

Board Agenda

Regular Meeting

Thursday, May 26, 2022

Camrosa Board Room

5:00 P.M.

TO BE HELD IN PERSON

The Board of Directors meeting will be held in person.

There will be no virtual access.

The public and guests are welcome to attend at the District office:

7385 Santa Rosa Road

Camarillo, CA 93012

Call to Order

Public Comments

At this time, the public may address the Board on any item not appearing on the agenda which is subject to the jurisdiction of the Board. Persons wishing to address the Board should fill out a white comment card and submit it to the Board Chairman prior to the meeting. All comments are subject to a 5-minute time limit.

Matters appearing on the Consent Agenda are expected to be non-controversial and will be acted upon by the Board at one time, without discussion, unless a member of Board or the Staff requests an opportunity to address any given item. Items removed from the Consent Agenda will be discussed at the beginning of the Primary Items. Approval by the Board of Consent Items means that the recommendation of the Staff is approved along with the terms and conditions described in the Board Memorandum.

Consent Agenda

1. **Approve Minutes of the Regular Meeting of May 12, 2022**
2. ****Approve Vendor Payments**

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$1,338,848.73.

Primary Agenda

3. ****Water Shortage Action**

Objective: Comply with the Metropolitan Water District (MWD) and Calleguas Municipal Water District (CMWD) Emergency Water Shortage Conservation Program.

Action Required: Adopt Resolution No. 22-03 Declaring a Stage Two Water Shortage Emergency.

4. ****CalPERS Contributions and Employee Handbook Update**

Objective: Update the District's Employee Handbook.

Action Required:

- 1) Adopt a Resolution of the Board Amending the District's Employee Handbook; and,
- 2) Adopt a Resolution of the Board Paying and Reporting the Value of Employer Paid Member Contribution (CalPERS ID: 7880235845).

5. ****Regional Water Resources MOU**

Objective: Memorialize a regional commitment to the collaborative expansion of local water resources.

Action Required: Authorize the General Manager to sign the attached Memorandum of Understanding.

6. ****Fiscal Year 2022-23 Draft Budget - Update**

Objective: Receive a briefing from staff on updates to the draft Fiscal Year (FY) 2022-23 Operating Budget.

Action Required: No action necessary; for information only.

7. ****Tierra Rejada Well Rehabilitation Project, Specification No. PW 21-03**

Objective: Authorize Change Orders for development of cleaning specifications and specialty inspection at Tierra Rejada Well.

Action Required: It is recommended that the Board of Directors authorize a change order to Hopkins Groundwater Consulting for additional out of scope hydrogeological and inspection services in the amount of \$17,810.00.

8. ****Establish Appropriation Limit for Fiscal Year 2022-23**

Objective: Establish Fiscal Year 2022-23 Appropriation Limit of \$965,489.

Action Required: Adopt Resolution No. 22-06 Establishing the Annual Appropriation Limit for Fiscal Year 2022-23.

9. ****Write off FY 2021-22 Uncollectible Accounts with Balance Greater than \$5,000**

Objective: Write off FY2021-22 Uncollectible Accounts with Balance Greater than \$5,000.

Action Required: Authorize the General Manager to write off uncollectible accounts in the amount of \$35,684.40.

10. **Update Policy for Write-Off of Uncollectible Accounts Receivable

Objective: Update the Policy for Write-Off of Uncollectible Accounts Receivable.

Action Required: Adopt Resolution No. 22-07 Adopting the Policy for Write-Off of Uncollectible Accounts Receivable.

Comments by General Manager; Comments by Directors; Adjournment

PLEASE NOTE: The Board of Directors may hold a closed session to discuss personnel matters or litigation, pursuant to the attorney/client privilege, as authorized by Government Codes. Any of the items that involve pending litigation may require discussion in closed session on the recommendation of the Board's Legal Counsel.

Note: ** indicates agenda items for which a staff report has been prepared or backup information has been provided to the Board. The full agenda packet is available for review on our website at: www.camrosa.com/board-agendas/

May 26, 2022

Board of
Directors
Agenda Packet

Board Minutes

Regular Meeting

Thursday, May 12, 2022

5:00 P.M.

Call to Order The meeting was convened at 5:00 P.M.

Present: Eugene F. West, President
Terry L. Foreman, Vice-President (via teleconference)
Al E. Fox, Director
Jeffrey C. Brown, Director
Timothy H. Hoag, Director

Staff: Tony Stafford, General Manager (via teleconference)
Ian Prichard, Assistant General Manager
Tamara Sexton, Finance Manager
Kevin Wahl, Superintendent
Greg Jones, Legal Counsel

Guest: Tony Trembley
Kelly Nelson
Joel Landson

Public Comments

None

Consent Agenda

1. Approve Minutes of the Regular Meeting of April 21, 2022

Motion: Brown **Second:** Hoag

Yes: West

No: Fox

Abstain: Foreman

2. Approve Vendor Payments

A summary of accounts payable in the amount of \$708,646.85 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$708,646.85.

Motion: Brown **Second:** Hoag

Yes: West

No: Fox

Abstain: Foreman

Primary Agenda

3. Strategic Plan

The Board authorized the General Manager to enter into an agreement with and issue a purchase order to Woodard & Curran in an amount not to exceed \$74,645.00 to update the District's strategic plan.

Motion: Brown **Second:** Hoag

Yes: Fox-West

Abstain: Foreman

4. Drought Update

The Board received a briefing on the latest regulations from the state and imported water suppliers.

No action necessary; for information only.

5. Leak Repair

The Board ratified the payments to Sam Hill & Sons, Inc. in the amount of \$51,042.29 and Landmark Grading & Paving in the amount of \$38,716.82 for the required leak repair.

Motion: Hoag **Second:** Fox

Yes: West

Absent: Brown

Abstain: Foreman

6. CalPERS Contributions and Employee Handbook Update

The item was deferred to the board meeting of May 26, 2022.

No action taken.

7. Fiscal Year 2022-23 Draft Budget - Update

The item was deferred to the board meeting of May 26, 2022.

No action taken.

8. Sequential Chlorination CIP

The Board took the following actions:

- 1) Appropriated \$400,000.00 from the wastewater capital improvement fund to establish a new Sequential Chlorination CIP; and
- 2) Authorized the General Manager to issue a purchase order in an amount not to exceed \$145,000.00 to Hach Co. for necessary analyzers associated with the Sequential Chlorination project; and
- 3) Authorized the General Manager to issue a purchase order in an amount not to exceed \$90,000.00 to YSI, Inc. for necessary analyzers associated with the Sequential Chlorination project.

Motion: Fox **Second:** Hoag

Yes: West

Absent: Brown

Abstain: Foreman

9. Board Meeting and Agenda Management

The Motion failed. The item was deferred to the board meeting of May 26, 2022.

No action taken.

Motion: Fox

No: Hoag

Absent: Brown

Abstain: Foreman

No Action: West

CLOSED SESSION: The Board cancelled the closed session to confidentially discuss litigation matters as authorized by Government code 54956.9.

10. Closed Session Conference with Legal Counsel – Litigation Matters

Cancelled

Comments by General Manager

- The date of the AWA Symposium is May 26th. If board members are interested in attending, the strategic workshop scheduled on the same day may be rescheduled.
- Signage will be placed for public viewing at the Conejo wellfield construction site.

Comments by Directors

- Director Fox asked the board to consider rescheduling the strategic board workshop on May 26th so that the board may attend the AWA Water Symposium.

Adjournment

There being no further business, the meeting was adjourned at 6:16 P.M.

Tony L. Stafford, Secretary/Manager
Board of Directors
Camrosa Water District

Eugene F. West, President
Board of Directors
Camrosa Water District (ATTEST)

Board Memorandum

May 26, 2022

To: General Manager

From: Sandra Llamas, Sr. Accountant

Subject: Approve Vendor Payments

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$1,338,848.73.

Discussion: A summary of accounts payable is provided for Board information and approval.

Payroll PR 5-1, 2022	\$ 42,684.50
Accounts Payable 05/05/2022-05/18/2022	<u>\$ 1,296,164.23</u>
Total Disbursements	<u>\$ 1,338,848.73</u>

DISBURSEMENT APPROVAL

BOARD MEMBER DATE

BOARD MEMBER DATE

BOARD MEMBER DATE

Tony L. Stafford, General Manager

Month of : April-22

CAL-Card Monthly Summary

Date Purchased	Statement Date	Vendor Name	Purchase Total	Item Description	Staff
04/04/22	04/22/22	Amazon	\$26.74	Speakers & Cables SCADA	KW
04/03/22	04/22/22	Amazon	\$139.38	Kitchen Supplies	KW
04/14/22	04/22/22	Valero	\$36.26	Propane for CWRF	JS
03/30/22	04/22/22	Valero	\$102.73	Propane	GL
04/18/22	04/22/22	Home Depot	\$51.66	Parts for the office RO system	GM
04/14/22	04/22/22	Home Depot	-\$34.48	Credit	GM
04/14/22	04/22/22	Fresh Water Systems	-\$128.20	Credit	GM
04/13/22	04/22/22	Home Depot	\$50.99	Parts for the office RO system	GM
04/13/22	04/22/22	One Stop Water	\$400.00	RO system for the office	GM
04/11/22	04/22/22	UPS Store	\$147.22	Shipped samples to weck labs	GM
04/11/22	04/22/22	Vons	\$16.60	Trash bags and Ice for shipping samples	GM
04/08/22	04/22/22	UPS Store	\$26.15	Shipped Standard Weights	GM
04/05/22	04/22/22	Thomas Scientific	\$87.46	Nitrite Standard	GM
03/28/22	04/22/22	Vons	\$3.78	Water for comparison test	GM
03/23/22	04/22/22	Thomas Scientific	\$162.51	Mercuric Nitrate	GM
03/23/22	04/22/22	Harbor Freight Tools	\$19.27	zip ties, duct tape, and Knife for Mia's truck	GM
03/23/22	04/22/22	Staples	\$53.02	Batteries, Sanitizer	GM
03/23/22	04/22/22	Big Lots	\$48.26	Trays	GM
3/23/22	04/22/22	Fresh Water Systems	\$128.20	Replacement filters and valve for the office RO system	GM
03/22/22	04/22/22	Amazon	\$28.91	New adaptor for PH Meter	GM
04/08/22	04/22/22	AWWA	\$75.00	Microplastics Seminar	MP
04/06/22	04/22/22	STAPLES	\$58.98	USB-C to HDMI Adapter	MP
04/19/22	04/22/22	Brown & Caldwell	\$200.00	Field Services Tech recruitment	IP
04/19/22	04/22/22	Jobs Available	\$360.00	Field Services Tech recruitment	IP
04/07/22	04/22/22	Southwest	\$352.96	ACWA conference	IP
04/02/22	04/22/22	Thinking2	\$80.00	web site hosting	IP
03/31/22	04/22/22	Zoom	\$89.94	teleconferencing for Board & staff meetings	IP
03/30/22	04/22/22	AWWA	\$75.00	Webinar on microplastics	IP
04/12/22	04/22/22	Smart and Final	\$174.51	Kitchen Supplies	CP
04/10/22	04/22/22	B and B Do It Center	\$2.98	Hardware for Sewer Lift #2	JK
04/06/22	04/22/22	Coastal Pipco	\$187.27	Pipe, pipe fittings, and tools for CWRF	JK
03/22/22	04/22/22	Autozone	\$217.71	New Battery for Truck #3	JN
04/24/22	04/22/22	Central Communications	\$397.75	After-Hours Call Center	JZ
04/02/22	04/22/22	Amazon	\$37.46	Door Hanger sleeves	JZ
04/15/22	04/22/22	Batteries Plus	\$140.91	Battery for service truck 40	BB
04/05/22	04/22/22	Amazon	\$428.90	Solar chargers for new fuel trailers	BB
03/22/22	04/22/22	Valvoline Instant Oil Change	\$116.74	Oil change on service truck 39	BB
04/06/22	04/22/22	USA Bluebook	\$42.34	Pump Packing	CC
03/30/22	04/22/22	Waterwise Pro Training	\$350.00	Water Distribution Class	CC
03/28/22	04/22/22	Waterwise Pro Training	\$350.00	Water treatment Class	CC
04/05/22	04/22/22	Leslie's Poolmart	\$315.25	Chlorine with Deposit Bottles	BR
04/04/22	04/22/22	McMaster Carr	\$166.19	Float Valve for Pennywell	BR
04/05/22	04/22/22	CWEA	\$192.00	CWEA Membership Dues	BR
04/19/22	04/22/22	Water Wise Pro	\$350.00	D-2 Certificate Training	MS
04/04/22	04/22/22	sparkling image	\$56.99	monthly vehicle wash	TS
04/01/22	04/22/22	Southwest	\$8.00	Inflight internet service	TS
03/26/22	04/22/22	Spectrum Internet	\$1,249.00	Spectrum Internet (200Mbps increased bandwidth)	JW
03/28/22	04/22/22	NewEgg	\$224.58	Qty 4 HD Webcams for Customer Service Staff	JW
03/29/22	04/22/22		\$305.71	Cat5/6 ethernet patch cables	JW
04/02/22	04/22/22	Google.com	\$132.00	google corporate email domain - camrosawaterdistrict.org monthly charges	JW
04/11/22	04/22/22	Calfire.com	\$99.00	online IVR - Delinquent Call Out (Monthly Service Fee)	JW
04/19/22	04/22/22	Spectrum Cable	\$86.42	Spectrum Cable	JW
03/29/22	04/22/22	Grainger	\$154.54	sump pump for cwrif	KK
03/29/22	04/22/22	coastal pipco	\$301.60	parts for sump pump use and tools	KK
03/22/22	04/22/22	Smart & Final	\$25.71	Kitchen & Bathroom Supplies	DA
03/22/22	04/22/22	AWA	\$65.00	AWA/CCWUC Training (2 EEs)	DA
03/23/22	04/22/22	Smart & Final	\$27.32	Cleaning Supplies	DA
03/23/22	04/22/22	WalMart	-\$10.15	Sales Tax Refund on Coffee Machine	DA
03/31/22	04/22/22	ACWA	\$775.00	Spring Conference Registration (TF)	DA
04/11/22	04/22/22	Target	\$117.96	Microwave for Kitchen	DA
04/20/22	04/22/22	AWA	\$41.67	WaterWise Meeting	DA
04/20/22	04/22/22		\$83.33	WaterWise Meeting	DA
04/14/22	04/22/22	Ventura Water Store	\$35.00	RO for the main office	CS
04/04/22	04/22/22	Batteries Plus	\$473.67	Fuel Trailer and VFD Batteries	CS
03/28/22	04/22/22	Establos Meat Market	\$137.83	food for leak crew 24" main line leak Santa Rosa Rd.	CS
			\$10,518.53		

Camrosa Water District

Accounts Payable Period:

05/05/2022-05/18/2022

Expense	Account Description	Amount
11100	Accounts Rec-Other	
15773	Deferred Outflows-UAL Prep.	
11700	Meter Inventory	
11900	Prepaid Insurance	
11905	Prepaid Maintenance Ag	
13000	Land	
13400	Construction in Progress	257490.62
20053	Current LTD Bond 2016	
20052	Current LTD Bond 2012	
20400	Contractor's Retention	
20250	Non-Potable Water Purchases	
23001	Refunds Payable	639.37
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	649645.07
50020	Pumping Power	202718.47
50100	Federal Tax 941 1 st QTR	
50140	Unemployment	
50153	Social Security Tax	
50200	Utilities	16654.61
50210	Communications	2867.83
50220	Outside Contracts	84000.33
50230	Professional Services	932.75
50240	Pipeline Repairs	8552.89
50250	Small Tool & Equipment	
50260	Materials & Supplies	13735.57
50270	Repair Parts & Equip Maint	36694.48
50280	Legal Services	14492.48
50290	Dues & Subscriptions	90.00
50300	Conference & Travel	3124.07
50310	Safety & Training	1392.00
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	3133.69
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	
TOTAL		\$1,296,164.23

Camrosa Water District, CA

Expense Approval Report

By Vendor Name

Payable Dates 5/5/2022 - 5/18/2022 Post Dates 5/5/2022 - 5/18/2022

Payment NunPost Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Order Ni	Amount
54 05/18/2022	BONDY GROUNDWATER CONSULTING, INC.	GSA077-07	PM: Santa Rosa GSP	Prof services	FY22-0137	1547.06
55 05/18/2022	THE HATHAWAY LAW FIRM, LLP	GSA-200932	GSA Legal Services	Legal services		733.83
TOTAL VENDOR PAYMENTS-GSA						\$ 2,280.89
Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR						
3330 05/12/2022	DEPOSIT ONLY-CAMROSA WTR	5-12-22-PR	Transfer to Disbursements Account	Transfer to disbursements-ho		144500
3331 05/12/2022	DEPOSIT ONLY-CAMROSA WTR	5-12-22-AP	Transfer to Disbursements Account	Transfer to disbursements-ho		1252000
Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:						1396500
Vendor: ALL11 - ALL PEST AND REPAIR, INC.						
57976 05/17/2022	ALL PEST AND REPAIR, INC.	0025541	Pest Control-VTA1-1900	Outsd contracts		600
57976 05/17/2022	ALL PEST AND REPAIR, INC.	0025578	Pest Control-VTA1-7385	Outsd contracts		420
Vendor ALL11 - ALL PEST AND REPAIR, INC. Total:						1020
57977 05/17/2022	ALLCABLE	4031864	1B Comm Building Enclosure	Construction in progress		830.3
Vendor: ALL14 - ALLCONNECTED INC						
57978 05/17/2022	ALLCONNECTED INC	105207	AllConnected - Managed IT/OT Services	Outsd contracts	FY22-0219	7489.04
57978 05/17/2022	ALLCONNECTED INC	43081	AllConnected - Managed IT/OT Services	Outsd contracts	FY22-0219	11880.26
57978 05/17/2022	ALLCONNECTED INC	43082	AllConnected - Managed IT/OT Services	Outsd contracts	FY22-0219	8382.5
Vendor ALL14 - ALLCONNECTED INC Total:						27751.8
57979 05/17/2022	BASELINE ENTERPRISES	19628	Fuel Tank Inspection	Outsd contracts		981.75
Vendor: CAL03 - CALLEGUAS MUNICIPAL WATER DISTRICT						
993 05/17/2022	CALLEGUAS MUNICIPAL WATER DISTRICT	040822	Water Purchase Potable	Water purchases Potable		523637.38
993 05/17/2022	CALLEGUAS MUNICIPAL WATER DISTRICT	040822	Water Purchase	CMWD Fixed Charges		74142
993 05/17/2022	CALLEGUAS MUNICIPAL WATER DISTRICT	040822	Water Purchase Non-Potable	Water purchases Non-Potable		35337.51
993 05/17/2022	CALLEGUAS MUNICIPAL WATER DISTRICT	smp041822	SMP CMWD-SMP Pipeline Fee	SMP CWD-RMWTP		15895.11
993 05/17/2022	CALLEGUAS MUNICIPAL WATER DISTRICT	smp041822	SMP CMWD-SMP Pipeline Fee	SMP CMWD		633.07
Vendor CAL03 - CALLEGUAS MUNICIPAL WATER DISTRICT Total:						649645.07
Vendor: CAN03 - Cannon Corporation						
57980 05/17/2022	Cannon Corporation	80287	Construction Services	Construction in progress	FY20-0256-R2	682
57980 05/17/2022	Cannon Corporation	80342	Engineering Support Services during construction	Construction in progress	FY21-0035-R1	3025
57980 05/17/2022	Cannon Corporation	80343	Contract Inspection Services	Outsd contracts	FY22-0081	4364
57980 05/17/2022	Cannon Corporation	80344	Contract Inspection Services	Outsd contracts	FY22-0081	1496
57980 05/17/2022	Cannon Corporation	80345	Out of Scope	Construction in progress	FY20-0130-R4	217.5
57980 05/17/2022	Cannon Corporation	80346	Construction Services	Construction in progress	FY20-0256-R2	1871.5
57980 05/17/2022	Cannon Corporation	80347	Contract Inspection Services	Outsd contracts	FY22-0081	1353
Vendor CAN03 - Cannon Corporation Total:						13009
57981 05/17/2022	Central Courier LLC	51039	Courier Service	Outsd contracts		433.25
57982 05/18/2022	CITY OF THOUSAND OAKS	301-50122	Sewer Treatment Read Road Tract Sewer	Outsd contracts		1078.2
57983 05/17/2022	Core & Main LP	Q768217	6" Meters for CSUCI	Repair Parts & Equipment Ma	FY22-0326	8830.3
57984 05/18/2022	CORELOGIC INFORMATION SOLUTIONS, INC	30604323	Ventura County Assessors Parcel Info	Outsd contracts		154.5
57985 05/17/2022	COUNTY OF VENTURA RMA OPERATIONS	IN0225797	Permit - Environmental Health Inspection RMWTP	Fees & charges		3133.69
57986 05/17/2022	DAMAR CONSTRUCTION INC	22027-001	Sand Removal	Outsd contracts	FY22-0267	9920.5

57987	05/17/2022	DIANE BAKER	00000667-2	Overpayment Refund Act 667- 6309 Gitana Ave	Refunds payable		9.36
Vendor: EJH01 - E.J. HARRISON & SONS INC							
57988	05/17/2022	E.J. HARRISON & SONS INC	4606	Trash Removal - CWRP	Outsd contracts		494.59
57988	05/17/2022	E.J. HARRISON & SONS INC	850	Trash Removal - CWRP	Outsd contracts		387.34
						Vendor EJH01 - E.J. HARRISON & SONS INC Total:	881.93
994	05/18/2022	ENTERPRISE FLEET SERV INC	FBN446892	Vehicle Lease May 2022	Outsd contracts		7317.01
57989	05/17/2022	FAMCON PIPE & SUPPLY, INC	S100078386-002	SL1 MCC Electrical Box	Construction in progress		804.38
995	05/17/2022	First Republic Bank	RetentionCUS5-PPE#	Retention Cuschamn Inc.(CUS05) PPO#4	Contractor's retention		10766.7
Vendor: FRU01 - FRUIT GROWERS LAB. INC.							
57990	05/18/2022	FRUIT GROWERS LAB. INC.	204604A	Outside Lab Work for Tierra Rejada Well	Outsd contracts		291
57990	05/12/2022	FRUIT GROWERS LAB. INC.	206590A	Outside Lab Work for RMWTP	Outside Contracts		40
57990	05/12/2022	FRUIT GROWERS LAB. INC.	206786A	RMWTP Outside Lab Work	Outside Contracts		80
						Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:	411
57974	05/10/2022	GENE WEST	5-10-22 ACWA CONF	Travel Reimbursement-ACWA Conference 5-03 th 5-05	Conf. & travel		1708.2
57991	05/17/2022	GMS Landscaping Inc	203210	Tree and Site Maintenance	Outsd contracts	FY22-0321	6000
57992	05/12/2022	IDEXX LABORATORIES, INC	3105825065	Laboratory Supplies	Materials & supplies		21.82
Vendor: CUS05 - JAMES C. CUSHMAN, INC.							
57993	05/17/2022	JAMES C. CUSHMAN, INC.	PPE#4	GAC Construction	Construction in progress	FY22-0179	215334
57993	05/17/2022	JAMES C. CUSHMAN, INC.	Reterntion-PPE#4	Retention on Invoice Ref# PPE#4	Contractor's retention		-10766.7
						Vendor CUS05 - JAMES C. CUSHMAN, INC. Total:	204567.3
57994	05/17/2022	JENNY MEDRANO	00003738	Deposit Refund Act 3738 - 1308 Calle Bonita	Refunds payable		116.8
57995	05/17/2022	LIBERTY COMPOSTING, INC	30963	Sludge Removal	Outsd contracts	FY22-0032	7604.38
57996	05/17/2022	LINDE GAS & EQUIPMENT INC	10051931	Acetylene Gas Cylinders	Materials & supplies		122.4
57997	05/17/2022	MARITES SANDOVAL	00003508	Deposit Refund Act 3508 - 5167 Laurel Park Dr	Refunds payable		53.5
57998	05/17/2022	McMASTER-CARR SUPPLY CO	77958376	Materials & Supplies - SS Hardware	Materials & supplies		522.99
Vendor: MKN01 - MICHAEL K. NUNLEY & ASSOCIATES, INC.							
57999	05/17/2022	MICHAEL K. NUNLEY & ASSOCIATES, INC.	100619	GAC Construction Management	Construction in progress	FY22-0151	7968.42
57999	05/17/2022	MICHAEL K. NUNLEY & ASSOCIATES, INC.	100620	Preparation of Unidirectional Flushing RFP	Outsd contracts	FY22-0155	1164.16
57999	05/17/2022	MICHAEL K. NUNLEY & ASSOCIATES, INC.	100621	Preparation of Tank Diving RFP	Outsd contracts	FY22-0156	1627.66
57999	05/17/2022	MICHAEL K. NUNLEY & ASSOCIATES, INC.	100622	(SPCC) Plan Preparation	Outsd contracts	FY22-0168	2327.8
						Vendor MKN01 - MICHAEL K. NUNLEY & ASSOCIATES, INC. Total:	13088.04
58000	05/17/2022	NORTHSTAR CHEMICAL	222325	Materials Chemicals -Woodcreek Well	Materials & supplies		2516.78
Vendor: PER02 - PERLITER & INGALSBE							
58001	05/17/2022	PERLITER & INGALSBE	18692	Development Construction Cost Fee - ENR Cost Index	Prof services		932.75
58001	05/17/2022	PERLITER & INGALSBE	18693	Additional Eng. Support Services	Construction in progress	REQ00057-R4	14484.5
						Vendor PER02 - PERLITER & INGALSBE Total:	15417.25
58002	05/17/2022	PROSPERO ESPARDINEZ	00003220	Final Account Credit Refund - 5329 Cherry Ridge Dr	Refunds payable		323.34
Vendor: PRO05 - PROVOST & PRITCHARD CONSULTING GROUP							
58003	05/17/2022	PROVOST & PRITCHARD CONSULTING GROUP	91538	GAC CEQA	Construction in progress	FY21-0176-R1	3760
58003	05/17/2022	PROVOST & PRITCHARD CONSULTING GROUP	91538-2	GAC Engineering	Construction in progress	FY20-0326-R2	2700
						Vendor PRO05 - PROVOST & PRITCHARD CONSULTING GROUP Total:	6460

