



San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

BOARD OF DIRECTORS MEETING AGENDA

Wednesday, December 8, 2021 – 9:30 a.m.

In accordance with Government Code 54953 (as amended by A.B. 361 signed September 16, 2021 and effective October 1, 2021 via Governor Newsome's Executive Order N-15-21), and Resolution No. 593 adopted by the Board on November 10, 2021, this meeting is being conducted in a hybrid fashion, via Zoom, or with an option to attend in person, subject to heightened COVID-19 safety protocols.

Anyone wishing to listen to or participate in the meeting can join via Zoom:

Call in (669) 900-6833, Meeting ID: 923 48389922

To join the Zoom Meeting on <https://us02web.zoom.us/j/92348389922>

Members of the public participating via remote teleconferencing will have the opportunity to comment on any item within the jurisdiction of the District during the public comment period on the agenda, and to address the Board on individual agenda items as they are called and considered. Public comments submitted in advance are encouraged, but not required. Remote participants will be asked to identify themselves and on which item they wish to address the Board, and will be instructed at the outset of the meeting how to make their wish to address the Board known during the meeting.

Members of the Board, staff, or members of the public who may wish to attend in person will be required to self-certify their vaccinated status, or that they have received a COVID-19 negative test which remains valid as of the meeting date. All in-person attendees shall be required to wear masks covering both their nose and mouths at all times within the meeting room, at all times that social distance spacing requirements cannot be met. Masks will be made available for in-person attendees who do not have them. The District's meeting facilities have limited space, and in-person attendees may be requested to leave the room, or participate via internet or telephone, until the number of any unmasked attendees at the District's facility can be accommodated consistent with social distancing guidelines.

While the District makes every attempt to follow all guidance re COVID-19 safety protocols, the District cannot assure in-person attendees that they will not be exposed to COVID-19 or persons who have been so exposed, and attendees are advised to exercise caution in limiting their own incidences of exposure, particularly those who may be in groups at higher risk of infection, or serious symptoms of COVID-19 if infected.

Note: Copies of staff reports and other documents relating to the items on this agenda are on file at the District office and are available for public review during normal District business hours. New information relating to agenda topics listed, received, or generated by the District after the posting of this agenda, but before the meeting, will be made available upon request at the District office and in the Agenda Package on the District's website.

It is the intention of the San Bernardino Valley Water Conservation District to comply with the Americans with Disabilities Act (ADA) in all respects. If you need special assistance with respect to the agenda or other

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BOARD OF DIRECTORS

Division 1:
Richard Corneille

Division 2:
David E. Raley

Division 3:
Robert Stewart

Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL MANAGER

Daniel B. Cozad

written materials forwarded to the members of the Board for consideration at the public meeting, or if as a participant at this meeting you will need special assistance, the District will attempt to accommodate you in every reasonable manner. Please contact Athena Lokelani at (909) 793-2503 at least 48 hours prior to the meeting to inform her of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

1. PUBLIC PARTICIPATION

Members of the public may address the Board of Directors on any item that is within the jurisdiction of the Board; however, no action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by Subdivision (b) Section 54954.2 of the Government Code.

2. ADDITIONS/DELETIONS TO AGENDA

Section 54954.2 provides that a legislative body may take action on items of business not appearing on the posted agenda under the following conditions: (1) an emergency situation exists, as defined in Section 54956.5; (2) a need to take immediate action and the need for action came to the attention of the District subsequent to the agenda being posted; and (3) the item was posted for a prior meeting occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

3. GUEST RECOGNITION/SELF INTRODUCTIONS

4. CONSENT CALENDAR

- A. Approval of Special Board Meeting Minutes, November 3, 20215
- B. Approval of Board Minutes, November 10, 20217
- C. Approval of Expenditure Report, November 202116

5. COMMITTEE REPORTS /ACTION ITEMS

Committee Reports

A. FINANCE & ADMINISTRATION COMMITTEE VERBAL REPORT - 10 minutes

Presenter: Daniel Cozad

Recommendation: The chair of the Finance & Administration Committee will provide a verbal report on the meeting held on November 15.

Action Items

B. UNAUDITED FINANCIAL REPORTS, November 2021 - 5 minutes (M#1819)24

Presenter: Daniel Cozad

Recommendation: Review and approve the unaudited financials for November 2021.

C. 2022 PER DIEM RATE – 15 minutes (M#1820)30

Presenter: Finance & Administration Chair, Director David Raley

Recommendation: The Finance & Administration Committee recommends the Board increase the Board Per Diem Rate by \$11.00 to \$246.00 for calendar year 2022, and approve Resolution No. 594.

- D. GENERAL AND COVID RELATED REVISION THE THE PERSONNEL MANUAL
 – 15 minutes (M#1821).....32
Presenter: Finance & Administration Chair, Director David Raley
Recommendation: The Finance & Administration Committee recommends the adopt periodic updates to the Personnel Manual.

6. **INFORMATION ITEMS:**

- A. Wash Plan Implementation Update – 5 Minutes
- B. Wash Plan Trails Status Report.....81
- C. Mentone Shop Improvements Status Report.....91
- D. Active Recharge Transfer Projects Verbal Update
- E. General Manager’s Report and Monthly Recharge Report – 5 Minutes92
- F. Future Agenda Items & Staff Tasks

7. **MONTHLY BOARD MEMBER MEETING REPORTS, AND/OR BOARD MEMBER COMMENTS**

- A. Board Member Meeting Reports – 15 minutes
- B. Travel Request, Director Longville.....98
- C. Travel Request, Vice President Corneille99

8. **UPCOMING MEETINGS:**

***Please note: All future District meetings may be held remotely via zoom. See Agendas for detailed information.**

- | | |
|-------------------------|--|
| A. December 9, 2021 | San Bernardino Valley Municipal Water District Policy Committee Workshop, 2:00 p.m. at Valley Municipal |
| B. December 14, 2021 | San Bernardino Valley Municipal Water District Engineering Committee Workshop, 2:00 p.m. at Valley Municipal |
| C. December 15, 2021 | USAR WIFA Meeting, 8:30 a.m. |
| D. December 22, 2021 | USAR WIFA Technical Advisory Committee, 8:30 a.m. |
| E. December 23-24, 2021 | Office Closed in Observance of Christmas Eve and Christmas Day |
| F. December 30-31, 2021 | Office Closed in Observance of New Year’s Eve and New Year’s Day |
| G. January 5, 2022 | Conservation Trust Quarterly Board meeting, 1:30 p.m. |
| H. January 10, 2022 | Active Recharge Transfer Projects Policy Committee, 8:30 a.m. |
| I. January 12, 2022 | Board of Directors Meeting, 1:30 p.m. at Conservation District |

- | | |
|---------------------|--|
| J. January 17, 2022 | Office Closed in Observance of Martin Luther King, Jr. Day |
| K. January 26, 2022 | Finance & Administration Committee, 1:30 p.m. |

9. **CLOSED SESSION**

1. The Board will meet in Closed Session under authority of Government Code §54956.9 (a), in order to discuss existing litigation, Endangered Habitats League et al. vs. U.S. Army Corps of Engineers, Central District Court Case no. Case No.: 2:16-cv-09178-MWF-E.
2. The Board will meet in closed session under authority of Government Code §54956.9 (a), and (d) (4) regarding anticipated litigation. Pursuant to Government Code §54956.9(2), the facts and circumstances concern a potential trespass onto District property in connection with the Dr. Horton and Slater Construction.
3. The Board will meet in Closed Session under authority of Government Code §54956.8, to discuss real property negotiations, regarding 1630 West Redlands Boulevard, Suite K, to discuss terms and conditions of a lease. The District's negotiators are Daniel Cozad and David Cosgrove. The Lessee's negotiator is Mark Bacher.

10. **ADJOURN MEETING.** The next regularly scheduled Board of Directors Meeting will be on January 12, 2022 at 1:30 p.m., at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA and via Zoom/teleconference.

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING

MINUTES OF November 3, 2021
1:30 p.m.

President McDonald called the meeting of the Board of Directors to order at 1:36 p.m. by teleconference and Zoom meeting; all those in attendance stood for the pledge of allegiance led by President McDonald.

ROLL CALL:

BOARD MEMBERS PRESENT:

Richard Corneille, President
Melody McDonald, Vice President
David E. Raley, Director
Robert Stewart, Director
John Longville, Director

BOARD MEMBERS ABSENT:

None

GENERAL COUNSEL PRESENT:

David Cosgrove, District Counsel

STAFF PRESENT:

Betsy Miller, Land Resources Manager/Assistant General Manager
Athena Lokelani, Administrative Specialist

GUESTS PRESENT:

None

1. PUBLIC PARTICIPATION

Mr. Cosgrove stated that Board will be going into closed session under Government Code section 54954.3 and that the meeting is a hybrid meeting. He indicated that there are three board members in attendance at the District office and two participating via Zoom. He outlined the heightened Covid-19 protocols as indicated on the agenda. President McDonald announced that any person present, who so desired, may make an oral presentation to the Board of Directors. There being none, the meeting continued with the posted agenda items. Mr. Cosgrove noted that there were no public present.

2. PUBLIC COMMENT ON CLOSED SESSION ITEM

There was no public in attendance.

3. CLOSED SESSION

It was moved by Vice President Corneille and seconded by Director Longville to adjourn to Closed Session. The motion carried 5-0, with all Directors present voting in the affirmative.

**President McDonald: Yes
Vice President Corneille: Yes
Director Longville: Yes
Director Raley: Yes
Director Stewart: Yes**

General Counsel announced that the meeting would adjourn to a closed session under posted agenda items.

At 4:41 pm, the meeting reconvened into open session. Mr. Cosgrove noted that there was no reportable action.

4. ADJOURN MEETING

It was moved by Director Longville and seconded by Director Raley to adjourn. The motion carried 5-0 with all Directors present voting in the affirmative and Directors Raley and Longville noted absent from the vote.

**President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Yes
Director Raley: Yes
Director Stewart: Yes**

At 4:41 p.m., the meeting adjourned to the regular Board meeting scheduled for 1:30 p.m. on November 10, 2021, via Zoom.

Daniel B. Cozad
General Manager

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING

MINUTES OF NOVEMBER 10, 2021
1:30 pm

President McDonald called the Board of Directors meeting to order at 1:32 pm by in-person, teleconference, and Zoom meeting; all those in attendance stood for the pledge of allegiance led by President McDonald.

ROLL CALL:

BOARD MEMBERS PRESENT:

Melody McDonald, President
David E. Raley, Director
Robert Stewart, Director
Richard Corneille, Vice President

BOARD MEMBERS ABSENT:

John Longville, Director

GENERAL COUNSEL PRESENT:

Dave Cosgrove, District Counsel

STAFF PRESENT:

Daniel Cozad, General Manager
Betsy Miller, Land Resources Manager/Assistant General Manager
Erwin Fogerson, Senior Engineer/Project Manager
Katelyn Scholte, Assistant Engineer
Athena Lokelani, Administrative Specialist
Angie Quiroga, Administrative Analyst

GUESTS PRESENT:

T. Milford Harrison, San Bernardino Valley Municipal Water District
Willow Green, Tetra Tech
David E. Smith, East Valley Water District
Jake Marcon
Paul Kielhold, San Bernardino Valley Municipal Water District
Kimberli Munkres, ThunderWheel Communications
Stephen Readmond, Videographer

1. PUBLIC PARTICIPATION

President McDonald announced that any persons present, who so desired, may make an oral presentation to the Board of Directors. There being none, the meeting continued with the posted agenda items.

Mr. Cosgrove stated that the District is conducting a hybrid meeting consistent with applicable government codes and Resolution No. 592, adopted by the Board on November 10, 2021. He noted that for those that are in attendance are masked and the District is observing heightened Covid-19 protocols with social distancing.

2. ADDITIONS/DELETIONS TO AGENDA

Mr. Cozad stated that a surprise presentation in celebration of President McDonald's 30 years with the District will be presented. A tribute video prepared by our outreach consultants, Board and staff, was shown via Zoom. The Board and staff expressed their appreciation and congratulated President McDonald on her hard work and efforts and thirty years of service to the District. President McDonald thanked everyone for her wonderful surprise tribute. She said it has been an honor and a privilege to serve the District. Mr. Cozad thanked Kimberli Munkres and Stephen Readmond for their preparation of the tribute video.

3. GUEST RECOGNITIONS/SELF INTRODUCTIONS

The guests listed above made self-introductions. Director Harrison congratulated President McDonald on 30 years at the District.

4. CONSENT CALENDAR

President McDonald introduced this item for discussion.

It was moved by Director Raley and seconded by Director Stewart to approve the Consent Calendar: Item A: Succession and Transition Workshop Minutes, October 6, 2021; Item B: Board Minutes, October 13, 2021; Item C: Expenditure Report, October 2021 and Item D: Resolution No. 593 AB 361. The motion carried 4-0, with all Board members present voting in the affirmative. Director Longville was absent from the vote.

**President McDonald: Yes
Vice President Corneille: Yes
Director Longville: Absent
Director Raley: Yes
Director Stewart: Yes**

5. COMMITTEE REPORTS/ACTION ITEMS

A. OPERATIONS COMMITTEE VERBAL UPDATE

Vice President Corneille provided a verbal update of the Operations Committee (Committee) meeting held on November 4, 2021. The Committee received a field supervisor update, including a PowerPoint presentation on the removal of homeless encampments, gate installations, and tamarisk and other invasive plant removal projects. A detailed update on the Mentone Shop improvements was provided, with the Committee providing feedback to staff on the design build package. Staff will be purchasing a bridge crane for support of maintenance activities. An update was provided on the 408 permit for the Mill Creek diversion project; staff continues to provide information in response to comments from the U.S. Army Corp of Engineers (COE). A preliminary report was received on the Active Recharge Transfer Projects (ARTP), along with an update received on maintenance of the Plunge Creek Conservation Project. The Committee reviewed the new Exchange Plan Agreement along with potential impacts to the

District, which were determined to be minimal. The District will continue to be the Exchange Plan Agreement project manager. Vice President Corneille complimented the engineering and environmental staff on their efforts. Director Raley asked for additional details on the ARTP. Vice President Corneille noted that further discussion on the ARTPs would occur during the associated information item. Director Stewart thanked the Board for his appointment to the Operations Committee; he also thanked the engineering staff for their efforts and noted how busy all staff will be with the upcoming projects. This item was received and filed.

B. UNAUDITED FINANCIAL REPORT, OCTOBER 2021

Mr. Cozad introduced this item for discussion, noting its inclusion on package page 25. The Enhanced Recharge Lease Agreement payment has been received. Vice President Corneille asked about GL 4026-GW Sustainability/Replenishment. Mr. Cozad said that these funds are collected as a component of the groundwater charge. Vice President Corneille asked about GL 7126-ARTP Engr/Prof Services. Mr. Cozad said that all charges for this general ledger account show up in a work in progress account. Vice President Corneille recommended showing the breakdown of the costs, rather than lumping them all together, somewhere as they are incurred.

It was moved by Vice President Corneille and seconded by Director Raley to approve the Unaudited Financial Reports from October 2021. The motion carried 4-0, with all Board members present voting in the affirmative. Director Longville was noted absent from the vote.

**President McDonald: Yes
Vice President Corneille: Yes
Director Longville: Absent
Director Raley: Yes
Director Stewart: Yes**

C. ENGINEERING INVESTIGATION PLAN FOR 2022

Ms. Scholte introduced this item for discussion, noting its inclusion on package page 30. She provided background on the Engineering Investigation Plan, stating that staff will follow the Plan used in previous years. The District's two new Engineering//Biology interns will assist with completion of the report.

It was moved by Director Stewart and seconded by Vice President Corneille to approve the Engineering Investigation Plan for 2022 as presented. The motion carried 4-0, with all Board members present voting in the affirmative. Director Longville was noted absent from the vote.

