survivor Benefits would be payable in addition to the following benefits, if applicable:

- EITHER OR*
- Basic Death Benefit - This benefit is a refund of the member's contributions plus interest and up to six month's pay (one month's salary rate for each year of service up to a maximum of six months).
  - 1957 Survivor Benefit - This benefit is a monthly allowance equal to one-half of the unmodified retirement allowance the member would have received had he/she retired on the date of death.
  - n/a* Special Death Benefit (applies to local safety members only) - This benefit is a monthly allowance equal to one-half of your final compensation. The 1959 Survivor Benefits payable in any month shall be reduced by the amount of the Special Death Benefit.

#### Cost To The Employee

The cost to the employee is \$2.00 monthly (non-refundable), in addition to normal retirement contributions.

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### **EXHIBIT B**

#### **TEMESCAL VALLEY WATER DISTRICT Employee Handbook Receipt Acknowledgment Form**

As an employee of TEMESCAL VALLEY WATER DISTRICT, I acknowledge the following things:

1. I have received a copy of the Employee Handbook pages dated \_\_\_\_\_, pages \_\_\_\_\_ through \_\_\_\_\_. I understand that the handbook contains important information about the District's policies, work rules and my benefits. I also understand that the handbook outlines my responsibilities as an employee of the District. I also understand that I have the responsibility to read and understand the information in the handbook, and to ask the General Manager for clarification of any information I do not understand.
2. I understand that this handbook is not a contract of employment or a guarantee of specific treatment in specific situations. Except for any supplemental safety policies and rules that apply to employees in certain jobs or work areas, I understand that this handbook supersedes all prior handbooks, policies and understandings on the subjects contained in it.
3. I understand that my employment relationship with TEMESCAL VALLEY WATER DISTRICT is at-will. The District has the right to change, modify, add to, substitute or eliminate, interpret and apply, in its sole judgment, the policies, rules and benefits described in this handbook. I understand that should the content be changed in any way, the District will require an additional signed acknowledgement from me to indicate that I am aware of the changes.
4. I am aware that I may be given confidential information during the course of my employment, such as customer lists or other information. I understand that this information is critical to the success of TEMESCAL VALLEY WATER DISTRICT and I agree not to disseminate or use it outside of the District workplace. In the event of my termination, either voluntary or involuntary, agree not to use this information or communicate it to any other individual, District or entity.

I also acknowledge that I have asked for and received clarification on any of the four items listed on this acknowledgment form that I did not understand, before signing it.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee's Name

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### **EXHIBIT C**

#### **TEMESCAL VALLEY WATER DISTRICT**

##### **Employee Election to Participate in Alternative Work Schedule 9-80**

As an eligible employee of TEMESCAL VALLEY WATER DISTRICT and by my signature below I elect to participate in the Alternative Work Schedule 9-80 and acknowledge that I have read, understand and agree to the schedule as outlined below and through definition in the TEMESCAL VALLEY WATER DISTRICT Employee Handbook.

**Alternative Work Schedule 9-80.** Monday through Thursday 7:30 AM to 5:00 PM, Friday 7:30 AM to 4:00 PM. Your particular hours of work and the scheduling of your lunch period will be determined and assigned by your manager. You are required to take a one-half (1/2) hour unpaid lunch period. Please understand that you may not “work through lunch” in order to arrive late or to leave early or to work extra time.

#### **Alternative Work Schedule**

**Summary.** The 9-80 workweek redefines the workday and workweek to allow employees to have every other Friday off. Specifically, employees work 9-hour days (Monday – Thursday) and 8-hour days every other Friday. **Except for unforeseen emergencies, employees are expected to schedule personal business during off days.**

**Eligibility.** All exempt and non-exempt full-time employees are eligible to participate in the 9-80 alternative work schedule. Employees must elect to participate in the program.

**Basic Work Requirement.** The basic work requirement for a 9-80 work schedule is the number of hours, excluding overtime hours, an employee is required to work or to account for by taking leave or otherwise:

- Exempt and non-exempt full-time employees are scheduled to work 80 hours in a biweekly period.
- Personnel can expect in some instances to have to work on their scheduled day off due to emergency circumstances.

**Reservation of Rights.** Management reserves the right to interpret, modify, or revise this program, in whole or in part as necessary.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee's Name

# **TEMESCAL VALLEY WATER DISTRICT**

## **Employee Handbook**

### **EXHIBIT D**

#### **Pregnancy Disability Leave**

A California employee who is disabled by pregnancy, childbirth or related medical condition is eligible to take a pregnancy disability leave ("PDL"). An employee affected by pregnancy or a related medical condition is also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, provided the employee is qualified and such position is available. In addition, if it is medically advisable for the employee to take intermittent leave or work a reduced leave schedule. TVWD may require the employee to transfer temporarily to an alternative position with equivalent pay and benefits that can better accommodate recurring periods of leave.