Vendor: PUR01 - PURETEC INDUSTRIAL WATER

58004	05/17/2022	PURETEC INDUSTRIAL WATER	1977962	Deionized Water Service	Materials & supplies		72.44
58004	05/17/2022	PURETEC INDUSTRIAL WATER	1977963	Deionized Water Service	Materials & supplies		72.44
Vendor PUR01 - PURETEC INDUSTRIAL WATER Total:							144.88

Vendor: ROY03 - ROYAL INDUSTRIAL SOLUTIONS

58005	05/17/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1019186	Woodcreek VFD Repair	Repair parts & equipment	FY22-0250	22782.13
58005	05/17/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1019272	Pump Station 2 to 3 - HOA Switches	Repair parts & equipment		978.61
58005	05/17/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1020401	Pump Station 2 to 3 SCADA Parts	Materials & supplies		874.09
58005	05/17/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1020478	Materials & Supplies - TyRaps	Materials & supplies		863.47
58005	05/17/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1020503	SL1 Terminals	Construction in progress		610.79
Vendor ROY03 - ROYAL INDUSTRIAL SOLUTIONS Total:							26109.09
58006	05/18/2022	RT LAWRENCE CORPORATION	47208	Processing April 2022 Payments-Lockbox Service	Outsd contracts		753.05
58007	05/17/2022	SAM HILL & SONS, INC.	4135	Leak Repair - 1.5" Service	Pipeline repairs	FY22-0325	8415.06

Vendor: SCF01 - SC Fuels

58008	05/17/2022	SC Fuels	2106294IN	Material & Supplies - Fuel	Materials & supplies		1607.69
58008	05/17/2022	SC Fuels	2107166IN	Material & Supplies - Fuel - Pond 1 Pump	Materials & supplies		1272
58008	05/17/2022	SC Fuels	2119876IN	Material & Supplies - Fuel	Materials & supplies		1696.44
58008	05/17/2022	SC Fuels	2126062IN	Material & Supplies - Fuel - Pond 1 Pump	Materials & supplies		782.15
58008	05/17/2022	SC Fuels	2126287IN	Material & Supplies - Fuel	Materials & supplies		1997.27
Vendor SCF01 - SC Fuels Total:							7355.55

Vendor: SCE01 - SOUTHERN CALIF. EDISON

998	05/18/2022	SOUTHERN CALIF. EDISON	May 2022	Monthly Usage Charges May 2022	Utilities		16629.75
998	05/18/2022	SOUTHERN CALIF. EDISON	May 2022	Monthly Usage Charges May 2022	Pumping power-Potable		48371.1
998	05/18/2022	SOUTHERN CALIF. EDISON	May 2022	Monthly Usage Charges May 2022	Pumping Power-RMWTP		22412.68
998	05/18/2022	SOUTHERN CALIF. EDISON	May 2022	Monthly Usage Charges May 2022	Pumping power Non-Potable		131934.69
Vendor SCE01 - SOUTHERN CALIF. EDISON Total:							219348.22

Vendor: SCG01 - SOUTHERN CALIFORNIA GAS

999	05/12/2022	SOUTHERN CALIFORNIA GAS	April 2022	Monthly Usage Charges Acct 123 787 1794 1	Utilities		14.3
999	05/12/2022	SOUTHERN CALIFORNIA GAS	April 2022-A	Monthly Usage Charges Acct 170 013 9900 9	Utilities		10.56
Vendor SCG01 - SOUTHERN CALIFORNIA GAS Total:							24.86
58009	05/18/2022	SPARKLETTES	4667386-051522	Distilled Bottled Water	Outsd contracts		87.39
58010	05/18/2022	STATE WATER RESOURCES CONTROL BOARD	D3 Cert-BrandonRoth	Grade 3 Distribution Certification-Brandon Roth	Dues & subscrip		90
58011	05/17/2022	STEVEN TORRES	00007314	Deposit Refund Act 7314 - 230 Calle Orovista	Refunds payable		77.54
58012	05/18/2022	SWAGELOK/CCFST	53671	Meter Station 5&7 Rehab Transmitter Parts	Construction in progress		896.05

Vendor: HAT01 - THE HATHAWAY LAW FIRM, LLP

58013	05/12/2022	THE HATHAWAY LAW FIRM, LLP	200936	Legal Services	Legal services		611.56
58013	05/12/2022	THE HATHAWAY LAW FIRM, LLP	200937	Legal Services	Legal services		3155.92
Vendor HAT01 - THE HATHAWAY LAW FIRM, LLP Total:							3767.48

Vendor: TOT03 - TOTAL BARRICADE SERVICE INC

58014	05/18/2022	TOTAL BARRICADE SERVICE INC	55459	Traffic Control - Encroachment Permit MS11	Outsd contracts		320.05
58014	05/18/2022	TOTAL BARRICADE SERVICE INC	55460	Traffic Control - Encroachment Permit MS11	Outsd contracts		320.05
Vendor TOT03 - TOTAL BARRICADE SERVICE INC Total:							640.1

Vendor: TRA02 - TRAVIS AGRICULTURAL, INC

58015	05/18/2022	TRAVIS AGRICULTURAL, INC	22397F	Raise Valve Stackings	Outsd contracts	FY22-0323	2363.2
58015	05/18/2022	TRAVIS AGRICULTURAL, INC	22485F	Install 6" Valve at Penny Well	Construction in progress	FY22-0324	1952.18
Vendor TRA02 - TRAVIS AGRICULTURAL, INC Total:							4315.38
58016	05/18/2022	UNION MATERIALS TESTING, INC	Inv#23	GAC Materials Testing	Construction in progress	FY22-0270	2354
100	5/9/2022	U.S. BANK CORPORATE	22-Apr	Credit Card Purchases	Credit Card Purchases		10518.53
58018	05/18/2022	VENTURA REGIONAL SANITATION DISTRICT, INC	4122	VRSD Sewer Cleaning	Outsd contracts	FY22-0033	3165

58019	05/18/2022	VERIZON BUSINESS, INC	72206604	Cell Phones	Communications	1221.08
Vendor: WWG01 - W W GRAINGER, INC.						
58020	05/18/2022	W W GRAINGER, INC.	9308013037	Repair Parts	Repair parts & equipment	156.75
58020	05/18/2022	W W GRAINGER, INC.	9308977694	Rapair Parts - Pressure Washer	Repair parts & equipment	305.37
58020	05/18/2022	W W GRAINGER, INC.	9310807103	Rapair Parts - Solar Charger	Repair parts & equipment	111.44
58020	05/18/2022	W W GRAINGER, INC.	9313188345	Repair Parts - Pressure Washer	Repair parts & equipment	22.04
Vendor WWG01 - W W GRAINGER, INC. Total:						595.6
58021	05/17/2022	WESLEY COSIER	00001605	Deposit Refund Act 1605 - 784 Hacienda Dr	Refunds payable	58.83
Vendor: WHI03 - WHITE BRENNER LLP						
58022	05/18/2022	WHITE BRENNER LLP	45025	Legal Services	Legal services	4386
58022	05/18/2022	WHITE BRENNER LLP	45056	Legal Services	Legal services	6339
Vendor WHI03 - WHITE BRENNER LLP Total:						10725

TOTAL VENDOR PAYMENTS-CAMROSA

\$ 1,296,164.23

DFT0003957	05/05/2022	CAL PERS 457 PLAN	INV0011500	Deferred Compensation	Deferred comp - ee paid	3604.46
DFT0003971	05/05/2022	EMPLOYMENT DEVELOP. DEPT.	INV0011516	Payroll-SIT	P/R-sit	3883.95
Vendor: HEA02 - HealthEquity						
DFT0003960	05/05/2022	HealthEquity	INV0011504	HSA-Employee Contribution	HSA Contributions Payable	438.46
DFT0003961	05/05/2022	HealthEquity	INV0011505	HSA Contributions	HSA Contributions Payable	200
Vendor HEA02 - HealthEquity Total:						638.46
989	05/05/2022	LINCOLN FINANCIAL GROUP	INV0011501	Deferred Compensation	Deferred comp - ee paid	2058
988	05/05/2022	LINCOLN FINANCIAL GROUP	INV0011513	Profit Share Contribution	Profit share contributions	2618.42
DFT0003958	05/05/2022	PUBLIC EMPLOYEES	INV0011502	PERS-Classic Employee Portion	P/R-state ret.	16678.71
Vendor: UNI10 - UNITED STATES TREASURY						
DFT0003969	05/05/2022	UNITED STATES TREASURY	INV0011514	FIT	P/R-fit	10362.54
DFT0003970	05/05/2022	UNITED STATES TREASURY	INV0011515	Payroll- Medicare Tax	P/R - ee medicare	2819.96
Vendor UNI10 - UNITED STATES TREASURY Total:						13182.5
57966	05/05/2022	UNITED WAY OF VENTURA CO.	INV0011499	Charity-United Way	P/R-charity	20

TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA

\$ 42,684.50

Board Memorandum

May 26, 2022

To: General Manager

From: Ian Prichard, Assistant General Manager

Subject: Water Shortage Action

Objective: Comply with the Metropolitan Water District (MWD) and Calleguas Municipal Water District (CMWD) Emergency Water Shortage Conservation Program.

Action Required: Adopt Resolution No. 22-03 Declaring a Stage Two Water Shortage Emergency.

Discussion: On April 26, 2022, MWD declared a water shortage emergency condition and implemented an Emergency Water Shortage Conservation Program requiring their retailers to adopt one-day-a-week watering schedules for their customers or go to a volumetric allocation limit. On April 27, CMWD followed suit.

At the May 12, 2022 meeting, the Camrosa Board of Directors directed staff to return with a pathway to comply with our imported water suppliers' regulations. The attached resolution declares a Water Supply Shortage and moves Camrosa into Stage Two of the District's Water Shortage Contingency Plan. It restricts potable outdoor irrigation for residential, commercial, industrial, and institutional customers to one day a week. Street addresses ending in even numbers are expected to water on Tuesdays, odd numbers on Thursdays. To support public health and community activities, parks, schools, ballfields, and other functional turf used for civic or community events are exempted from the one-day-a-week restriction; Camrosa does, however, expect such customers to meet a conservation goal of a thirty-percent reduction in water use compared to their 2020 usage. Potable agricultural irrigators are likewise exempted from the one-day-a-week watering restriction; their conservation goal is a twenty-percent reduction compared to 2020. Other requirements of Stage Two include fixing leaks within 24 hours; limiting the filling of residential pools for function, health, and safety; and the standard water-use prohibitions outlined in Ordinance 40. See the District's website for details.

Camrosa recognizes the importance of the urban canopy and vegetation that protects against erosion and wildfire. We encourage our customers to maintain their trees and other permanent plantings through mulching, hand watering, drip irrigation, and other alternative watering methods.

Non-potable and recycled water are not subject to this water shortage action.

Resolution No: 22-03

A Resolution of the Board of Directors
of the Camrosa Water District

Declaring a Stage Two Water Supply Shortage

Whereas, California has received record-low precipitation for two years in a row; and

Whereas, the California Department of Water Resources has limited State Water Project (SWP) allocations to five percent of contracted amounts for two years in a row; and

Whereas, the Metropolitan Water District of Southern California (MWD) does not have sufficient supply to meet normal demand in areas of its service area that rely primarily on SWP water, the so-called "State Water Project Dependent Area"; and

Whereas, MWD therefore, on April 26, 2022, implemented an Emergency Water Shortage Conservation Program in the State Water Project Dependent Area requiring its retail customers to implement certain restrictions, including the limitation of outdoor irrigation to one day a week; and

Whereas, Calleguas Municipal Water District (CMWD), a MWD member agency and Camrosa's wholesaler of MWD water, on April 27, 2022, also declared a water shortage emergency and implemented the same Emergency Water Shortage Conservation Program; and

Whereas, Camrosa's Water Shortage Contingency Plan, adopted in accordance with state regulations, describes Water Supply Shortage "stages" and associated conservation measures while providing for flexibility in their implementation to meet current conditions; and

Whereas, these are potable water restrictions and do not affect the non-potable or recycled water distribution systems; and

Now, Therefore, Be It Resolved, that the Board of Directors of the Camrosa Water District hereby declares, effective June 1, 2022, a Stage Two Water Supply Shortage, limiting potable outdoor irrigation to one day a week, with even-numbered street addresses irrigating on Tuesdays and odd-numbered addresses on Thursdays; and

Be It Further Resolved, that parks, schools, ballfields, and other civic and community uses of functional turf are exempt from the one-day-a-week limitation but are expected to achieve a thirty-percent reduction in water use from 2020; and

Be It Further Resolved, that potable agricultural customers are also exempt from the one-day-a-week limitation but are expected to achieve a twenty-percent reduction in water use from 2020; and

Be It Further Resolved, that in addition to the restrictions identified above, all restrictions of at Stage One Water Supply Shortage and the permanent Water-Use Prohibitions described in Ordinance 40 also apply.

Adopted, Signed, and Approved this 26th day of May 2022.

Eugene F. West, President
Board of Directors
Camrosa Water District

(ATTEST)
Tony L. Stafford, Secretary
Board of Directors
Camrosa Water District

Board Memorandum

May 26, 2022

To: General Manager

From: Tamara Sexton, Finance Manager

Subject: CalPERS Contributions and Employee Handbook Update

Objective: Update the District's Employee Handbook.

Action Required:

- 1) Adopt a Resolution of the Board Amending the District's Employee Handbook; and,
- 2) Adopt a Resolution of the Board Paying and Reporting the Value of Employer Paid Member Contribution (CalPERS ID: 7880235845).

Discussion: Camrosa's Employee Handbook update will incorporate additions and revisions to various personnel policies.

On June 24, 2021 the Board of Directors adopted a resolution requiring existing Classic employees hired before July 1, 2021 to begin contributing one percent per year of their share of CalPERS contribution, and to provide those employees a discretionary offset of one percent.

CalPERS requires a newly adopted resolution when the board implements a change in the contributions. The board is considering increasing the Classic employees share of their contribution from one percent to two percent effective June 25, 2022 and increasing the discretionary offset to two percent. Any classic employees hired after July 1, 2021 will continue to pay the full seven percent of the employee's CalPERS retirement contribution and will not be eligible for the Discretionary Offset.

The ramp down of the District's contributions to CalPERS on behalf of existing Classic employees and the increase of the Discretionary Offset described above will be taken to the board on a yearly basis and evaluated as part of the budget process until the employees' payment of their contribution and the Discretionary Offset reach the maximum of seven percent.

The Performance Evaluation and Incentive Policy was last adopted June 24, 2021 and expired June 30, 2021. Staff is returning to the board with a proposed incentive policy for FY2022/23. Attached for your review is the Employee Handbook with recommended changes/edits in redline. Staff will provide a briefing and go over all recommended changes at the board meeting.

Resolution No: 22-04

A Resolution of the Board of Directors
of Camrosa Water District

Amending the District's Employee Handbook

Whereas, the District's Employee Handbook needed to be amended to incorporate various additions and changes to comply with personnel policies and benefits; and

Whereas, the Board of Directors on June 24, 2021 adopted a resolution of the board paying and reporting the value of employer paid contribution beginning July 1, 2021 to reflect existing Classic employees hired before July 1, 2021 to begin contributing 1 percent per year of their share of CalPERS contribution and provide a discretionary offset of one percent

Whereas, the governing body of the Camrosa Water District has identified the following conditions for the purpose of its election to pay Employer Paid member Contribution (EPMC):

- This benefit shall apply to all employees of Classic Miscellaneous membership hired prior to July 1, 2021.
- This benefit shall be reduced from 6% to 5% of the normal contributions paid as EPMC beginning June 25, 2022, and the same percent (value) of compensation earnable shall be reported** {excluding Government Code Section 20636(c)(4)} as additional compensation.
- The effective date of this Resolution shall be June 25, 2022.

Whereas, the discretionary offset provided to existing Classic employees hired before July 1, 2021 shall be 2% beginning June 25, 2022.

Whereas, the *Performance Evaluation and Incentive Policy* was last adopted May 31, 2018 and expired June 30, 2021.

Whereas, the policy is being revised to include a discretionary bonus to all employees and shall be non-reportable to CalPERS. The percentage amount will be determined yearly by the Board and approved as part of the yearly budget. The bonus amount will be based on employees' annual base pay prior to their last pay increase.

Whereas, this policy shall be renewed annually by the Board of Directors. The General Manager will provide the Board with a report on the success of this policy and any recommended modifications. The policy will lapse unless the above is satisfied and the Board of Directors adopts a resolution reinstating the policy by July 1st of each year.

Now, Therefore, Be It Resolved by the Camrosa Water District Board of Directors that the amended Employee Handbook be adopted; and

Adopted, Signed, and Approved this 26th day of May, 2022.

Eugene F. West President
Board of Directors
Camrosa Water District

(ATTEST)
Tony L. Stafford, Secretary
Board of Directors
Camrosa Water District

Resolution No: 22-05

A Resolution of the Board of Directors
of Camrosa Water District

**Paying and Reporting the Value of Employer Paid Member
Contribution (CalPERS ID: 7880235845)**

Whereas, the governing body of the Camrosa Water District has the authority to implement Government Code Section 20636(c) (4) pursuant to Section 20691; and

Whereas, the governing body of the Camrosa Water District has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer, and reported as additional compensation; and

Whereas, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the Camrosa Water District of a Resolution to pay and report the value of said Employer Paid Member Contribution (EPMC); and

Whereas, the governing body of the Camrosa Water District has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees of Classic Miscellaneous membership hired prior to July 1, 2021.
- This benefit shall consist of paying 5% of the normal contributions as EPMC beginning June 25, 2022, and reporting the same percent (value) of compensation earnable** {excluding Government Code Section 20636(c)(4)} as additional compensation.
- The effective date of this Resolution shall be June 25, 2022.

Now, Therefore, Be It Resolved, that the governing body of the Camrosa Water District elects to pay and report the value of EPMC, as set forth above.

Adopted, Signed, and Approved this 26th day of May 2022.

Eugene F. West, President
Board of Directors
Camrosa Water District

(ATTEST)
Tony L. Stafford, Secretary
Board of Directors
Camrosa Water District

* Note: Payment of EPMC and reporting the value of EPMC on compensation earnable is on pay rate and special compensation except special compensation delineated in Government Code Section 20636(c)(4) which is the monetary value of EPMC on compensation earnable.



Employee Handbook

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Welcome

Welcome to the Camrosa Water District, where our mission is to provide reliable, high-quality, and affordable water and sanitary services. The employees of the Camrosa Water District have created a dynamic work environment where individual expertise and innovation are utilized and rewarded, and personal growth is encouraged. At Camrosa, we believe in personal responsibility and accountability; all employees are expected to perform their duties with minimal supervision.

Contained in these pages are the policies governing employee conduct, regulating the use of District resources, and enumerating employee privileges and benefits. You will find that our policies on employee conduct basically follow the rules of common sense, but for purposes of clarity and certainty, they have been codified here. Since it would be impossible to foresee every different situation and circumstance, it is assumed that the employee will defer to the rules of common sense, and ask a manager when in doubt. Additionally, circumstances will undoubtedly require that guidelines, practices, and benefits described in this Handbook change. Accordingly, we must reserve the right to modify, supplement, or rescind any provision of this Handbook from time to time, as deemed necessary. You will, of course, be advised of changes that occur and those changes to the handbook will be made in writing.

Perhaps the most useful function of this handbook will be as a reference for the employee when they have a question as to their rights and benefits. Contained herein are the policies regulating benefits such as annual leave, holidays, bonuses, etc. This version supersedes all previous versions and is not all-inclusive.

Finally, this handbook lists policies that govern the use of District resources such as telephones, computers, vehicles, and the like.

Please keep a copy of this handbook for your reference.

Camrosa Water District History

Camrosa Water District (Camrosa or District) was formed in 1962 under the County Water District Law of the State of California. At that time, we were known as Camarillo County Water District and operated out of a small building on the grounds of the old County Fire Station 54 on Ventura Boulevard. A loan from the U.S. Bureau of Reclamation provided the funds to construct the “backbone” of our system consisting of a distribution grid, ten metering stations, and ten steel reservoirs. Construction began in 1966, and our name was changed to Camrosa County Water District, utilizing the “Cam” from Camarillo and the “Rosa” from Santa Rosa Valley. In 1988 we simplified our name once more, to the Camrosa Water District.

At the completion of initial construction in 1968, we were primarily an agricultural water purveyor, with 90 percent of our production used for that purpose. Slowly but steadily, as more land was annexed to the District, we grew to encompass and serve over 31 square miles of land at elevations ranging from 40 to 1,100 feet above sea level.

Our customer base continued to grow, and during the 1980s, the use of domestic water surpassed the use of agricultural water. By 1999, domestic consumption accounted for about 75 percent of water production. When the Conejo Creek Diversion project brought non-potable surface water online in 2003, many of the remaining agricultural users of potable water were transferred to that new system, and new non-potable irrigation customers were added.

Today, the District provides a variety of services to a diverse customer base: roughly 34,000 residents in unincorporated Ventura County and the cities of Camarillo, Moorpark, and Thousand Oaks; four primary schools and California State University Channel Islands (CSUCI); light industry; shopping centers; and a variety of users in between. Approximately 40 percent of the water we produce still goes to agricultural customers.

Camrosa also provides wastewater service to the portion of the City of Camarillo that is within our boundaries. It's only about 20 percent of our service area, but constitutes about half the District population. In 1979, the District purchased the wastewater treatment plant on the grounds of the Camarillo State Hospital, now the site of CSUCI. Plant operation was contracted out until 1996, when District personnel began operating it during the construction of the new Camrosa Water Reclamation Facility, which began operation in 1997. Originally designed to treat 1.45 MGD, the plant was expanded to 2.25 MGD in 2016. The CWRF produces Title-22 certified recycled water, which is used by CSUCI and local agriculture customers. Our goal is to use 100 percent of our recycled effluent, and we've done that, without discharging to the Conejo Creek, since 2005.

Over the last 20 years, self-reliance has been the watchword at Camrosa. The cost of imported water continues to rise, and the infrastructure that brings it to us becomes ever more vulnerable, due to its age, earthquakes, litigation and environmental legislation on the Sacramento-San Joaquin Delta, increased demand, and the vagaries of climate. In light of all this, Camrosa pursues all feasible alternatives to imported water; in addition to the Conejo Creek diversion and the CWRF, Camrosa has developed significant groundwater production, with wells in the three basins and the perched aquifer the District overlies. In 2014, we constructed a 1 MGD brackish groundwater desalination facility, reducing our dependence on imported water by ten percent. In 2016, a new well was constructed and another that had been out of service for 20 years was brought back into service. At least two more wells, another brackish groundwater desalter, and the infrastructure to take full advantage of these facilities are expected to be built by 2025.

Landmark groundwater legislation was passed in 2014 requiring Camrosa to take on greater responsibility for the stewardship of our groundwater basins, and the severe drought of the mid-Twenty-Teens forced historic statewide regulations. Camrosa approaches such challenges as opportunities, and looks forward to leveraging them as ways to increase our self-reliance.

Camrosa Water District Mission Statement

The Mission of Camrosa Water District is to meet the current and future needs of the community for water and sanitary services. Our products and services will be reliable, affordable, responsive and of high quality. At the same time, the District will prudently manage and maintain the District's assets, honor the public's trust, and maintain public awareness and confidence in the District's activities.

Introduction to Employment

A. Open Door Policy

Camrosa promotes an atmosphere in which employees can talk freely with management. Employees are encouraged to openly discuss with their manager any problems so that appropriate action may be taken. If they cannot be of assistance, the General Manager is available for consultation and guidance. Our vision is to have the District staffed by an honest, enthusiastic, highly competent, and focused team, who find their work challenging and enjoyable.

B. Equal Employment Opportunity

It is the continuing policy of Camrosa to provide equal employment opportunities for all individuals who have the necessary qualifications with respect to recruitment, hiring, performance appraisal, promotion, training, termination, compensation, or other personnel-related activities, regardless of the actual or perceived ancestry, race, color, religion, sex, gender, gender identification, gender expression, national origin, disability, medical condition, marital status, age, genetic information, sexual orientation preference, or veteran/military status. All employee decisions will be based upon policies and practices that further the principles of equal employment opportunity.

Every member of management is held responsible for assuring non-discrimination in employment opportunities. In addition, all staff members, regardless of position, share in the responsibility of maintaining a discrimination-free work environment.

C. At-Will Employment

All Camrosa employees have the status of “employee-at-will,” unless he or she is employed under a written contract stating otherwise. Any employee may resign at any time and Camrosa may terminate an employee at any time, with or without cause. At the end of the Employee Handbook is a copy of an “at-will” employment agreement that must be signed and returned. An additional copy is provided for your records.

Any offer of employment will be conditioned upon a designation of “medically qualified” through a pre-employment physical exam, completion of a background check, reference checks, and other conditions set forth in the offer letter.

D. Employee Classifications

1. **Full-Time Employees:** Employees who work at least thirty-two (32) hours per week or are on a fixed salary.
 - a) **Non-Exempt/Hourly Employees:** Employees who are paid wages for each hour worked and are eligible to receive overtime pay.
 - b) **Exempt Employees:** Employees who are paid on a salary basis for work performed with no overtime pay. Exempt employees are expected to work those hours necessary to complete their duties and responsibilities.
2. **Part-Time Employees:** Employees who are assigned a variable work schedule that may extend up to thirty-two (32) hours per week. Part-time employees are ineligible for District-sponsored health benefits but are eligible for Social Security or California Employees Retirement System (CalPERS) benefits after working 1,000 hours on the District’s payroll in a fiscal year.

3. **Temporary Employees:** Employees who hold jobs intended to be of limited duration developed from special projects, abnormal workloads, or emergencies. Temporary employees are ineligible for District-sponsored health benefits but are eligible for Social Security or CalPERS benefits after working 1,000 hours on the District's payroll in a fiscal year.
4. **Part-Time Student Employees:** Employees who are students at approved institutions of learning (colleges, universities, trade/vocational schools, institutes of technology, etc.). Student Employees must be enrolled as full-time students (as defined by their institution) and must maintain a grade point average of 2.0 or higher. Students may take one (1) term (semester, quarter, session, etc.) off from school per year, but may do so only after successfully completing two (2) consecutive terms. Availability of work hours is at the discretion of the Student Employee's supervisor or manager, and the Student Employee is considered an "at-will" employee. This opportunity expires three (3) months after the date of the student's graduation, or three (3) months after the date of the last ~~class, if~~class if the student is not enrolled in the upcoming term. Part-Time Student Employees are ineligible for District-sponsored health benefits but are eligible for CalPERS benefits after working 1,000 hours on the District's payroll in a fiscal year.