**President McDonald: Yes
Vice President Corneille: Yes
Director Longville: Absent
Director Raley: Yes
Director Stewart: Yes**

D. YEAR TWO AMENDMENT TO CONSERVATION SERVICES AGREEMENT WITH INLAND EMPIRE RESOURCE CONSERVATION DISTRICT FOR IMPLEMENTATION OF PERMIT CONDITIONS FOR THE PLUNGE CREEK CONSERVATION PROJECT

Ms. Miller reviewed this item, included on package page 37. This item is related to maintaining compliance with permits for the Plunge Creek Conservation Project, with funds included in the approved budget. She stated that the agreement is not to exceed \$31, 123.31 for this amendment. Mr. Cosgrove noted non-substantive changes requested by Inland Empire Resource Conservation District (IERCD) to Section 12 as indicated in the handout provided to the Board. Director Raley asked what qualifications IERCD has to perform this work. Ms. Miller said that the permits require regulatory agency review of consultant credentials and noted that the agencies have approved IERCD to complete this work. Vice President Corneille asked for the fiscal impact in all future staff reports to indicate which general ledger expenses are being paid from. Mr. Cozad stated that the expenses will be paid from GL 5120-Misc. Professional Services for this item. Vice President Corneille recommended more specificity in budgeting rather than utilizing a larger, "miscellaneous" account for project related expenses. Mr. Cozad noted that the breakout for various expenses and general ledger accounts is shown throughout the budgeting process.

It was moved by Vice President Corneille and seconded by Director Raley to approve the two-year amendment to IERCD in an amount not to exceed \$31,123.31 with suggested revisions. The motion carried 5-0, with all present voting in the affirmative. Director Longville was noted absent from the vote.

**President McDonald: Yes
Vice President Corneille: Yes
Director Longville: Absent
Director Raley: Yes
Director Stewart: Yes**

E. MILL CREEK GROUNDWATER RECHARGE FACILITY OPERATIONS MAINTENANCE PERMITTING PROFESSIONAL SERVICES CONTRACT AWARD

Ms. Miller introduced this item for discussion, noting its inclusion beginning on package page 47. This project is specific to areas that are not included in the Upper Santa Ana River Wash Habitat Conservation Plan (HCP) or other prior permitting efforts and includes evaluation of any permitting needs for these existing facilities. This contract includes expenses for this fiscal year and next fiscal year, for a total expenditure of \$250,186. Director Raley asked if the project is related to improving our existing facilities. Mr. Cozad indicated that it is for operation of existing District facilities. Director Stewart asked if the improvement to existing facilities is being permitted separately. Mr. Cozad said that new construction projects would be permitted separately. Vice President Corneille asked about the risk involved in not permitting facilities or being unable to permit facilities, and whether mitigation may be required. Ms. Miller said that she has been working closely with the engineering staff to minimize proposed impacts and the associated need for mitigation. Permitting discussion ensued. Vice President Corneille asked if the schedule seemed feasible. Mr. Cozad stated that the schedule shown on page 102 was prepared based on consultant feedback, and that the project timeline will be dependent on timely responses from the regulatory agencies.

It was moved by Director Raley and seconded by Director Stewart to accept AECOM's proposal to obtain applicable environmental permits for operations and maintenance of the Mill Creek Groundwater Recharge Facility and authorize the General Manager

and General Counsel to prepare and execute a professional consultant services agreement substantially consistent both with AECOM's proposal and the District's form consultant services contract included in the Request for Proposals. The motion carried 4-0, with all Board members present voting in the affirmative. Director Longville was noted absent from the vote.

President McDonald: Yes
Vice President Corneille: Yes
Director Longville: No
Director Raley: Yes
Director Stewart: Yes

F. PROFESSIONAL SERVICES CONTRACT FOR VEGETATION CLASSIFICATION AND MAPPING

Ms. Miller introduced this item for discussion, noting its inclusion on package page 113. The Wash Plan implementation schedule including all required project components for 2020-2025 was shown via Zoom. This project will fulfill Preserve Objective 10 in Section 5.1.2 of the Wash Plan. Ms. Miller said that all District properties will be mapped using the same baseline protocol which will allow comparison of changes in habitat values over time. The project costs were divided based on the function of each acreage type; for example, mapping of the Wash Plan Preserve lands will be charged to the Wash Plan endowment. The cost of the recommended action is \$118,950. Mr. Cozad noted that this project is estimated to utilize \$72,000 of Wash Plan endowment funds. Director Raley asked if this project will help us identify lands to be used for mitigation. He asked how we will keep track of mitigation. Mr. Cozad said that the District maintains a GIS database of lands designated for mitigation and other purposes.

It was moved by Director Raley and seconded by Director Stewart to accept AECOM's proposal to prepare a vegetation classification and associated map for the Upper Santa Ana River Wash and authorize the General Manager and General Counsel to prepare and execute a professional consultant services agreement substantially consistent both with AECOM's proposal and the District's form consultant services contract included in the Request for Proposals. The motion carried 4-0, with all Board members present voting in the affirmative. Director Longville was noted absent from the vote.

President McDonald: Yes
Vice President Corneille: Yes
Director Longville: No
Director Raley: Yes
Director Stewart: Yes

G. WASH PLAN SLENDER-HORNED SPINEFLOWER RESTORATION PROGRAM PROFESSIONAL SERVICES CONTRACT AWARD

Ms. Miller introduced this item for discussion, noting its inclusion on package page 151. She reviewed Wash Plan section 5.1.2 in brief which includes requirements for development of a slender-horned spineflower restoration program. The recommended consultant demonstrated extensive experience with similar species such as the San Fernando spineflower. This project is anticipated to cost \$291,574.65, charged to the Wash Plan endowment, including approximately \$90,000 from FY21. President McDonald spoke in support of the project. Director Raley asked if additional staff is needed. Mr. Cozad said that

staffing will be brought back to the Board as additional needs are identified. Director Raley spoke in support of hiring more staff to support these projects as the need arises to ensure projects continue to move forward. President McDonald concurred with his recommendation. Director Stewart asked how we would measure the best location for the spineflower and whether a covered activity could be located within potential habitat. Ms. Miller said that the consultant will be gathering environmental data in order to identify the best habitat. Mr. Cozad said that there are limited data on spineflower, but covered activities were sited in a manner to avoid known habitat with the exception of minimal take for mining operations. Director Stewart asked if weather cycles will be part of the study. Mr. Cozad provided background information on spineflower. Ms. Miller stated that micro habitat tracking will be conducted as part of the contract, including installation of environmental data loggers that will be placed in the field. Vice President Corneille asked for confirmation that the project will be funded through the Wash Plan endowment, which was confirmed by Ms. Miller.

It was moved by Vice President Corneille and seconded by Director Raley to accept Dudek's proposal to prepare the Slender-horned Spineflower Restoration Program and authorize the General Manager and General Counsel to prepare and execute a professional consultant services agreement substantially consistent both with Dudek's proposal and the District's form consultant service contract included in the Request for Proposals. The motion carried 4-0, with all Board members present voting in the affirmative. Director Longville was noted absent from the vote.

**President McDonald: Yes
Vice President Corneille: Yes
Director Longville: No
Director Raley: Yes
Director Stewart: Yes**

H. 2022 BOARD MEETING CALENDAR REVIEW

This item was reviewed on package page 218. There was an error noted in September and December; the Board meeting needs to be move down to the following Wednesday. Director Stewart asked for Operations Committee meetings to be planned quarterly.

It was moved by Director Stewart and seconded by Director Raley to approve the 2022 Board Meeting Calendar with revisions. The motion carried 4-0, with all Board members present voting in the affirmative. Director Longville was noted absent from the vote.

**President McDonald: Yes
Vice President Corneille: Yes
Director Longville: No
Director Raley: Yes
Director Stewart: Yes**

6. INFORMATION ITEMS

A. WASH PLAN IMPLEMENTATION UPDATE

Ms. Miller provided a verbal update. The SBKR monitoring began in October, they have surveyed 38 sites to date. SBKR occupancy was recorded at 21 of the surveyed sites. She indicated that the District has received a draft Streambed Alteration Agreement from CDFW for maintenance projects covered under the Wash Plan, which the District and our consultant have reviewed and are providing comments on. Mr. Cosgrove said that he has talked to the appraisal directorate in regard to the land appraisal, and has developed a chart to assist them with the appraisal. Staff will be working to schedule the appraiser's inspection of the property this month. Vice President Corneille asked if Brownstein Hyatt Farber Schreck services are still needed. Mr. Cosgrove said that their services will be needed until the appraisal is completed. This item was received and filed.

B. WASH PLAN TRAIL STATUS REPORT

The Wash Plan Trails Status Report is included on package page 219. Ms. Miller said that staff met with the City of Highland Community Director and staff yesterday. Highland staff are preparing a draft summary of their comments to share with the District. The Trails Master Plan schedule was included on package page 220. Staff will meet with City of Redlands as well. This item was received and filed.

C. MENTONE SHOP IMPROVEMENT STATUS REPORT

Mr. Fogerson reviewed this item, included on package page 221. The soils report was completed yesterday. This item was received and filed.

D. OVERVIEW AND UPDATE REPORT FOR THE ACTIVE RECHARGE PARTNERSHIP AGREEMENT FOR THE UPPER SANTA ANA RIVER HABITAT CONSERVATION PLAN

Mr. Cozad reviewed this item, noting its inclusion on package page 222. He said that in the agreement with Valley Municipal, the District provides up to 295 acres of conservation easements to the River HCP in exchange for the fair market value of the easements (\$36,000,000). The District has invested these funds, and staff are utilizing this account to perform conceptual design and engineering on the ARTP projects, with consultants preparing preliminary designs for projects to be constructed over time. The agreement was reviewed on package pages 224 to 248. This item was received and filed.

E. GENERAL MANAGER'S REPORT AND MONTHLY RECHARGE REPORT

Mr. Cozad indicated that the written General Manager's Report was included in the Board package on pages 249 through 252. He discussed and reviewed via PowerPoint the Opal Fire that occurred on November 1. The Monthly Recharge Report was included on package page 253. Mr. Cozad reviewed the illegal dumping on District property shown on package page 249. The District received the Water Supply Protection and Enhancement Project of the Year Award from the American Public Works Association. Vice President Corneille asked when the historical video that the Board participated in will be released. Ms. Miller indicated that it will be ready for the 90th anniversary celebration. The Board asked to review the final video before it is released to the public. The Outreach Committee will review prior to release. This item was received and filed.

F. FUTURE AGENDA ITEMS AND STAFF TASKS

Director Raley recommended that the Committee agendas be sent out to the full Board.

7. MONTHLY BOARD MEMBER MEETING REPORTS AND/OR BOARD MEMBER COMMENTS

Director Stewart attended the Operations Committee on November 4, the Special Board meeting on November 3 and Bear Valley Mutual Water Company meetings on October 26 and November 9.

Director Raley attended the October 13 Board meeting, Valley Municipal Board Meeting on October 19 and November 2, and Ethics Training on October 15. He attended the Valley Municipal Policy Workshop on October 14, Special Board meeting on November 3 and Valley Municipal Resources Workshop on November 4. He attended the Facilities tour on November 5 and Valley Municipal Engineering Workshop on November 9.

Vice President Corneille attended the Redlands Legislative Forum on October 15, video interview on October 20 and Special Board meeting on November 3. He attended the Operations Committee on November 4.

President McDonald attended the Valley Municipal Engineering Workshop on November 9, Field tour with Valley Municipal on November 8 and Valley Municipal Board Meeting on November 2 and October 19. She attended the Association of San Bernardino County Special Districts Association dinner meeting on October 18.

8. UPCOMING MEETINGS

The annual luncheon will be held December 8 at 12 pm, at Greensleeves in Redlands.

9. CLOSED SESSION

It was moved by Director Stewart and seconded by Director Raley to adjourn to Closed Session. The motion carried 4-0, with all Directors present voting in the affirmative. Director Longville was noted absent from the vote.

**President McDonald: Yes
Vice President Corneille: Yes
Director Longville: Absent
Director Raley: Yes
Director Stewart: Yes**

General Counsel announced that the meeting would adjourn to a closed session under posted agenda items.

At 5:04 pm, the meeting reconvened into Open Session. Mr. Cosgrove noted that there was no reportable action.

10. ADJOURN MEETING

It was moved by Director Raley and seconded by Director Stewart to adjourn. The motion carried 4-0, with all Directors present voting in the affirmative. Director Longville was noted absent from the vote.

**President McDonald: Yes
Vice President Corneille: Yes
Director Longville: Absent
Director Raley: Yes
Director Stewart: Yes**

At 5:05 pm, the meeting adjourned to the Board meeting scheduled for 9:30 am on December 10, 2021, in-person, teleconference, and Zoom meeting.

Daniel B. Cozad
General Manager

San Bernardino Valley Water Conservation District

Expenditure Report

November 2021

Num	Date	Name	Account	Class	Original Amount
Online Pymt	11/05/2021	WEX Bank-Valero	1012 · Citizens Busine...		-622.43
			5320 · Fuel	1-Groundwater Ent.	622.43
TOTAL					622.43
PC 11.03.21	11/03/2021	Paychex	1012 · Citizens Busine...		-115.69
			6042 · Payroll Processing	4-General Fund Ent.	115.69
TOTAL					115.69
PC 11.17.21	11/17/2021	Paychex	1012 · Citizens Busine...		-120.47
			6042 · Payroll Processing	4-General Fund Ent.	120.47
TOTAL					120.47
ACH0225	11/16/2021	Melody McDonald	1012 · Citizens Busine...		-62.72
			6410 · Mileage	4-General Fund Ent.	62.72
TOTAL					62.72
ACH0226	11/16/2021	Raley, David	1012 · Citizens Busine...		-40.00
			6410 · Mileage	4-General Fund Ent.	40.00
TOTAL					40.00
23181	11/09/2021	AAA Alarm Systems, Inc.	1012 · Citizens Busine...		-192.50
	11/05/2021		5410 · Alarm Service	4-General Fund Ent.	96.25
			5410 · Alarm Service	1-Groundwater Ent.	96.25
TOTAL					192.50
23182	11/09/2021	Aaron Pederson	1012 · Citizens Busine...		-35.00
	10/29/2021		6018 · Janitorial Services	4-General Fund Ent.	35.00
TOTAL					35.00
23183	11/09/2021	ACWA/JPIA-Health	1012 · Citizens Busine...		-19,086.90
	10/31/2021		6110 · Vision Insurance	4-General Fund Ent.	30.76
			6110 · Vision Insurance	1-Groundwater Ent.	106.47
			6110 · Vision Insurance	2-Redlands Plaza/...	9.46
			6110 · Vision Insurance	3-Land Resources	23.66
			6110 · Vision Insurance	5-Wash Plan	16.56
			6110 · Vision Insurance	6-Active Recharge ...	49.69
			6130 · Dental Insurance	4-General Fund Ent.	105.10
			6130 · Dental Insurance	1-Groundwater Ent.	363.82
			6130 · Dental Insurance	2-Redlands Plaza/...	32.34
			6130 · Dental Insurance	3-Land Resources	80.85
			6130 · Dental Insurance	5-Wash Plan	56.59
			6130 · Dental Insurance	6-Active Recharge ...	169.78
			6150 · Medical Insurance	4-General Fund Ent.	2,345.44
			6150 · Medical Insurance	1-Groundwater Ent.	8,118.82
			6150 · Medical Insurance	2-Redlands Plaza/...	721.67
			6150 · Medical Insurance	3-Land Resources	1,804.18