The PDL is for any period(s) of actual disability caused by an employee's pregnancy, childbirth, or related medical condition up to 4 months per pregnancy. A "four month leave" means time off for the number of days or hours the employee would normally work within four calendar months (one-third of a year or 17 1/3 weeks).

The PDL does not need to be taken in one continuous period of time, but can be taken on an as-needed basis. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth is covered by PDL.

#### **Requesting PDL**

Employees are required to obtain a certification from their health care provider of their pregnancy disability or the medical advisability of a transfer. The certification should include: (1) the date on which the employee became disabled due to pregnancy or the date of the medical advisability of a transfer; (2) the probably duration of the period(s) of disability or the period(s) for the advisability of a transfer; and (3) a statement that, due to the disability, the employee is either unable to work at all or to perform any one or more of the essential function of the employee's position without undue risk to the employee, the pregnancy's successful completion, or to other persons, or (4) a statement that, due to pregnancy, a transfer to a less strenuous or hazardous position or duties is medically advisable.

#### **Pay While on PDL**

PDL Leave is unpaid except to the extent the employee qualifies for paid leave benefits through a state-provided program or TVWD-provided program. Employees may substitute accrued sick leave for all unpaid PDL. The substitution of paid leave for unpaid leave does not extend the length of leave to which the employee is entitled.

TVWD encourages employees to contact the California Employment Development Department regarding an employee's eligibility for state disability insurance for the unpaid portion of the employee's leave.

Employees do not accrue benefits, including vacation and sick leave, and are not entitled to holiday pay, during unpaid leave.

#### **Health Benefits While on PDL**

During the PDL, TVWD will maintain the employee's health insurance coverage under any group health plans as if the employee had remained actively employed. During PDL, the employee must continue to pay any employee contribution to the health coverage on a monthly basis. After the PDL is exhausted, the employee will be eligible for continuation coverage under COBRA, except as otherwise required by law.

#### **Returning from PDL**

Upon return from PDL, the employee will be reinstated to the same position unless the job ceases to exist because of legitimate business reasons unrelated to the PDL, or to a comparable position for which the employee is qualified. As a condition of the employee's return from PDL, or transfer, TVWD requires the employee to obtain a release to return to work from the employee's health care provider stating that the employee is able to resume her original job duties.

September 19, 2019

Board of Directors  
Temescal Valley Water District

Re: Water and Sewer Operations – August 2019

Dear Board Members:

Temescal Valley Water District operations personnel perform the following tasks on a regular and routine basis:

- Managed 352.35 acre-feet of water through system.
- Collected monthly potable water samples. We are now collecting four samples per week as required by the State Water Resources Control Board, Division of Drinking Water. Collected monthly and weekly wastewater samples as required by Regional Water Quality Control Board.
- Submitted monthly SMR for 2019 to the Regional Water Quality Control Board for: Temescal Valley Wastewater Reclamation Facility
- Submitted monthly report to the State Water Resources Control Board, Division of Drinking Water for: TVWD distribution system monitoring.
- Read 5723 water meters.
- 13 shut offs.
- Responded 129 service calls.
- Installed 23 meters for the various developers
- Responded to 85 USA Dig Alerts to mark District underground utilities.

In addition to the above regular and routine tasks we also performed the following operational tasks.