E. Work Hours

~~The standard work week begins at 12:01 a.m. Saturday and ends at 12 midnight the following Friday. The normal work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., or 7:30 a.m. to 4:30 p.m., depending upon operational requirements. Since Camrosa is a service organization, normal work may fluctuate based on business demands. As a general rule, departments are to be manned from 8:00 a.m. to 5:00 p.m., with the exception of the lunch break provided. If changes in your work schedule are required or desired, your manager will notify you or respond to your request at the earliest opportunity. You may be required to work overtime or hours other than those normally scheduled. It is Camrosa's intent to allow you maximum flexibility in scheduling your time while still meeting the needs of the District. The General Manager has the authority to modify individual work schedules on a case-by-case basis as needed.~~

F. Attendance

Camrosa relies on you to fulfill our mission statement. In doing so, you must routinely interact with other staff, customer, vendors, and the general public to effectively meet these objectives. Good attendance is essential to providing these objectives and is an indicator of effective employee performance.

It is recognized that you will have periodic absences for illness or personal matters, but recurring and excessive absences and/or tardiness adversely affects productivity, morale, workflow, and service and directly impacts Camrosa's ability to meet its challenging goals.

The professionalism that you bring to your position and Camrosa is valued, and it is anticipated that you will manage your own good attendance. There are occasions, however, when attendance guidelines are beneficial and necessary to direct employees and managers.

The guidelines are intended to be straightforward and concise. They are subject to management discretion and allow for flexibility in addressing individual attendance situations. Your manager will consider State and Federal laws, family and medical leave issues, the demands of different work units, Camrosa's policy, your performance, your

attendance history, and individual circumstances when assessing appropriate steps to correct attendance problems.

Camrosa intends to maintain a positive environment that supports its goals while recognizing individual needs and circumstances. If attendance issues arise, please speak with your manager who can discuss the impact of your attendance on Camrosa's goals and your individual performance.

If you fail to report to work for three consecutive workdays without notice or approval by your manager, Camrosa may consider that you have abandoned your job and your employment may be terminated.

G. Rest and Break Time

Full-time (40-hour/week) non-exempt employees are provided two paid 10-minute rest periods per day for every four hours worked. Less than 40-hour/week employees should clarify with their manager appropriate rest and break times. It is the employee's responsibility to take breaks.

Camrosa allows a 1-hour lunch break. There may be instances when a lunch break shorter than 1-hour is necessary, and/or circumstances that prevents an employee from taking a break from all duties. In those instances, the District may provide an on-duty meal period. On-duty meal periods may be allowed with written approval from a supervisor on a case-by-case basis. On-duty meal periods will be paid.

Rest periods or breaks may not be accumulated or added to a lunch hour, annual leave or to other forms of leave.

H. Access to Personnel Records

Employee files are confidential and are to be treated as such. Access to employee files is limited to the following:

1. Persons Other Than the Employee

Other employees of Camrosa may have access to personnel files only if they have a "need to know." This means access is limited to:

- Administrative Department staff as they need access in the course of their normal duties;
- Management considering an employee for promotion or transfer into their departments; and
- Others only as specifically authorized by the General Manager.

2. The Employee

You may inspect your own personnel file in the presence of the General Manager. You may, with a written request, designate a representative to inspect/receive a copy of your personnel file.

I. General Manager

The Board of Directors may agree to modifications or exceptions to any of the policy requirements, prohibitions, and/or benefits as established in the Employee Handbook as they pertain to the General Manager. Any terms of employment for the General Manager set forth in writing and duly executed by the Board President on behalf of the Board of Directors shall supersede and override any conflicting provisions of the Employee Handbook.

Payroll Administration

A. Time Sheets

You are required to keep accurate records of all time worked on the forms provided by Camrosa, including time worked over your normal schedule. Annual Leave, sick, jury duty, and holiday time must be entered on the time sheet. Reported overtime (if applicable) must be documented on the time sheet.

Non-exempt/hourly employees are required to record all hours worked and leave taken at the end of each workday. Accurate and timely reporting of employee time and attendance is the responsibility of the employee and his/her immediate supervisor. A non-exempt employee must assume responsibility for accurately reporting his/her hours for each scheduled workday. The supervisor is responsible for reviewing, approving, and reporting all hours worked and any paid time off for that non-exempt employee.

Employees who are exempt (from overtime) are scheduled to be paid eighty (80) hours per bi-weekly period. The exempt employee is to complete time sheets no later than the Friday ending the pay period.

B. Paydays

Paydays are every other Thursday for the two (2) weeks ending the previous Friday. Paychecks are electronically deposited into the bank account(s) specified by the employee and funds are available to the employee on Thursday morning.

C. Overtime Pay

Non-exempt/hourly employees will earn overtime pay for hours worked beyond forty (40) hours in one workweek. Compensation for overtime is paid at the rate of one and one-half ($1\frac{1}{2}$) hours for each hour, or $\frac{1}{4}$ fraction thereof, of overtime worked. Annual Leave, sick, jury duty, and holiday time count towards hours worked in a work week.

Hours worked which qualify as overtime per the Fair Labor Standards Act (FLSA) are paid in accordance with FLSA.

An employee must receive prior approval by the supervisor to work overtime.

D. Standby Duty

Standby duty is for the purpose of having someone available on call that has the knowledge of the District's operations and can take appropriate action as may be required. Standby duty is assigned for periods outside of normal working hours. An employee is assigned this standby duty in addition to his or her regular working hours. Periods of standby duty shall be assigned by the supervisor.

1. Standby Duty:

Standby duty begins at the start of the workday at 7:30 a.m. each Monday and ending at the start of the working day at 7:30 a.m. the following Monday.

Any change to the scheduled standby duty, must receive prior approval by the supervisor.

2. Compensation:

Employees will receive a stipend of \$13.72 plus one and one half (1 ½) hours per day of standby duty worked. Therefore, each employee will have his/her own stipend rate based upon the employees' current hourly rate.

The District shall pay employees a minimum of two (2) hours, at an overtime rate of pay, each time an employee responds to a call out during a standby duty assignment, whether or not the actual time required to do the work is less than two (2) hours, and regardless of the number of times the employee is called out during their standby duty. If multiple call outs are made within the same two (2) hour timeframe, the employee will receive only two (2) hours of overtime pay.

E. Wage Garnishments

A wage garnishment requires Camrosa to remit part of an employee's wages to a third party in payment of a just debt. Camrosa will comply with any and all court orders related to wage garnishments.

F. Payroll Deductions

State and Federal laws require Camrosa to make proper deductions on its employees' behalf. Amounts withheld vary according to earnings, marital status, and number of exemptions claimed.

Required deductions for full-time employees include Federal Income Tax, FICA "Medicare Only" Contribution, State Income Tax, and CalPERS. Part-time, Temporary, and Student deductions include Social Security or CalPERS, after working 1,000 hours on the District's payroll in a fiscal year, in addition to Federal Income Tax, FICA "Medicare", and State Income Tax.

G. Direct Deposit

Direct Deposit of employee paychecks is mandatory, and deposits may be divided between several banking institutions. A voided check or savings account deposit slip must be provided for inclusion in the payroll process.

H. Changing/Updating Employee Information

A current address and phone number are essential for many purposes. These changes should be noted in writing or via email as soon as possible. Each employee is solely responsible to notify Camrosa of changes in his or her personal status including, but not limited to:

1. Name and/or marital status;
2. Address and/or telephone number;
3. Number of eligible family members;
4. Tax payroll deductions;
5. Emergency contact information; and/or
6. Changes to deferred compensation.

I. Deferred Compensation

457 Plan: The District has established an Internal Revenue Code (IRC) Section 457(b) eligible deferred compensation plan called the *Camrosa Water District Deferred Compensation Plan* (the “457 Plan”). All full-time Camrosa employees are eligible to make voluntary pre-tax contributions to the 457 Plan. Contributions are deposited in one or more investment fund options.

CalPERS 457 Roth Plan: The District has established 457 Roth Plan as part of the CalPERS 457 Plan. Employees can make after-tax contributions to their CalPers 457 Plan. The advantage of a Roth is that in the future, employees can withdraw the money tax-free if the money is kept in the Roth account for a least a five-year period and employees are at least 59 ½ or have a triggering event (severance from employment, reach 70 ½, disability, or death).

Profit-Sharing Plan: The District has also established a Section 401(a) profit sharing plan called the Camrosa Water District Profit-Sharing Plan (“Profit-Sharing Plan”). The Profit-Sharing Plan provides that exempt employees are required to contribute five percent (5%) of their compensation to the plan as a condition of participation, ~~and those exempt employees who elect to become participants do not have the right to discontinue or vary the rate of the required contribution after becoming participants.~~ Contributions made by exempt employees ~~who become participants are then~~ “picked up” by the District on behalf of those employees under Section 414(h)(2) of the IRC. For more information about the Profit-Sharing Plan, please see the Summary Plan Description.

~~Camrosa is a member of (CalPERS). Social Security deductions are only made to part time employee paychecks who have not met the minimum CalPERS hours requirement.~~

J. Retirement Benefits

Camrosa is a member of CalPERS. Social Security deductions are only made to part-time employee paychecks who have not met the minimum CalPERS hours requirement.

K. Medicare

Required Medicare deductions will be made to all employee paychecks.

Performance Evaluation and Incentive Policy

A. Purpose

The purpose of the Performance Evaluation and Incentive Policy is to state the District's philosophy on the classification and compensation of all staff members and establish a sound system of performance evaluation and incentive salary policy; to develop and maintain a highly skilled and productive work force to carry out the services provided by Camrosa; and to offer Camrosa's staff an opportunity to advance their skills and demonstrate their abilities.

B. Performance Reviews

Camrosa maintains a policy of evaluating your job performance as a means of measuring the efficiency and effectiveness of operations and providing you with meaningful information about your work. Effective performance reviews also aid in making personnel decisions related to such areas as training, merit pay increases, promotion, job assignments, retention, and long-range planning. The process is intended to be participatory in nature, involving you and your manager.

The process is designed to be as objective as possible, focusing on overall performance in relation to job duties and responsibilities, and also take into account core expectations of the District. In addition, special written performance reviews may be conducted by your manager at any time to advise you of the existence of performance or disciplinary problems. The use of such a system does not waive either Camrosa's or your right to terminate employment at any time with or without cause.

Performance Reviews will be conducted for each employee by the employee's supervisor and/or manager at the end of each fiscal year. The General Manager will review all Performance Reviews. The employee may request a meeting with the General Manager regarding the review and to discuss further action.

C. Promotions and Salary Adjustments (All Employees)

The annual Performance Review will be used to determine if a promotion and/or salary adjustment is appropriate.

The Performance Review will be conducted for each employee by the supervisor(s) or manager and the General Manager, no less than every year beginning with the first month of each fiscal year. More frequent reviews may be necessary on a case-by-case basis. An employee may request a salary review at any time. Granting a requested review is at the discretion of the General Manager.

Consideration for promotion or salary adjustment will be based upon demonstrated trends over a series of evaluation criteria. The level of compensation for the salary adjustment or promotion will be based upon the employee's job performance, job market, and the determination of the General Manager. Salary adjustments or promotions shall not exceed ten percent in any fiscal year for any employee, without prior approval of the Board of Directors.

D. Discretionary Bonus (All Employees)

At its discretion, the Board of Directors may approve an annual bonus. This discretionary bonus is non-reportable to CalPERS. The percentage amount will be determined yearly by the Board and approved as part of the yearly budget. The bonus amount will be based on employees' annual base pay prior to their last pay increase.

D.E. Non-Exempt (Hourly) Employees Matching Contributions

Performance Reviews:

~~—Incentive Compensation/Annual Leave Credits:~~

~~This program ends on June 30, 2021 but will be used for the evaluation period from July 1, 2020 to June 30, 2021.~~

~~Incentive Compensation will be considered each fiscal year and be based on each employee's Annual Performance Review. There is no guaranteed incentive compensation. When an employee exceeds expectations, he or she is eligible for incentive compensation, provided as Annual Leave Credits. Annual Leave Credits may be applied to the employee's Annual Leave account and used as regular Annual Leave or converted to regular pay. A request for conversion will be approved in an amount equal to the total credits received in the current fiscal year. This policy is independent of the existing Annual Leave Buy-Out Policy. However, an employee still may not convert Annual Leave Credits below 40 hours. The maximum Annual Leave Credits which may be awarded in any one-year period are 120 hours. Current maximum accrual levels will be maintained. Annual Leave Credits exceeding the accrual limits will automatically be converted to regular pay.~~

Matching Contribution:

~~This program ends on June 30, 2021 but will be used for the evaluation period from July 1, 2020 to June 30, 2021.~~

~~Effective July 1, 2022, w~~When a non-exempt employee has been awarded a Discretionary Bonus~~Annual Leave Credits~~, the District will match, on a dollar-for-dollar basis, the employee's contributions to the 457 Plan, up to \$2,500 or the amount of the Discretionary Bonus, whichever is less.~~or the amount of leave credits awarded, whichever is less.~~ The amount matched will be contributed to the employee's 457 Plan.

E. ~~Exempt (Salaried) Employees~~P

~~Exempt employees are not entitled to participate in the Annual Leave Credit Program. Instead, each exempt employee will receive an additional 40 hours of Annual Leave at the beginning of each fiscal year, in addition to the Annual Leave benefit as outlined in Section K of the Employee Benefits portion of this handbook. Exempt employees may only convert up to 40 hours of the additional Annual Leave given at the beginning of the fiscal year into regular pay, but only at the time it is received. Current maximum accrual levels will be maintained. If the additional 40 hours of Annual Leave causes the employee to exceed the accrual limits, anything above the accrual limit will automatically be converted to regular pay at the time the additional 40 hours is received.~~

~~In addition, the District will "pick up" the employee's five percent of compensation mandatory contribution to the Profit Sharing Plan, as permitted under IRC Section 414(h)(2). See the description of the Profit Profit Sharing Plan under Section I of the Payroll Administration portion of this handbook. The five percent of compensation is a mandatory contribution required to be made by exempt employees is a condition of participation in the Profit Sharing Plan, and those exempt employees who elect to become participants do not have the right to discontinue or vary the rate of the required contribution after becoming participants. and is~~

F. Funding

Total funds available for the discretionary bonus incentive pay and salary adjustments shall be determined each year by the Board of Directors. The Board of Directors will have the sole discretion to approve or disapprove ~~may elect to provide no~~ funds for the discretionary bonus~~incentive~~ or salary adjustments if the economic conditions of the District dictate.

G. Policy Review

This policy shall be renewed annually by the Board of Directors. The General Manager will provide the Board with a report on the success of this policy and any recommended modifications.

The policy will lapse unless the above is satisfied and the Board of Directors adopts a resolution reinstating the policy by July 1st of each year.

Employee Benefits

A. Introduction

Camrosa has developed a broad, comprehensive set of employee benefit programs to supplement regular wages. Camrosa is continually identifying opportunities to improve its benefits as budget limitations permit.

These employee benefit programs consist of two categories: insured and uninsured. Insured benefits are those that Camrosa pays for through an outside source. Examples of these benefits are Medical, Dental, Life and Short-Term and Long-Term Disability insurance.

Examples of uninsured benefits are Annual Leave, Sick Leave, and Holiday Pay. These are benefits that are paid for directly by Camrosa and are available to employees with conditions and specifications summarized in the following pages.

B. Group Insurance Plans

Presently, Camrosa provides group major medical, dental, and vision insurance for the individual employee, at no cost to the employee. Additional employer-paid benefits include life insurance and short-term and long-term disability. Brochures and enrollment forms are provided during employment orientation.

Eligible employees are defined as regular full-time employees.

Eligible dependent is defined as the following:

1. Spouse;
2. Children to their 26th birthday including children placed in the home for adoption;
3. Unmarried children who were enrolled before age 26 and are incapable of self-sustaining employment due to a physical or mental condition. *A physician must certify in writing within 60 days this condition and it is subject to carrier approval;*
4. Children eligible for coverage as a result of a valid qualified medical child support order;
5. Domestic Partner as defined by the State of California for state registration requirements; or
6. Those designated according to the law.

For an eligible dependent to be eligible for coverages, a copy of a marriage license, State of California Declaration of Domestic Partnership form (NP/SF DP-1), birth certificate, or other identifying paperwork is required.

NOTE: It is the employee's responsibility to notify Camrosa in writing upon divorce, termination of Domestic Partnership, coverage dependent, or any event that changes the status of dependency.

The following is a brief description of the plans available and is not meant to replace the actual wording of the policy, which makes the final determination of the benefits to be provided. ***The specific plans and carriers may change from time to time.***

C. Medical

1. Persons Eligible: Regular full-time employees and their eligible family members.
2. Waiting Period: First day of the month following the start of full-time employment.
3. Employer Contribution: 100 percent of the employee-only premium; 90 percent of the difference between the cost of the employee-only medical plan and the employee-plus-one or family plan. The total cost of employee's benefit is based on current rate of the HMO or PPO policy.

The District will deposit the following amounts into the Health Savings Account (HSA) of first-time enrollees in the Consumer Driven Health Plan (CDHP).

<u>Anthem CDHP Contribution</u>	<u>This is:</u>
Individual: \$1,300	\$200 less than \$1,500 deductible
Two-party: \$2,600	\$400 less than \$3,000 deductible
Family: \$2,400	\$600 less than \$3,000 deductible

Upon the second calendar year of participation in the CDHP the District will make contributions to the employee's HSA on a bi-weekly basis. **Recipients must be eligible to contribute to an HSA, in order to receive the employer contribution. Due to IRS restrictions, those enrolled in Medicare may not contribute to HSA.** (See IRS Publication 969 for detailed information about Health Savings Accounts).

Participants have the option to switch medical plans each year during Open Enrollment.

The District reserves the right to review, revise and alter the District's contribution to HSAs at the discretion of the Board of Directors.

4. Providers:

Anthem Blue Cross Classic: A preferred provider organization (PPO) plan.

Anthem Blue Cross California Care: A health maintenance organization (HMO) plan.

Anthem Blue Cross Consumer Driven Health Plan: A high deductible health plan and health savings accounts (HSA).

5. Benefits Provided: Login to www.jpia.bswift.com for details.
6. Where to File Claims: Contact (800) 284-2466 for claim and eligibility inquiries.

D. Dental

1. Persons Eligible: Regular full-time employees and their eligible dependents.
2. Waiting Period: First day of the month following the start of full-time employment.
3. Employee Contribution: None.
4. Employer Contribution: Total cost for employee and eligible family members.
5. Provider: Delta Dental Plan of California (PPO).
6. Benefits Provided: Visit www.deltadentalins.com for detailed information.
7. Where to File Claims: All participating dentists have claim forms and will file directly with Delta Dental. For claim inquiries call (888) 335-8227.

E. Vision

1. Persons Eligible: Regular full-time employees and their eligible dependents.
2. Waiting Period: First day of the month following the start of full-time employment.
3. Employee Contribution: None.
4. Employer Contribution: Total cost for employee and eligible family members.
5. Provider: Vision Services Plan.
6. Benefits Provided: Visit www.vsp.com for detailed information.
7. Where to File Claims: All participating eye care providers have claim forms and will file directly with Delta Dental.

F. Life Insurance

1. Persons Eligible: Regular full-time employees.
2. Waiting Period: None.
3. Employee Contribution: None.
4. Employer Contribution: Employer paid.
5. Provider: Symetra Life Insurance Co.
6. Benefits Provided: \$25,000 term life policy.
7. Where to File Claims: Surviving family member should contact Camrosa.

G. Long-Term and Short-Term Disability

1. Persons Eligible: Regular full-time employees only.
2. Waiting Period: First day of the month following 90 days active employment.
3. Employee Contribution: None.
4. Employer Contribution: Employer paid.
5. Provider: UNUM.
6. Short-Term Benefits Provided: Short-term disability insurance provides an employee with income protection in the event he or she becomes temporarily disabled from a covered sickness, accident, or pregnancy. The waiting period is 14 days from disability (Annual Leave may be used during this time). The maximum benefit period is 11 weeks. Benefit amount is 60 percent of the employee's regular weekly earnings, to a maximum benefit of \$1,000.00 per week. *See policy for complete details.* Annual Leave may be used to make up the additional 40 percent of lost income.
7. Long-Term Benefits Provided: Long-term disability insurance provides the employee with income protection after the short-term disability insurance ends and could continue to age 65 dependent on a strict interpretation of "total disability". Benefits amount to 60 percent of basic monthly earnings (less other income benefits) to a maximum of \$4,000.00 per month.
8. Where to File Claims: Visit www.unum.com for detailed information.

H. COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) was enacted to protect employees and their eligible family members by allowing them to continue their group health insurance under the employer's plan at affordable group rates. Employees are notified at hiring of their rights under this law and it is the employee's responsibility to notify Camrosa of any qualifying event (defined below) within 60 days of the event. Specifics of COBRA include:

1. **Qualifications:** Any employee/eligible family member who loses regular group eligibility because of a qualifying event is eligible for enrollment under COBRA.
2. **Qualifying Event:** Qualifying event is defined by COBRA regulations and includes loss of coverage due to: termination of employment; reduction of hours; death of employee; employee's Medicare entitlement; divorce or legal separation; child ceasing to be eligible; bankruptcy of employer; and expiration of leave criteria.

It is the employee's or eligible family member's responsibility to inform Camrosa within 60 days when a qualifying event takes place.

3. **Selection Period:** Camrosa will send written notification, to the employee/eligible family member of their right to elect continued coverage, the election period, and premium payments.
4. **Cost:** The employee/eligible family member must pay a full monthly premium for each coverage selected plus a two percent administrative charge to Camrosa by the first day of each month that the premium(s) is due.
5. **Coverage Available:** At the time of the qualifying event, whichever health insurance the employee/eligible family member is enrolled in (Anthem Blue Cross, Delta Dental, and Vision Plan) will be considered the coverages available.
6. **Open Enrollment:** COBRA continuees have the same rights under the plan as active employees. This includes rights during open enrollment periods. When an open enrollment period occurs, COBRA continuees must be informed of their rights.

The Open Enrollment Notification should inform COBRA continuees of the open enrollment period, the options available during the open enrollment period, and the monthly premium rates for those options. It defines COBRA continuees as possible electees, electees, and continuees. ("Possible electees" are individuals in their 60-day election period; "electees" are individuals who have elected but have not yet paid; and "continuees" are individuals who have elected and paid.)

Special Note: There can be no interruption of coverage under COBRA.

I. Workers' Compensation Program

Camrosa provides Workers' Compensation coverage. This coverage protects the employee if he or she is injured or becomes disabled on the job. It also provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work related injuries. Workers' Compensation payments begin from the first day of hospitalization or after the third day following the injury if the employee is not hospitalized.

The cost of this coverage is completely paid for by Camrosa. Accumulated annual leave may be used for the three-day waiting period, and to bring the employee's compensation up to, but not greater than, the employee's regular gross pay, at the discretion of the General Manager. Employees needing follow-up medical appointments will be charged the time off

from their accumulated annual leave. Any overpayment of benefits will require reimbursement to Camrosa. Workers' Compensation leave will run concurrently with other appropriate leaves such as Family Leave.

If an injury occurs while working, the employee must immediately report such injuries to his or her manager, or another manager, regardless of how minor the injury might be. Any questions regarding workers' compensation coverage should be directed at Payroll.

J. CalPERS Retirement

Rather than Social Security, the District offers to its eligible employees a retirement plan under CalPERS. Due to the Public Employees' Pension Reform Act (PEPRA), effective January 1, 2013, there are two (2) tiers of employees: Tier 1 (those employed before January 1, 2013), and Tier 2 (those employed on or after January 1, 2013 who had no prior membership in any California Public Retirement System or reciprocal agency within the last six months prior to employment).

1. Persons Eligible: Regular full-time employees, part-time employees reaching CalPERS' minimum hour requirement, and employees already a CalPERS member.

2. Waiting Period: Eligible from the first day of employment.

3. Employee Contribution:

- a. Tier 1:** Prior to June 26, 2021, the District paid and reported the entire employee's share of CalPERS contribution to CalPERS for full-time and eligible part-time employees. As of June 26, 2021, the District will start ramping down the amount the District contributes to the CalPERS retirement plan on behalf of existing Tier 1 "Classic" employees (employees in CalPERS prior to January 1, 2013). This currently amounts to approximately 7 percent of the employee's salary. This amount will be reduced 1 percent per year until the District is no longer making the employee's contribution and the employee will then be paying the full 7 percent.

As of June 26, 2021, the Board will provide existing Tier 1 employees a Discretionary Offset. It will be 1 percent of the employee's pensionable compensation. The Discretionary Offset will increase 1 percent per year until it reaches the maximum of 7 percent. The Discretionary Offset is not pensionable compensation.

The ramp down of the District's contributions to CalPERS on behalf of existing Classic employees and the increase of the Discretionary Pay described above will be taken to the board on a yearly basis and evaluated as part of the budget process until the employees' payment of their contribution and the Discretionary Offset reach the maximum of 7 percent.

Tier 1 "Classic" employees hired on or after July 1, 2021 will pay the full 7 percent of the employee's CalPERS retirement contribution and will not be eligible for the Discretionary Offset.

- b. Tier 2:** Employee contributes approximately 50 percent of the total annual normal cost as determined by CalPERS' annual actuarial valuation report.

4. Vesting Provisions: Employees become vested after completion of five (5) years of service with Camrosa, or another public employer who participated in CalPERS or participates in reciprocity. Vesting means funds may be left on deposit for future retirement. Employees who leave the District and opt to withdraw their contributions

may request a refund from CalPERS. The employer contributions are only paid upon retirement.

5. **Benefits Provided:** Employees are eligible to retire when they obtain five (5) years of service credit and have attained age 50 (Tier 1) or age 52 (Tier 2). The retirement date can be any date; however, the amount of the monthly allowance can be affected.

The employee's age determines the benefit factor used in the retirement formula. Therefore, the employee may opt to retire on his or her birthday, or at a completed quarter year of age, to increase the benefit factor. CalPERS will calculate the retirement benefits based on three (3) factors: (1) years of service; (2) a percentage factor determined by the age at retirement; and (3) the final average monthly pay rate for the highest 36 months. There is no mandatory retirement age.