San Bernardino Valley Water Conservation District

Expenditure Report

November 2021

Num	Date	Name	Account	Class	Original Amount
			6150 · Medical Insurance	5-Wash Plan	1,262.93
			6150 · Medical Insurance	6-Active Recharge ...	3,788.78
TOTAL					19,086.90
23184	11/09/2021	AECOM Technical Serv...	1012 · Citizens Busine...		-5,980.00
	11/02/2021		5122 · Wash Plan Profe...	5-Wash Plan	5,980.00
TOTAL					5,980.00
23185	11/09/2021	American Power Security	1012 · Citizens Busine...		-820.00
	10/31/2021		6026 · Redlands Plaza ...	2-Redlands Plaza/...	820.00
TOTAL					820.00
23186	11/09/2021	Betsy Miller	1012 · Citizens Busine...		-777.96
	11/09/2021		6515 · Air Fare	4-General Fund Ent.	110.75
			6515 · Air Fare	1-Groundwater Ent.	36.92
			6515 · Air Fare	3-Land Resources	88.60
			6515 · Air Fare	6-Active Recharge ...	132.90
			6520 · Travel, Other (re...	4-General Fund Ent.	165.95
			6520 · Travel, Other (re...	1-Groundwater Ent.	92.20
			6520 · Travel, Other (re...	3-Land Resources	110.64
			6001 · General Adminis...	4-General Fund Ent.	40.00
TOTAL					777.96
23187	11/09/2021	Brownstein Hyatt Farb...	1012 · Citizens Busine...		-15,375.00
	11/06/2021		5122 · Wash Plan Profe...	5-Wash Plan	15,375.00
TOTAL					15,375.00
23188	11/09/2021	Castro Landscaping Se...	1012 · Citizens Busine...		-250.00
	10/30/2021		6026 · Redlands Plaza ...	2-Redlands Plaza/...	250.00
TOTAL					250.00
23189	11/09/2021	Cozad, Daniel B	1012 · Citizens Busine...		-542.36
	10/28/2021		6510 · Mileage	4-General Fund Ent.	217.06
			6510 · Mileage	1-Groundwater Ent.	135.66
			6510 · Mileage	3-Land Resources	54.26
			6510 · Mileage	6-Active Recharge ...	135.66
			6001 · General Adminis...	4-General Fund Ent.	40.00
TOTAL					582.64
23190	11/09/2021	Day Lite Maintenance, I...	1012 · Citizens Busine...		-156.00
	11/01/2021		6026 · Redlands Plaza ...	2-Redlands Plaza/...	156.00
TOTAL					156.00

San Bernardino Valley Water Conservation District

Expenditure Report

November 2021

Num	Date	Name	Account	Class	Original Amount
23191	11/09/2021	ECORP Consulting, Inc	1012 · Citizens Busine...		-4,987.50
	10/25/2021		5123 · Habitat Manage...	5-Wash Plan	4,987.50
TOTAL					4,987.50
23192	11/09/2021	Edison - 6256 (Redland...	1012 · Citizens Busine...		-171.47
	10/29/2021		6026 · Redlands Plaza ...	2-Redlands Plaza/...	171.47
TOTAL					171.47
23193	11/09/2021	Edison - 8958	1012 · Citizens Busine...		-406.39
	11/05/2021		5420 · Electricity	4-General Fund Ent.	113.79
			5420 · Electricity	1-Groundwater Ent.	81.28
			5420 · Electricity	2-Redlands Plaza/...	211.32
TOTAL					406.39
23194	11/09/2021	Edison - 9779	1012 · Citizens Busine...		-297.25
	10/29/2021		5420 · Electricity	4-General Fund Ent.	83.23
			5420 · Electricity	1-Groundwater Ent.	59.45
			5420 · Electricity	2-Redlands Plaza/...	154.57
TOTAL					297.25
23195	11/09/2021	Empire Disposal	1012 · Citizens Busine...		-173.39
	10/31/2021		5460 · Water / Trash / ...	4-General Fund Ent.	86.70
			5460 · Water / Trash / ...	1-Groundwater Ent.	69.35
			5460 · Water / Trash / ...	3-Land Resources	17.34
TOTAL					173.39
23196	11/09/2021	Frontier-4860	1012 · Citizens Busine...		-393.13
	10/28/2021		5440 · Telephone	4-General Fund Ent.	208.70
			5440 · Telephone	1-Groundwater Ent.	89.45
			5470 · Internet Services	4-General Fund Ent.	47.49
			5470 · Internet Services	1-Groundwater Ent.	28.49
			5470 · Internet Services	2-Redlands Plaza/...	4.75
			5470 · Internet Services	3-Land Resources	14.25
TOTAL					393.13
23197	11/09/2021	Home Depot Credit Ser...	1012 · Citizens Busine...		-744.07
	10/28/2021		5210 · Equipment Maint...	1-Groundwater Ent.	724.56
			5215 · Property Mainte...	1-Groundwater Ent.	15.61
			5215 · Property Mainte...	3-Land Resources	3.90
TOTAL					744.07
23198	11/09/2021	Institute for Ecological ...	1012 · Citizens Busine...		-500.00
	09/03/2021		6093 · Memberships	4-General Fund Ent.	500.00
TOTAL					500.00

San Bernardino Valley Water Conservation District
Expenditure Report
November 2021

Num	Date	Name	Account	Class	Original Amount
23199	11/09/2021	JAN-PRO Cleaning Sys...	1012 · Citizens Busine...		-700.00
	11/01/2021		6018 · Janitorial Services	4-General Fund Ent.	700.00
TOTAL					700.00
23200	11/09/2021	Lowe's Companies, Inc.	1012 · Citizens Busine...		-93.56
	10/25/2021		5210 · Equipment Maint...	1-Groundwater Ent.	87.46
			5215 · Property Mainte...	1-Groundwater Ent.	4.88
			5215 · Property Mainte...	3-Land Resources	1.22
TOTAL					93.56
23201	11/09/2021	Manuel Colunga	1012 · Citizens Busine...		-40.00
	10/29/2021		6001 · General Adminis...	4-General Fund Ent.	40.00
TOTAL					40.00
23202	11/09/2021	Mikael Romich	1012 · Citizens Busine...		-1,940.00
	11/01/2021		5120 · Misc. Profession...	3-Land Resources	320.00
			5122 · Wash Plan Profe...	5-Wash Plan	1,620.00
TOTAL					1,940.00
23203	11/09/2021	Netsteller	1012 · Citizens Busine...		-633.75
	11/01/2021		6027 · Computer Softw...	4-General Fund Ent.	137.80
			6027 · Computer Softw...	1-Groundwater Ent.	9.19
			6027 · Computer Softw...	2-Redlands Plaza/...	18.38
			6027 · Computer Softw...	3-Land Resources	18.38
	11/06/2021		5160 · IT Support	4-General Fund Ent.	180.00
			5160 · IT Support	1-Groundwater Ent.	225.00
			5160 · IT Support	3-Land Resources	45.00
TOTAL					633.75
23204	11/09/2021	Quill Corporation	1012 · Citizens Busine...		-104.01
	10/26/2021		6030 · Office Supplies	4-General Fund Ent.	78.01
			6030 · Office Supplies	1-Groundwater Ent.	5.20
			6030 · Office Supplies	2-Redlands Plaza/...	10.40
			6030 · Office Supplies	3-Land Resources	10.40
TOTAL					104.01
23205	11/09/2021	ReadyRefresh by Nestle	1012 · Citizens Busine...		-61.04
	10/26/2021		5460 · Water / Trash / ...	4-General Fund Ent.	30.52
			5460 · Water / Trash / ...	1-Groundwater Ent.	24.42
			5460 · Water / Trash / ...	3-Land Resources	6.10
TOTAL					61.04

San Bernardino Valley Water Conservation District

Expenditure Report

November 2021

Num	Date	Name	Account	Class	Original Amount
23206	11/09/2021	Rutan & Tucker	1012 · Citizens Busine...		-9,562.50
	08/26/2021		5180 · Legal	4-General Fund Ent.	750.00
			5180 · Legal	1-Groundwater Ent.	450.00
			5180 · Legal	3-Land Resources	675.00
			5180 · Legal	6-Active Recharge ...	1,200.00
			5175 · Legal - Wash Plan	5-Wash Plan	5,437.50
			5180 · Legal	1-Groundwater Ent.	1,050.00
TOTAL					9,562.50
23207	11/09/2021	Smart & Final	1012 · Citizens Busine...		-165.85
	10/28/2021		6019 · Janitorial Supplies	4-General Fund Ent.	21.19
			6019 · Janitorial Supplies	1-Groundwater Ent.	14.12
			6030 · Office Supplies	4-General Fund Ent.	17.89
			6030 · Office Supplies	1-Groundwater Ent.	1.12
			6030 · Office Supplies	2-Redlands Plaza/...	2.24
			6030 · Office Supplies	3-Land Resources	1.12
			6004 · Meeting Expenses	4-General Fund Ent.	54.09
			6004 · Meeting Expenses	3-Land Resources	54.08
TOTAL					165.85
23208	11/09/2021	Terminix	1012 · Citizens Busine...		-86.00
	10/14/2021		6026 · Redlands Plaza ...	2-Redlands Plaza/...	86.00
TOTAL					86.00
23209	11/09/2021	Thomas Purvis	1012 · Citizens Busine...		-35.99
	11/04/2021		5310 · Vehicle Mainten...	1-Groundwater Ent.	35.99
TOTAL					35.99
23210	11/09/2021	WEX Bank-Shell	1012 · Citizens Busine...		-432.01
	11/06/2021		5320 · Fuel	1-Groundwater Ent.	432.01
TOTAL					432.01
23211	11/09/2021	Wilbur's	1012 · Citizens Busine...		-121.07
	10/05/2021		5210 · Equipment Maint...	1-Groundwater Ent.	121.07
TOTAL					121.07
23212	11/23/2021	AECOM Technical Serv...	1012 · Citizens Busine...		-5,302.50
	11/18/2021		5122 · Wash Plan Profe...	5-Wash Plan	5,302.50
TOTAL					5,302.50
23213	11/23/2021	Aguilar Consulting Inc.	1012 · Citizens Busine...		-6,810.00
	11/12/2021		5120 · Misc. Profession...	3-Land Resources	6,810.00
TOTAL					6,810.00

San Bernardino Valley Water Conservation District

Expenditure Report

November 2021

Num	Date	Name	Account	Class	Original Amount
23214	11/23/2021	CA Dept of Tax & Fee A...	1012 · Citizens Busine...		-1,608.81
	11/12/2021		6009 · Licenses	4-General Fund Ent.	224.14
			6009 · Licenses	1-Groundwater Ent.	896.57
	11/12/2021		6009 · Licenses	4-General Fund Ent.	97.62
			6009 · Licenses	1-Groundwater Ent.	390.48
TOTAL					1,608.81
23215	11/23/2021	Citizens Business Bank	1012 · Citizens Busine...		-1,641.82
	11/12/2021		5215 · Property Mainte...	1-Groundwater Ent.	33.01
			5215 · Property Mainte...	3-Land Resources	8.25
			6001 · General Adminis...	4-General Fund Ent.	122.98
			6001 · General Adminis...	1-Groundwater Ent.	122.98
			6002 · Website Adminis...	4-General Fund Ent.	365.00
			6027 · Computer Softw...	4-General Fund Ent.	93.75
			6027 · Computer Softw...	1-Groundwater Ent.	6.25
			6027 · Computer Softw...	2-Redlands Plaza/...	12.50
			6027 · Computer Softw...	3-Land Resources	12.50
			6030 · Office Supplies	4-General Fund Ent.	559.91
			6030 · Office Supplies	1-Groundwater Ent.	35.00
			6030 · Office Supplies	2-Redlands Plaza/...	69.99
			6030 · Office Supplies	3-Land Resources	35.00
			6039 · Postage and Ov...	4-General Fund Ent.	72.67
			6039 · Postage and Ov...	1-Groundwater Ent.	33.04
			6039 · Postage and Ov...	2-Redlands Plaza/...	13.21
			6039 · Postage and Ov...	3-Land Resources	13.21
			6051 · Uniforms	4-General Fund Ent.	9.77
			6051 · Uniforms	1-Groundwater Ent.	22.80
TOTAL					1,641.82
23216	11/23/2021	Department of Pesticid...	1012 · Citizens Busine...		-60.00
	08/03/2021		6006 · Permits	4-General Fund Ent.	12.00
			6006 · Permits	1-Groundwater Ent.	30.00
			6006 · Permits	3-Land Resources	18.00
TOTAL					60.00
23217	11/23/2021	Diamond Environment...	1012 · Citizens Busine...		-88.78
	11/08/2021		5460 · Water / Trash / ...	4-General Fund Ent.	44.39
			5460 · Water / Trash / ...	1-Groundwater Ent.	35.51
			5460 · Water / Trash / ...	3-Land Resources	8.88
TOTAL					88.78
23218	11/23/2021	Edison - 6493	1012 · Citizens Busine...		-57.07
	11/09/2021		5420 · Electricity	4-General Fund Ent.	15.98
			5420 · Electricity	1-Groundwater Ent.	11.41
			5420 · Electricity	2-Redlands Plaza/...	29.68
TOTAL					57.07
23219	11/23/2021	Netsteller	1012 · Citizens Busine...		-8,759.57
	11/10/2021		7210 · Computer Hardw...	4-General Fund Ent.	6,569.68
			7210 · Computer Hardw...	1-Groundwater Ent.	2,189.89
TOTAL					8,759.57

San Bernardino Valley Water Conservation District

Expenditure Report

November 2021

Num	Date	Name	Account	Class	Original Amount
23220	11/23/2021	Sonsray Machinery	1012 · Citizens Busine...		-993.84
	11/12/2021		5210 · Equipment Maint...	1-Groundwater Ent.	993.84
TOTAL					993.84
23221	11/23/2021	The Gas Company	1012 · Citizens Busine...		-13.44
	11/16/2021		5450 · Natural Gas	4-General Fund Ent.	8.06
			5450 · Natural Gas	1-Groundwater Ent.	5.38
TOTAL					13.44
23222	11/23/2021	U.S. Bank Equipment F...	1012 · Citizens Busine...		-339.30
	11/10/2021		6033 · Office Equipmen...	4-General Fund Ent.	254.46
			6033 · Office Equipmen...	1-Groundwater Ent.	16.97
			6033 · Office Equipmen...	2-Redlands Plaza/...	50.90
			6033 · Office Equipmen...	3-Land Resources	16.97
TOTAL					339.30
100289N	11/09/2021	PERS	1012 · Citizens Busine...		-15,868.11
			6170 · PERS Retirement	4-General Fund Ent.	2,062.86
			6170 · PERS Retirement	1-Groundwater Ent.	7,140.65
			6170 · PERS Retirement	2-Redlands Plaza/...	634.72
			6170 · PERS Retirement	3-Land Resources	1,586.81
			6170 · PERS Retirement	5-Wash Plan	1,110.77
			6170 · PERS Retirement	6-Active Recharge ...	3,332.30
TOTAL					15,868.11
100290N	11/17/2021	PERS	1012 · Citizens Busine...		-13,063.81
			6170 · PERS Retirement	4-General Fund Ent.	1,698.30
			6170 · PERS Retirement	1-Groundwater Ent.	5,878.71
			6170 · PERS Retirement	2-Redlands Plaza/...	522.55
			6170 · PERS Retirement	3-Land Resources	1,306.38
			6170 · PERS Retirement	5-Wash Plan	914.47
			6170 · PERS Retirement	6-Active Recharge ...	2,743.40
TOTAL					13,063.81
100291N	11/18/2021	PERS	1012 · Citizens Busine...		-10,296.68
			6170 · PERS Retirement	4-General Fund Ent.	1,338.56
			6170 · PERS Retirement	1-Groundwater Ent.	4,633.51
			6170 · PERS Retirement	2-Redlands Plaza/...	411.87
			6170 · PERS Retirement	3-Land Resources	1,029.67
			6170 · PERS Retirement	5-Wash Plan	720.77
			6170 · PERS Retirement	6-Active Recharge ...	2,162.30
TOTAL					10,296.68

San Bernardino Valley Water Conservation District
Director Fees Expenditure Payroll Report
November 2021

Pay Date	Name	For Period	Director Fees	Taxes Withheld	Check Amt
11/3/2021	McDonald, M	Oct-21	\$ 470.00	\$ 41.60	\$ 428.40
11/17/2021	Corneille, R	Oct-21	\$ 1,410.00	\$ 190.98	\$ 1,219.02
11/17/2021	McDonald, M	Nov-21	\$ 1,410.00	\$ 124.78	\$ 1,285.22



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1819

To: Board of Directors

From: General Manager, Daniel Cozad

Date: December 8, 2021

Subject: Unaudited Financial Reports, November 2021

RECOMMENDATION

Review and approve the unaudited financials for November 2021.