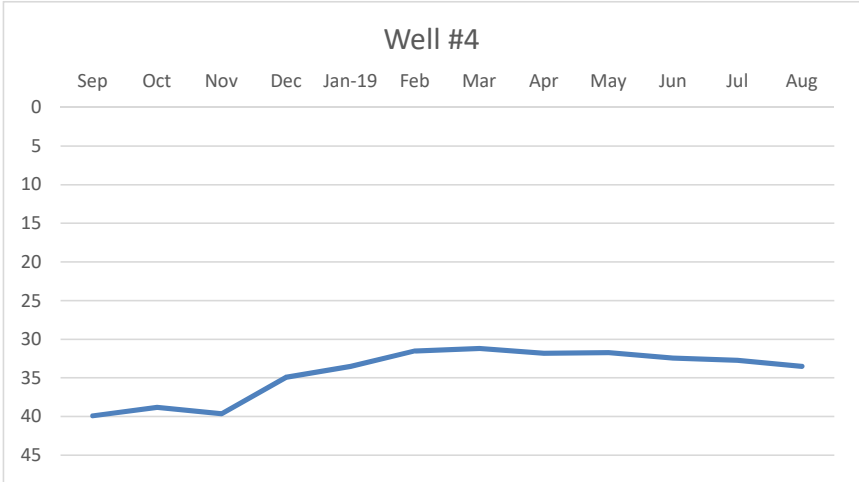
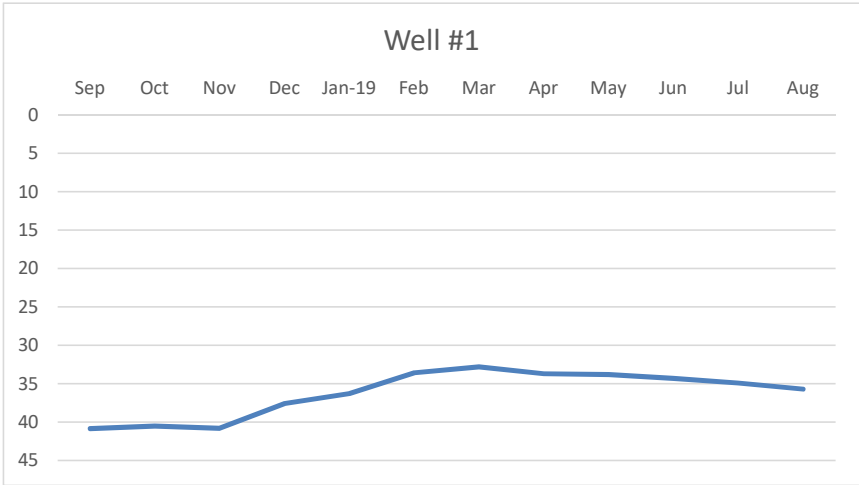
- Maintained aesthetic appearance of all District facilities.
- 1 load of biosolids were hauled off this month.
- Contractor brought in to clear a section of the AG-Line in Weirick Canyon of rocks and debris.
- Staff painted our FEB pump station at the Wastewater Treatment Facility.



Sincerely,

---

Paul Bishop, Superintendent



**TEMESCAL VALLEY WATER DISTRICT  
ENGINEERING DEPARTMENT**

**DISTRICT ENGINEER'S MONTHLY REPORT**

**Date:** September 19, 2019  
**To:** Jeff Pape, General Manager  
**From:** Justin Scheidel, District Engineer  
**Subject:** Engineering Activities Update for the Month of September 2019

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Following is a summary of the status of current engineering projects:

**PLAN CHECKING & DEVELOPER RELATED PROJECTS**

**Terramor Reservoirs Project (1401.1610)** – Engineering review previously completed, currently under construction.

**Tract 33688 Water, Sewer and Recycled Plan Check (10555, Phase 6)** – 2<sup>nd</sup> plan check completed, comments returned to the Engineer for incorporation.

**Warm Spring Drive (10555, Phase 10)** – Final mylars signed and the project is currently under construction.

**Tract 37153 “Motor Court Development” (10555, Phase 11)** – 2<sup>nd</sup> plan check completed and comments were returned to the Engineer for incorporation. Currently under review by the County of Riverside.

**CAPITAL IMPROVEMENT PROJECTS** **Status**

**Dawson Canyon 1320 Potable Water Reservoir Design (1401.1810):** Dawson Canyon Reservoir Design: Recently completed the 90% design submittal for the reservoir portion of the project. The preliminary alignment for the pipeline has been created and easement documents are currently being processed by the landowner for both the pipeline, and the reservoir site.

**90% Design Completed**

**AS-NEEDED ENGINEERING SERVICES** **Status**

***General Engineering Initiated During FY 2018/19***

- Project 1401.1901: As-Needed Potable Water Engineering: Development of the district engineering report and attendance of the District’s board meeting.
- Project 1401.1902: Non-Potable Water Related Services for FY 2018/19: Coordination for master plan update.
- Project 1401.1903: Wastewater Related Services for FY 2017/18: No activity this month.
- Project 1401.1808: General GIS Support: Updating of the GIS database and re-formatting as-built catalog. General support provided for updating GIS information discovered during master plan updates. Completed updates for all new developments within the District

- and currently linking as-built drawings to online GIS database. **Currently 90% Complete**
- Project 1401.1811: Water System Master Plan Update: Draft water system master plan submitted to the General Manager for review. We will work with the general manager to review the document, run additional operation scenarios in the model, and provide a final master plan to the District for future development planning. **Draft Report Completed**
- Project 1401.1812: Non-Potable Master Plan Update: Draft non-potable water system master plan submitted to the General Manager for review. We will work with the general manager to review the document, run additional operation scenarios in the model, and provide a final master plan to the District for future development planning. **Draft Report Completed**
- Project 1401.1815: Sewer System Master Plan Update: Completed import of GIS information into the model. Currently wrapping up edits to the sewer system and fixing bugs to facilitate calibration of the model and drafting of the master plan report. **75% Complete**
- Project 1401.1906: Knabe Road Potable Waterline: Acquired utility as-builts and began design of the preliminary alignment. Began assembly of the project specifications. **10% Complete**
- Project 1401.1907: Trilogy Reservoir Rehabilitation: No activity this month