6. **CalPERS Options:** The District's contract includes several options and benefits for its employees, briefly described below:

- a. **2% @ 55 (Tier 1):** This formula provides local miscellaneous members two percent of pay at age 55 for each year of service credited with that employer. For members who retire earlier, the percentage is reduced.
- b. **2% @ 62 (Tier 2):** This formula provides local miscellaneous members two percent of pay at age 62 for each year of service credited with that employer. For members that retire earlier, the percentage is reduced.
- c. **Three-Year Final Compensation (Tier 1 and Tier 2):** The period for determining the average monthly pay rate when calculating retirement benefits would be for the 36 highest-paid consecutive months (three years).
- d. **1959 Survivor Benefit, Third Level:** Camrosa has included a provision called the 1959 Survivor Benefit in its contract with CalPERS. This benefit is available to employees not covered under Social Security. The 1959 Survivor benefit is paid along with the other death benefits, whether or not the employee was eligible to retire at the time of death.
- e. **Military Service:** An optional benefit included in Camrosa's contract with CalPERS allows for the inclusion of Military Service in the service credit calculations in some instances.

For more detailed information, refer to the CalPERS website, calpers.ca.gov.

Employees nearing retirement are urged to participate in retirement pre-counseling and planning offered by CalPERS. It is recommended that notice to CalPERS be given at least 90 days in advance of planned retirement (as does Social Security for any previous services). However, Camrosa strongly urges employees anticipating retirement to make their inquiries at least six (6) months to one (1) year in advance to avoid any unnecessary delays.

K. Sick Leave: Part-Time, Temporary, Part-Time Student, and Paid Internship Employees

1. Purpose:

Effective July 1, 2015, the Healthy Workplaces, Healthy Families Act of 2014 requires the Camrosa to provide paid sick leave to employees not covered by District-sponsored benefits under certain conditions:

2. Policy:

- a) Each Part-Time, Temporary, Part-Time Student, and Paid Internship Employee shall be credited 24 hours of sick leave on July 1. Unused sick leave shall not be carried over to the following fiscal year.
- b) These employees shall be entitled to use accrued paid sick time beginning on the 90th day of employment, defined as the number of days worked.
- c) An employee is only allowed to use up to a maximum of three (3) days or 24 hours, whichever is greater, of paid sick leave in a 12-month period.
- d) An employee who uses paid sick leave must use a minimum of two (2) hours.
- e) An employee may use the first three (3) days or 24 hours of accrued paid sick leave in a 12-month period for one of the following reasons:
 - i. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member; or
 - ii. For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Labor Code Section 230 and subdivision (a) of Labor Code Section 230.1

For the purposes of this section, "family member" is defined consistent with Labor Code section 245.5(c), which generally includes child (including foster, legal ward, and those similarly situated), parent (including spouse's parent, guardian, and those similarly situated), spouse or registered domestic partner, grandparent, grandchild, and sibling.

- f) An employee shall provide reasonable advance notification of their need to use accrued paid sick leave to their supervisor if the need for paid sick leave use is foreseeable (e.g., doctor's appointment scheduled in advance). If the need for paid sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to their supervisor as soon as is practicable.
- g) Paid sick leave will not be considered hours worked for purposes of overtime calculation.
- h) An employee will not receive compensation for unused accrued paid sick leave upon termination, resignation, retirement, or other separation from employment from the District.
- i) If an employee separates from District employment and is rehired by the District within one (1) year of the date of separation, previously accrued and unused paid sick leave hours shall be reinstated. However, if a rehired employee had not yet worked the requisite 90 days of employment to use paid sick leave at the time of separation, the employee must still satisfy the 90 days of employment requirement collectively over the periods of employment with the District before any paid sick leave can be used.

L. Annual Leave

1. Purpose: To allow District employees paid time away from work when:

- a) Employees are ill;
- b) Employees' immediate family members are ill (defined as: employee's spouse, child, or other dependent relative residing in the employee's household);
- c) Maternity leave is requested;

- d) Vacation leave is requested;
 - e) Planned personal leave is needed; and/or
 - f) Emergency situations or urgent personal business arises.
2. **Policy:** An annual leave system has been established to compensate full-time employees while they are out due to illness, emergencies, vacation time, or personal leave.
3. **Procedure:**
- a) Annual leave is accrued bi-weekly commencing with the employee's initial date of hire and is adjusted on each anniversary date according to the schedule below. Absence without pay shall cause said pay period's accrual of annual leave credit to be reduced on a prorated basis.

- b) Regular full-time employees who work at least 40 hours a week accrue annual leave based upon their length of service with the District as follows:

Equivalent Years of Service	Total Days Earned Annual Leave
1-5	20
6	21
7	22
8	23
9	24
10	25
11	26
12	27
13	28
14	29
15 or more	30

- c) Annual leave is prorated for regular full-time employees who work at least 32 hours but less than 40 hours a week.
- d) Other employees who are not classified by the District as regular full-time employees are ineligible to earn any annual leave benefits.
- e) Full-time employees begin to earn annual leave benefits from the date of hire. ~~After employees have satisfied all applicable eligibility conditions to use annual leave benefits, Employees must have they can schedule vacation with~~ their supervisor's prior approval before taking leave.
- f) Prior supervisory approval of annual leave for vacation purposes for three (3) consecutive days or more must be acquired at least ten (10) days in advance, when possible, before an employee is authorized to utilize paid annual leave.

- g) Supervisory approval shall be given with consideration to seniority rights, the service needs of the District, and the staff available to perform the necessary duties.
- h) Both Supervisory and General Manager approval will be required when use of annual leave reduces the employee's balance below 40 hours.
- i) Full-time employees who separate from employment either voluntarily or involuntarily without having received accrued annual leave benefits shall receive payment of their vested annual leave benefits, including up to the maximum accrual limit at the time they separate from the District.
- j) Once time is earned, non-exempt (hourly) employees can take leave in a minimum of one-quarter hour increments with supervisory approval.
- k) Annual leave must be noted on the time sheet when taken.
- l) When employees use annual leave due to illness, they must:
 - i. Advise their supervisor/manager on the first day of the specific reason for taking the sick time;
 - ii. Advise their supervisor/manager of the probable duration of the leave;
 - iii. Seek their supervisor's/manager's verbal or written approval to use annual leave for this purpose;
 - iv. Keep their supervisor informed of their condition;
 - v. When an employee is absent for more than five (5) consecutive workdays, they shall be required to provide their physician's written release to return to work in order to be entitled to use paid annual leave benefits; and
 - vi. If employees use all of their annual leave benefits and are still ill, they must request a leave of absence without pay.
- m) Once an employee has accrued the maximum number of annual leave hours, indicated below, the employee will not accrue any further annual leave until the employee has used or cashed out some of the employee's previously accrued annual leave per the ~~Performance Evaluation and Incentive Policy Section B-2, or~~ the Annual Leave Buy-Out Policy below. Employees are responsible for reasonable management of their Annual Leave. Employees shall not accrue more than the total annual leave hours as follows:

<u>Years of Service</u>	<u>Maximum Accrued Hours</u>
Less than 5	300 hours
Less than 10	400 hours
10 through 14	500 hours
15 or more	600 hours

n) Annual Leave Buy-Out Policy:

A portion of ~~a non-exempt (hourly) an~~ employee's earned annual leave may be ~~cashed out converted to salary~~ based on the following guidelines:

- i. Once each fiscal year, ~~a non-exempt (hourly)~~ employee shall be allowed to convert a maximum of 40 hours of earned annual leave to regular pay;
- ii. The employee must maintain a minimum balance of 40 hours annual leave:

- iii. The employee must have used a minimum of 50 percent of the amount of annual leave earned in the previous 12 months, or since the last annual leave conversion;
- iv. In the previous 12 months or since last annual leave conversion, the employee must have taken at least five (5) consecutive days of annual leave. An exception can be made for annual leave taken in conjunction with a paid holiday (e.g., four days of annual leave taken in the same week as the Independence Day holiday could be counted as five (5) consecutive days of annual leave for the purposes of this policy);
- v. The employee must have been employed by Camrosa for at least one (1) year; and
- vi. The ~~cash out~~~~conversion to regular pay~~ will be done at the employee's hourly rate at the time of the conversion.

The employee should submit an Annual Leave Conversion Request to his or her supervisor, who will then complete the form and give it to the General Manager for approval, if the employee meets ~~all of~~ the conditions listed above. If the employee does not meet ~~all of~~ the conditions, the form will be returned to the employee with an explanation.

Upon approval, ~~the request will be processed as part of the next payroll. Payroll will prepare a payroll check for the employee within ten (10) working days.~~ The General Manager has sole discretion to approve requests on a case-by-case basis.

M. Holidays

The District provides for 13 paid holidays for all full-time employees. The following 11 holidays are observed by the District:

New Year's Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving (two day holiday)
Christmas Eve
Christmas Day
New Year's Eve

In addition to the 11 observed holidays, two (2) days of leave accrual are credited to each full-time permanent employee on July 1st of each year in the form of "floating holidays." All floating holidays must be used during the given fiscal year. Any unused floating holidays shall be forfeited if not used by the end of the given fiscal year.

Holiday conditions are as follows:

1. If an observed holiday falls on the employee's regular day off, the employee may opt to take off either the previous or following regular workday, depending on his or her schedule.
2. Holidays that fall on a Saturday will be observed on the preceding Friday. Holidays that fall on a Sunday will be observed on the following Monday, unless otherwise noted.

3. Employees on unpaid leave of absence for any reason at the time of the holiday observance will be ineligible for holiday pay.
4. If a holiday falls during an approved vacation period, the employee will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.
5. If an employee works on an observed holiday, the employee shall receive holiday pay and overtime pay based on the number of hours worked.
6. Holiday leave shall be proportionate to the employee's scheduled hours (e.g., an employee who is scheduled to work six hours per day will receive six hours of paid holiday). Part-time employees do not receive holiday pay.

N. Jury Duty/Witness Leaves

1. **Purpose:** Camrosa recognizes its employees' responsibilities to serve on a jury or to appear witness in court and does not want its employees to suffer financial hardship while on a jury/witness leave of absence.
2. **Scope:** This policy is applicable to all regular full-time employees.
3. **Policy:** It is the policy of the District to grant a paid leave of absence, not to exceed 80 hours each fiscal year, to those employees who serve on jury/witness duty. If an employee is requested to serve more than the allowed time, then the employee may use their annual leave benefits.
4. **Procedure:** The base rate of pay shall be paid to all employees given the following conditions.
 - a) The employee who receives a notice or summons in connection with jury/witness duty shall immediately bring the notice to their supervisor on the following scheduled workday.
 - b) The court-provided record(s) of the employee's attendance shall be returned to Camrosa.
 - c) The employee should report for work on those days or parts of days when excused from jury/witness duty or when jury/witness duty does not conflict with the employee's work schedule. The employee and supervisor will determine the frequency that the employee should "check-in" with the supervisor and when the employee is released from jury/witness duty the employee will notify the supervisor as soon as possible.
 - d) The employee will be considered on a paid leave of absence while on jury/witness duty, and for the leave to be approved, the employee must surrender the court-provided pay for attendance to the District. The employee is entitled to keep the daily court-provided one-way mileage pay.
 - e) Time spent on jury/witness duty shall be counted as hours worked for the purpose of computing overtime.
 - f) When the court releases the employee from jury/witness duty, the employee should report for work. Failure to do so shall be considered abandonment of their job and voluntary termination.
 - g) All benefits the employee is entitled to at the time of the jury/witness duty shall continue while the employee is on jury/witness duty leave.

O. Time Off to Vote

Pursuant to the provisions of the Elections Code of the State of California, employees who are voters and who do not have sufficient time, outside working hours, to cast their ballots may take time off from work to vote. Although the employee is entitled to take as much time off as is sufficient to cast a ballot, only two (2) hours of actual working time will be compensated. If the employee on the third working day prior to the day of election knows, or has reason to believe, that time off will be necessary to be able to vote on election day, the employee shall give the District at least two (2) working days' notice that time off for voting is desired. Absent such notice, the request may be denied.

P. Military Leave

Military Leave, in accordance with Federal law, shall be granted to those employees of a reserve component of the Armed Forces of the United States or National Guard.

If regular, full-time employees are called to active military duty training as members of the Armed Forces, Reserves, or National Guard, they will be assured full pay for military leaves for up to ten (10) working days per calendar year provided that they are ordered for the purposes of military training, encampment, naval cruises, special exercises, or like activity. The employee shall be entitled to receive the difference between their regular rate of pay and the military rate of pay for the first 30 calendar days of any such absence.

If regular, full-time employees are called to active duty during national or state emergencies, as members of the Armed Forces, Reserves, or National Guard, they shall be entitled to receive the difference between their regular rate of pay and their military rate of pay for the duration of their active-duty call.

Military orders must be presented to the supervisor or manager and arrangements for leave made as early as possible for departures.

Should an employee voluntarily or involuntarily leave Camrosa to serve in the armed services, he or she shall be entitled to reinstatement according to State and Federal law in effect at the time of release from active service.

Q. Unpaid Time Off

Several types of unpaid leaves of absence are available to eligible employees, or as required by law. The types of leaves that are available include personal, family (includes medical), and military.

1. The following are a summary of the rules and restrictions applicable to leaves of absence:
 - a) All leaves of absence are provided on an unpaid basis.
 - b) When an employee is placed on a personal leave of absence, an effort will be made to hold the position open for the period of the approved leave. However, the District will not guarantee reinstatement after a personal leave of absence.
 - c) The District will attempt to reasonably accommodate employees who are released for partial or modified duty by their treating physician.
 - d) The period that an employee is on a leave of absence is not considered time worked for purposes of determining eligibility for or the amount of certain benefits, such as annual leave. When he or she returns from a leave of absence, the

eligibility and accrual dates will be adjusted forward to reflect the period of the leave.

- e) If a paid holiday falls during the period an employee is on leave of absence, he or she will not be eligible for the holiday pay.
- f) Each employee will be required to pay for the entire cost of group health insurance for (1) the period of any family medical leave or other mandated leave of absence beyond the end of the third calendar month following the month in which the leave begins, and (2) for the entire period of any personal leave beyond the end of the calendar month in which the leave begins. This will be offered through COBRA and employees should notify Payroll to arrange for all necessary payments before leave commences.
- g) Misrepresenting reasons for applying for a leave of absence may result in disciplinary action, including possible termination.
- h) Employees may not be employed or engage in their own business during regular working hours for the District during a leave of absence. While on leave or absence, outside employment during regular District working hours may result in immediate termination.
- i) When an employee is placed on pregnancy disability, family or military leaves of absence, the District guarantees reinstatement to the same or similar job with the same or similar duties, pay, and location unless it would substantially undermine the District's authority to operate the business safely and efficiently.

2. Family and Medical Leave (FML)

The District will grant employees with at least one (1) year of continuous service or a minimum of 1,250 hours, up to 12 weeks of unpaid leave in a 12-month period for family care responsibilities and/or for the employee's own serious medical condition. The purpose of FML is to provide the employee with the right to take time off from work to bond with a child, to care for a family member, or to recover from a serious illness.

It is the employee's responsibility to request FML leave. Requested leave must be submitted before the leave begins. Forms and specific information can be requested from Payroll. When leaves are foreseeable, the employee must provide at least 30 days advance notice. If the leave is not foreseeable, the employee must provide notice as soon as practicable.

a) Purpose:

- i. The birth of the employee's child, or placement of a child with the employee for adoption or foster care;
- ii. To care for the employee's spouse, child, parent, grandparent, grandchild, sibling, or parent-in-law who has a serious health condition;
- iii. To care for the employee's registered domestic partner;
- iv. For a serious health condition that makes the employee unable to perform his or her job;
- v. For any "qualifying exigency" (defined by federal regulation) because the employee is the spouse, son, daughter, or parent of an individual on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation; or an employee

who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member.

Calculating the 12-month Period:

- a. The 12-month period is measured forward from the date the leave begins. Successive 12-month periods commence on the date of an employee's first use of such leave after the preceding 12-month period has ended.
- b. Under most circumstances, leave under Federal and State law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of FML in the designated 12-month period.

For a qualifying exigency or leave to care for a covered service member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered service member is for a maximum of 26 workweeks during a 12-month period.

b) Procedure:

- i. Employees should request use of FML as soon as they realize the need.
- ii. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the District at least 30 days before leave is to begin. The employee must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operation of the District. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse. If the employee cannot provide a 30-day notice, the District must be informed as soon as is practical.

When both parents are employed by the District, and request simultaneous leave for the birth or placement for adoption or foster care for a child, the District will not grant more than a total of 12 workweeks of family/medical leave for this reason.

- iii. If the FML request is made because of the employee's own serious health condition, the District may require, at its expense, a second opinion from a health care provider that the District chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the District.
- iv. If the second opinion differs from the first opinion, the District may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on the District and the employee.
- v. The District requires the employee to provide certification within 15 days of any request for FML, unless it is not practicable to do so. The District may require recertification from the health care provider if additional leave is required. (For example, if an employee needs two weeks of FML, but

following the two weeks needs intermittent leave, a new medical certification may be requested and required.) If the employee does not provide medical certification in a timely manner to substantiate the need for FML, the District may delay approval of the leave, or continuation thereof, until certification is received. If timely certification is not received, the leave may not be considered FML.

c) Leave to Care for a Family Member:

If the leave is needed to care for a sick child, spouse, parent, grandparent, grandchild, sibling, or parent-in-law, the employee must provide a certification from the health care provider stating:

- i. Date of commencement of the serious health condition;
- ii. Probable duration of the condition;
- iii. Estimated amount of time for care by the health care provider; and
- iv. Confirmation that the serious health condition requires the participation of the employee.

d) Leave for Employee's Own Health Condition:

If an employee cites his or her own serious health condition as a reason for leave, the employee must provide a certification for the health care provider stating:

- i. Date of commencement of the serious health condition;
- ii. Probable duration of the condition; and
- iii. Inability of the employee to work at all or perform any one or more of the essential functions of his/her position because of the serious health condition.

The District will require certification by the employee's health care provider that the employee is fit to return to his or her job.

Failure to provide certification by the health care provider of the employee's fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

e) Pregnancy Disability Leave:

Any full or part-time employee who is disabled by pregnancy, childbirth, or a related medical condition will, upon request and approval, be granted a pregnancy disability leave (PDL) without pay, not to exceed four (4) months.

An employee who is granted a PDL is required to utilize any accrued sick leave benefits and earned vacation benefits during the period of her leave. Any portion of the leave that occurs after all sick and vacation benefits have been exhausted shall be without pay.

Employees who take time off for pregnancy disability leave and who are eligible for FML will also be placed on FML that runs at the same time as their pregnancy disability leave. Group insurance benefits ordinarily provided by the District will remain in effect until the end of the month in which the leave terminates. Employees are expected to pay the full costs of these coverages thereafter. Employees must make arrangements with Payroll to pay for the cost of such coverages before leave begins.

If PDL is requested, the employee must provide written notification to her manager and the General Manager as soon as possible, at least 30 days in advance, if foreseeable. The notice should specify the commencement date of the leave, the expected duration of the leave, and be accompanied by a signed physician's statement. Payroll will provide appropriate paperwork that coincides with FML.

For employees on PDL, the District guarantees reinstatement to the same or similar job, with the same or similar duties, pay, and location, unless granting such a leave would substantially harm the District's ability to operate the business safely and efficiently. Employees on PDL will be credited with all service prior to the commencement of their disability, but not for the period of their disability.

f) Health and Benefit Plans:

The District will maintain coverage under any group health plan for the duration of the leave (maximum of 12 weeks for FML and 16 weeks for PDL) and under the conditions coverage would have been provided had the employee been employed continuously during the leave. If the employee fails to return to work at the end of the leave period, the District has the right to collect from the employee the cost of all health benefit premiums. An employee who returns to work for at least 30 days is considered to have "returned to work."

g) Substitution of Paid Leave:

Paid leave will be substituted for unpaid leave in the following circumstances:

- i. Accrued annual leave will be used for any approved FML and PDL qualifying event;
- ii. Accrued annual leave will be used for the care of a family member, if mutually agreed upon by the District and the employee; and
- iii. Accrued sick leave will be used for the birth or placement for adoption or foster care of a child, if mutually agreed upon by the District and the employee.

h) Reinstatement:

Under most circumstances, upon return from FML and PDL, an employee will be reinstated to his/her original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on FML would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of FML will not result in the loss of any employment benefit that the employee earned before using FML.

Reinstatement after FML and PDL may be denied to certain salaried "key" employees under the following conditions:

- i. An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the work site at which the employee worked at the time of the leave request;
- ii. The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the District's operations;

- iii. The employee is notified of the District's intent to refuse reinstatement at the time the District determines the refusal is necessary; and
- iv. If leave has already begun, the District gives the employee a reasonable opportunity to return to work following the notice described previously.

For additional information about eligibility for FML and PDL, contact Payroll.

j) Time Accrual:

Employees on FML and/or PDL will not continue to accrue vacation, sick leave, and paid time off during unpaid FML and/or PDL. If an employee is using accrued vacation or sick leave, they will continue to accrue pro-rated paid time off.

k) Carryover:

Leave granted under any of the reasons provided by FML and/or PDL will be considered as part of the 12-workweek entitlement in a 12-month period; PDL provides a 16-workweek entitlement in a 12-month period. The 12-month period is measured forward from the date any employee's first FML and/or PDL leave begins. Successive 12-month periods commence on the date of an employee's first use of such leave after the preceding 12-month period has ended. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

l) Intermittent Leave:

Employees may take FML and/or PDL intermittently (in blocks of time/minimum 15 minute increments, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee's child, parent, or spouse, or of the employee, and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition.

m) Fit-for-Duty Exam:

Before an employee returns to work from FML and/or PDL for the employee's own serious health condition, the employee may be required to submit a fitness-for-duty certification from the health care provider stating the employee is able to resume work.

n) Personal Leaves of Absence:

- i. **General:** Employees who have been continuously employed with the District for at least one (1) year, may, due to special circumstances, request a personal leave of absence without pay, for a reasonable period of time up to one hundred and eighty (180) days. Requests for leaves of absence will be considered on the basis of length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact on the District.
- ii. **Requests:** A request must be submitted in writing and be approved in writing by the General Manager before a leave begins. A request for an extension of a leave of absence must be submitted in writing and approved in writing by the General Manager before the extended period begins. It is the employee's responsibility to report to work at the end of the approved leave. If the employee fails to report to work on the day after leave expires, he or she will be considered to have voluntarily resigned.

- iii. **Status of Employee Benefits during A Personal Leave:** The District does not pay for group insurance premiums during any portion of a non-mandated, unpaid leave of absence beyond the end of the month in which the leave begins. Accordingly, the premiums beyond that point for such coverage are the employee's complete responsibility and offered through COBRA. In order to keep the insurance in force, premiums for the period of the leave must be paid according to the schedule outlined in the COBRA notification form.

o) School Activity Leave:

Any employee who is the parent or guardian of a child in kindergarten through grade 12 may request up to 40 hours off per school year for the purpose of participating in school activities. This time will be unpaid unless the employee chooses to use annual leave for this purpose. No more than eight (8) hours off for this purpose in any one (1) calendar month shall be granted. Upon request, the District reserves the right to require documentation from the school verifying participation in the school activity. This request must be made in writing with as much advance notice as possible.

R. Tuition Reimbursement

1. **Purpose:** Camrosa encourages its employees to seek greater skills, training, and education through its tuition reimbursement policy.
2. **Policy:** It is the policy of the District to provide tuition reimbursement for job-related courses. Tuition reimbursement is not to exceed \$500 per unit. Registration, textbooks, and associated supplies may be reimbursed in full.

Lower-division courses should be taken at a local junior college when available and all courses, including upper-division or graduate-level courses, must be approved by the General Manager.

Courses eligible for reimbursement must provide a general benefit to Camrosa by enhancing the employee's skills and knowledge in areas applicable to the services provided by Camrosa. Course series leading to degrees or certifications must be generally beneficial to Camrosa. The General Manager has sole discretion in determining if a program or course is considered "job-related" and beneficial to Camrosa.

The employee must submit a Request for Pre-Authorization for Tuition Reimbursement outlining the educational plan, including a schedule, estimated costs, and statement of benefit to Camrosa for review and approval by the General Manager.

Items eligible for reimbursement are tuition, registration fees, books, and parking permits. Policy will be reviewed annually by the Board of Directors.

If the employee terminates employment with Camrosa, for whatever reason, within 12 months of receiving educational reimbursements, the employee shall refund those payments to Camrosa within 30 days.

No reimbursement shall be given to the employee who has previously received reimbursement for the same course or who voluntarily leaves the District before the course is completed.

3. **Scope:** This policy is applicable to all regular full-time employees.
4. **Procedure:**

- a) The employee should submit the Request for Pre-Authorization for Tuition Reimbursement to their Supervisor for approval at least two (2) weeks in advance of the beginning of the course.
- b) The supervisor will confer with the General Manager to ensure that the proposed courses on the employee's form are:
 - i. Generally job-related;
 - ii. Within the current approved budget restraints;
 - iii. Have not been reimbursed through other financial assistance; and
 - iv. The existing and anticipated work performance of the employee is meeting the District's objectives.
- c) Upon approval by the General Manager, the Request for Pre-Authorization for Tuition Reimbursement shall be returned to the employee. Should the form be denied, the employee shall be given an explanation.
- d) The employee may request and receive a temporary loan, not to exceed 50 percent of the estimated cost for registration and textbooks, dependent upon the General Manager's approval. The loan will be deducted from the employee's course reimbursement check.
- e) Upon successful completion of the course with a grade of C or better, the employee will submit the claim form along with all appropriate receipts for tuition, registration fees, textbooks, and parking fees, and the original Request for Pre-Authorization for Tuition Reimbursement to their supervisor for Reimbursement approval. Other extraordinary expenses will be considered by the General Manager on a case-by-case basis. Food, graduation, late registration, mileage, student activities or services, etc., will not be reimbursed. The employee will receive the reimbursement in a separate check within approximately two (2) weeks.

S. Additional Benefits

- 1. All tools required by an employee to complete their work assignments are furnished by Camrosa.
- 2. Any fees for required professional certifications are paid by Camrosa.
- 3. Steel-toed safety boots are provided by the District for all field employees. The District will deduct the cost of the safety shoes from full-time and part-time employee's final paycheck if employed less than three (3) months.
- 4. Uniforms and laundry service are provided by Camrosa for all field employees. The District will report to CalPERS the uniform rental and maintenance cost (currently \$11.70 paid bi-weekly) for those field employees required to wear a uniform. Field employees are representing Camrosa and are not to wear clothing with a logo other than Camrosa's when supplied uniforms.