BACKGROUND

Each month staff presents the unaudited financials for the District. The reports submitted with this Board Letter have a closing date of November 30, 2021.

DISCUSSION

Interest income is being received slower than budgeted due to the market's extended volatility due to the COVID-19 pandemic. Wash Plan participants have been billed for State Permitting fees in the amount of \$237,726.75 which is expected to be received by early January. These payments will offset Wash Plan revenue/District loan. The District's portion of the State permitting fees this period were \$167,972.33. Expenses are as expected. December financials will form the performance basis used for the 2022-2023 preliminary budget beginning in January.

FISCAL IMPACT

There is no fiscal impact from reporting the financial status of the District.

POTENTIAL MOTIONS

1. Move approval of the Unaudited Financials for November 2021 as presented.
2. Move to request this item be tabled and referred to the Finance & Administration Committee for reconsideration of specific issues discussed.

ATTACHMENTS OR MATERIALS

Graph Financials for November 2021
Profit & Loss to Date vs. Annual Budget

**BOARD OF
DIRECTORS**

Division 1:
Richard Corneille

Division 2:
David E. Raley

Division 3:
Robert Stewart

Division 4:
John Longville

Division 5:
Melody McDonald

**GENERAL
MANAGER**

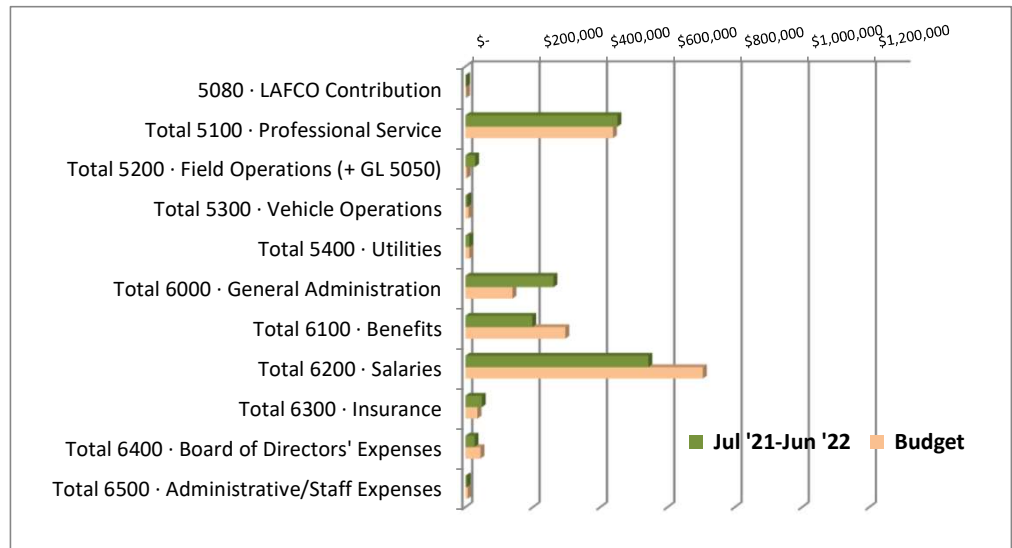
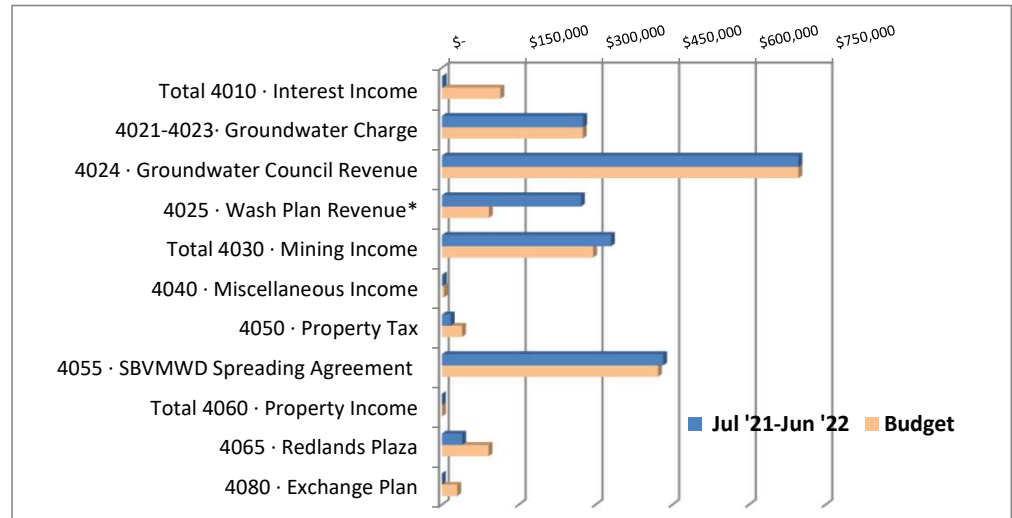
Daniel B. Cozad

SBVWCD - All Enterprises Budget and Actual
November 2021

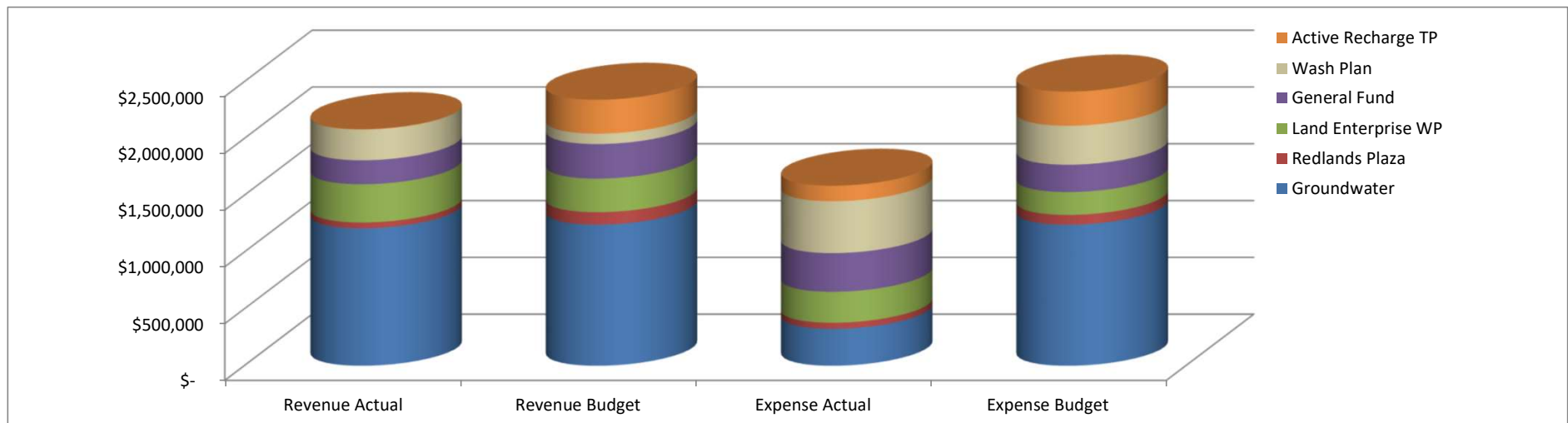
REVENUE	Jul '21-Jun '22	Budget
Total 4010 · Interest Income	\$ 1,710	\$ 113,942
4021-4023 · Groundwater Charge	\$ 275,818	\$ 274,841
4024 · Groundwater Council Revenue	\$ 696,802	\$ 696,800
4025 · Wash Plan Revenue*	\$ 271,136	\$ 91,667
Total 4030 · Mining Income	\$ 329,882	\$ 295,000
4040 · Miscellaneous Income	\$ 1,946	\$ 4,167
4050 · Property Tax	\$ 17,091	\$ 39,245
4055 · SBVMWD Spreading Agreement	\$ 431,811	\$ 421,846
Total 4060 · Property Income	\$ -	\$ 100
4065 · Redlands Plaza	\$ 39,604	\$ 90,848
4080 · Exchange Plan	\$ -	\$ 30,000
Total Revenue	\$ 2,065,799	\$ 2,058,455

*District loans to the WP

EXPENSES Operating and Capital	Jul '21-Jun '22	Budget
5080 · LAFCO Contribution	\$ 2,419	\$ 2,419
Total 5100 · Professional Service	\$ 451,516	\$ 438,129
Total 5200 · Field Operations (+ GL 5050)	\$ 29,034	\$ 4,167
Total 5300 · Vehicle Operations	\$ 6,028	\$ 9,639
Total 5400 · Utilities	\$ 12,058	\$ 11,664
Total 6000 · General Administration	\$ 261,677	\$ 139,941
Total 6100 · Benefits	\$ 198,383	\$ 297,155
Total 6200 · Salaries	\$ 543,434	\$ 705,300
Total 6300 · Insurance	\$ 48,992	\$ 35,851
Total 6400 · Board of Directors' Expenses	\$ 27,080	\$ 44,751
Total 6500 · Administrative/Staff Expenses	\$ 4,660	\$ 7,616
Total Expense	\$ 1,585,281	\$ 1,696,632



Enterprises to Date (November 2021)



Enterprise	Actual	Budget	% of Budget
Groundwater Revenue	\$ 1,210,116	\$ 1,242,063	97%
Groundwater Expense	\$ 325,041	\$ 596,325	55%
Revenue -Expense	\$ 885,075	\$ 645,738	
Redlands Plaza Revenue	\$ 51,457	\$ 109,659	47%
Redlands Plaza Expense	\$ 53,821	\$ 86,189	62%
Revenue -Expense	\$ (2,364)	\$ 23,471	
Land Enterprise Revenue	\$ 336,368	\$ 296,042	114%
Land Enterprise Expense	\$ 272,360	\$ 201,221	135%
Revenue -Expense	\$ 64,009	\$ 94,821	
General Fund Revenue *	\$ 211,009	\$ 304,268	69%
General Fund Expense	\$ 340,574	\$ 240,551	142%
Revenue -Expense	\$ (129,564)	\$ 63,717	
Wash Plan Revenue	\$ 271,136	\$ 91,667	296%
Wash Plan Expense	\$ 456,758	\$ 342,961	133%
Revenue-Expense	(185,622)	(251,294)	
Active Recharge TP Revenue	\$ 3,006	\$ 298,125	1%
Active Recharge TP Expense	\$ 136,728	\$ 301,135	45%
Revenue-Expense	\$ (133,722)	\$ (3,010)	
Total All Revenue - Expense	\$ 497,811	\$ 573,442	

Cash Status	As of 7/1/2021	As of 11/30/2021
LAIF	\$ 430,623.48	\$ 431,237.50
Cal Trust	\$ 3,222,408.78	\$ 3,221,311.30
Citizens Bank	\$ 2,306,531.33	\$ 2,237,583.38
UBS Financial Services	\$ 500,681.82	\$ 999,219.06
US Bank-CAMP	\$ 18,754,702.89	\$ 18,758,711.12
Total Cash	\$ 25,214,948.30	\$ 25,648,062.36
Less Prepaid Royalty	\$ (5,000,000.00)	\$ (5,000,000.00)
Less ARTP Obligation	\$ (18,437,500.00)	\$ (18,246,386.34)
Cash Position	\$ 1,777,448.30	\$ 2,401,676.02

Increase (decrease) of
Percent Increase \$624,227.72
35.1%

* General Fund Revenue shown here does not include overhead

San Bernardino Valley Water Conservation District
Profit & Loss To Date vs. Annual Budget

	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010 · Interest Income				
4012 · LAIF	262.43	4,000.00	-3,737.57	6.56%
4013 · Caltrust Investment Income	-1,097.48	25,600.00	-26,697.48	-4.29%
4014 · CalCredit Union Interest Income	0.00	0.00	0.00	0.0%
4015 · UBS Interest Income	-1,462.76	27,860.00	-29,322.76	-5.25%
4016 · Interest Income ARTP	4,008.23	216,000.00	-211,991.77	1.86%
Total 4010 · Interest Income	1,710.42	273,460.00	-271,749.58	0.63%
4017 · ARTP Capital Income	0.00	615,000.00	-615,000.00	0.0%
4020 · Groundwater Charge				
4021 · Assessments - Ag	56,479.22	0.00	56,479.22	100.0%
4022 · Groundwater Charge	662.64	549,681.07	-549,018.43	0.12%
4023 · Assessments - Non-Ag	218,675.96	0.00	218,675.96	100.0%
4024 · Groundwater Council Revenue	696,802.00	696,800.00	2.00	100.0%
4026 · GW Sustainability/Replenishment	0.00	16,814.00	-16,814.00	0.0%
Total 4020 · Groundwater Charge	972,619.82	1,263,295.07	-290,675.25	76.99%
4025 · Wash Plan Revenue	271,135.76	220,000.00	51,135.76	123.24%
4030 · Mining Income				
4031 · Plant Site - CEMEX	12,000.00	48,000.00	-36,000.00	25.0%
4032 · Cemex - Royalty / Lease	279,053.07	600,000.00	-320,946.93	46.51%
4036 · Aggregate Maintenance	38,828.58	60,000.00	-21,171.42	64.71%
Total 4030 · Mining Income	329,881.65	708,000.00	-378,118.35	46.59%
4040 · Miscellaneous Income				
4041 · Reimbursed Expenses	389.70	0.00	389.70	100.0%
4040 · Miscellaneous Income - Other	1,556.00	10,000.00	-8,444.00	15.56%
Total 4040 · Miscellaneous Income	1,945.70	10,000.00	-8,054.30	19.46%
4043 · Project Salary Reimbursement	5,486.67			
4050 · Property Tax	17,090.68	130,817.65	-113,726.97	13.07%
4055 · SBVMWD Spreading Agreement Reim	431,810.98	421,846.11	9,964.87	102.36%
4060 · Property Income				
4062 · Mentone Property	0.00	100.00	-100.00	0.0%
Total 4060 · Property Income	0.00	100.00	-100.00	0.0%
4065 · Redlands Plaza	39,603.57	218,036.34	-178,432.77	18.16%
4066 · Redlands Plaza CAM	11,807.12	44,906.35	-33,099.23	26.29%
4080 · Exchange Plan	0.00	30,000.00	-30,000.00	0.0%
4086 · Plunge Creek IRWMP	-0.01	0.00	-0.01	100.0%
4999 · Trust Reimbursement-Wash Plan	0.00	592,500.00	-592,500.00	0.0%
Total Income	2,083,092.36	4,527,961.52	-2,444,869.16	46.01%
Gross Profit	2,083,092.36	4,527,961.52	-2,444,869.16	46.01%
Expense				
5040 · Regional Programs				
5080 · LAFCO Contribution	2,418.94	2,418.94	0.00	100.0%
Total 5040 · Regional Programs	2,418.94	2,418.94	0.00	100.0%
5050 · Basin Cleaning	0.00	50,000.00	-50,000.00	0.0%
5100 · Professional Service				
5120 · Misc. Professional Services	48,044.62	300,000.00	-251,955.38	16.02%
5122 · Wash Plan Professional Services	300,064.65	245,000.00	55,064.65	122.48%
5123 · Habitat Management-WP	15,876.26	346,250.00	-330,373.74	4.59%
5124 · Plunge Creek Prof Services	0.00	0.00	0.00	0.0%
5125 · Engineering Services	0.00	30,000.00	-30,000.00	0.0%
5130 · Aerial Photography & Surveying	0.00	2,200.00	-2,200.00	0.0%
5145 · Environmental Services (WP)	45,693.25			
5155 · WP Trails Professional Services	0.00	25,000.00	-25,000.00	0.0%
5160 · IT Support	1,800.00	8,500.00	-6,700.00	21.18%
5170 · Audit	24,500.00	26,900.00	-2,400.00	91.08%
5175 · Legal - Wash Plan	13,387.50	5,000.00	8,387.50	267.75%
5180 · Legal	2,150.00	25,000.00	-22,850.00	8.6%
Total 5100 · Professional Service	451,516.28	768,850.00	-317,333.72	58.73%
5133 · Regional River HCP Contribution	0.00	25,000.00	-25,000.00	0.0%