Employee Relations

A. Attendance and Tardiness

1. **Purpose:** Reliable, high-quality, and affordable water and sanitary services require a dedicated and diligent workforce. Unscheduled employee absenteeism and tardiness contribute directly to increased costs and compromised service. Teamwork, moral, and the internal functioning of the District are also harmed by the delays caused by absenteeism and tardiness.
2. **Scope:** This policy is applicable to all Camrosa employees.
3. **Policy:** All employees are expected to complete their job duties and assignments on or ahead of time.
4. **Definitions:**
 - a) **Leave, Approved:** Whenever an employee has obtained prior approval from their supervisor, the absence will be considered approved. The approval should be sought as far in advance as practical and "last minute" requests may not be approved. The employee may use annual leave benefits for their approved leave days.
 - b) **Tardiness, Excused:** Whenever an employee notifies their supervisor before the beginning of their daily work schedule, the tardiness will be considered excused. The approval should be sought as far in advance as practical and "last minute" requests may not be approved. The employee may use their annual leave benefits for excused tardiness.
5. **Procedure:**
 - a) When an employee is expected to be late for work or absent, the employee must:
 - i. Notify the supervisor, or in case of unavailability, notify an appropriate co-worker. If a message is left with Camrosa's telephone answering service or voice mail system, a follow-up telephone call must be made to the supervisor or the appropriate co-workers.
 - ii. Provide a time and date when the he or she expects to return to work.
 - iii. Identify all important tasks that need to be completed during their absence.
 - b) When an employee is on approved leave due to personal illness for more than five (5) consecutive work days, the employee may be required to obtain a written release from their physician stating that the employee is able to return to work. Failure to provide the release may result in the leave being considered as unapproved and the employee may not be eligible for full-time employee benefits.
 - c) If the number of absences within the most recent 12-month period, regardless of the reason, is deemed excessive, the employee may be subject to corrective action, at the discretion of the manager or General Manager. Camrosa's attendance policy shall be followed only to the extent allowed by law and is not meant to circumvent or abrogate any existing provisions of the FEHA, ADA, ADEA, or other State or Federal law and/or regulation.

B. Standards of Conduct

1. **Purpose:** It is expected that employees will conduct themselves in a manner that will further the goals of the District. The purpose of this policy is to describe generally the basic standards of conduct that are required of all employees at all times.
2. **Scope:** This policy applies to all Camrosa employees.
3. **Policy:** Camrosa recognizes that certain employee actions and behaviors are inconsistent with continued employment by the District. The standards contained in this policy generally describe those actions, but do not limit Camrosa's right to discipline or dismiss employees for actions found to be inconsistent with continued service.
4. **Procedure:** If an employee participates in activities of the nature listed below, that employee shall be sent home and an investigation of the incident will be conducted immediately. Based upon the outcome of the investigation and considering the best interest of Camrosa, the General Manager will take an appropriate action that may include corrective action, up to and including termination. Actions and behaviors considered to be in violation of the standard of conduct include, but are not limited to:
 - Poor performance;
 - Using abusive or vulgar language, or causing disruption to the work place or to fellow employees or visitors;
 - Unavailability for work, (e.g., absenteeism or tardiness);
 - Misuse of Camrosa's monies;
 - Conducting non-business activities during working hours;
 - Physical violence or threat of physical violence;
 - Possession of firearms, explosives, or any weapon while at work;
 - Non-compliance with safety or health rules or practices or engaging in conduct that creates a safety or health hazard;
 - Possession, use, or being under the influence of alcohol or illegal drugs while at work;
 - Engaging in illegal activities whether or not that activity results in a legal conviction;
 - Deliberate actions that obstruct District operations or damage District property (including, but not limited to, falsifying records, sabotage, or misuse of District property);
 - Theft (including, but not limited to, unauthorized removal of District property, embezzlement, taking the property of fellow employees or customers);
 - Falsifying time sheets or payroll records;
 - Use of District time or resources to conduct private enterprise, political activities, or service to non-profit enterprises;
 - Unauthorized use of District buildings or vehicles;
 - Giving false or misleading information during the application and/or selection process;

- Failure to report involvement in an accident occurring on Camrosa's premises, or involving Camrosa's equipment, or giving false information in accident or insurance reports;
- Willful failure to report to supervisor any significant omissions, errors or mistakes or accidental damage affecting work assignment, property or equipment;
- Insubordination, refusing to perform tasks assigned by a supervisor or manager, or other disrespectful conduct toward a supervisor or manager;
- Sexual harassment or other unlawful harassment of another employee;
- Failure to immediately report the loss of a California driver's license due to suspension, withdrawal, forfeiture, or confiscation by any court of law or by the California Division of Motor Vehicles. (This rule applies only to those employees who must maintain such a driver's license as a condition of their employment);
- Installing unauthorized software on Camrosa's computer system;
- Misuse of electronic systems (email, internet, fax); and/or
- Inability to get along with co-workers, members' staff, vendors, and/or Board Members.

Since all employees are "at-will" employees, the employment relationship may be terminated at any time by either Camrosa or the employee, with or without cause.

C. Corrective Action

The District may take corrective action, at its sole discretion, in cases of misconduct or unacceptable performance, including absenteeism. The use of the correction action process does not waive either the District's or the employee's right to terminate employment at any time, with or without cause.

The corrective action process may include verbal counseling and/or a written counseling. If the situation persists, corrective action may result in termination of employment

Certain instances of gross misconduct could lead to immediate termination and possible civil and criminal action.

D. Employee Grievances or Concerns

Camrosa encourages employees who have a grievance to bring them to the attention of their manager, or to the General Manager, if the manager is involved in the situation, or does not respond to the complaint within a reasonable amount of time.

E. Dress Code/Uniform Policy

The District prides itself on the professional appearance it maintains and the favorable image that employees present as representatives of the District. Employees are expected to use their best judgment in determining their appearance and dress, consistent with the District's standards and the positive image and professional appearance it wishes to maintain. Employees should dress according to the requirements of his or her position. For those employees required to wear a uniform, uniforms must be neat and orderly in appearance. Shirts must be worn with the shirttail fully tucked in to the pants. Safety-toe shoes or boots that comply with ASTM F2412/F2413 shall be worn in all field and shop areas. Casual visitors or employees observing field operations are not required wear safety-

toe shoes as long as they are not performing work and they are not in a situation where something could be dropped on the foot. Wearing accessories (e.g.: hats) with logos other than that of Camrosa's is prohibited.

F. Alcohol/Drug-Free Workplace

Camrosa recognizes that behavior resulting from the use of alcohol and/or drugs may detrimentally affect the safety and work performance of its workforce and can present a risk to the health and welfare of its employees and members.

In recognition of the District's responsibility to maintain a safe work environment and your responsibility to perform safely, Camrosa will act to eliminate any substance abuse, which increases the risk of injuries, accidents, or substandard performance. For the purpose of this policy, "substance abuse" includes the use or possession of illegal drugs or alcohol, and the abuse of prescription drugs that could impair your work performance and/or ability to perform your job safely. Marijuana, regardless of use or prescription, is strictly prohibited. It is expected that:

- You shall not be at work, drive a vehicle on District business, or operate District equipment with any amount of alcohol or illegal drugs in your system that would result in a confirmed positive test; shall not use alcohol, possess open containers of alcohol, or use or possess illegal drugs while on duty; and shall not manufacture, distribute, dispense, sell, or provide illegal drugs to any person while on duty.
- If the use of a prescription drug combined with the duties of the required job creates an unsafe working condition, this fact shall be reported to your supervisor or manager prior to reporting to work. Employees whose job performance is so restricted may be subject to reassignment, medical examination, or other actions specified by applicable statutes and regulations.
- Reasonable Suspicion Testing: Employees may be subject to drug and alcohol testing when there is reasonable suspicion that the employee has violated the rules expressed above. In the event a drug test is warranted, a supervisor or manager will drive you, or arrange for your transportation, to the testing facility. In addition, when any employee has previously been found in violation of these rules, or by the employee's own admission, the employee may be required to submit to periodic substance testing as a condition of remaining in or return to Camrosa employment.

G. Fitness-For-Duty & Return-To-Work Evaluations

The purpose of this policy is to determine an employee's ability to safely perform the essential job duties, with or without reasonable accommodation. This policy is not designed or intended to supersede employer requirements under any State or Federal law or regulation and will be utilized in accordance with the law.

General guidelines:

1. Each employee is responsible for maintaining his or her health in such a way that the employee can perform the essential functions of his or her job, with or without reasonable accommodations. If a reason arises that questions the employee's ability to perform the essential job functions, a Fitness-for-Duty or Return-to-Work Evaluation may be requested.
2. To determine the appropriateness of a Fitness-for-Duty or Return-to-Work Evaluation request, management must consult and receive approval from the General Manager.

3. Time required by the employee to complete the Fitness-for-Duty or Return-to-Work Evaluation is considered work time. Time off for prescribed treatment (after the evaluation), mandatory or otherwise, will be charged to accrued annual leave.
4. If a Fitness-for-Duty or Return-to-Work evaluation is necessary, the employee will be required to be examined by a treating, personal physician or specialist selected by the District.
5. Failure to attend a Fitness-for-Duty or Return-to-Work Evaluation may lead to disciplinary action, up to and including termination.
6. Outside employment is prohibited while an employee is unable to work due to a work-related injury and may result in immediate termination.

H. Outside Relations/Media Contact

Employees are not permitted to give or report any information about the members of the District, another employee, outside vendor, client, or consultant to anyone outside of the District. Any such request, whether verbal or written, must be forwarded to the General Manager for handling.

I. Off-Duty Conduct/Conflict of Interest

While Camrosa does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. For this reason, employees should be aware of the following policies:

Employees are expected to conduct their personal affairs in a manner that does not adversely affect Camrosa's or their own integrity, reputation, or credibility. Conduct on the part of an employee that adversely affects Camrosa's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

While employed by Camrosa, employees are expected to devote their energies to their jobs with the District. The following types of outside employment are strictly prohibited:

- Employment that conflicts with an employee's work schedule, duties, and/or responsibilities;
- Employment that creates a conflict of interest or is incompatible with the employee's employment with Camrosa;
- Employment that impairs or has a detrimental effect on the employee's work performance with Camrosa;
- Employment that requires the employee to conduct work or related activities on Camrosa's property during the District's working hours or using the District's facilities and/or equipment;
- Employment that directly or indirectly competes with the business or the interests of Camrosa.

Employees who wish to engage in outside employment must submit a written request to the General Manager explaining the details of the outside employment. If the outside employment is authorized, the District assumes no responsibility for the outside employment. Camrosa shall not provide workers' compensation coverage for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time. If an employee has any doubts, it is recommended that a written request be submitted to insure there are no future problems.

J. Discrimination and Harassment Policy

Camrosa is committed to providing a work environment that is free of discrimination and harassment. Unlawful discrimination and/or harassment on the basis of an employee's race, sex (including breastfeeding), gender identity, religious creed, color, national origin, ancestry, age, marital status, sexual orientation, or physical or mental disability is strictly prohibited. Any employees found in violation of this policy shall be subject to disciplinary action, up to and including termination.

This policy prohibits discrimination and harassment on the bases listed above, in any form, including, but not limited to:

1. Verbal Harassment: Epithets, derogatory comments, or slurs.
2. Physical Harassment: Assaulting, impeding, or blocking movement, by physical interference with work or movement.
3. Visual Forms of Harassment: Derogatory posters, notices, bulletins, cartoons, or drawings.
4. Sexual Favors: Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, conditioned upon an employment benefit that unreasonably interferes with an individual's work performance or creates an offensive work environment.

Discrimination and/or harassment of an applicant or employee by a supervisor, manager, or co-worker on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, sexual preference or age will not be tolerated. This Policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.

Any retaliation, coercion or intimidation of employees or job applicants for filing a discrimination or harassment complaint is prohibited. Employees found to be retaliating against another employee shall be subject to disciplinary action, up to and including termination.

All management and supervisory employees of Camrosa are expected to avoid any behavior or conduct which could be interpreted as harassment toward any other employee.

The following is the procedure to address complaints of discrimination and/or harassment:

1. Any employee who believes they have been or are being harassed by a co-worker, supervisor, or agent of the District, including any member of the Board of Directors, should promptly report the facts of the incident or incidents and the names of the individuals involved to their supervisor, manager, another manager, or the General Manager.
2. Supervisors will immediately report any incidents of harassment to their manager, who should notify the General Manager (or his/her designee during absence) immediately.
3. Upon notification of a harassment complaint, the General Manager shall immediately investigate the complaint, with confidentiality and discretion in mind, to determine whether the complaint is valid. In conducting the required investigation, interviews are to be held with the complainant, the accused harasser, and any other persons believed to have relevant knowledge concerning the complaint. This may include victims of similar conduct.

4. Factual information gathered through the investigation will be reviewed by the General Manager to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information; the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct; and the context in which the alleged incidents occurred.
5. The complainant will be notified upon completion of the investigation.
6. The General Manager shall meet with all the principals involved and notify them of the results of the investigation. If the complaint is found to have merit, prompt corrective action, as provided for herein, shall be implemented.
7. Reasonable steps will be taken to protect the victim and other potential victims from further harassment.
8. Reasonable steps will be taken to protect the victim from any retaliation as a result of communicating the complaint.
9. If appropriate, action will be taken to remedy the victim's loss, if any, that resulted from the harassment.
10. If the manager is accused of being involved, employees and supervisors are encouraged to discuss the matter directly with the General Manager.
11. If the General Manager is accused of being involved, employees are encouraged to discuss the matter with the President of the Board.
12. In addition to notifying the District about harassment or retaliation complaints, affected employees may also direct their complaints to the California Department of Fair Employment and Housing ("DFEH"), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one (1) year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and attempts to resolve the dispute fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission ("FEHC") or file a lawsuit in court. Both the FEHC and the courts have the authority to award monetary and nonmonetary relief in meritorious cases. Employees can contact the nearest DFEH office or the FEHC at the locations listed in the District DFEH poster or by checking the State Government listings in the local telephone directory.

All employees shall be provided copies of this Policy. Questions regarding this policy should be directed to the General Manager.

K. Workplace Violence

The safety and security of employees and customers are very important to the District. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the District's ability to execute its daily business will not be tolerated.

To ensure that the District maintains a workplace safe and free of violence for all employees, the District prohibits the possession or use of dangerous weapons on District property. A license to carry the weapon on District property does not supersede this policy. District property is defined as all District-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the District ownership or control. This policy applies to all vehicles that come onto District property.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on District property may be removed from the premises pending the outcome of an

investigation. Threats, threatening behavior, or other acts of violence off District property, but directed at District employees, District members, or the public while conducting business for the District, is a violation of this policy.

Off-site threats include, but are not limited to, threats made via telephone, fax, electronic or conventional mail, or any other communication medium. Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from District property, termination of business relationships with that individual, and/or prosecution of the person(s).

Employees are responsible for notifying the General Manager of any threats they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed that they regard as threatening or violent, when that behavior is job related, or might be carried out on District property or in connection with employment.

Any employee that receives a protective or restraining order that lists District premises as a protected area is required to provide the General Manager with a copy of such order.

L. Request for Reasonable Accommodation

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the General Manager and his or her manager to discuss the need for an accommodation. The District will engage in an interactive process with the employee to identify possible accommodations, if any, which will help the applicant or employee perform the job.

An interactive good faith communication process between the District and a disabled employee is required in selecting an appropriate reasonable accommodation, if one exists. This is a timely process where management and the individual discuss the request and effective reasonable accommodation(s). In general, the District will initiate an interactive process when: (1) an applicant or employee with a known disability requests a reasonable accommodation, (2) the District otherwise becomes aware of the need for an accommodation through a third party or by observation, or (3) the District becomes aware of the possible need for an accommodation because the employee has a disability and has exhausted leave under the Workers' Compensation Act, FML, or other federal, state or employer leave provisions, if applicable.

The following is a non-exclusive list of the considerations when reviewing a request for accommodation:

1. The essential functions of the job;
2. An independent assessment;
3. How the disability limits performance of the essential functions;
4. Accommodation options that overcome limitations and the reasonableness of the proposed accommodations; and
5. Whether an appropriate and reasonable accommodation exists.

If an accommodation request is made, the District will initiate the interactive process and confer with the individual applicant or employee, as necessary, until the interactive process is complete and/or a reasonable accommodation, if any, is determined.

M. Intellectual Property Policy

1. **Purpose:** To avoid conflicts between employees and Camrosa regarding the right to use intellectual property created by Camrosa employees.
2. **Scope:** This policy applies to all Camrosa employees.
3. **Policy:** All work completed as part of one's employment by Camrosa or that involves a substantial use of Camrosa's resources is part of the public domain. The District reserves the right to use, without limitation, any potentially copyrightable materials or patentable concepts developed by its employees using Camrosa's resources.
4. **Procedure:** If an employee is considering developing a copyrightable or patentable product that may relate to the employee's job duties with Camrosa, the employee should contact the General Manager to determine the relative rights of the employee and the District concerning the proposed product.

N. Communications Policy

1. **Purpose:** To set guidelines on the use of all forms of communication available to Camrosa employees.
2. **Scope:** This policy covers all forms of District communication including the U.S. Postal Service mail, telephones (both land-line and cellular), e-mail (both internal and external), Internet access, and computer file transfer capability and applies to all Camrosa employees.
3. **Policy:** Communications services are provided to conduct the business of the District; the use of these capabilities must conform to District policy. Occasional personal use of local telephones, e-mail, and Internet access is acceptable as long as the use does not impede the timely completion of assigned duties and as long as that use does not create an additional expense to the District.
 - a) Camrosa understands that employees may need to speak with family or tend to non-business activities at times, but requests cooperation in keeping personal calls to reasonable levels. All phone calls should be considered public information and subject to surveillance. Any confidential calls should be conducted elsewhere. All communication can be disclosed to law enforcement or other third parties without prior consent of the sender and/or receiver.
 - b) The District's land-line system was converted to VOIP (Voice Over Internet Protocol) in 2015 and as such includes unlimited local and nationwide calling. District cell phone plans also include unlimited mobile-to-mobile voice, night & weekend voice, text, and data. Cellular voice calls not included above are charged on a per-minute basis for all calls exceeding a cumulative 400 minutes per month. Personal use of District telephones should recognize these facts and prudence should still be exercised in use of these assets for personal use.
 - c) Employees must be aware that e-mail, whether generated internally or externally, is neither private nor secure. While it is not a regular practice of the District, the District reserves the right to access all e-mail should the need arise. The District shall not be held liable for the disclosure of any information contained therein.

Employees should refrain from storing personal information such as credit card numbers, bank account numbers, and personal identification numbers (PINs) in e-mail correspondence or in digital files on District computers. Because the District does not maintain a secure connection to all destinations on the Internet, the District's Internet access should never be used for the purchase of personal items using personal credit or debit cards nor should personal information be provided in any e-mail communication.

- d) Employees should remain aware that the personal use of telephone, e-mail, and Internet access during regular working hours gives the general impression of wasting District resources and this practice should be avoided.
- e) Use of the District's communications facilities, including telephones, e-mail and Internet access, for commercial purposes is not authorized.

O. Computer Network Policy

1. **Purpose:** To set guidelines for the use of the District's computer network.

2. **Scope:** This policy applies to all Camrosa employees.

3. **Policy:**

- a) **Monitoring of Communications and Passwords:** Camrosa reserves the right to inspect all Camrosa property to ensure compliance with its rules and regulations, without notice to the employee, at any time, and not necessarily in the employee's presence. Camrosa computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. Camrosa reserves the right to access, review, and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems, and other digital archives, and to access, review, and monitor the use of computers, software, and electronic communications, to ensure that no misuse or violation of Camrosa policy or any law occurs. E-mail may be monitored by Camrosa and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read, or heard by someone other than the intended recipient, even if marked as private.

Employee passwords may be used for purposes of security but the use of a password does not affect Camrosa's ownership of the electronic information or ability to monitor the information. Camrosa may override an employee's password at any time for any reason.

All passwords created by the user or issued to the user are for the purpose of communication, and are not to be shared, given, or otherwise disclosed to any other person. Passwords must not be shared and will be changed periodically by Camrosa staff to ensure security. All security features contained within Camrosa's Electronic Communications Systems such as passwords, codes, or delete functions will not prevent the Camrosa from accessing employees' business or personal Electronic Communications, stored or otherwise, on the Electronic Communications Systems.

- b) **Virus Software:** Downloading data files from the Internet and importing data from other sources (e.g., flash drives, zip files, etc.) exposes the District's computer system to viruses. It is the policy of the District that every computer accessing the District's network be provided with functional and up-to-date virus scanning software to detect incoming viruses. It is the systems administrator's responsibility

to periodically update the virus profiles used by the software on District computers. It is the responsibility of the employee to ensure up-to-date virus profiles are installed on any personal machine used to access the District's network. Disabling virus scanning software on any machine connected to the District's network is prohibited.

- c) **Personal Files:** While the existence of a small number of personal files on a District-owned computer is acceptable, Employees must be aware that files contained on their computer and on the various servers, whether generated internally or externally, are neither private nor secure. While it is not a regular practice of the District, the District reserves the right to access any file contained on District-owned computers should the need arise. Files containing material of an objectionable nature may not be accessed by or stored on District-owned computers. The District reserves the right to direct removal of any files from its computers.
- d) **Disk Space Conservation:** Filing space, whether in the form of a filing cabinet or a hard disk, is expensive. It is the employee's responsibility to periodically review their digital files to eliminate files which no longer serve a useful purpose. *Refer to the District's File Retention Procedures for guidelines.*
- e) **Personal Security:** Because the District does not maintain a secure connection to all destinations on the Internet, the District's Internet access should never be used for the purchase of personal items using personal credit or debit cards. Personal information should never be provided in any form of communication over the Internet.
- f) **District Software on Home Computers:** The District licenses software for use on its computers to conduct the business of the District. Occasionally, the District may find it advantageous for an employee to work from a home computer and may provide software for use by that employee. However, unless specifically authorized by the Data Systems Manager, District owned software is not available for installation on home computers.
- g) **Personal Software on District Computers:** The District becomes liable to penalties if unlicensed software is used on District computers. To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software or applications. The Data Systems Manager is the only individual authorized to approve the installation of any software on District computers.
- h) **Social Networking:**
 - i. Camrosa views social networks, such as web-based discussion or conversation pages, and other forms of social networking, such as Facebook, Twitter, YouTube, etc., as forms of public communication. As such, we hold all of our employees who engage in social networking to the same standards we hold for any form of public communications. Therefore, all employees have an obligation to Camrosa to ensure that any public communication they make, including social networking communications, must not negatively impact the reputation of Camrosa, or bring disrepute in any way to Camrosa, its partners, customers, suppliers, etc. Furthermore, only a select group of employees are authorized to publicly speak on behalf of Camrosa. Violations of this policy may lead to discipline, up to and

including termination, depending on the severity of the situation and its impact on Camrosa.

- ii. Additionally, engaging in social networking during the workday can negatively impact productivity and work performance. Therefore, it is the responsibility of each employee to regulate social networking so that it does not impact productivity or cause performance issues.
- iii. Identified below are general guidelines and examples of prohibited communications. Please note that this list contains examples only and is not intended to be, nor is it, an exhaustive list of prohibited communications. *The absence of, or lack of explicit reference to, a specific site does not limit the extent of the application of this policy.* Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Employees are encouraged to consult with their manager or supervisor if there is any uncertainty.

i) General Guidelines and Examples of Prohibited Communications:

- i. Using Camrosa's logo on posts unless given written consent by the General Manager; and
- ii. Linking to Camrosa's website or posting Camrosa material on a social media site without written permission.
- iii. All Camrosa policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, non-competition, protecting confidential and/or proprietary information. Violation of this policy may lead to discipline, up to and including termination.

j) Mobile Device Policy:

Camrosa grants its employees the privilege of purchasing and using smart phones and tablets of their choosing at work for their convenience. Camrosa reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below. This policy is intended to protect the security and integrity of Camrosa's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms. Camrosa employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the company network.

i. Policy and Guidelines for Camrosa-Provided Mobile Device:

The following policy and guidelines inform Camrosa-provided mobile device users of their allowable usage and features available for business and limited personal use. This document also serves to make clear the responsibility of mobile device users to take proper care of the Camrosa furnished equipment entrusted to them. Mobile device care is the responsibility of each mobile device user. Failure to adhere to the guidelines listed below may result in personal liability and/or retraction of device privileges.

Camrosa expects mobile-device users to:

- a. Protect their Camrosa-issued device from theft, damage, abuse, and unauthorized use;

- b. If the device is noticed to be lost or stolen, the user must notify the Data Systems Manager within one (1) hour, or as soon as practical, so that the device can be locked and disabled promptly;
- c. Maintain usage within the plan parameters. If business use requirements are dramatically different than the standard plan, the user must contact the Data Systems Manager to discuss other available options; and
- d. The use of mobile devices while operating a Camrosa vehicle is strictly prohibited. Phone use is only allowed with the use of 100% hands-free technology. Violation of this policy is a safety violation and may result in termination.

ii. Privacy Expectations:

Camrosa employees do not have a right, nor should they have an expectation, of privacy while using Camrosa provided devices at any time, including accessing the Internet and using e-mail and voice communications. To the extent that employees wish that their private activities remain private, they should avoid using a Camrosa provided device for personal use. By acceptance of the Camrosa provided device, employees imply their consent to disclosing and/or monitoring of device usage, including the contents of any files or information maintained or passed-through that device.

iii. Additional Guidelines:

- a. The Data Systems Manager has complete oversight and management of device usage and expenses;
- b. The Camrosa-provided devices are being provided as a productivity tool for business use. Use of these devices is at the discretion of the General Manager and may be revoked at any time;
- c. Due to voice plan minute restrictions, employees should opt to use their work landline phone, when at their workstation, to make and receive calls;
- d. Assistance or support is handled by the Data Systems Manager; and
- e. Camrosa reserves the right to recall/disconnect Camrosa-provided mobile devices at any time.

Questions related to the above Policy and Guidelines should be directed to the supervisor or manager.

k) Bring Your Own Device (BYOD) Policy and Rules of Behavior:

This document provides policies, standards, and rules of behavior (ROB) for the use of personally-owned smart phones and/or other network enabled devices by Camrosa employees (herein referred to as users) to access Camrosa network resources. Access to and continued use of network services is granted on condition that each user reads, signs, respects, and follows Camrosa's policies concerning the use of these devices and services.

Current Devices Approved for Use BYOD:

- Android Smart Phones & Tablets
- All Apple platforms

- All Windows platforms

Expectation of Privacy: Camrosa will respect the privacy of every employee's personal device and will only request access to the device by technicians to implement security controls, as outlined below, or to respond to legitimate discovery requests arising out of administrative, civil, or criminal proceedings (applicable only if user downloads Camrosa email/attachments/documents to their personal device).