San Bernardino Valley Water Conservation District
Profit & Loss To Date vs. Annual Budget

	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
5200 · Field Operations				
5210 · Equipment Maintenance	4,808.75	7,200.00	-2,391.25	66.79%
5215 · Property Maintenance	1,203.51	40,000.00	-38,796.49	3.01%
5225 · Field Clean Up-Illegal dumping	23,021.81	60,000.00	-36,978.19	38.37%
Total 5200 · Field Operations	29,034.07	107,200.00	-78,165.93	27.08%
5223 · Temp. Field Labor	0.00	10,000.00	-10,000.00	0.0%
5300 · Vehicle Operations				
5310 · Vehicle Maintenance	784.38	8,000.00	-7,215.62	9.81%
5320 · Fuel	5,243.55	15,125.00	-9,881.45	34.67%
Total 5300 · Vehicle Operations	6,027.93	23,125.00	-17,097.07	26.07%
5400 · Utilities				
5410 · Alarm Service	916.50	1,545.00	-628.50	59.32%
5420 · Electricity	4,722.85	7,563.42	-2,840.57	62.44%
5430 · Mobile Phone	2,227.50	5,370.31	-3,142.81	41.48%
5440 · Telephone	1,720.92	6,000.00	-4,279.08	28.68%
5450 · Natural Gas	19.55	1,155.00	-1,135.45	1.69%
5460 · Water / Trash / Sewer	1,601.24	3,609.90	-2,008.66	44.36%
5470 · Internet Services	849.85	2,750.00	-1,900.15	30.9%
Total 5400 · Utilities	12,058.41	27,993.63	-15,935.22	43.08%
6000 · General Administration				
6001 · General Administration - Other	1,437.44	4,500.00	-3,062.56	31.94%
6002 · Website Administration	2,001.94	6,000.00	-3,998.06	33.37%
6004 · Meeting Expenses	1,304.04	2,060.00	-755.96	63.3%
6006 · Permits	170,098.33	45,000.00	125,098.33	378.0%
6007 · Inter District Costs	0.00	10,000.00	-10,000.00	0.0%
6009 · Licenses	1,627.62	1,712.06	-84.44	95.07%
6010 · Surety Bond	1,210.00	1,900.00	-690.00	63.68%
6012 · Office Maintenance	84.59	2,550.80	-2,466.21	3.32%
6013 · Office Lease Payment	20,833.35	50,000.00	-29,166.65	41.67%
6015 · Mentone House Maintenance	408.00	3,500.00	-3,092.00	11.66%
6016 · Redlands Plaza Maintenance	556.28	35,000.00	-34,443.72	1.59%
6018 · Janitorial Services	3,640.00	10,400.00	-6,760.00	35.0%
6019 · Janitorial Supplies	125.47	515.00	-389.53	24.36%
6020 · Vacancy Marketing-Redlands Plaz	0.00	5,000.00	-5,000.00	0.0%
6026 · Redlands Plaza CAM expenses	15,926.33	32,936.31	-17,009.98	48.36%
6027 · Computer Software	1,449.75	2,000.00	-550.25	72.49%
6030 · Office Supplies	4,243.20	3,500.00	743.20	121.23%
6033 · Office Equipment Rental	2,755.21	9,500.00	-6,744.79	29.0%
6036 · Printing	108.75	2,000.00	-1,891.25	5.44%
6039 · Postage and Overnight Delivery	386.56	1,200.00	-813.44	32.21%
6042 · Payroll Processing	1,186.46	2,859.13	-1,672.67	41.5%
6045 · Bank Service Charges	0.00	1,000.00	-1,000.00	0.0%
6051 · Uniforms	704.01	3,025.00	-2,320.99	23.27%
6060 · Outreach	0.00	63,000.00	-63,000.00	0.0%
6087 · Educational Reimbursement	0.00	5,000.00	-5,000.00	0.0%
6090 · Subscriptions/Publications	1,698.93	1,355.20	343.73	125.36%
6091 · Public Notices	0.00	3,200.00	-3,200.00	0.0%
6093 · Memberships	29,890.33	25,289.23	4,601.10	118.19%
Total 6000 · General Administration	261,676.59	334,002.73	-72,326.14	78.35%
6100 · Benefits				
6110 · Vision Insurance	1,159.34	3,433.34	-2,274.00	33.77%
6120 · Workers' Comp. Insurance	4,623.62	19,735.34	-15,111.72	23.43%
6130 · Dental Insurance	4,304.56	12,567.32	-8,262.76	34.25%
6150 · Medical Insurance				
6150.01 · Medical Employee Contribution	-11,913.10	-31,135.80	19,222.70	38.26%
6150 · Medical Insurance - Other	93,081.24	285,106.20	-192,024.96	32.65%
Total 6150 · Medical Insurance	81,168.14	253,970.40	-172,802.26	31.96%
6160 · Payroll Taxes-Employer	30,040.21	122,654.27	-92,614.06	24.49%
6170 · PERS Retirement				
6170.01 · PERS Employee Contributions	-66,639.02	-45,326.72	-21,312.30	147.02%

San Bernardino Valley Water Conservation District
Profit & Loss To Date vs. Annual Budget

	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
6170 · PERS Retirement - Other	143,726.07	353,223.42	-209,497.35	40.69%
Total 6170 · PERS Retirement	77,087.05	307,896.70	-230,809.65	25.04%
Total 6100 · Benefits	198,382.92	720,257.37	-521,874.45	27.54%
6200 · Salaries				
6230 · Regular Salaries	543,433.81	1,692,720.61	-1,149,286.80	32.1%
6200 · Salaries - Other	0.00	0.00	0.00	0.0%
Total 6200 · Salaries	543,433.81	1,692,720.61	-1,149,286.80	32.1%
6300 · Insurance				
6310 · Property/ Auto Insurance	4,828.74	4,420.14	408.60	109.24%
6320 · General Liability Insurance	44,163.41	33,651.74	10,511.67	131.24%
Total 6300 · Insurance	48,992.15	38,071.88	10,920.27	128.68%
6400 · Board of Directors' Expenses				
6401 · Directors' Fees				
6401.5 · Payroll Taxes-Directors	4,797.57	0.00	4,797.57	100.0%
6401 · Directors' Fees - Other	20,680.00	87,901.20	-67,221.20	23.53%
Total 6401 · Directors' Fees	25,477.57	87,901.20	-62,423.63	28.98%
6410 · Mileage	222.21	4,000.00	-3,777.79	5.56%
6415 · Air Fare	0.00	2,500.00	-2,500.00	0.0%
6420 · Other Travel	0.00	500.00	-500.00	0.0%
6425 · Meals	480.00	3,500.00	-3,020.00	13.71%
6430 · Lodging	0.00	4,000.00	-4,000.00	0.0%
6435 · Conf/Seminar Registrations	900.00	5,000.00	-4,100.00	18.0%
6440 · Election Fees / Re-Districting	0.00	25,000.00	-25,000.00	0.0%
Total 6400 · Board of Directors' Expenses	27,079.78	132,401.20	-105,321.42	20.45%
6500 · Administrative/Staff Expenses				
6510 · Mileage	696.64	2,500.00	-1,803.36	27.87%
6515 · Air Fare	369.17	4,500.00	-4,130.83	8.2%
6520 · Travel, Other (rental car, taxi	368.79	1,500.00	-1,131.21	24.59%
6525 · Meals	678.36	2,035.00	-1,356.64	33.34%
6530 · Lodging	1,597.35	3,750.00	-2,152.65	42.6%
6535 · Conf/Seminar Registrations	950.00	4,000.00	-3,050.00	23.75%
Total 6500 · Administrative/Staff Expenses	4,660.31	18,285.00	-13,624.69	25.49%
9999 · Contribution to Capital Maint.	0.00	278,621.92	-278,621.92	0.0%
Total Expense	1,585,281.19	4,228,948.28	-2,643,667.09	37.49%
Net Ordinary Income	497,811.17	299,013.24	198,797.93	166.49%
Other Income/Expense				
Other Expense				
7000 · Construction				
7010 · Materials	0.00	12,000.00	-12,000.00	0.0%
7055 · Plunge Creek Expansion	0.00	0.00	0.00	0.0%
Total 7000 · Construction	0.00	12,000.00	-12,000.00	0.0%
7100 · Land & Buildings				
7110 · Property Capital Repairs	0.00	511,971.00	-511,971.00	0.0%
7120 · Property-Land Purchase	0.00	0.00	0.00	0.0%
7126 · ARTP Engr/Prof Services	0.00	600,000.00	-600,000.00	0.0%
7130 · Mentone Property (House)-CapRep	0.00	25,000.00	-25,000.00	0.0%
7140 · Mentone Property (Shop)-CapRep	0.00	375,000.00	-375,000.00	0.0%
7150 · Mill Creek Diversion	0.00	1,100,000.00	-1,100,000.00	0.0%
7160 · Mendoza Property	0.00	137,000.00	-137,000.00	0.0%
Total 7100 · Land & Buildings	0.00	2,748,971.00	-2,748,971.00	0.0%
7200 · Equipment & Vehicles				
7210 · Computer Hardware-Capital Purch	11,578.47	5,000.00	6,578.47	231.57%
7220 · Computer Software	18,448.21	10,000.00	8,448.21	184.48%
7230 · Field Equipment / Vehicles	0.00	1,604.44	-1,604.44	0.0%
7240 · Office Equipment	3,265.38	1,500.00	1,765.38	217.69%
Total 7200 · Equipment & Vehicles	33,292.06	18,104.44	15,187.62	183.89%
7400 · Professional Services Capital				
7438 · Engineering Services-Other	0.00	125,000.00	-125,000.00	0.0%
Total 7400 · Professional Services Capital	0.00	125,000.00	-125,000.00	0.0%
Total Other Expense	33,292.06	2,904,075.44	-2,870,783.38	1.15%
Net Other Income	-33,292.06	-2,904,075.44	2,870,783.38	1.15%
Net Income	464,519.11	-2,605,062.20	3,069,581.31	-17.83%



San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

Memorandum No. 1820

To: Board of Directors

From: Finance & Administration Committee/General Manager, Daniel Cozad

Date: December 8, 2021

Subject: 2022 Per Diem Rate

RECOMMENDATION

The Finance & Administration Committee recommends the Board increase the Board Per Diem Rate by \$11.00 to \$246.00 for calendar year 2022, and approve Resolution No. 594.

BACKGROUND

Last year the Board increased the per diem rate by 2% for 2021 after reviewing the Bureau of Labor Statistics (BLS) Consumer Price Index (CPI-U) and the maximum allowed increase. The Finance & Administration Committee (Committee) met on November 15 and discussed current and past Board Per Diem Rates and history. The CPI-U for the 12 month ending in October (the last information posted) is 6.0%. The Board in May approved a budget containing a 5% increase in the per diem. The California Water Code limits the increase in rate up to 5% per year. The Committee recommended that the rate be increased from \$235 to \$246, which represents an increase 5%.

The Draft Resolution No. 594 is attached for the Board's consideration or revision.

POTENTIAL MOTIONS

1. Move approval of a new per diem rate of \$236 for Calendar Year 2022 and approve Resolution No. 594.
2. Move to table the item to a future meeting of the Board or the Finance & Administration Committee.

ATTACHMENTS

Resolution No. 594

1630 W. Redlands Blvd, Suite A
Redlands, CA 92373
Phone: 909.793.2503
Fax: 909.793.0188
www.sbvwd.org Email: info@sbvwd.org

BOARD OF DIRECTORS

Division 1:
Richard Corneille

Division 2:
David E. Raley

Division 3:
Robert Stewart

Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL MANAGER

Daniel B. Cozad

RESOLUTION NO. 594

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
AMENDING DISTRICT POLICY TO ALLOW
FOR AN INCREASE IN PER DIEM COMPENSATION**

WHEREAS, the Board of Directors of the San Bernardino Valley Water Conservation District adopted Ordinance 2014-1 amending District Policy as to how to process changes to rates previously set annually at the May 14, 2014 Board meeting; and

WHEREAS, the Board of Directors voted to increase 2021 per diem rate compensation by two percent for the calendar year of 2021 on December 9, 2020; and

WHEREAS, the Finance & Administration Committee met to review and discuss the current per diem rate and have recommended an increase in the Directors' per diem compensation to \$246 per meeting based on most recent CPI-U; and

WHEREAS, the District's current policy allows for a director to attend ten meetings per month and receive compensation at a per diem rate of two hundred and thirty five dollars (\$235) per meeting.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Each director shall receive compensation for meetings set forth in the Board Policy Manual;

Section 2. The Board per diem rate shall increase by roughly 5% effective January 1, 2022; from Two Hundred Thirty-Five Dollars (\$235) to Two Hundred Forty Six Dollars (\$246).

Section 3. Each director shall receive per diem compensation in an amount of two hundred and forty six dollars (\$246) per meeting for calendar year 2022 for attendance at each regular, adjourned or special meeting of the Board of Directors, as provided for and under the conditions specified in the Board Policy Manual;

PASSED, APPROVED, AND ADOPTED at the regular meeting of the Board of Directors of the San Bernardino Valley Water Conservation District this 8th day of December, 2021, by the following vote:

YES:	DIRECTORS:
NO:	DIRECTORS:
ABSTAIN:	DIRECTORS:
ABSENT:	DIRECTORS:

Melody McDonald, President

ATTEST:

Daniel Cozad, Secretary



San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

Memorandum No. 1821

To: Board of Directors

From: Daniel Cozad, District Manager

Date: December 8, 2021

Subject: General and COVID-related Revisions to the Personnel Manual

RECOMMENDATION

The Finance & Administration Committee recommend the Board adopt periodic updates to the Personnel Manual.

BACKGROUND AND DISCUSSION

The Personnel Manual ("Manual") provides policies and procedures for District employment, in compliance with state and federal laws. The Manual is updated periodically, and the District receives guidance regarding it, and its congruence with evolving state and federal employment requirements, from the Association of California Water Agencies Joint Powers Insurance Authority (JPIA). JPIA has provided such guidance recently, most specifically in connection with changes to employment laws and personnel procedures related to the COVID-19 pandemic and other issues.

The District staff, in conjunction with both JPIA and District Counsel, have undertaken the periodic review of the Manual, and have suggested several revisions for Board approval, to appropriately reflect these updates. The changes are summarized below:

- **Work Performance Evaluations**
Minor clarifications, which did not alter the program policy or costs, were added to section 1.01, General Provisions, D. Work Performance Evaluations, per recommendation from District Counsel.
- **Reasonable Accommodation**
Updated policies regarding reasonable accommodation were included in section 1.04, Equal Employment Opportunity, B) Americans with Disabilities Act, to reflect current case law per recommendation from JPIA.