This differs from policy for Camrosa-provided equipment/services, where Camrosa employees do not have the right, nor should they have the expectation, of privacy while using Camrosa equipment or services. While access to the personal device itself is restricted, Camrosa Policy and Rules of Behavior regarding the use/access of Camrosa e-mail and other Camrosa system/service remains in effect. If there are questions related to compliance with the below security requirements, the user may opt to drop out of the BYOD program versus providing the device to technicians for compliance verification.

Virtual Private Network (VPN) BYOD access is available for staff and requires approval of the Data Systems Manager.

The following are general requirements for all BYODs accessing Camrosa network services:

- i. Users shall not download or transfer sensitive business data to their personal devices. Sensitive business data is defined as documents or data whose loss, misuse, or unauthorized access can adversely affect the privacy or welfare of an individual (personally identifiable information), the outcome of a charge/complaint/case, proprietary information, or agency financial operations. (This excludes Camrosa e-mail that is protected through the various security controls listed below);
- ii. Users shall password protect the device;
- iii. Users shall maintain the original device operating system and keep the device current with security patches and updates, as released by the manufacturer. Users shall not "jail break" the device (installing software that allows the user to bypass standard built-in security features and controls);
- iv. User shall not share the device with other individuals or family members, due to the business use of the device (potential access to Camrosa e-mail, etc);
- v. Users shall delete any sensitive business files that may be inadvertently downloaded and stored on the device through the process of viewing e-mail attachments. Camrosa will provide instructions for identifying and removing these unintended file downloads. Follow the premise, "When in Doubt, Delete it Out";
- vi. If the device is noticed to be lost or stolen, the user must notify the Data Systems Manager within one (1) hour, or as soon as practical, so that the device can be locked and e-mail on the device can be deleted, if possible;
- vii. Users must comply with all Camrosa password policies, including use of strong passwords, password expiration, and password history;
- viii. Users shall not back-up/storing documents on non-Camrosa servers; and

- ix. Users shall not download/transfer sensitive Camrosa business data/documents to any non-Camrosa device.

l) Use of Virtual Private Network (VPN) to access Network Services:

- i. Users must have a need to access internal Camrosa resources, such as CIS, Incode, Alchemy, Network drives, etc., as required by his or her position and duties;
- ii. Users may only use Camrosa approved and configured VPN client software to access Camrosa's VPN;
- iii. Users must comply with all Camrosa password policies on their device, including use of strong passwords, password expiration (6 months), and password history; and
- iv. Users must immediately notify the Data Systems Manager if the device is lost or stolen, at which point the Data Systems Manager will disable the user's VPN access.

m) Violations:

Violations of any guidelines listed above may result in disciplinary action up to, and including termination. If necessary, Camrosa will advise appropriate legal officials of any illegal violations.

P. Vehicle Policy

Camrosa-owned vehicles may be used by employees in order to perform their duties. Employees who use those vehicles must maintain a valid, non-restricted driver's license. Transporting non-employees of the District is prohibited unless it is business related. Mileage reports must be submitted monthly and the condition and operation of the vehicle maintained. The privilege to operate a Camrosa-owned vehicle may be revoked at any time by the General Manager. *Note: Vehicle use by the General Manager is negotiated in a separate contract and subject to those specific provisions.*

Q. Surveillance

There may be video surveillance in public areas of Camrosa properties used for security purposes only.

Anti-Fraud Policy and Response Program

A. Introduction

Camrosa's Mission Statement sets forth the District's commitment to conduct business pursuant to the highest ethical standards. Application of these ethical standards through oversight of the Board and its committees; management's practices; organizational structure; hiring and promotional practices; training and education; employee, customer, vendor and community relationships; and policies and procedures, such as the open-door policy of the General Manager, will provide a work environment that is conducive to both individual and District success.

B. Purpose

This Anti-Fraud Policy and Response Program ("Policy") has been created to support Camrosa's commitment to protecting its revenue, property, reputation and other assets, to emphasize clearly the need for accurate financial reporting, and to define guidelines for the investigation and handling of fraud, if it should occur.

C. Applicability

This Policy applies to all Camrosa employees. This includes all full-time, part-time, and other temporary employees.

D. Definition of Fraud

In law, "fraud" generally involves an act of deception, bribery, forgery, extortion, theft, misappropriation, false representation, conspiracy, corruption, collusion, embezzlement, or concealment of material facts. Fraud may be committed by an individual, a group of individuals, or by one or more organizations. Fraud is a violation of trust that, in general, refers to an intentional act committed to secure personal or business advantage.

While fraud can cover many activities, this Policy is directed primarily at financial matters that could be legally defined as fraud. Examples of "financial fraud" generally fall into four broad categories and may include, but are not limited to:

1. Misappropriation of Assets:

- a) Forgery, alteration or misappropriation of checks, drafts, promissory notes or securities;
- b) Unauthorized, non-business acquisition, use, or disposition of funds, inventory, furniture, fixtures equipment, records, or other assets;
- c) Embezzlement;
- d) Theft;
- e) Falsifying time sheets or payroll records, including but not limited to reporting hours not worked or a supervisor not allowing the reporting of all hours worked by hourly employees;
- f) Falsifying travel and entertainment expenses and/or utilizing District funds to pay for personal expenses;
- g) Fictitious reporting of receipts from suppliers;
- h) Fictitious report of readings for customers;

- i) Collusion with contractors that leads to false inspection reports, approval of faulty workmanship or payments for work not performed;
- j) Collusion with consultants that results in inferior or erroneous consulting reports, unsubstantiated conclusions or payment for work not performed; and/or
- k) Misappropriation of District-owned computer hardware, software, data, or other records including District intangibles (e.g., proprietary information or confidential information, etc.).

2. Fraudulent Financial Reporting:

- a) Earnings management;
- b) Improper revenue recognition;
- c) Overstatement of assets; and/or
- d) Under statement of liabilities.

3. Expenditures and Liabilities for Improper Purposes:

- a) Bribery; and/or
- b) Kickbacks.

4. Fraudulently Obtained Revenue and Assets:

Improper tax reporting.

E. General Policy and Responsibilities

- 1. It is Camrosa's intent to investigate any suspected acts of fraud, misappropriation or other similar irregularity. An objective and impartial investigation, as deemed necessary, will be conducted regardless of the position, title, length of service, or relationship with the District of any party who might be or becomes involved in or becomes/is the subject of such investigation.
- 2. Each manager is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indication of such conduct.
- 3. The manager has the primary responsibility for overseeing the investigation of all activity as defined in this policy, as appropriate.
- 4. Upon conclusion of the investigation, the results will be reported to the appropriate management representatives and the Board of Directors.
- 5. Where there are reasonable grounds to indicate that a fraud may have occurred, the District may report the incident to the appropriate authorities in order to pursue all legal remedies. Also, the District will pursue every reasonable effort, including court ordered restitution, to obtain recovery of the losses from the offender.

F. Procedures for Reporting

Any employee who has knowledge of an occurrence of fraudulent conduct, or has reason to suspect that a fraud has occurred, shall immediately notify his/her supervisor. If the employee has reason to believe that the employee's supervisor may be involved, the employee shall immediately notify a manager or the General Manager.

Upon notification from an employee of suspected fraud, or if a manager has reason to suspect that a fraud has occurred, the manager shall immediately notify the General Manager.

G. Investigation

Upon notification or discovery of a suspected fraud, the manager will promptly investigate the fraud.

After an initial review and a determination that the suspected fraud warrants additional investigation, the manager will notify the General Manager. When deemed necessary, the General Manager or designee shall coordinate the investigation with the appropriate law enforcement officials. Internal or external counsel may be involved in the process, as deemed appropriate.

It should be noted that there may be certain instances of fraud that will be handled in the normal course of business that will not result in a separate "investigation" by the General Manager.

H. Security of Evidence

Once suspected fraud is reported, immediate action to prevent the theft, alteration, or destruction of relevant records needs to occur. Such actions include, but are not necessarily limited to, removing the records and placing them in a secure location, limiting access to the location where the records exist, and preventing the individual suspected of committing the fraud from having access to the records. The records must be adequately secured until the General Manager obtains the necessary records to begin the audit investigation.

I. Confidentiality

All participants in a fraud investigation shall keep the details and results of the investigation confidential. However, as noted above, from time to time other members of the management team may need to be consulted in conjunction with the investigation.

J. Personnel Actions

If a suspicion of fraud is substantiated by the investigation, the General Manager may take disciplinary action, up to and including termination of employment.

K. Whistle-Blower Protection

Based upon the fact that the employee has reported an incident or participated in an investigation in accordance with the requirements of this Policy, no employee of the District, or person acting on behalf of the District in attempting to comply with this policy shall:

1. Be dismissed or threatened to be dismissed;
2. Be disciplined or suspended, or threatened to be disciplined or suspended;
3. Be penalized or any other retribution imposed; and/or
4. Be intimidated or coerced.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

If an allegation is made in good faith, but is not confirmed by the investigation, no action will be taken against the originator. If, however, individuals make malicious allegations, action may be considered against the individual making the allegations.

Leaving Camrosa

A. Retirement

When planning for retirement, employees should attend a CalPERS retirement planning seminar held twice yearly. CalPERS should be contacted at least six (6) months prior to retirement so arrangements may be made to begin benefits in a timely manner.

B. Resignation

When an employee decides to leave for any reason, the manager and the General Manager would like an opportunity to discuss with the employee the resignation before final action is taken. It is expected that an employee who opts to resign will provide the District with a written two-week advance notice.

C. Termination

Every Camrosa employee has the status of “employee-at-will”, meaning that there is no contractual right, expressed or implied, to remain in Camrosa’s employ. Camrosa may terminate employment, or any employee may terminate his or her employment, with or without cause, and with or without notice, at any time. No manager or other representative of the District has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

If an employee fails to report to work for three (3) consecutive workdays without notice or approval by his or her manager, Camrosa may consider that employee to have abandoned his or her job and thereby terminate his or her employment.

D. Employee Exit

All exiting employees shall cooperate fully with Camrosa during the time between notification of separation and last day of employment, in all matters relating to the completion of any pending work and the orderly transfer of duties and responsibilities to the other Camrosa staff. Prior to the last day of employment, all exiting employees shall return to Camrosa all originals and hard copies of literature, correspondence, memoranda, reports, summaries, manuals, proposals, contracts, and other documents which relate to the business of Camrosa, including specifically all materials which comprise or refer to Camrosa’s confidential information.

The exiting employee’s manager is responsible for scheduling an exit interview on his or her last date of employment, and for arranging the return of the District’s property. All Camrosa property, including, but not limited to, cell phones, laptops, tablets, identification badges, and keys must be returned prior to departure.

E. Benefits

Medical, Dental, Vision, Life Insurance, Short-Term Disability, and Long-Term Disability benefits end on the last day of the month of employment.

COBRA notification will be sent directly to the employee’s home so that he or she can continue Medical, Dental, and Vision coverage at the employee’s own expense.

F. Final Paycheck

The exiting employee will receive his or her final paycheck on the next regularly scheduled payday, or earlier if it is required by law. Unused annual leave will be paid and calculated in accordance with the District's annual leave policy.

G. CalPERS

The employee will be notified directly by CalPERS regarding related options.

H. Distributions from 457 Plan and Profit-Sharing Plan

To obtain a distribution from the 457 Plan, the employee should contact the carrier for the group annuity contract in which the account is invested and complete the appropriate forms provided during the exit interview.

Lincoln Financial Services should be contacted to obtain a distribution from the Profit-Sharing Plan.

Camrosa Water District Employee Handbook Receipt

I have received my copy of the Camrosa Water District's Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with and follow the policies and procedures contained in the handbook.

I understand that, except for employment-at-will status, any and all policies or practices can be changed at any time by the District.

I understand and agree that, other than the General Manager of the District, no manager, supervisor or representative of the District has authority to enter into any agreement, expressed or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the District has the authority to make any such agreement and then only in writing, signed by the General Manager.

My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the District and myself, concerning the duration of my employment. It supersedes all prior agreements, understandings, and representations concerning the duration of my employment.

Employee's Signature: _____ Date: _____

Print Name: _____

Please sign and print name, date, and return this copy.

Board Memorandum

May 26, 2022

To: General Manager

From: Ian Prichard, Assistant General Manager

Subject: Regional Water Resources MOU

Objective: Memorialize a regional commitment to the collaborative expansion of local water resources.

Action Required: Authorize the General Manager to sign the attached Memorandum of Understanding.

Discussion: Camrosa and neighboring water agencies, including Callegaus Municipal Water District (CMWD), the District's imported water wholesaler, face a web of challenges related to water supply and water quality. Limited State Water Project supplies; increased scarcity of alternative water supplies, including non-potable and recycled water; myriad pressures on groundwater; and more and stricter regulations on drinking water and the use of recycled water are just a few of the obstacles we must confront in the coming years.

To respond to these challenges, the parties to the attached Memorandum of Understanding (MOU) have been meeting bi-monthly to discuss potential opportunities for collaborative solutions. The MOU formalizes the parties' willingness to collaborate and develop creative regional approaches to address our interrelated water challenges. The parties to the MOU are Camrosa, CMWD, the City of Thousand Oaks, and the Las Virgenes-Triunfo Joint Powers Authority; the MOU also allows for additional interested parties to join in the future.

**MEMORANDUM OF UNDERSTANDING
FOR WATER RESOURCES DEVELOPMENT COLLABORATION
AMONG CALLEGUAS MUNICIPAL WATER DISTRICT, CAMROSA WATER
DISTRICT, CITY OF THOUSAND OAKS, AND LAS VIRGENES-TRIUNFO JOINT
POWERS AUTHORITY**

This Memorandum of Understanding (“MOU”) is entered into as of _____, 2022 (the “Effective Date”) by and between CALLEGUAS MUNICIPAL WATER DISTRICT (“CALLEGUAS”), CAMROSA WATER DISTRICT (“CAMROSA”), THE CITY OF THOUSAND OAKS (“CITY”), and LAS VIRGENES-TRIUNFO JOINT POWERS AUTHORITY (“JPA”). CITY, CALLEGUAS, CAMROSA and JPA may each be referred to herein individually as “Party” and collectively as “Parties”

RECITALS

AGENCY DESCRIPTIONS

WHEREAS, CALLEGUAS is a Municipal Water District that provides potable water service to the cities of Camarillo, Moorpark, Oxnard, Port Hueneme, Simi Valley, and Thousand Oaks and surrounding unincorporated areas; and

WHEREAS, CAMROSA is a Special District organized under the California Water Code that provides potable water, non-potable surface water, recycled water, and wastewater collection and treatment services to the unincorporated Santa Rosa Valley and portions of Camarillo; and

WHEREAS, CITY is a General Law City that provides potable water to a portion of the CITY and wastewater collection and treatment services to a majority of the CITY; and

WHEREAS, Las Virgenes Municipal Water District (“LVMWD”) is a Municipal Water District that provides potable water, recycled water, and wastewater collection and treatment services to the cities of Agoura Hills, Calabasas, Hidden Hills, and Westlake Village and surrounding unincorporated areas of Los Angeles County, including West Hills and Chatsworth; and

WHEREAS, Triunfo Water and Sanitation District (“TWSD”) is a Special District that provides water and wastewater collection services to the communities of Oak Park, North Ranch, Lake Sherwood, and a portion of the CITY; and

WHEREAS, the JPA is a partnership between LVMWD and TWSD to provide wastewater treatment, recycled water distribution, and biosolids composting to their collective service area.

SUPPLY

WHEREAS, CALLEGUAS, as a Metropolitan Water District of Southern California (“Metropolitan”) member agency, distributes imported water, primarily from the State Water Project (“SWP”), on a wholesale basis to its member purveyors, including CAMROSA, the CITY, and TWSD; and

WHEREAS, CAMROSA receives imported water from CALLEGUAS, delivers groundwater from the Arroyo Santa Rosa Valley, Pleasant Valley, and Tierra Rejada Valley Groundwater Basins, and delivers non-potable/recycled water from multiple sources for various purposes; and

WHEREAS, the CITY is primarily dependent on imported water purchased from CALLEGUAS, but has access to a limited amount of groundwater from the Thousand Oaks Area Groundwater Basin, which is generally impaired and currently only being used for limited irrigation purposes; and

WHEREAS, TWSD’s potable supplies are entirely imported water from CALLEGUAS; and

WHEREAS, the CITY discharges tertiary-treated recycled water effluent from the Hill Canyon Treatment Plant (HCTP) into Conejo Creek, which CAMROSA diverts under Water Right Permit 20952, Water Right Decision 1638, and as provided by the sales agreement between the CITY and CAMROSA that expires in 2054; and

WHEREAS, LVMWD, as a Metropolitan member agency, delivers imported water primarily from the SWP to its customers; and

WHEREAS, the JPA produces and conveys wholesale recycled water to LVMWD and TWSD that is distributed by the two agencies for non-potable uses throughout their respective service areas.

CHALLENGES

WHEREAS, imported water supplies are vulnerable to shortages due to drought, natural disasters such as earthquakes, and the long-term effects of climate change, as illustrated by 5% allocations from the SWP to SWP contractors for 2021 and 2022; and

WHEREAS, regulations for municipal separate storm sewer systems (MS4s) that aim to reduce sediment and pollutant loads originating from urban areas will require new approaches to the management of urban runoff, stormwater, and discharges from community water systems; and

WHEREAS, regulations for groundwater quality, both for potable water production and recycled water irrigation, continue to proliferate, increasing the cost and constraining the potential for such projects.

OPPORTUNITIES

WHEREAS, the JPA is currently advancing the *Pure Water Project Las Virgenes-Triunfo*, an innovative potable reuse project that will produce up to 5,000 acre-feet of locally-sourced and drought-resilient water supply for the region by purifying excess recycled water produced at the Tapia Water Reclamation Facility;

WHEREAS, a key element of the *Pure Water Project Las Virgenes-Triunfo* will be a 6-million-gallon-per-day advanced water purification facility (AWPF) that is expected to have available capacity for additional source water due to the lack of sufficient source water when the JPA's non-potable/recycled water demands are highest; and

WHEREAS, in September 2020, the CITY, JPA, CALLEGUAS, and CAMROSA completed a *Regional Brine Management Study* that highlighted the merits of collaboration on a potential regional brine disposal pipeline to connect to Calleguas' Salinity Management Pipeline (SMP); and

WHEREAS, on January 5, 2021, the CITY published its *Hill Canyon Treatment Plant Master Plan* that evaluated a variety of future water resource alternatives and ranked the *Pure Water Project Las Virgenes-Triunfo* (Alternative 5 – Indirect Potable Reuse via Surface Water Augmentation at Las Virgenes Reservoir) as a favorable opportunity; and

WHEREAS, in July 2021, LVMWD completed a *Phase 2 White Paper: Tapping into Available Capacity in Existing Infrastructure to Create Water Supply and Water Quality Solutions*, which illustrates the opportunity to divert urban runoff and first-flush stormwater to regional wastewater systems as a means to enhance receiving water quality and increase water supplies available for recycling; and

WHEREAS, the JPA has completed a preliminary *Water Augmentation Study* for the *Pure Water Project Las Virgenes-Triunfo* in an effort to support the future year-round operation of the proposed AWPF, and the study highlighted the merits of treating potential supply sources from the CITY, including impaired groundwater, effluent from the HCTP and/or diverted urban runoff and/or stormwater; and

WHEREAS, CAMROSA desires to maintain and possibly improve the quality of HCTP effluent to maintain and possibly improve the quality of water diverted at the Conejo Creek Diversion Structure for their existing non-potable/recycled water agriculture customers and are interested in new potential groundwater storage and augmentation to existing supply; and

WHEREAS, CAMROSA is currently updating its Master Plan and continues to pursue opportunities that reduce dependence on SWP water; and

WHEREAS, CALLEGUAS and LVMWD are jointly constructing an interconnection between their potable water systems that will enable them to deliver water to each other under certain circumstances; and

WHEREAS, CALLEGUAS has prepared a Water Supply Alternatives Study that evaluates more than 100 potential projects to meet demands during imported water outages, many of which also offer benefits during drought or normal operation and could benefit from participation by regional partners such as the Parties; and

WHEREAS, CALLEGUAS owns and operates an SMP that provides an opportunity for discharge of brine from membrane treatment of brackish groundwater and recycled water; and

WHEREAS, this is not intended to be a complete list of all relevant documents, opportunities, or potential projects, and additional opportunities are anticipated to be identified in the future.

NOW, THEREFORE, in consideration of the mutual benefits and representations made herein, the Parties hereby agree as follows:

Section 1: Purposes and Goals

- A. The CITY, CALLEGUAS, CAMROSA, and JPA jointly desire to further their collaborative relationship to diversify their water supply portfolios; improve the reliability of water service to their respective customers; develop additional available water resources such as impaired groundwater, urban runoff, stormwater, treated effluent, groundwater storage, and aquifer recharge; minimize or eliminate the need for duplicative infrastructure investments; and reduce the overall cost of service to their respective ratepayers.
- B. Potential joint efforts among the parties may include, but are not limited to, development of additional water sources for the JPA's Pure Water Project Las Virgenes-Triunfo AWP, such as impaired groundwater from the CITY's Los Robles Well and/or dry weather diversion flows; implementation of actions identified in CAMROSA's Updated Master Plan to reduce dependence on SWP supplies; advancement of mutually-beneficial projects identified in the Calleguas Water Supply Alternatives Study; and regional collection of brine for disposal through the CALLEGUAS SMP.
- C. The Parties desire to coordinate and share information concerning water resource management planning programs, projects, and other information; and desire to improve and maintain overall communication among themselves. It is anticipated that coordination and information sharing among the Parties will assist the agencies in achieving their respective goals in a cost-effective and environmentally responsive manner and contribute to the overall well-being of the region.
- D. The Parties also desire to express their willingness to enter into collaborative relationships with entities that are not initial signatories to this MOU. The Parties agree that such other entities, once identified and assented to by the original Parties, may be added as a Party to this MOU upon the execution of

an amendment hereto by those entities. Each amendment will identify the entity to be added, state the nature of that entity's current and future involvement in water resource planning, and affirm their intent to abide by the terms of this MOU. The Parties to this MOU agree that their signatories to this MOU, and or designees of same, are authorized to provide their assent to the addition of a new party without further action by their respective governing bodies.

IN WITNESS WHEREOF, the parties have executed this MEMORANDUM OF UNDERSTANDING by their duly authorized representatives as of the EFFECTIVE DATE.

[signatures on next page]

CITY OF THOUSAND OAKS

Name
Title

Attest:

Name
Title

Approved as to Form:

Name
Title

CALLEGUAS MUNICIPAL WATER DISTRICT

Anthony Goff
General Manager

Attest:

Kara Wade
Clerk of the Board

Approved as to Form:

Robert Cohen
District Counsel

CAMROSA WATER DISTRICT

Name
Title

Attest:

Name
Title

Approved as to Form:

Name
Title

LAS VIRGENES MUNICIPAL WATER DISTRICT
As Administrating Agent and on behalf of LVMWD and TWSD for the
LAS VIRGENES-TRIUNFO JOINT POWERS AUTHORITY

David W. Pedersen
General Manager

Attest:

Name
Title

Approved as to Form:

Name
Title

Board Memorandum

May 26, 2022

To: Board of Directors

From: Tamara Sexton, Finance Manager

Subject: Fiscal Year 2022-23 Draft Budget - Update

Objective: Receive a briefing from staff on updates to the draft Fiscal Year (FY) 2022-23 Operating Budget.

Action Required: No action necessary; for information only.

Discussion: Attached is an update of the draft of the FY 2022-23 Operating Budget and five-year capital outlay forecast.

Water Program

- Total water sales within the District are projected to be 12,257 acre-feet AF, up from the April 21 projection of 12,226 AF
 - Potable water sales are projected to be 6,171, up from the April 21 projection of 6,139 AF (20% conservation of non-agricultural and public irrigation water sales)
 - Non-Potable water sales within the District are projected to be 6,087 AF, the same as the April 21 projection
 - Updated non-potable and recycled water contractual rates adjusted January 2022
- Production budget
 - The local potable water production has been updated to increase local production to 53% from 43%, and decrease import water to 47% from 57%
 - The cost of imported CMWD (Tier 1) water has been decreased to \$1,632 from \$1,635
 - The cost of SMP discharge has been increased to \$674.20 from \$665.00 AF
 - Increased Calleguas fixed charge to \$947,290 from \$921,907
- Salaries and benefits and the operational budget have been updated

Wastewater Program

- Salaries and benefits have been updated

Staff will present a draft budget narrative at the June 9, 2022 meeting.

Water Program	Budget FY 2022-23	RVSD Budget FY 2022-23	*Increase (Decrease) over PY
Revenues			
Water Sales:			
Potable	\$ 11,012,800	\$ 11,004,700	\$ (8,100)
Recycle/Non-Potable	5,035,800	5,066,300	30,500
Water Sales Pleasant Valley	1,261,500	1,261,500	-
Meter Service Charge	2,591,900	2,591,900	-
Special Services	55,000	55,000	-
Pump Zone Charges	52,000	52,000	-
Miscellaneous	-	-	-
Total Operating Revenues	\$ 20,009,000	\$ 20,031,400	\$ 22,400
Operating Expenses			
Import Water Purchases-Calleguas	\$ 6,637,448	\$ 5,610,474	\$ (1,026,974)
Calleguas Fixed Charge	921,907	974,290	52,383
Conejo Creek Project	640,906	640,906	-
CamSan	92,963	92,963	-
Salinity Management Pipeline-Calleguas	232,602	234,193	1,591
Production Power	1,549,259	1,704,964	155,705
Total Production	\$ 10,075,085	\$ 9,257,790	\$ (817,295)
Regular Salaries	\$ 2,042,375	\$ 2,087,133	\$ 44,758
Overtime/Standby	68,004	68,968	964
Part Time	34,476	34,476	-
Benefits	777,169	779,106	1,937
Total Salaries & Benefits	\$ 2,922,024	\$ 2,969,683	\$ 47,659
Outside Contracts	\$ 1,983,487	\$ 1,983,487	\$ -
Professional Services	709,958	709,958	-
Total Outside Cont/Profess Services	\$ 2,693,445	\$ 2,693,445	\$ -
Utilities	\$ 75,655	\$ 75,655	\$ -
Communications	49,075	49,075	-
Pipeline Repairs	480,000	480,000	-
Small Tools & Equipment	29,152	29,152	-
Materials & Supplies	661,752	661,752	-
Repair Parts & Equipment Maintenance	886,325	886,325	-
Legal Services	79,250	79,250	-
Dues & Subscriptions	33,313	33,313	-
Conference & Travel	9,945	9,945	-
Safety & Training	32,045	32,045	-
Board Expense	86,450	86,450	-
Bad Debt	6,500	6,500	-
Fees & Charges	225,162	200,162	(25,000)
Insurance	76,700	76,700	-
Total Supplies & Services	\$ 2,731,324	\$ 2,706,324	\$ (25,000)
Total Expenses	\$ 18,421,878	\$ 17,627,242	\$ (794,636)
Net Operating Revenues	\$ 1,587,122	\$ 2,404,158	\$ 817,036
Less: Non-Operating Expenses			
Debt Service 2011A/2016	\$ 845,806	\$ 845,806	\$ -
Debt Service 2012	-	-	-
Rate Stabilization Contribution	70,000	70,000	-
CalPERS UAL Additional Contribution	-	-	-
Capital Replacement Contribution	1,448,600	2,260,500	811,900
Total Non-Operating Expenses	\$ 2,364,406	\$ 3,176,306	\$ 811,900
Add: Non-Operating Revenues			
Interest Revenues	\$ 55,000	\$ 55,000	\$ -
Taxes	734,527	734,527	-
Total Non-Operating Revenues	\$ 789,527	\$ 789,527	\$ -
Net Operating Results	\$ 12,243	\$ 17,379	\$ 5,136
Capital Fees	\$ -	\$ -	\$ -
Mitigation & In-Lieu Fees	-	-	-
Grants	-	-	-
Net Operating Results After Capital Fees & Grants	\$ 12,243	\$ 17,379	\$ 5,136
Debt Ratio	2.81	3.78	

Potable Water Program	Draft Budget FY 2022-23	Revised Draft Budget FY 2022-23	*Increase (Decrease)
Revenues			
Water Sales:			
Potable	\$ 11,012,800	\$ 11,004,700	\$ (8,100)
Meter Service Charge	2,465,300	2,465,300	-
Special Services	30,000	30,000	-
Pump Zone Charges	31,000	31,000	-
Miscellaneous	-	0	-
Total Operating Revenues	\$ 13,539,100	\$ 13,531,000	\$ (8,100)
Operating Expenses			
Import Water Purchases-Calleguas	\$ 5,868,009	\$ 4,841,579	\$ (1,026,430)
Calleguas Fixed Charge	921,907	974,290	52,383
Salinity Management Pipeline-Calleguas	232,602	234,193	1,591
Production Power	685,076	840,781	155,705
Total Production	\$ 7,707,594	\$ 6,890,843	\$ (816,751)
Regular Salaries	\$ 1,327,544	\$ 1,356,637	\$ 29,093
Overtime/Standby	44,203	44,829	626
Part Time	22,409	22,409	-
Benefits	505,160	506,419	1,259
Total Salaries & Benefits	\$ 1,899,316	\$ 1,930,294	\$ 30,978
Outside Contracts	\$ 1,171,401	\$ 1,171,401	\$ -
Professional Services	399,978	399,978	-
Total Outside Cont/Profess Services	\$ 1,571,379	\$ 1,571,379	\$ -
Utilities	\$ 66,701	\$ 66,701	\$ -
Communications	25,519	25,519	-
Pipeline Repairs	380,000	380,000	-
Small Tools & Equipment	22,419	22,419	-
Materials & Supplies	573,071	573,071	-
Repair Parts & Equipment Maintenance	505,689	505,689	-
Legal Services	40,210	40,210	-
Dues & Subscriptions	17,323	17,323	-
Conference & Travel	5,171	5,171	-
Safety & Training	16,663	16,663	-
Board Expense	44,954	44,954	-
Bad Debt	3,380	3,380	-
Fees & Charges	194,260	169,260	(25,000)
Insurance	39,884	\$ 39,884	-
Total Supplies & Services	\$ 1,935,244	\$ 1,910,244	\$ (25,000)
Total Expenses	\$ 13,113,533	\$ 12,302,760	\$ (810,773)
Net Operating Revenues	\$ 425,567	\$ 1,228,240	\$ 802,673
Less: Non-Operating Expenses			
Debt Service 2011A/2016	\$ 815,588	\$ 815,588	\$ -
Rate Stabilization Contribution	-	-	-
CalPERS UAL Additional Contribution	-	-	-
Capital Replacement Contribution	80,000	880,000	800,000
Total Non-Operating Expenses	\$ 895,588	\$ 1,695,588	\$ (262,489)
Add: Non-Operating Revenues			
Interest Revenues	40,000	40,000	\$ -
Taxes	440,716	440,716	-
Total Non-Operating Revenues	\$ 480,716	\$ 480,716	\$ -
Net Operating Results	\$ 10,695	\$ 13,368	\$ 2,673
Capital Fees	\$ -	\$ -	\$ -
Mitigation & In-Lieu Fees	-	-	-
Grants	-	-	-
	\$ -	\$ -	\$ -
Net Operating Results After Capital Fees & Grants	\$ 10,695	\$ 13,368	\$ 2,673

Non-Potable Water Program	Draft Budget FY 2022-23	Revised Draft Budget FY 2022-23	*Increase (Decrease)
Revenues			
Water Sales:			
Recycle/Non-Potable	\$ 5,035,800	\$ 5,066,300	\$ 30,500
Water Sales Pleasant Valley	1,261,500	1,261,500	-
Meter Service Charge	126,600	126,600	-
Special Services	25,000	25,000	-
Pump Zone Charges	21,000	21,000	-
Miscellaneous	-	-	-
Total Operating Revenues	\$ 6,469,900	\$ 6,500,400	\$ 30,500
Operating Expenses			
Import Water Purchases-Calleguas	\$ 769,439	\$ 768,895	\$ (544)
Conejo Creek Project	640,906	640,906	-
CamSan	92,963	92,963	-
Production Power	864,183	864,183	-
Total Production	\$ 2,367,491	\$ 2,366,947	\$ (544)
Regular Salaries	\$ 714,831	\$ 730,496	\$ 15,665
Overtime/Standby	23,801	24,139	338
Part Time	12,067	12,067	-
Benefits	272,009	272,687	678
Total Salaries & Benefits	\$ 1,022,708	\$ 1,039,389	\$ 16,681
Outside Contracts	\$ 812,086	\$ 812,086	\$ -
Professional Services	309,980	309,980	-
Total Outside Cont/Profess Services	\$ 1,122,066	\$ 1,122,066	\$ -
Utilities	\$ 8,954	\$ 8,954	\$ -
Communications	23,556	23,556	-
Pipeline Repairs	100,000	100,000	-
Small Tools & Equipment	6,733	6,733	-
Materials & Supplies	88,681	88,681	-
Repair Parts & Equipment Maintenance	380,636	380,636	-
Legal Services	39,040	39,040	-
Dues & Subscriptions	15,990	15,990	-
Conference & Travel	4,774	4,774	-
Safety & Training	15,382	15,382	-
Board Expense	41,496	41,496	-
Bad Debt	3,120	3,120	-
Fees & Charges	30,902	30,902	-
Insurance	36,816	36,816	-
Total Supplies & Services	\$ 796,080	\$ 796,080	\$ -
Total Expenses	\$ 5,308,345	\$ 5,324,482	\$ 16,137
Net Operating Revenues	\$ 1,161,555	\$ 1,175,918	\$ 14,363
Less: Non-Operating Expenses			
Debt Service 2011A/2016	\$ 30,218	\$ 30,218	\$ -
Debt Service 2012	-	-	-
Rate Stabilization Contribution	70,000	70,000	-
CalPERS UAL Additional Contribution	-	-	-
Capital Replacement Contribution	1,368,600	1,380,500	11,900
Total Non-Operating Expenses	\$ 1,468,818	\$ 1,480,718	\$ 11,900
Add: Non-Operating Revenues			
Interest Revenues	\$ 15,000	\$ 15,000	\$ -
Taxes	293,811	293,811	-
Total Non-Operating Revenues	\$ 308,811	\$ 308,811	\$ -
Net Operating Results	\$ 1,548	\$ 4,011	\$ 2,463
Capital Fees	-	-	-
Mitigation & In-Lieu Fees	-	-	-
Grants	-	-	-
Net Operating Results After Capital Fees & Grants	\$ 1,548	\$ 4,011	\$ 2,463

Wastewater Program	Draft Budget FY 2022-23	Revised Draft Budget FY 2022-23	*Increase (Decrease)
Revenues			
Sewer Service Charge	\$ 4,441,500	\$ 4,441,500	\$ -
Special Services	17,000	17,000	-
Miscellaneous	-	-	-
Total Operating Revenues	\$ 4,458,500	\$ 4,458,500	\$ -
Operating Expenses			
Salinity Management Pipeline-Calleguas	\$ 22,984	\$ 22,984	\$ -
Total Production	\$ 22,984	\$ 22,984	\$ -
Regular Salaries	\$ 1,099,741	\$ 1,123,841	\$ 24,100
Overtime/Standby	36,617	37,136	519
Part Time	18,564	18,564	-
Benefits	418,475	419,519	1,044
Total Salaries & Benefits	\$ 1,573,397	\$ 1,599,060	\$ 25,663
Outside Contracts	\$ 1,320,863	\$ 1,320,863	\$ -
Professional Services	306,132	306,132	-
Total Outside Cont/Profess Services	\$ 1,626,995	\$ 1,626,995	\$ -
Utilities	\$ 25,045	\$ 25,045	\$ -
Communications	26,425	26,425	-
Pipeline Repairs	10,000	10,000	-
Small Tools & Equipment	4,198	4,198	-
Materials & Supplies	148,663	148,663	-
Repair Parts & Equipment Maintenance	135,675	135,675	-
Legal Services	15,750	15,750	-
Dues & Subscriptions	20,937	20,937	-
Conference & Travel	5,355	5,355	-
Safety & Training	17,255	17,255	-
Board Expense	46,550	46,550	-
Bad Debt	3,500	3,500	-
Fees & Charges	99,163	99,163	-
Insurance	41,300	41,300	-
Total Supplies & Services	\$ 599,816	\$ 599,816	\$ -
Total Expenses	\$ 3,823,192	\$ 3,848,855	\$ 25,663
Net Operating Revenues	\$ 635,308	\$ 609,645	\$ (25,663)
Less: Non-Operating Expenses			
Debt Service 2011A/2016	\$ 189,525	\$ 189,525	\$ -
Debt Service 2012	-	-	-
Rate Stabilization Contribution	-	-	-
CalPERS UAL Additional Contribution	-	-	-
Capital Replacement Contribution	455,000	430,000	(25,000)
Total Non-Operating Expenses	\$ 644,525	\$ 619,525	\$ (25,000)
Add: Non-Operating Revenues			
Interest Revenues	\$ 13,000	\$ 13,000	\$ -
Total Non-Operating Revenues	\$ 13,000	\$ 13,000	\$ -
Net Operating Results	\$ 3,783	\$ 3,120	\$ (663)
Capital Fees			-
In-Lieu Fees			-
Grants			-
Net Operating Results After Capital Fees & Grants	\$ 3,783	\$ 3,120	\$ (663)
Debt Ratio	3.42	3.29	

Five-Year Capital Outlay

No.	Project Description	2022-2023 Budget	Mid-Year 2022-2023	FY 2024 Projection	FY 2025 Projection	FY 2026 Projection	FY 2027 Projection	FY 2028 Projection	Total
Potable Water Facilities									
1	AMR AclaraOne + MTU Upgr Zone 2	462,000							\$ 462,000
2	Sampling Stations			100,000	500,000	500,000			\$ 1,100,000
3	Reservoir Rehabilitation Program								
4	Res 4C Hydro-pneumatic Pump Station			1,655,000					\$ 1,655,000
5	Res 4C Tank Replacement				2,440,000				\$ 2,440,000
6	Res 3A Tank Replacement - Potable						220,000	4,170,000	\$ 4,390,000
7	New Potable reservoir (1C)			495,000	3,382,500				\$ 3,877,500
8	New Pump Station Program								
9	Pump Station 1 to 2 @ MS#8				97,200	900,000			\$ 997,200
10	Pump Station 2 to 3D at MS#6						97,200	900,000	\$ 997,200
11	Pump Station Replacement Program								
12	3D Pump Station 5				600,000				\$ 600,000
13	Pump Station 1&2 - Mechanical						350,000		\$ 350,000
14	Distribution Valve Replacement		100,000	100,000	100,000	100,000	100,000	100,000	\$ 600,000
15	Cam Springs Waterline		150,000						\$ 150,000
16	Expand Santa Rosa Line to 24' (Upland Rd to San Rafael Way)			58,500	600,000				\$ 658,500
17	New Well Design Program								
18	CSCUI Back-up Well	180,000		3,000,000					\$ 3,180,000
19	PV Well # 3	180,000		7,820,000					\$ 8,000,000
20	2 Monitoring Wells (PV Basin)				540,000				\$ 540,000
21	SR #3 Utilization					100,000			\$ 100,000
22	Well Rehabilitation Program								
23	Well Rehabilitation Program			400,000		200,000		200,000	\$ 800,000
24	Meter Station Replacement Program								
25	Meter Station 11 & Pressure Relief Station Rehabilitation			290,000					\$ 290,000
26	Meter Station Replacement Program					200,000		150,000	\$ 350,000
27	VFD Replacement Program								
28	VFD Replacement Program			30,000	30,000	30,000	30,000	30,000	\$ 150,000
29	Total Potable Water Facilities	\$ 822,000	\$ 250,000	\$ 13,948,500	\$ 8,289,700	\$ 2,030,000	\$ 797,200	\$ 5,550,000	\$ 31,687,400
Non-Potable Water Facilities									
1	Pond Improvements			110,000	1,500,000				\$ 1,610,000
2	Reservoir Rehabilitation Program								
3	AG3 Tank Replacement	150,000		660,000					\$ 810,000
4	Yucca Tank Replacement					135,000	425,000		\$ 560,000
5	Ag 2 tank recoating						150,000	150,000	\$ 300,000
6	Pump Station Replacement Program								
7	PS#4 Auxiliary Pump			65,000					\$ 65,000
8	Pump Station Replacement Program (PS4 then Pond Station)			420,000			425,000		\$ 845,000
9	Non-Potable Pipeline Replacement Program								
10	Non-Potable Distribution expansion			250,000	250,000	2,250,000	2,250,000		\$ 5,000,000
11	Non-Potable Pipeline Replacement Program			60,000	90,000	390,000		390,000	\$ 930,000
12	Well Rehabilitation Program								
13	Santa Rosa Well #10 Well Rehabilitation			230,000					\$ 230,000
14	NP Well Rehabilitation Program				250,000		250,000		\$ 500,000
15	VFD Replacement Program			50,000	50,000	50,000	50,000	50,000	\$ 250,000
16	MCC Replacement Program			300,000	520,000	240,000			\$ 1,060,000
17	Total Non-Potable Water Facilities	\$ 150,000	\$ 0	\$ 2,145,000	\$ 2,660,000	\$ 3,065,000	\$ 3,550,000	\$ 590,000	\$ 12,160,000
Wastewater Facilities									
1	CWRF PLC Replacement			175,000	700,000				\$ 875,000
2	Dewatering Press			850,000					\$ 850,000
3	Smart Covers Sewer Manholes			90,000	90,000	90,000	90,000	90,000	\$ 450,000
4	Effluent Line Replacement							295,000	\$ 295,000
5	Amonia Injection (Sequential Chlorination)								\$ -
6	New CWRF Generator			400,000					\$ 400,000
7	Sewer Lift MCC & Rehabilitation								
8	Sewer Lift 4 MCC & Rehabilitation			360,000					\$ 360,000
9	Sewer Lift MCC & Rehabilitation (3& 2)							360,000	\$ 360,000
10	Collection System Replacement								\$ -
11	Collection System Hot Spots	330,000			330,000		330,000		\$ 990,000
12	Bar Screen Replacement	500,000		-					\$ 500,000
13	Total Wastewater Facilities	\$ 830,000	\$ 0	\$ 1,875,000	\$ 1,120,000	\$ 90,000	\$ 420,000	\$ 745,000	\$ 5,080,000
14	Total General Projects	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
15	Grand Total Projects & Fixed Assets	1,802,000	250,000	18,218,500	12,319,700	5,435,000	5,017,200	7,135,000	50,177,400

Board Memorandum

May 26, 2022

To: General Manager

From: Terry Curson, District Engineer

Subject: Tierra Rejada Well Rehabilitation Project, Specifications No. PW 21-03

Objective: Authorize Change Orders for development of cleaning specifications and specialty inspection at Tierra Rejada Well.

Action Required: It is recommended that the Board of Directors authorize a change order to Hopkins Groundwater Consulting for additional out of scope hydrogeological and inspection services in the amount of \$17,810.00.

Discussion: As a result of declining production, in November 2020, Hopkins Groundwater Consulting (Hopkins) was contracted to re-evaluate the Tierra Rejada Well and identify the issues related to production and provide an overall long-term rehabilitation plan.

The District provided Hopkins with all available production history, groundwater levels, and Edison test reports over the last several years. Based on the available data, the groundwater levels within the Tierra Rejada Groundwater Basin have declined approximately 75 feet since 2012. The declining basin levels have greatly impacted the available drawdown above the current well's pump setting. Based on Hopkin's analysis and report, it was decided to perform additional analysis of the well and well formation, along with replacing the existing pump and lowering the pump setting by approximately 100-feet to increase capacity.

Prior to removing the existing pump, a spinner log and dynamic video were performed by Pacific Surveys and the information submitted to Hopkins for review. Since there is a significant delivery time on new equipment, the well was brushed, airlifted, and disinfected and the original pump and motor was re-installed in order to restore production. The current delivery of the new pump and motor is expected in late June 2022.

Findings:

Based on the spinner logs and dynamic video, it is concluded that the well is producing its supply from the upper portion of the well screen interval between the depths of 310 feet to 465 feet below ground surface. The dynamic well video survey conducted on November 10, 2021, confirms the finding, in that the well screen interval from 450 feet to 500 feet had significantly reduced biofouling and the screen between 500 feet to 675 feet and had virtually no plugging from biological fouling and mineral build-up.

Prior to the installation of the new pump, it is recommended to perform additional cleaning within the production zones of the well, which is most notably within the 10-inch screened insert section that was installed in 2016. Hopkins will prepare specifications for the well cleaning. Once a cost to clean the well is known, staff will return to the Board for authorization to award a change order to General Pump Company and request additional funding to the project. The additional cleaning is expected to include:

- Concentrated Disinfection
- High pressure jetting and airlifting of fill material
- Acid treatment, swabbing, and airlifting of chemical solution, and;
- Final disinfection prior to pump installation

This project is an approved FY 2021-22 Capital Improvement Project and the approximate project break down costs are listed as follows:

Additional hydrogeological Design/Inspection Services	\$17,810.00
Hydrogeological Design/Inspection Services (Hopkins) <i>(Note: additional expenditures were charged against the prior year operational budget in the amount of \$13,818.75)</i>	\$9,641.25
Well Rehabilitation/Construction (General Pump)	\$222,223.00
Dynamic video/report (General Pump)	\$950.00
Cleaning (General Pump)	\$32,925.50
Additional pump installation/removal (General Pump)	\$29,765.73
Additional Inspection Services/Spinner overview (Hopkins)	<u>\$5,490.00</u>
Total revised Project Cost:	\$318,805.48
Total Budget	\$325,000

May 11, 2022

Project No. 14-005-02

Camrosa Water District
7385 Santa Rosa Road
Camarillo, California 93012

Attention: Mr. Terry Curson
District Engineer

Subject: Proposal for Additional Services for the Tierra Rejada Well Rehabilitation Project.

Dear Mr. Curson:

Hopkins Groundwater Consultants, Inc. (Hopkins) is pleased to provide this proposal for professional consulting services to assist the Camrosa Water District (District) with additional work to continue the Tierra Rejada Well rehabilitation work. Based on the preliminary work performed to date and summarized in our February 3, 2022 letter-report, it is our understanding that the District desires to perform a more thorough downhole cleaning to remove mineral precipitate and bacterial fouling outside of the well screen and to facilitate the subsequent well disinfection effort and improve well efficiency. The additional work provided by Hopkins will include specifications preparation and observation and documentation during work performed to clean and stimulate the well. Well rehabilitation cleaning is anticipated to include:

- Concentrated disinfection
- High pressure jetting and airlift removal of fill
- Acid treatment, swabbing, and airlift removal of the chemical solution, and
- Final disinfection prior to well pump installation

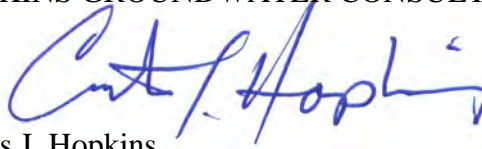
During specifications preparation, Hopkins will discuss details with District staff to incorporate observations of previous rehabilitation efforts and attempt to eliminate difficulties previously experienced. Based on our discussion with District staff about the anticipated rehabilitation program that is desired, we estimate approximately 16 man-hours of principal staff professional time (\$4,480) for preparation of project specifications, and 86 man-hours of staff professional time for observation and documentation of field work (\$13,330). For this level of effort, we recommend a project budget of \$17,810 be established for the work which will be designated as Task 7 for project organization and billing purposes. Work will be performed on a time and materials basis in accordance with the fee schedule in our current District contract

number 2022-01. These costs assume the contractor is efficient at the downhole work and does not include observation of well pump equipment installation or above ground electrical or piping assembly to make the well fully operational. It is anticipated that District staff can observe these aspects of work.

We trust this proposal is responsive to the needs of the District and as always, Hopkins is pleased to have this opportunity to be of service. If you have questions or need any additional information, please give us a call.

Sincerely,

HOPKINS GROUNDWATER CONSULTANTS, INC.



Curtis J. Hopkins
Principal Hydrogeologist

Board Memorandum

May 26, 2022

To: General Manager

From: Sandra Llamas, Sr. Accountant

Subject: Establish Appropriation Limit for Fiscal Year 2022-23

Objective: Establish Fiscal Year 2022-23 Appropriation Limit of \$965,489.

Action Required: Adopt Resolution No. 22-06 Establishing the Annual Appropriation Limit for Fiscal Year 2022-23.

Discussion: Every fiscal year, the District is required to calculate the appropriation limit, as required by Article XIII B of the California Constitution and Section 7910 of the Government Code. The appropriation limit sets the amount of property taxes the District can expend.

Voters approved Proposition 4, also known as the Gann Initiative, in November 1979. Proposition 4 declares that a government entity may not appropriate any proceeds of taxes received in excess of the appropriations limit of the entity. If a local government receives excess funds in any one year, it may carry those excess funds into the subsequent year for use. Any excess funds remaining after the second year must be returned to taxpayers.

Special Districts that existed on January 1, 1978, and that did not, as of the 1977-78 fiscal year, levy an ad valorem tax on property in excess of 12.5 cents per \$100 of assessed value, are exempt from appropriation limitations. Camrosa's 1977-78 fiscal year levy was 35 cents per \$100 assessed value, which subjects Camrosa to the appropriation limitations.

Every fiscal year, the District is required to calculate the appropriation limit, as required by Article XIII B of the California Constitution and Section 7910 of the Government Code. The appropriation limit sets the amount of property taxes the District can expend.

The factors used to calculate the limit are: the percentages for change in population and the per-capita personal income as released by the California Department of Finance.

Calendar year information is used to determine the percent change in population growth; the District's change for population for the year of 2021 was -0.80 percent. Fiscal year information is used to determine the percent change in California personal income; the percent change of California personal income per capita for calendar year 2021 was 7.55 percent.

The formula, as shown on the next page, used to calculate the appropriation limit is population growth times the per capita personal income times the prior year's limit. Based on this formula, Camrosa's appropriation limit for FY2022-23 is \$965,489. The FY2022-23 budgeted revenue for property tax is \$734,527, which is under the appropriation limit.

**Camrosa Water District
Fiscal Year 2022-23 Appropriation Limit**

Previous Year Limit	\$904,948
Appropriation factor	<u>1.0669</u>
New Limit	\$965,489

Calculation

Price factor	7.55
Population Change	-0.80

Per capita converted to a ratio: $(7.55+100)/100 =$ 1.0755

Population converted to a ratio: $(-0.80+100)/100 =$ 0.9920

Calculation of factor for FY 2022-23: $1.0755 \times 0.9920 =$ 1.0669

Price factor and Population Change Source: California Department of Finance

<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/>

Resolution No: 22-06

A Resolution of the Board of Directors
of Camrosa Water District

**Establishing the Annual Appropriation Limit
for Fiscal Year 2022-23**

Whereas, the voters approved the Gann Spending Limitation Initiative (Proposition 4) on November 6, 1979, adding Article XIIIB to the Constitution of the State of California to establish and define annual appropriation limits on state and local government entities; and

Whereas, Article XIIIB and California government code section 7910 requires each local jurisdiction to establish its appropriation limit by resolution; and,

Whereas, the documentation used in the determination of the appropriation limit has been available to the public at least fifteen days prior to this meeting of the Board of Directors; and

Whereas, the Department of Finance annually provides the consumer price index and percent change in population data used to calculate the appropriation limit;

Now, Therefore, Be It Resolved by the Camrosa Water District Board of Directors that an appropriations limit of \$965,489 be established for the fiscal year ending June 30, 2023, pursuant to the provisions of Article XIIIB of the California Constitution.

Adopted, Signed, and Approved this 26th day of May, 2022.

Eugene F. West, President
Board of Directors
Camrosa Water District

_____ (ATTEST)
Tony L. Stafford, Secretary
Board of Directors
Camrosa Water District

Board Memorandum

May 26, 2022

To: General Manager

From: Sandra Llamas, Senior Accountant

Subject: Write off FY 2021-22 Uncollectible Accounts with Balance Greater than \$5,000

Objective: Write off FY2021-22 Uncollectible Accounts with Balance Greater than \$5,000.

Action Required: Authorize the General Manager to write off uncollectible accounts in the amount of \$35,684.40.

Discussion: The District reviews accounts receivable at the end of each fiscal year to determine which accounts have become uncollectible and therefore eligible to be written off.

An account will be considered uncollectible after the appropriate collection procedures have been followed if it meets the following criteria:

- The amount is under \$25 and two letters demanding payment have been sent.
- The amount is greater than \$100 is assigned to a collection agency and remains unpaid after one year from the date assigned.