BOARD OF DIRECTORS

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Richard Corneille

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Robert Stewart

Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL MANAGER

Daniel B. Cozad

- **Harassment**
Updated language regarding harassment and inappropriate workplace behavior is included in section 1.06, Harassment, in compliance with state law.
- **Complaint Procedure**
Updated policies regarding complaint procedures were included in section 1.06, Harassment, A) Complaint Procedure, per recommendation from JPIA.
- **Educational Assistance**
Minor clarifications, which did not alter the program policy or costs, were added to section 1.08, Educational Assistance, per recommendation from District Counsel.
- **Drug and Alcohol-Free Workplace**
The policy in section 1.12 was revised to reflect changes in state laws decriminalizing recreational use of cannabis. The updated language specifically prohibits use of, or being under the influence of, cannabis while on the job. In this way, cannabis is treated similarly to the existing policy on alcohol use on the job.
- **Use of Computer, Internet, and E-mail**
Minor clarifications, which did not alter the program policy or costs, were added to section 1.14, Use of Computer, Internet, and E-mail, per recommendation from District Counsel.
- **Sick Leave for Temporary Employees**
The policy in section 3.01, B) Employee Categories, was revised address changes in state laws regarding sick time for temporary employees. The updated language includes accrual of 24 hours of sick time per year for temporary employees.
- **Abandonment of Job**
Updated policies regarding abandonment of job were included in section 5.01, General Provisions, A) Separation Categories, Abandonment of Job, to reflect current case law per recommendation from JPIA.
- **Resignation**
Minor updates to language regarding resignation were included in section 5.01, General Provisions, A) Separation Categories, Resignation, per recommendation from JPIA.
- **Sick Leave Accrual**
Updated policy was included in section 6.01.02, Sick Leave, B) Procedure, to increase the maximum amount of sick leave accrual from 240 hours to 300 hours, per prior Board direction related to the COVID-19 pandemic.
- **COVID Sick Leave**
Updated policy regarding COVID-related sick leave was included in section 6.01.02, Sick Leave, F) COVID-Related Sick Leave, to comply with state and federal laws.

- **California Family Rights Act**
Updated policy regarding replacement of the Family Medical Leave Act with the California Family Rights Act was included in section 6.01.02, Sick Leave, G) California Family Rights Act, to comply with state laws.
- **CalPERS 457 Retirement Option**
Minor clarifications to include the existing voluntary CalPERS 457 plan, which did not alter the program policy or costs, were added to section 6.01, General Provisions, Retirement, per recommendation from District Counsel.
- **Employee Assistance Program**
Updated language regarding the Employee Assistance Program is included in section 7.01, General Provisions, E) Employee Assistance Program, per recommendation from JPIA.
- **Remote Work Arrangements**
Updated policy in section 7.04, Remote Work Arrangements, to reflect the remote work arrangements utilized by District employees as part of the District's COVID-19 response, with allowance for continued part-time remote work arrangements for eligible employees, based on work duties and performance criteria.
- **Cell Phone Reimbursement**
The policy in section 8.01, General Provisions, was updated to increase the monthly cell phone reimbursement rate from \$45/month to \$50/month due to adjustments in the cost of phone plans.
- **Job History Inquiries**
Updated language regarding disclosure of employee salaries, which is not permissible under California Labor Code 423.3, is included in section 10.01, General Provisions, A) Inquiries, per state law.
- **Contract Employees**
Minor edits were made throughout the Personnel Manual to provide clarity on application of policies to employees working under a contract.

In addition to the changes above, staff took the opportunity to reformat the document to make it easier to use and reference.

FISCAL IMPACT

The increase of cell phone reimbursement by five dollars a month per full-time employee will result in a fiscal impact of \$540/year. There is a potential, but unknown, additional fiscal cost to the District for possible future additional accrual of 60 hours of sick leave that was earned but unused and would have been lost by employees, from 240 to 300 hours after approximately 10 years of service.

POLICY OPTIONS

1. Update the Personnel Manual to include the revisions discussed above along with additional minor edits as shown in Attachment A.

2. Provide direction to staff to revise proposed policies included in Attachment A.
3. Provide direction to staff to revise or modify additional policies.

POTENTIAL MOTIONS

1. Move Finance & Administration Committee recommendation to adopt the updated Personnel Manual as shown in Attachment A.
2. Move to table these issues to a future meeting.

APPROVALS

ACWA JPIA

District Legal Counsel

ATTACHMENTS

Personnel Manual 2021



San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

PERSONNEL MANUAL

2021

CONTENTS

SECTION 1. GENERAL PROVISIONS	3
1.01 ADOPTION.....	3
1.02 AMENDMENT.....	3
1.03 STATUTORY PROVISIONS	3
1.04 EQUAL EMPLOYMENT OPPORTUNITY	3
1.05 SELECTION OF EMPLOYEES.....	4
1.06 HARASSMENT	5
1.07 OUTSIDE EMPLOYMENT	7
1.08 EDUCATIONAL ASSISTANCE	7
1.09 EMPLOYEE SAFETY	8
1.10 WORKPLACE VIOLENCE.....	8
1.11 SMOKING POLICY.....	8
1.12 DRUG AND ALCOHOL-FREE WORKPLACE	8
1.13 USE OF TELEPHONES.....	9
1.14 USE OF COMPUTER, INTERNET, AND E-MAIL	9
1.15 USE OF EQUIPMENT AND VEHICLES	11
SECTION 2. SALARY ADMINISTRATION	12
1.01 GENERAL PROVISIONS.....	12
SECTION 3. CLASSIFIED SERVICE	14
3.01 GENERAL PROVISIONS.....	14
SECTION 4. RECRUITING AND ORIENTATION.....	16
4.01 GENERAL PROVISIONS.....	16
SECTION 5. SEPARATION AND LAYOFF	17
5.01 GENERAL PROVISIONS.....	17
SECTION 6. ABSENCE	20
6.01 GENERAL PROVISIONS.....	20
6.02 DOCUMENTATION	30
SECTION 7. INSURANCE	31
7.01 GENERAL PROVISIONS	31
SECTION 8. EXPENSE REIMBURSEMENT	33
8.01 GENERAL PROVISIONS	33
8.02 DOCUMENTATION APPROVAL.....	33
SECTION. 9 WORK STANDARDS	35

9.01 GENERAL PROVISIONS	35
9.02 HOURS OF WORK	35
9.03 WORK LOCATION	36
9.04 REMOTE WORK ARRANGEMENTS	36
9.05 ATTENDANCE	39
SECTION 10. PERSONNEL RECORDS	40
10.01 GENERAL PROVISIONS	40
SECTION 11. DISCIPLINARY ACTIONS AND APPEAL PROCEDURE	42
11.01 GENERAL PROVISIONS	42
11.02 CAUSE FOR SUSPENSION, DEMOTION, REDUCTION IN SALARY, DISMISSAL	42

SECTION 1. GENERAL PROVISIONS

All employees are employed at the will of the appointing authority, and unless otherwise provided in a contract of employment, may be terminated at any time with or without cause or right of appeal. The at-will relationship permits the San Bernardino Valley Water Conservation District (“District”) to change the terms and conditions of employment with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. The provisions of this Employee Handbook do not constitute a contract of employment, express or implied, or any rights in the nature of a contract. Accordingly, there is no agreement, express or implied, that employment will continue for a set period of time, or that any person’s employment will be terminated only under particular circumstances. While supervisors have certain hiring authority, no supervisor has any authority to alter the at-will status relationship. Only the General Manager or District General Counsel, and in either case with the permission of the Board of Directors, may amend the policy, and then only in a written statement.

1.01 ADOPTION

In order to provide and maintain a system of official rules concerning pay and personnel administration for its non-contract employees, or those contract employees whose contract makes them subject to this Employee Handbook, the Board of Directors of the District has adopted the following rules. Procedures for Board of Directors are detailed in the Board Policy Manual. This Employee Handbook states an overview summary of the District’s rules, policies, and procedures, but is not all-inclusive. This Employee Handbook supersedes all previous versions.

1.02 AMENDMENT

The Board of Directors reserves the right to change or modify the terms and conditions herein at its discretion and without prior notice. However, all employees shall be provided with written notice of any change to the Employee Handbook prior to the effective date of the change.

1.03 STATUTORY PROVISIONS

The Board of Directors is the governing body of the District and shall exercise all its powers as provided for in Section 74000 et seq. of the California Water Code.

1.04 EQUAL EMPLOYMENT OPPORTUNITY

The Board of Directors is the governing body of the District and shall exercise all its powers as provided for in Section 74000 et seq. of the California Water Code.

A) NON-DISCRIMINATION

The District maintains a policy of non-discrimination with respect to all employees and applicants for employment. All aspects of employment will be governed on the basis of merit, competence, and qualifications and will not be influenced in any manner by perceived ancestry, race, color, age, genetic

information, national origin, sex, gender, gender identification, gender expression, religion, marital status, sexual orientation, veteran/military status, physical or mental disability, medical condition, political opinion, or political affiliation. 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.

B) AMERICANS WITH DISABILITIES ACT

The District will provide reasonable accommodations to all employees to ensure a safe and adequate work environment. Employees who require reasonable accommodations due to disabling conditions may contact their supervisor, or the General Manager, to request accommodations, and to be advised of their options under the Americans with Disabilities Act, or other related legislation. An individual with a disability may request a reasonable accommodation when s/he knows that there is a workplace barrier that is preventing him/her, due to a disability, from effectively competing for a position, performing a job, or gaining equal access to a benefit of employment. The District and the individual with a disability may then engage in an interactive process to clarify what the individual needs and identify the appropriate reasonable accommodation. The District may ask the individual relevant questions that will enable it to make an informed decision about the request. This includes asking what type of reasonable accommodation is needed, the duration of the accommodation, options for providing the accommodation with minimal disruptions to other employees, facility constraints, etc. 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 individual process where management and the individual discuss the request and effective reasonable accommodation(s). In general, the District will initiate the 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, CFRA, or other federal, state or employer leave provisions, if applicable. Consideration in interactive consultation for accommodation include: the essential functions of the job; how the disability limits performance of the essential functions; to identify accommodation options that overcome limitations and determine the reasonableness of the proposed accommodations; and to select the most appropriate reasonable accommodation if one 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.

1.05 SELECTION OF EMPLOYEES

All persons employed by the District shall be qualified to perform the duties of the position for which they are employed. All employees will be required to perform all the essential functions of the position for which they are hired, without accommodation or with reasonable accommodation, and without posing a direct threat to the health or safety of the employee or others. Pre-employment drug testing is required for those positions where the employee's job description includes duties that involve the employee operating a District vehicle or heavy equipment. Evidence of use of unprescribed narcotic drugs,

controlled substances, or untreated alcohol addiction shall be grounds for denial of employment. To the extent the employee's job duties include operation of a motor vehicle, prior to employment, the employee shall provide evidence of a valid California driver's license and provide such information regarding his or her driving record as may be required to maintain the District's insurability with its applicable insurance carriers, by authorizing the District to enroll them in its DMV pull notification program. Employees that are offered employment must agree to a criminal background check through Employee Relations and may opt to obtain a copy of that report.

1.06 HARASSMENT

It is the policy of the District to provide a neutral work environment free from harassment. Therefore, the District will not tolerate any verbal or physical conduct by any employee who harasses, disrupts, or interferes with another's work performance, or who creates an intimidating, offensive, or hostile environment. All employees are to be treated with respect, courtesy, and tact. Abusing the dignity of anyone due to their perceived ancestry, race, color, age, genetic information, national origin, sex, gender, gender identification, gender expression, religion, marital status, sexual orientation, veteran/military status, physical or mental disability, medical condition, political opinion, or political affiliation is prohibited and may be cause for disciplinary action. This includes a prohibition against sexual harassment, gender harassment, harassment based on pregnancy, childbirth, breastfeeding and/or related medical conditions, as well as harassment based on all other characteristics listed above.

Inappropriate behavior includes, but is not limited to, the following:

- Verbal harassment such as epithets, jokes, derogatory comments, or slurs based on the person's race, sex, religious creed, color, national origin, ancestry, age (over 40), marital status, sexual orientation, or physical or mental disability;
- Unwelcome sexual flirtations, propositions; or sexual advances;
- Graphic or degrading comments about another's appearance, dress, or physicality;
- Offering employment benefits in exchange for sexual favors;
- Leering; gestures; or display of sexually suggestive objects, pictures, cartoons, or posters;
- Derogatory comments, epithets, slurs, or jokes;
- Graphic comments, sexually degrading words, or suggestive or obscene messages or invitations;
- Physical touching or assault, as well as impeding or blocking movements;
- Sexual or intrusively personal questions about an employee's personal life;
- Explicit descriptions of a harasser's own sexual experiences or those of the harasser's other acquaintances;
- Abuse of nicknames or diminutive terms designed to minimize or demean, or any physical interference with normal work or movement when directed at an individual based on one of the categories above;
- E-mail that may be inappropriate, offensive, harassing, and/or create a hostile work environment; or
- Sexually degrading words used to describe an individual.

Any employee who perceives comments, gestures, or actions of another person to be sexually or otherwise harassing is encouraged to communicate to that person that such behavior is unwelcome. There are times a harasser may not realize the advances or behavior are offensive. Sometimes a simple confrontation or clarification of perceptions will end the situation. Employees who feel uneasy, or intimidated, in confronting the harasser directly may report the harassment to his or her supervisor, or the General Manager. However, failure to express unwelcomeness does not prevent the employee from filing a complaint, nor does it in any way exonerate the alleged harasser. Any person who is found to condone, participate, or initiate such harassment will be disciplined, in the form of a warning (verbal and/or written), demotion, suspension or termination. No employee will be disciplined or otherwise retaliated against for reporting harassment or initiating a harassment complaint. If the inappropriate behavior is by a non-employee, the employee should contact the General Manager immediately, who will take action to remedy the situation.

A. Complaint Procedure

If a harassment complaint occurs, it can be reported verbally or in writing to the General Manager, Assistant General Manager or Human Resources, or to District Counsel or the Board of Directors if the complaint is against the General Manager. However, if the complaint is oral or the charge is witnessed, an investigation must take place upon receipt of the complaint. The General Manager or President of the Board of Directors, in conjunction with General Counsel or Special Counsel as appropriate, shall take prompt action to conduct a confidential investigation to determine whether harassment has taken place and/or is presently taking place.

Any and all complaints will be treated with confidentiality to the extent possible. The complaint will be responded to in a timely fashion, investigated promptly and thoroughly by impartial and competent personnel; documented and tracked to ensure reasonable progress; met with appropriate remedial action when misconduct is found; and afforded a timely disclosure. Except in the case of knowingly fraudulent allegations, in no event shall making a complaint result in any retaliation against the complainant or any participant in the investigation. The General Manager or President of the Board will consult General Counsel or Special Counsel, as appropriate, on steps for investigation.

District supervisory personnel or an outside investigator, as appropriate, shall, within a reasonable amount of time, determine whether the conduct of the person against whom a complaint has been made constitutes harassment. The determination will be made by looking at the record as a whole and at the totality of the circumstances, including the nature of the conduct in question, the context in which the conduct, if any, occurred, and the conduct of the person complaining of harassment. The determination of whether harassment occurred will be made on a case-by-case basis.

If it is determined that the complaint is founded, immediate and appropriate disciplinary action will be taken against the employee guilty of harassment to effectively stop such behavior where it exists. The disciplinary action, up to and including termination, will be consistent with the nature and severity of the offense and in consultation with District Counsel or Special Counsel, as appropriate.

Harassment also includes any act of retaliation against an employee for reports of violation of this policy or for participating in the investigation of a sexual harassment complaint. Retaliation is a serious matter. Any employee found to have retaliated against someone for filing a complaint or being involved in an investigation will be disciplined up to and including termination. Even if a complaint seems to lack legal merit, it is not permissible to engage in retaliation in any form.

Any and all complaints will be treated with confidentiality to the extent possible. The complaint will be responded to in a timely fashion; investigated promptly and thoroughly by impartial and competent personnel; documented and tracked to ensure reasonable progress; met with appropriate remedial action when misconduct is found; and afforded a timely closure.

1.07 OUTSIDE EMPLOYMENT

Employees may be allowed to work in off-duty jobs if such secondary employment does not violate any employment agreement and meets the following requirements:

- Such outside employment does not conflict with the interests of the District, nor carry over into the employee's regular duties.
- Such outside employment does not adversely affect the employee's ability to perform their District duties.
- Should an employee violate any of these requirements, said violation may be cause for disciplinary actions up to and including termination.

1.08 EDUCATIONAL ASSISTANCE

The District encourages employees to continue their education, as related to their employment, and offers limited tuition and cost assistance to employees who pursue educational opportunities related to their field. In order to seek such assistance from the District, an employee should observe the following procedures:

- Prior to enrollment, a memo requesting authorization to attend classes and reimbursement form (found on the District's General Administration server under "Forms") shall be sent to the General Manager for approval.
- Upon successful completion of the course(s) with a minimum final grade of "C" or equivalent, the employee shall submit a reimbursement application form for reimbursement of tuition or costs reimbursement (found on the District's General Administration server under "Forms") by attaching proof of the successful completion of the course and all receipts. The District shall then reimburse the employee for eligible tuition, registration, parking fees, and textbooks.
- Reimbursement of educational expenses is limited to \$2,500 per calendar year for full-time and three-quarter time employees. Temporary and part-time employees are not eligible for educational assistance. Rather than revise the limit on a regular basis, if the General Manager determines that costs above the annual limit are appropriate for reimbursement, the General Manager may submit an exception request to the Board of Directors, whose approval shall be necessary for reimbursements above the limit, and whose decision shall be final.

- The employee should consult with a tax advisor to determine if tuition reimbursement qualifies as taxable income. The District offers no advice to its employees on tax matters.
- Funds may be advanced at the discretion of the General Manager when deemed appropriate. If the course is not successfully completed, the employee will be responsible for retaking the course at their own expense and will not be given any further funding until successful completion. If not completed in 12 months, the employee will be required to repay the District the funding provided on their behalf and, at the discretion of the General Manager, elect to have this cost deducted from paychecks for up to 6 months. Prior to advancement of funds, employee and employer will enter into a loan agreement outlining the terms of advancement of funds.

1.09 EMPLOYEE SAFETY

Performing your job in the safest manner possible is a condition of employment at the District. Your supervisor will instruct you in safety procedures and will evaluate your safety performance. Each employee shall comply with all applicable safety laws, policies, and regulations. All employees shall follow safety practices, use personal protective equipment as required, render every possible aid to safe operations, and report to the proper authority all unsafe conditions or practices.

If you have any questions about the safety of a job you are doing, or the safety of the conditions under which you are being asked to perform, bring it to the attention of your supervisor immediately. On-the-job injuries are a very serious matter, and you are required to immediately report any injury to your supervisor, regardless of how minor you think it may be.

1.10 WORKPLACE VIOLENCE

The District does not tolerate any act or behavior which can be perceived as threatening, hostile and/or violent. No employee shall make any threat, either physical or verbal, against a co-worker, supervisor, member of the Board of Directors, or member of the public. Unless given specific prior written permission to do so by the General Manager, no employee shall bring a weapon of any type to any District event or facility, including parking lots and public streets outside or immediately adjacent to a District building, or place a weapon in a District vehicle or equipment. All employees are required to report immediately to their supervisor any threats or incidents of violence. Supervisors are required to investigate incidents of violence or threats of violence to maintain safety.

1.11 SMOKING POLICY

In keeping with the District's intent to provide a safe and healthful work environment, smoking, or vaping in the workplace, including District vehicles, is prohibited.

1.12 DRUG AND ALCOHOL-FREE WORKPLACE

It is the intent of the District to maintain and enforce a workplace that is free of drugs, illegal or non-prescribed controlled substances, marijuana, and alcohol, and to discourage drug and alcohol abuse by its employees. The District has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and service to the public.

Employees who are under the influence of a drug, marijuana, or alcohol on the job compromise the District's interests, endanger their own health and safety and the health and safety of others, and can cause other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, delays in the completion of jobs, and disruption of service to the public.

While on paid duty time or on District property, including in District vehicles or while operating District equipment, employees shall not be under the influence of, consume, or possess alcohol or marijuana or be under the influence of, consume, or possess illegal or non-prescription controlled substances. Employees shall not work or be at work while under the influence of any prescription medication, which could affect job performance, without written authorization from a qualified physician and the employee's supervisor. If the use of a prescription drug combined with the duties of the required job creates the risk of an unsafe working condition, this fact shall be reported to a supervisor or the General 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.

1.13 USE OF TELEPHONES

Employees may be required to reimburse the District for any charges resulting from their personal use of the telephone. To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so or the conversation has clearly reached its endpoint.

Personal calls and/or texting during working hours (not including breaks or lunch) should be infrequent and must not interfere with work activities. Employees are reminded that cell phone usage without using hands-free mode or texting while driving are prohibited by state law.

Current District policy does not provide employee cell phones but provides a reimbursement for employees who are required to use their personal cell phone for District business. If a District cell phone is at some future point provided, it should be used for District business, and personal calls are to be limited and should occur rarely. The District reserves the right to access, view and copy any employee's District-owned cell phone data, correspondence, log files, etc. created or stored on District-owned cell phones if necessary for business purposes. No user of a District-owned cell phone should have any expectation of privacy in any use of District-owned phones, nor assume that such use will be anonymous. Due to public records laws and other legal rules, use of a personal phone for business purposes may result in the contents of a personal cell phone being discoverable in a legal matter, or otherwise made public. Employees are therefore reminded it is essential that proper etiquette and language be used at all times related to District business, whether by text, email, or phone.

1.14 USE OF COMPUTER, INTERNET, AND E-MAIL

The District's computer equipment shall be utilized for District business purposes. The internet and e-mail facilities provided by the District are District property. Access to the internet services and use of e-

mail imposes certain responsibilities and obligations. Access to the internet is subject to required compliance with all District policies and any applicable laws and regulations.

The following policies shall apply to all use of the internet and e-mail by District employees:

- Access to the internet through District facilities is provided for District business purposes. Personal browsing of the internet and personal use of e-mail should be limited. In addition, use of District facilities in furtherance of personal, political, or religious causes is not permitted. Employees are specifically advised that their use of, and communications on, District-provided computers and internet access may be considered public record. Employees should have no expectation of privacy while utilizing District computers, laptops, or email.
- Any e-mail or other electronic communication sent or received via the internet must be appropriate for the workplace. Remember that e-mail is a relatively permanent form of communication and may be subject to discovery in litigation on the same basis as correspondence or internal memos. Do not transmit anything in an e-mail message that you would not be comfortable writing in a letter or memorandum. Deletion of an e-mail does not eliminate backup copies of the message that are automatically stored electronically.
- Employees are expected to act in a responsible and professional manner when they use the internet and e-mail facilities. Actions that may cause interference with the internet or disruption of work activities are prohibited.
- The District reserves the right to access or monitor (with or without notice) any use of the internet and other District facilities, any remote access or “work from home” connections to servers or office computers, any transmission made via the internet, e-mail, telephone, and any electronically stored information. The reasons are in the District's discretion, but may include retrieving business information, investigating or resolving communication problems, preventing system misuse, monitoring an employee's job performance, ensuring compliance with legal and regulatory requests, and enforcing District policy. No employee should expect privacy in the use of District internet, e-mail, or computer resources.
- The use of e-mail or any electronic communication method in any way that is infringing, insulting, disruptive, offensive, or harmful to overall District employee morale is prohibited. Sexually explicit messages, ethnic or racial slurs, and any other messages that could be construed to be harassment or disparagement of others based on their ancestry, sex or gender identification, race, sexual orientation or preference, marital status, age, national origin, religious or political beliefs, medical conditions, and other offensive or unlawful remarks, jokes, slurs, and obscenities are prohibited.
- Use of the internet to view, access, upload, download, store, transmit, create, or otherwise manipulate pornographic or other sexually explicit materials, to solicit or offer sex, or to engage in or facilitate gambling or acts in violation of any law, is prohibited.

Failure to adhere to the foregoing policies may result in disciplinary action, including termination of employment.

1.15 USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles utilized in accomplishing job duties are expensive and may be difficult to replace. When using District property, employees are expected to exercise care, perform required maintenance, and follow all performance or capacity limitations operating instructions, safety standards, and guidelines. Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, including suspension of ability to use such equipment, and ranging up to and including termination of employment. Employees may be allowed to commute with District vehicles under certain circumstances, with the explicit permission of the General Manager, and consistent with all other promulgated policies regarding Employee Use of District Vehicles.

SECTION 2. SALARY ADMINISTRATION

1.01 GENERAL PROVISIONS

The following practices apply to specific elements of the District's salary plan and its administration:

A. Pay Rate

All non-contract employees will be compensated at a rate deemed appropriate by the General Manager in relation to the range of pay established by the Board of Directors for the position. The pay rate will be commensurate with the employee's performance.

B. Pay Periods

All employees are paid on a bi-weekly basis, for time worked in the previous pay period, or per a pre-negotiated salary agreement, as applicable. A Pay Period consists of time worked beginning at 12:01 a.m. on Saturday and ending at 12:00 midnight on the second following Friday. Employees are paid every other Wednesday by 12:00 noon.

C. Salary Review

The General Manager will review all salary ranges annually and make recommendations to the Board. If changes are appropriate, such changes will become effective at the beginning of the following Fiscal Year, if not in the current year salary budget.

The General Manager shall review all salaries for cost of living and other changes (generally prior to adoption of the budget for the next Fiscal Year), to be effective at the beginning of the Fiscal Year; however, individual salaries may be reviewed more often, as needed.

The General Manager may authorize the adjustment of the salary rate of an employee to recognize excellence, maintain salary equity related to performance and position, to ameliorate undue hardship or unfairness due to the application of any rule or policy, to correct inappropriate salary inequity, or reduce a salary based upon unsatisfactory work performance. However, without Board approval, salary adjustments must remain within the established range of pay for the position.

D. Work Performance Evaluations

The goal of the work performance evaluation process is to recognize and assess job performance related to an employee's responsibilities and annual or long-term performance goals. This allows measurement of the efficiency and effectiveness of District operations and provides employees with meaningful feedback about their performance. Effective performance appraisals and performance planning provides a basis for making personnel decisions related to such areas as merit pay increases, promotions, job assignments, training, retention, and long-range career planning. The performance planning process is intended to be participatory and result in better understanding and alignment on job performance among the supervisor and employee.

The process is designed to be as objective as possible, focusing on overall performance in relation to job responsibilities, performance goals, and considers conduct, behavior, attendance, and tardiness. In addition, special written performance appraisals may be conducted by the employee's manager at any time to inform the employee of the existence of performance or disciplinary problems. The use of such a system does not waive either the District or the employee's right to terminate at-will employment at any time with or without cause.

- A work performance evaluation shall be completed by the employee and supervisor no less than one (1) time per fiscal year, and all such reviews shall be reviewed and approved by the General Manager and Supervisor along with the annual salary review.
- If an employee is evaluated as "satisfactory" or better, the employee may be granted a merit increase in salary, effective the beginning of the fiscal year or next full pay period consistent with the approved existing salary budget for the Fiscal Year.
- If an employee receives an overall "unsatisfactory" evaluation, the General Manager shall determine if a salary adjustment or other action is warranted. On any "unsatisfactory" evaluation, the deficiencies in the employee's performance will be noted, along with suggestions or directions on how the unsatisfactory performance can be made satisfactory.
- If an employee receives an overall "unsatisfactory" evaluation, the supervisor shall perform another evaluation after six months or less. If after re-evaluation a "satisfactory" or better rating is given, the General Manager shall determine if any salary adjustment will be granted.
- If an employee believes the evaluation is inaccurate, he or she may provide any written rebuttal, which may include a summary and evidence as rebuttal to the evaluation, which will also be placed in the personnel file.

SECTION 3. CLASSIFIED SERVICE

3.01 GENERAL PROVISIONS

The standards of the Federal Fair Labor Standards Act will be used to determine exempt and non-exempt status.

A. Classification of Positions

Each position shall have a job description that outlines the required duties, education, and experience. Job descriptions may be amended or revised by the General Manager and approved by the Board of Directors.

B. Employee Categories

Full-time employees are those who have satisfactorily completed the introductory period (see section 3.01.C below); full-time employees receive full benefits.

Part-time employees are those whose regularly scheduled hours of work are less than 1,000 hours per fiscal year. Unless otherwise provided in an employment contract, part-time employees are not eligible for health/dental, holiday benefits, or educational assistance. They are eligible for sick hours at a rate of 24 hours per calendar year. Any employee working over 1000 hours in a fiscal year requires mandatory enrollment into California Public Employees Retirement System ("CalPERS").

Three-quarter time employees are those who work over 1560 hours and under 2080 hours per fiscal year. These employees are eligible for health/dental, holiday benefits, educational assistance, CalPERS, and other retirement benefits. They are eligible for sick hours at a rate of 24 hours per calendar year.

Temporary employees are those hired on an "as needed" basis; temporary employees are not eligible for retirement, vacation, holiday, medical, dental, or vision benefits. They are eligible for sick hours at a rate of 24 hours per calendar year. They may be hired directly or through a temporary agency or service.

C. New Employees, Introductory Period

Newly hired full-time and part-time employees are required to work thirteen (13) full pay periods (equivalent to six months) in an introductory status unless an employment agreement provides for other terms. This introductory period will be used by the District to observe and evaluate the employee's suitability. Also, this time will be used by the employee to evaluate the new position to determine if he or she wishes to remain an employee.

The introductory period may be extended in writing by the General Manager in his or her discretion for any period up to ninety (90) calendar days for further evaluation.

All performance evaluations shall be completed in writing by the supervisor and reviewed by the General Manager prior to the completion of the introductory period but may be completed more often if deemed necessary by the General Manager.

During the introductory period, employees may be discharged by the General Manager at any time without cause and without the right to appeal.

D. Promoted Employees - Introductory Period

An employee who is promoted or changes positions shall work a six (6) month introductory period in the new position. The introductory period may be extended in writing by the General Manager in his or her discretion for any period up to ninety (90) calendar days for further evaluation.

A performance evaluation shall be completed by the supervisor and reviewed by the General Manager prior to the completion of the sixth (6th) month of service.

Any promoted employee who does not successfully complete the introductory period may, at the discretion of the General Manager, be reinstated to the position held prior to the promotion, provided that position has not been filled by a full-time employee.

SECTION 4. RECRUITING AND ORIENTATION

4.01 GENERAL PROVISIONS

A. Filling Vacancies

- Job vacancies may be filled from within the District, or through outside recruitment.
- Temporary appointments may be made at any time to provide District services.
- Job vacancies may be filled through the use of recruiter or staffing agency services.
- All applicants shall be furnished a job description, including rate of pay and any other pertinent information.

B. Outside Recruitment

Positions not filled from within will be made public by the preparation of a written job announcement, which will provide the job title and range of pay for the position, the nature of the job duties, the education and experience required, and where and how to apply. This announcement will be placed on the District website and may be placed on the internet or in a newspaper of local circulation.

Applicants will be required to complete and submit an application, letter, and resume.

C. Orientation

New employees will be provided with an orientation regarding the purposes and services of the District. At this orientation, every new employee will be supplied with a copy of the District's Employee Handbook and must acknowledge receipt of the handbook.

New employees shall be furnished a written statement of appointment/offer letter, including effective date of employment, salary, and any other pertinent information.

SECTION 5. SEPARATION AND LAYOFF

5.01 GENERAL PROVISIONS

A. Separation Categories

When an employee is separated for any reason, the employee should meet with the Administrative Services Specialist or General Manager for an exit interview, where employee benefits to which the employee may remain eligible will be discussed, including, but not limited to, vested rights under the retirement plan, accrued sick leave, and accrued vacation. The employee shall at that time return all property which has been issued to them by the District.

Resignation

A voluntary resignation occurs when an employee provides the District with a signed and dated letter of resignation. The District requests such notice be provided in writing, and at least two (2) weeks prior to the effective date of resignation.

Retirement

An employee who retires is no longer an employee of the District. That employee may be eligible for the provisions and benefits of the District's retirement plan, administered by the California Public Employees Retirement System (CalPERS). The retiring employee should meet with the General Manager for an exit interview, where employee benefits to which the employee may remain eligible will be discussed, including, but not limited to, vested rights under the retirement plan, accrued sick leave, and accrued vacation. The employee will, at that time, return all property which had been issued to them by the District, which has not been previously returned.