The District's policy states that the General Manager is authorized to approve the write-off of accounts with an outstanding balance due of up to \$5,000 and that write-off of accounts with an outstanding balance due in excess of \$5,000 must be approved by action of the Board of Directors.

The following accounts meet the criteria to be written off and have a balance due in excess of \$5,000.

Account #	Customer#	Customer Name	Amount	Due Date	Last Activity
00007939	00080654	Scarborough Farms	\$9,484.21	11/5/2020	5/7/2021
00009411	00080654	Scarborough Farms	\$26,200.19	11/5/2020	5/7/2021
			\$35,684.40		

UNCOLLECTIBLE ACCOUNTS WRITE-OFFS FY21-22

Accounts with outstanding balance greater than \$5,000 (Need Board Approval)

Account #	Customer#	Customer Name	Amount	Due Date	Last Activity
00007939	00080654	Scarborough Farms	\$9,484.21	11/5/2020	5/7/2021
00009411	00080654	Scarborough Farms	\$26,200.19	11/5/2020	5/7/2021

\$35,684.40

Assigned to Collections agency and remain unpaid after one year of date assigned

Account #	Customer#	Customer Name	Amount	Due Date	Last Activity
00001556	00102546	Alex Walsh	\$334.22	7/2/2020	12/4/2020
00000424	00104682	Alonzo Cotton	\$68.25	8/30/2020	3/11/2021
00004487	00102574	Amy Perez	\$105.50	3/9/2020	9/10/2020
00005779	00065618	Carla Korda	\$2,943.34	2/14/2021	5/20/2021
00007160	00077462	Cassandra Slay	\$354.23	2/10/2020	7/17/2020
00008568	00090020	Center Point Insurance	\$107.54	3/16/2020	3/11/2021
00001859	00102786	Charla Bates	\$217.31	9/2/2020	3/11/2021
00001808	00101760	Daniel Duncan	\$466.55	7/20/2020	12/4/2020
00007265	00034909	David Henderson	\$92.08	12/20/2020	5/20/2021
00002229	00101954	Deanna Hooper	\$156.07	3/29/2020	9/10/2020
00004533	00103765	Heather Lightfoot	\$329.93	7/28/2020	12/4/2020
00009067	00093926	Jon Tull	\$80.92	10/5/2020	3/11/2021
00003209	00101891	Jonathan Allen	\$325.01	9/2/2020	3/11/2021
00001992	00103419	Jonathan Waite	\$138.54	12/11/2019	7/17/2020
00040957	00003416	Lawrence Golding	\$60.35	1/28/2020	7/17/2020
00004558	00099439	Patricia Barton	\$81.45	7/22/2020	12/4/2020
00003772	00100549	Postal Magic	\$41.97	11/12/2020	4/29/2021
00000098	00099349	Q Corporation	\$68.89	1/27/2021	5/20/2021
00008792	00103640	Richard McCants	\$132.09	11/24/2019	7/17/2020
00007444	00080654	Scarborough Farms	\$905.82	11/5/2020	5/7/2021
00007938	00080654	Scarborough Farms	\$3,389.81	11/5/2020	5/7/2021
00008643	00080654	Scarborough Farms	\$898.18	11/5/2020	5/7/2021
00009566	00080654	Scarborough Farms	\$311.59	11/5/2020	5/7/2021
00009103	00102580	Sheri Smollen	\$451.93	11/19/2020	6/17/2021
00007307	00104366	Sonia Estrada	\$180.53	5/5/2020	11/12/2020
00002021	00104136	Wendell Calip	\$106.78	3/23/2020	9/10/2020
00004022	00104646	Wendy Andersen	\$220.64	12/24/2020	6/17/2021

Total **\$12,569.52**

Deceased Customers

Account #	Customer#	Customer Name	Amount	Due Date	Last Activity
00004567	00097240	Mel Rosoff	\$153.38	12/26/2021	2/11/2022
00006035	00067760	Wesley Hoagland	\$598.13	5/4/2021	11/3/2021
Total			\$751.51		

Amount is under \$25 and two letters demanding payment have been sent

Account #	Customer#	Customer Name	Amount	Due Date	Last Activity
00002221	00102009	Francisco Herrera	3.35	10/6/2021	11/18/2021

Total **\$ 3.35**

GRAND TOTAL **\$ 49,008.78**

Board Memorandum

May 26, 2022

To: General Manager

From: Tamara Sexton, Finance Manager

Subject: Update Policy for Write-Off of Uncollectible Accounts Receivable

Objective: Update the Policy for Write-Off of Uncollectible Accounts Receivable.

Action Required: Adopt Resolution No. 22-07 Adopting the Policy for Write-Off of Uncollectible Accounts Receivable.

Discussion: The purpose of the Policy for Write-Off of Uncollectible Accounts Receivable is to ensure that all reasonable diligence has been used to collect accounts receivable, improve measurement of the District's accounts receivable and ensure the most efficient use of District revenue collection resources. The policy was developed and adopted in July 2016.

Each uncollectible account must meet the criteria established within the policy to be written-off. The District submits to a collection agency accounts that remain unpaid after two letters demanding payment have been mailed to the debtor. In the past, the collection agency only accepted accounts with a balance exceeding \$100. The collection agency has adjusted the minimum balance to \$25. The Policy for Write-Off of Uncollectible Accounts Receivable is being amended to reflect this change in the list of criteria used to determine that an account has become uncollectible.

Resolution No: 22-07

A Resolution of the Board of Directors
of Camrosa Water District

**Adopting a Policy for Write-Off of Uncollectible Accounts
Receivable**

Whereas, the Board of Directors has established a Policy for Write-Off of Uncollectible Accounts Receivable to ensure that all reasonable diligence has been used to collect accounts receivable; and,

Whereas, previously, the District submitted to a collection agency accounts with a balance exceeding \$100; and,

Whereas, the District now submits to a collection agency accounts with a balance exceeding \$25;

Whereas, the criteria listed in the Policy to determine that an account has become uncollectible is being updated to reflect the adjusted minimum balance to be submitted to the collection agency;

Now, Therefore, Be It Resolved by the Camrosa Water District Board of Directors that the attached Policy of Write-Offs of Uncollectible Accounts Receivable is hereby adopted and made effective this date.

Adopted, Signed, and Approved this 26th day of May 2022.

Eugene F. West, President
Board of Directors
Camrosa Water District

_____ (ATTEST)
Tony L. Stafford, Secretary
Board of Directors
Camrosa Water District

Policy for Write-Off of Uncollectible Accounts Receivable

Purpose

The purpose of this policy is to ensure that all reasonable diligence has been used to collect accounts receivable, improve measurement of the District's accounts receivable and ensure the most efficient use of District revenue collections resources.

Policy

It is the policy of the Camrosa Water District to actively pursue collection of past-due accounts receivable, regularly review the status of past-due accounts, and write-off amounts determined to be uncollectible. A write-off of uncollectible accounts receivable from the District's accounting records does not constitute forgiveness of the debt or gift of public funds.

Procedures

Accounts receivables should generally be written-off during the fiscal year in which the account is determined to be uncollectible. Subsequent collection of an account previously written-off will be treated as new revenue in the appropriate fund.

1. Designation of an Account as Uncollectible

An account will be considered uncollectible after the appropriate collection procedures have been followed if it meets one or more of the following criteria:

- The cost of further collection efforts will exceed the estimated recovery amount;
- The amounts is under \$25 and two letters demanding payment have been sent;
- ~~The amount is between \$25 and \$100 and remains unpaid after one year;~~
- The amount is greater than \$~~25~~400 are assigned to a collection agency and remains unpaid after one year from the date assigned to the collection agency;
- The debtor cannot be located;
- The debtor is a company which is no longer in business;
- The debt is discharged through legal action (bankruptcy or court judgment);
- The debt has been forgiven by action of the Board of Directors

2. Preparation of Request for Write-off of Accounts Receivable

At least annually identify any accounts receivable which meet the criteria for designation as an uncollectible account. –A request for write-off of accounts receivable will be prepared by Staff, signed by the ~~Manager of Finance~~Finance Manager and submitted to the General Manager for approval.

The request for write-off of accounts receivable must include an itemized list of the uncollectible accounts to write-off specifying the following:

- Debtor name
- Account balance
- Due date
- Brief description of receivable type
- Criteria under which the account was deemed uncollectible; and
- Account number of the receivable in the District's utility billing system

For each uncollectible account, documentation must be attached to the request to support the uncollectible account designation and substantiate that Staff has followed its collection procedures and exercised due diligence in its collection efforts. – Due diligence documentation could include:

- Invoices, reminder letters, or collection letters (and any documentation that are returned as undeliverable, no known forwarding address, etc.);
- Bankruptcy claim and any related plan or discharge
- Judgment awarded by a court or settlement agreement; and
- Notice of discontinuation of services.

3. Approval Authority for Write-Off Requests

Upon receipt of a request for write-off of accounts receivables, the ~~Manager of Finance~~Finance Manager, will review the request to ensure that it is complete and that all necessary due diligence documentation has been attached. – Once the ~~Manager of Finance~~Finance Manager has completed review of a request, the qualified accounts to be written-off will be presented to the General Manager for approval.

The General Manager is authorized to approve the write-off of accounts with an outstanding balance due of up to \$5,000.00.

Write-off of accounts with an outstanding balance due in excess of \$5,000.00 must be approved by action of the Board of Directors.



Read File

The following material is provided to members of the Board for information only and is not formally a part of the published agenda.

- A. Change Order Listing
- B. Cash Balances (April 2022)
- C. 2022 Board Calendar

CURRENT PROJECT CHANGE ORDERS												
Project #	PW/Agreement#	Project	Total Budget	Available Budget	Contractor	Award Date	Brd/Gmgr	Change Order	Original Bid	Negotiated Value	Scope of Services/Change Order Description	
900-18-01		CWRF Chemical Storage & Feed System	\$ 1,057,500.00	\$ 40,307.82								
	2019-58				Cannon Corporation	12/13/2018 BD			\$ 100,705.00	\$ 71,765.00	engineering services to rehabilitate the CRWF's chemical storage and feed system- Originally a combined project to include equipment storage shed. The project scope was reduced to eliminate storage shed and price for the Chemical Feed System was negotiated.	
						9/19/2019 GM		CO #1	\$ 1,700.00	\$ 1,700.00	Engineeering for 3 additional pumps	
						12/12/2019 BD		CO #2	\$ 24,553.00	\$ 18,944.00	Construction support services	
						6/23/2020 GM		CO #3	\$ 4,407.00	\$ 4,407.00	Construction support services	
										\$ 96,816.00		
	S 19-05				Travis Ag	12/12/2019 BD			\$ 747,862.00	\$ 747,862.00	Construction	
						5/26/2020 GM		CO #1	\$ 5,520.00	\$ 5,520.00	Modify single to dual chemical feed pump	
						8/28/2020 GM		CO #2	\$ 2,840.00	\$ 2,840.00	Provide additional skid mounting supports (total of 16)	
						2/16/2021 GM		CO #3	\$ 8,335.02	\$ 7,324.51	Provide Foundation Soil Stability for Canopy Footing	
						11/23/2021 GM		CO #4	\$ 11,335.55	\$ 11,335.55	Install 2 additional 4inch flange on top of tanks fosr ultrasonic sensor installation	
										\$ 774,882.06		
900-18-03		Effluent Pond Relining	\$ 1,501,500.00	\$ 226,555.09								
	2017-30				MNS Engineers, Inc	7/27/2017 BD			\$ 71,988.00	\$ 69,208.00	Award and up to \$14,000 out-of-scope	
						7/27/2017 GM		CO #1	\$ 7,165.00	\$ 7,165.00	Geotechnical Investigations (Included in 7/27/20 BM)	
						7/27/2017 GM		CO #2	\$ 1,380.00	\$ 1,380.00	Groundwater management alternatives (Included in 7/27/20 BM)	
						2/28/2019 BD		CO #3	\$ 19,795.00	\$ 19,795.00	Additional project elements, slope stabilization and surface water management	
						5/28/2020 BD		CO #4	\$ 11,330.00	\$ 11,330.00	Services to amend and update plans and specs	
						5/13/2021 BD		CO#5	\$ 15,355.00	\$ 15,355.00	Engineering support services during construction	
										\$ 124,233.00		
					Oakridge Geoscience, Inc.	5/13/2021 BD				\$ 22,200.00	compaction and material testing services	
						10/11/2021 GM		CO#1	\$ 3,360.00	\$ 3,360.00	supplemental materials testing services	
										\$ 25,560.00		
	RW21-01				BOSCO Constructors, Inc.	5/13/2021 BD			\$ 1,055,401.00	\$ 1,055,401.00	Construction of CWRF Effluent Storage Basin Improvements	
						1/6/2022 GM		CO #1		\$ 2,746.03	Grinding and patching existing catch basin	
						1/6/2022 GM		CO #2		\$ 7,968.23	Install Concrete Curb in lieu of Berm	
										\$ 1,066,115.26		
900-18-02		CWRF Dewatering Press	\$ 2,158,000.00	\$ 1,985,126.07								
	2017-33				MNS Engineers, Inc.	8/31/2017 BD			\$ 97,932.00	\$ 97,932.00	Award and up to \$10,000 contingency	
						12/8/2017 GM		CO #1	\$ 5,370.00	\$ 5,370.00	Surveying services	
						5/28/2020 BD		CO #2	\$ (44,900.00)	\$ (44,900.00)	Credit	
						5/28/2020 BD		CO #3	\$ 87,911.00	\$ 87,911.00	professional engineering services to amend and update existing plans and specifications	
						9/24/2020 BD		CO #4	\$ 24,670.00	\$ 24,670.00	Modify plans to rotate solids handling building 90 degrees	
										\$ 170,983.00		
650-15-01		PV Well (Lynwood Well)	\$ 5,967,000.00	\$ 377,661.97								
	2014-56				Perliter & Ingalsbe	10/22/2014 BD			\$ 156,600.00	\$ 156,600.00	Award and to amend up to \$15,000 for out-of-scope	
						5/26/2015 GM		CO #1	\$ 2,950.00	\$ 2,950.00	Additional work field locating	
						11/15/2016 GM		CO #2	\$ 3,821.00	\$ 3,821.00	PV well rendering	
						11/7/2017 GM		CO #3	\$ 14,922.00	\$ 14,922.00	Prepare Pre-bid documents for pump and motor	
						7/26/2018 BD		CO #4	\$ 8,826.00	\$ 8,826.00	Construction services to pump only installation	
						12/12/2019 BD		CO #5	\$ 34,956.00	\$ 34,956.00	Review iron and manganese filter & finalize contract plans & specs	
						9/2/2020 GM		CO #6	\$ 3,090.00	\$ 3,090.00	T&M Future FE/MN revisions	
						3/11/2021 BD		CO #7	\$ 4,935.00	\$ 4,935.00	Finalize plans and specifications	
						3/11/2021 BD		CO #8	\$ 795.00	\$ 795.00	engineering design of the removal of filters and reconfiguration of the diesel generator	
						3/11/2021 BD		CO #9	\$ 7,182.00	\$ 7,182.00	engineering design of the removal of filters and reconfiguration of the diesel generator	
						6/24/2021 BD		CO #10	\$ 76,062.00	\$ 76,062.00	engineering & construction support services	
						1/13/2022 BD		CO #11	\$ 55,803.00	\$ 55,803.00	construction support services- additonal work	
									\$ 369,942.00	\$ 369,942.00		
					Unified Field Services	6/24/2021 BD			\$ 2,965,198.00	\$ 2,965,198.00	PV Well construction services	
						2/15/2022 GM		CO #1	\$ -	\$ -	Add 23 working days no cost	
										\$ 2,965,198.00		
					American Public Works Consulting Engineers	6/24/2021 BD				\$ 68,200.00	construction management services	
						5/3/2022 GM		CO #1		\$ 15,500.00	construction management services @ 100 hours	
										\$ 83,700.00		
					Golden State Labor Compliance	7/16/2015 GM				\$ 3,900.00	labor compliance support	
						7/26/2018 BD		CO #1		\$ 4,700.00	labor compliance support	
						6/24/2021 BD		CO#2		\$ 24,500.00	labor compliance support	
						5/3/2022 GM		CO# 3		\$ 9,024.00	labor compliance support	
										\$ 42,124.00		
600-20-02		Conejo Wellfield Treatment	\$ 11,275,000.00	\$ 1,021,914.93								
	2020-86				Provost & Pritchard	6/11/2020 BD			\$ 437,000.00	\$ 375,000.00	GAC Engineering Design	
						9/4/2020 GM		CO#1	\$ 5,000.00	\$ 5,000.00	alternative design evaluation	
						9/29/2020 GM		CO#2	\$ 7,000.00	\$ 7,000.00	second survey for modified footprint and land acquisition	
						2/25/2021 BD		CO#3	\$ 58,200.00	\$ 58,200.00	Environmental compliance	
						10/14/2021 BD		CO#4	\$ (10,200.25)	\$ (10,200.25)	Enviromental compliance credit	
						10/14/2021 BD		CO#5	\$ 10,200.25	\$ 10,200.25	Phase CDFW/MMRP	
										\$ 445,200.00		

900-20-01	CWRF Emergency Generator Fuel Tank	\$	288,000.00	\$	51,909.73															
800-20-02	Pump Station #2 Generator Fuel Tank	\$	363,000.00	\$	59,587.72															
	2020-80					Cannon		4/9/2020	BD			105,382.00	\$	95,772.00	Engineering design services					
								2/11/2021	BD	CO#1		25,072.00	\$	12,734.00	Construction support services					
													\$	108,506.00						
						Noho Constructors		2/11/2021	BD			297,701.00	\$	297,701.00	installation emergency standby generator and replacement fuel tank					
								5/20/2021	GM	CO#1		2,667.00	\$	2,667.13	undergrounding conduits					
								8/30/2021	GM	CO#2		2,360.00	\$	2,360.00	exchange 8 OCAL LB fittings for 8 OCAL explosion fittings					
								12/7/2021	GM	CO#3		644.00	\$	644.00	drill and anchor an all-thread rod for pull test					
								4/4/2022	GM	CO#4		3,784.06	\$	3,784.06	upsize fuel supply & return, fuel price differential, credit fuel dispensing equipment					
													\$	307,156.19						
400-20-02	Reservoir 1B Comm Facility	\$	670,000.00	\$	24,511.63															
						Cannon		10/24/2019	BD				\$	70,752.00	Design services for various communication improvements at Res1B radio site					
								7/22/2021	BD	CO# 1			\$	14,268.00	construction support services					
													\$	85,020.00						
800-20-04	Reservoir 4C Replacement	\$	160,000.00	\$	86,703.00															
800-20-03	Reservoir 4C Hydro-pneumatic Pump Station	\$	160,000.00	\$	115,958.58															
						Cannon		1/14/2021	BD			\$	297,855.00	\$	265,881.00	provide professional engineering services for the Reservoir 4C welded steel tank and hydropneumatic pump station replacements				
								4/22/2021	BD	CO# 1		35,840.00	\$	35,840.00	provide additional professional engineering analysis for the Reservoir 4C welded steel tank and hydro-pneumatic pump station					
								7/12/2021		CO#2		0.00		0.00	slope stability evaluation					
								8/30/2021	GM	CO#3		3,347.00	\$	3,347.00	additional analysis eliminating reservoir storage					
													\$	305,068.00						
650-22-02	Tierra Rejada Well	\$	325,000.00	\$	24,004.52															
						Hopkins Groundwater Consultants		11/16/2020	GM			3,960.00	\$	3,960.00	Task 1 Well Information Review and Analysis					
								2/1/2021	GM	CO#1		12,720.00	\$	12,720.00	Task 2,3,& 4					
								6/25/2021	GM	CO#2		3,540.00	\$	3,540.00	Technical Support. Review update specifications Task 5					
								7/14/2021	GM	CO#3		3,240.00	\$	3,240.00	Additional technical support Task 2 & Task 3					
								12/9/2021	BD	CO #4		5,490.00	\$	5,490.00	Additional inspection servies/spinner overview					
													\$	28,950.00						
						General Pump		8/15/2021	BD				\$	222,223.00	Rehabilitation of Tierra Rejada Well					
								10/21/2021	GM	CO#1			\$	950.00	Conduct dynamic video and provide report					
								12/9/2021	BD	CO#2			\$	32,925.50	Additional cleaning					
								12/9/2021	BD	CO#3			\$	29,765.73	additional pump installation/removal					
													\$	285,864.23						

FUNDS FY 21-22

UNRESTRICTED FUNDS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	
LAIF	29,063,071.14	29,063,071.14	29,063,071.14	28,460,564.62	28,460,564.62	26,975,564.62	28,391,899.85	28,391,899.85	28,841,899.85	27,089,141.62	1,2,6
UNION BANK DEPOSIT ACCOUNT	540,806.84	652,148.31	637,269.75	640,504.35	858,977.39	2,061,808.15	80,139.33	233,718.34	278,183.06	1,585,980.15	
UNION BANK DISBURSEMENTS ACCOUNT	709,022.24	1,191,275.90	493,799.34	693,438.01	377,068.20	496,555.47	1,276,159.87	879,358.04	646,779.66	735,718.25	
BANK OF AMERICA-RTL ACCOUNT	402,940.55	521,841.75	164,260.51	363,986.18	851,744.00	173,784.83	218,977.26	361,442.16	318,555.52	337,298.91	
TOTAL	\$ 30,715,840.77	\$ 31,428,337.10	\$ 30,358,400.74	\$ 30,158,493.16	\$ 30,548,354.21	\$ 29,707,713.07	\$ 29,967,176.31	\$ 29,866,418.39	\$ 30,085,418.09	\$ 29,748,138.93	
RESTRICTED FUNDS											
PAYMENT FUND 2016	83.30	179.53	271.13	356.63	444.98	848,715.63	93.54	188.24	259.43	491.81	3,4
RESERVES 2016	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	3
WATER ACQUISITION FUND 2016	3,438,209.23	3,253,934.00	3,253,934.00	3,253,934.00	3,165,722.60	3,165,722.60	2,943,703.38	2,641,777.27	2,641,777.27	2,415,722.05	4,5
WASTEWATER ACQUISITION FUND 2016	-	-	-	-	-	-	-	-	6,050.87	6,050.87	
INSURED CASH SHELTER ACCOUNT (Wastew	13,793.94	13,795.70	13,797.40	13,798.57	13,799.70	13,800.87	6,050.41	-	-	-	
TOTAL	\$ 4,331,615.16	\$ 4,147,437.92	\$ 4,147,531.22	\$ 4,147,617.89	\$ 4,059,495.97	\$ 4,907,767.79	\$ 3,829,376.02	\$ 3,521,494.20	\$ 3,527,616.26	\$ 3,301,793.42	
GRAND TOTAL	\$ 35,047,455.93	\$ 35,575,775.02	\$ 34,505,931.96	\$ 34,306,111.05	\$ 34,607,850.18	\$ 34,615,480.86	\$ 33,796,552.33	\$ 33,387,912.59	\$ 33,613,034.35	\$ 33,049,932.35	

Series 2016-Reserve Fund

Cusip Number	Financial Institution	Settlement Date	Yield to Worst	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	0.20%	N/A	879,528.69	129.08

Series 2016-Water Acquisition Fund

Cusip Number	Financial Institution	Settlement Date	Yield to Worst	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	0.20%	N/A	2,415,722.05	358.11

ANTICIPATED OUTFLOWS

Water Purchases April 2022	633,116.89
Payroll PR 5-1, 5-2 & ME	300,000.00
AP Check Run 5/4 & 4/18	1,200,000.00
Large CIP Project Payments	-
Bond Payments	-
\$	2,133,116.89

FINANCE MEETING

5/17/2022

Tony Stafford -General Manager

Tamara Sexton-Finance Manager

Sandra Llamas-Senior Accountant

MEETING NOTES:

1. There were two transfers from LAIF to operations totaling \$1,775,000.00
2. Interest in the amount of \$22,241.77 for quarter ended March 31, 2022 was deposited to LAIF on April 15th
3. The Reserve fund received interest earnings in the amount \$58.08 in the month of April. The full amount was transferred to the Payment Fund
4. The Water Acquisition Fund received interest earnings in the amount of \$174.30 in the month of April. The full amount was transferred to the Payment Fund
5. A capital expenditures reimbursement in the amount of \$226,055.22 was paid to Camrosa from the Water Acquisition Fund
6. LAIF's average monthly rate of return for the period was 0.523%

2022 Camrosa Board Calendar

JANUARY							FEBRUARY							MARCH							2022 Holidays						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	January 3 rd - New Year's Holiday (Observed) February 21 st - President's Day May 30 th - Memorial Day July 4 th - Independence Day September 5 th - Labor Day November 11 th - Veteran's Day November 24 th & 25 th - Thanksgiving December 23 rd & 26 th - Christmas December 30 th - New Year's Eve						
						1			1	2	3	4	5			1	2	3	4	5							
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12							
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19							
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26							
23	24	25	26	27	28	29	27	28						27	28	29	30	31									
30	31						27	28																			
APRIL							MAY							JUNE							2022 Conferences						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	CASA Winter Conf. (Palm Springs) - Jan. 19 th - 21 st ACWA Spring Conf. (Sacramento) - May 3 rd - 6 th CASA 67th Annual Conf. (Squaw Creek) - Aug. 10 th - 12 th ACWA Fall Conf. (Indian Wells) - Nov. 29 th - Dec. 2 nd						
						1 2	1	2	3	4	5	6	7				1	2	3	4							
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11							
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18							
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25							
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30									
JULY							AUGUST							SEPTEMBER							2022 AWA Meetings						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	"Water Issues" Third Tuesday (except Apr., Aug., Dec.) Waterwise Breakfast (See yellow on calendar) AWA Board Meetings (See orange on calendar) August - DARK (No Meetings or Events) September 29 th - Reagan Library Reception **DATE ?? - Annual Symposium** December 8 th - Holiday Mixer						
						1 2		1	2	3	4	5	6					1	2	3							
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10							
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17							
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24							
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30								
31																											
OCTOBER							NOVEMBER							DECEMBER							2022 VCSDA Meetings						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	February 1 st - Annual Dinner April 5 th June 7 th August 2 nd October 4 th December 5 th						
						1			1	2	3	4	5					1	2	3							
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10							
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17							
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24							
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31							
30	31																										

Camrosa Water District
7385 Santa Rosa Road
Camarillo, CA 93012

Note: Board of Directors meetings are highlighted in **RED**. Board Meetings are held on the **2nd & 4th Thursday** of each month at 5pm unless indicated.