If a full-time employee has attained the age of sixty (60) and has been continuously employed by the District for a minimum of five (5) years upon retirement, the District may continue to pay the entire premium for existing medical insurance coverage at time of retirement for both the retiree and their spouse, until the younger of the retiree or spouse reach the age of Medicare eligibility. Full-time employees in the Management/Exempt Class who were hired prior to July 1, 2011, shall receive the benefit above at the age of fifty-seven (57) and five (5) years' service. At the time such a retiree or spouse reaches Medicare eligibility age, if enrolled in the District's plan, enrollment in Medicare Parts A and B is required to remain eligible for District Coverage. Should the retiree predecease the spouse, coverage shall be maintained until the spouse reaches the age of Medicare eligibility, but not more than 6 years.

Discharge

An employee who is involuntarily terminated is considered discharged from District employment.

Layoff

An employee may be separated from employment because of reorganization, a shift in District priorities, or a financial or other condition requiring a reduction in force.

Abandonment of Job

An employee may be subject to disciplinary action that could result in separation if they are away from the job for more than one week without notice to the General Manager. Employees are required to notify the General Manager if prolonged absence from the job is expected or becomes necessary. In the absence of such notice, the District will make every effort to advise the employee through a variety of methods that absence without prior approval might place their job in jeopardy; including phone calls, email, and written correspondence sent via registered mail. To facilitate such noticing, all employees must have on file with the District an active, working telephone number, address, and e-mail address. These District efforts will be documented, and employment may be terminated if the employee is non-responsive, or if the District is unsuccessful after reasonable efforts to contact the employee.

B. Procedures for Layoff

When a layoff is necessary, many factors will be considered. The date of hire will generally govern among similar positions. The District may, at its discretion, retain an employee with a later hire date due to that employee's job position, special training, ability, knowledge, or experience.

Affected employees shall be notified in writing of an impending layoff.

If the District expects an employee to be recalled within twelve (12) months after a layoff, the employee may elect to either retain accrued vacation and sick leave benefits or receive payment for accrued benefits at time of layoff, within the limits of District policies, contracts for benefits, and State Labor Laws.

C. Recall

Employees who are laid off will remain on a recall list for twelve (12) months and shall be given the first opportunity to fill vacancies in the classification from which they are laid off and/or for which they are qualified.

Recalled employees shall not have to serve an introductory period and will have all prior accrued rights, benefits, and entitlements restored providing they meet the current standards for the position they are being recalled to fill. However, an employee who is laid off during an introductory period must still complete the un-expired portion of said period.

Recalled employees shall be notified of the recall by certified letter. Employees who do not directly contact the General Manager within ten (10) working days of the mailing date of said letter shall be deemed to have rejected the offer of renewed employment and shall be removed from the recall list.

D. Post Separation

It is expected that during the time between notification of separation and last day of employment, employees will cooperate fully with the District in all matters relating to the winding up of any pending work and the orderly transfer to the other District employees of the matters for which they have been most recently responsible. Employee further agrees that prior to the expiration of the "Notice Period," they will return to the District all originals and hard copies of literature, correspondence, memoranda,

reports, summaries, manuals, proposals, contracts, and other documents of any kind which were provided by, or generated in conjunction with the employee's work with, the District. Upon separation, and employee's final paycheck will be provided on the next regular pay period, unless required to be provided earlier by law.

All District property must be returned by employees on or before their last day of work. Where permitted by applicable laws, the District may withhold from the employee's paycheck the cost of any items that are not returned. The District may also take all action deemed appropriate to recover or protect its property.

Medical, Dental, and Vision benefits end on the last day of the month of employment. COBRA notification will be sent directly to the separating employee's home, or last address on file with the District. CALPERS eligible employees should contact CALPERS well in advance of the intended retirement date to apply for benefits.

E. Post-Employment Co-Operation

In order maintain continuity and support after the termination of employment, the District may request the employee to remain reasonably available to the District and its legal counsel, voluntarily upon the District's request and without the necessity of a subpoena or court order, in connection with the District's investigation, preparation, prosecution and/or defense of any actual or potential legal proceeding, regulatory action or internal matter. The employee may be requested to cooperate with the District to provide any information reasonably within their recollection and to provide truthful testimony as required. If employee is called upon to provide cooperation after employment has been terminated, the District may reimburse employee for reasonable time and out of pocket expenses actually incurred under this section, or at the District's option, may advance employee's reasonable expenses or incur them directly.

SECTION 6. ABSENCE

6.01 GENERAL PROVISIONS

Categories

6.01.01 Vacation

A. Eligibility

Every full-time employee of the District shall earn vacation in accordance with the following schedule. Temporary employees are not entitled to any vacation benefits; part-time employees working more than 20 hours a week are eligible for pro-rated vacation benefits, which are figured as a percentage based on a 40-hour workweek, unless otherwise specified in a contract for employment.

Amount of Vacation Earned		
If District Service is:	Annual Vacation Accrual is:	Accrual for Each Full Pay Period is:
From Date of Hire through 104 pay periods	80 hours or 10 days per year	3.08 hours
From 105 through 234 pay periods	120 hours or 15 days per year	4.62 hours
From 235 pay periods	160 hours or 20 days per year	6.15 hours

B. Accrual

The General Manager is authorized to modify the amount of vacation earned for a new or promoted management employee (Land Resources Manager, Assistant General Manager, Senior Engineer/Project Manager) up to one additional week per year, as part of any negotiation for filling the position.

Any change in the rate of annual vacation accrual shall take effect on the employment date of hire or promotion, unless otherwise specified by Board action.

Annual vacation shall accrue for fractional parts of bi-weekly pay periods falling at the beginning or ending of service.

Vacation may be used in lieu of sick leave, if the employee desires, upon the approval of the General Manager.

Annual vacation may be accumulated for use in succeeding years, but the maximum amount of vacation that may be accrued is two hundred forty (240) hours unless otherwise indicated in an employment agreement. When an employee has accrued that maximum number of vacation hours, he or she may not accrue further vacation time until his or her accrued vacation time has dropped below the maximum number of hours. Employees shall be notified in payroll information or upon request as to their amount of accrued vacation time.

Upon request, the General Manager may approve the payout of vacation hours providing the employee has used at least five (5) days of vacation in the preceding 12 months.

C. New Employees

During the introductory period, new employees accrue vacation entitlement from their date of hire. However, such employees will not be eligible to take vacation until they successfully complete their introductory period, except that the General Manager may permit an introductory employee to take up to five days of paid vacation during the introductory period, subject to the limitation that, if the employee leaves employment prior to the time the employee has accrued the full amount of vacation taken up to the date of separation, any unaccrued vacation time would be offset against salary earned.

D. Scheduling

The times when vacation may be taken, and the amounts granted during any period, are matters of administrative discretion based on the District's needs.

Scheduling of annual vacation must be approved in advance by the General Manager or supervisor, except in cases of an emergency.

Work requirements and the wellbeing of the employee are the determining factors in approving vacation schedules.

When an approved holiday falls within a vacation period the employee shall not be charged vacation credit for that time.

E. Upon Retirement

Employees retiring on the California Public Employees Retirement System ("CalPERS") must use either all accrued vacation, up to the maximum allowed prior to retirement, or request a cash lump sum payment. The amount of the lump sum payment is not included in the employee's annual salary by CalPERS.

F. Upon Separation

Employees, upon separation from the District, shall be paid a cash lump sum at their then current rate of pay for all accrued annual vacation prorated to the last day of employment.

6.01.02 Sick Leave

Sick leave is provided by the District and is intended to promote the health and welfare of the individual employee. Sick leave permits the employee to be absent from duty without a loss of pay when they are incapacitated by reason of illness, injury, pregnancy, or medical confinement; when a member of their immediate family must be cared for by the employee; or when an employee has been exposed to a contagious disease and their presence on the job might endanger fellow workers.

A. Eligibility

Sick leave is earned by full-time employees at the rate of eight (8) hours of paid sick leave per month, which is equivalent to 3.69 hours per biweekly pay period. Temporary and part-time employees earn 24 hours at the beginning of each calendar year; these hours do not carry over to the next calendar year.

Sick leave benefits shall accrue for fractional parts of bi-weekly pay periods falling at the beginning and ending of service. Newly hired employees shall be eligible for this benefit upon completion of two (2) full pay periods of service. Temporary and part-time employees are eligible to utilize sick leave upon 90 days of employment by District.

Sick leave may be used for medical, dental, or optical examinations or treatments.

A medical certificate should be provided by the employee for any absence of sick leave for more than five (5) working days.

If after reviewing an employee's record of sick leave usage the District believes sufficient cause exists to suspect abuse of sick leave, a medical certificate may be required for any subsequent use of sick leave, regardless of length. Confirmed abuse or improper use of sick leave may be cause for disciplinary action including termination.

B. Procedure

When an employee is incapacitated for the performance of their duties for reasons that entitle him or her to use sick leave, he or she should notify their supervisor no later than thirty (30) minutes after the beginning of the employee's workday, or in circumstances when providing such notice is not possible, as soon thereafter as is practicable.

Each employee shall be responsible for informing the District of their health status until he or she returns to work.

If an employee is on sick leave on the day the District observes a holiday, that day shall not be counted as a day of sick leave.

Sick leave benefits may only be taken in one-half hour or more increments.

Sick leave may be accumulated for use in succeeding years for full-time employees. The maximum amount of sick leave that may be accrued is three hundred (300) hours. If an employee has previously accrued sick leave in excess of 300 hours, he/she will still be entitled to keep all sick leave accrued prior to this policy taking effect.

C. Additional Provisions

When all sick leave is exhausted, an employee may be permitted to use other accrued leave or be authorized for a leave of absence without pay upon the approval of the General Manager. The General Manager can authorize the borrowing of sick leave provided that it is earned back within 6 months of the loan. Other District employees may voluntarily donate their own sick leave to an employee who has exhausted their sick leave on a dollar salary basis, subject to the approval of the General Manager.

D. Separation

Upon a full-time employee's separation (resignation, retirement at normal retirement date, death, or layoff, but not discharge or abandonment of job), unused sick leave shall be paid to the employee, or their designated beneficiaries in the event of death, on the following basis for all full-time employees only:

Length of Service as of Date of Separation	Percent (%) of Cash Payment for Sick Leave Hours
From Date of Hire Through 104 pay periods	0%
From 105 through 234 pay periods	30%
From 235 through 364 pay periods	45%
From 365 pay periods	60%

E. Disability Retirement

Disability retirement consists of a monthly retirement allowance paid to the employee for the rest of their life or until they have recovered from their disabling injury or illness. Any employee who has at least five (5) years of CalPERS-credited service is eligible for disability retirement through CalPERS. Employees who receive a disability retirement due to their incapacity to work shall be entitled to a 100 percent (100%) cash payment of any unused sick leave balances, computed at their then current base pay rate, if they elect an early retirement in lieu of exhausting such accrued sick leave balances. In the event of death

resulting from an occupational injury, cash payment shall be made to the employee's estate, in accordance with the requirements of the District's CalPERS contract.

F. COVID-Related Sick Leave

Beginning March 29, 2021, certain California Employers were required to provide up to eighty (80) additional hours of sick leave for employees who experienced unavailability to work due to the COVID-19 pandemic. California's 2021 COVID-19 Supplemental Paid Sick Leave Expired on September 30, 2021. Employees who utilized such leave for eligible purposes prior to September 30, 2021, shall not be required to terminate such leave, simply because the legislation expired. Employees who took leave for COVID-19 eligible reasons from January 1, 2021, until March 28, 2021, and who were not otherwise provided sick leave for COVID-19 eligible reasons, may apply to the District for retroactive payment of sick leave. Generally, COVID-19 related reasons for taking sick leave include:

- **Caring for Yourself:** The covered employee is subject to a quarantine or isolation period related to COVID-19 or has been advised by a healthcare provider to quarantine due to COVID-19 or is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- **Caring for a Family Member:** The covered employee is caring for a family member who is either subject to a quarantine or isolation period related to COVID-19 (see note below) or has been advised by a healthcare provider to quarantine due to COVID-19, or the employee is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.
- **Vaccine-Related:** The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related side effects.

Employees who believe they may be eligible for sick leave that was not otherwise afforded by the District during this period should contact the General Manager for further processing of retroactive sick leave benefits.

G. California Family Rights Act

Eligible Leave

The District will grant employees, with at least one year of continuous service or a minimum of 1250 hours, up to 12 weeks/60 days/480 hours of unpaid leave in a 12-month period for family care responsibilities, and for the employee's own serious medical condition. The purpose of the CFRA is to provide employees 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 without jeopardizing employment. Requested leaves must be submitted before the leave begins on appropriate forms to the employee's supervisor, or the General Manager. 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. The employee must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision to minimize disruption to the operation of the District. Any such scheduling is subject to the approval of the health care provider. Leave may be taken for one or more of the following reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, child (no age limit), parent, grandparent, grandchild, sibling, parent-in-law, or domestic partner who has a serious health condition;
- For a serious health condition that makes the employee unable to perform his or her job, except for leave taken on account of pregnancy, childbirth, or related medical condition;
- For any "qualifying exigency" (defined by Section 3302.2 of the Unemployment Insurance Code) 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 of the United States; 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

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. 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 CFRA 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. Leave to care for a covered service member is for a maximum of 26 workweeks during a 12-month period.

Leave for Employee's Own Health Condition

If the leave is based on the planned medical treatment for a serious health condition, reasons for leave may involve the following:

- "Inpatient care" of at least one day.
- Period of incapacity of more than three days, followed by treatment by a healthcare provider.
- Treatment of chronic condition.
- Treatment for substance abuse.

If the CFRA 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. 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. The District requires the employee to provide certification within fifteen (15) days of any request for CFRA, 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 CFRA, 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 CFRA, the District may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered CFRA. If an employee cites his/her own serious health condition as a reason for leave, the employee must submit a certification from the health care provider stating;

- Date of commencement of the serious health condition;
- Probable duration of the condition, and
- 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 an additional certification by the employee's health care provider that the employee is fit to return to his or her job. The physician must stipulate whether employee can perform essential functions with or without accommodation. 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.

H. Leave to Care for Family Member

If the leave is needed to care for an eligible family member, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care; and
- Confirmation that the serious health condition warrants the participation of the employee.

I. Leave for Birth, Adoption, or Foster Care.

A leave taken due to the birth of the employee's child, or placement of a child with the employee for adoption or foster care, may need to be supported by a certification, such as a birth certificate or adoption and foster care paperwork. A female employee's request for leave for the birth of her child will begin once her pregnancy disability leave has ended. When both parents are employed by the District, and request leave for the birth or placement for adoption or foster care for a child, the District will grant the time off and ask that the parents work to minimize disruption to the workplace.

J. Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service may need to be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member's health care provider.

K. Pregnancy Disability Leave ("PDL")

Any full or part-time employee who is disabled by pregnancy, childbirth, or a related medical condition will, upon request and approval, be granted PDL without pay not to exceed four months. If you require PDL, you must notify your supervisor or the General Manager as soon as possible, at least 30 days in advance if foreseeable. The written notice should specify the commencement date of the leave, the expected duration of the leave and be accompanied by a signed physician's statement. The District has ten calendar days to respond to the request. 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 undermine 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

L. School Activity Leave

Any employee who is the parent or guardian of a child through grade 12 may request up to 40 hours off per year for the purpose of participating in school activities, locating and/or enrolling in childcare, or school emergency. This time will be unpaid unless you choose to use wage replacement through accrued sick or vacation time or compensatory time off for this purpose.

M. Reinstatement Upon Return From Leave

Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Employees have no greater rights to reinstatement, benefits, and other conditions of employment than if the employee had been continuously working during the CFRA period. Failure to return to work after the authorized four month leave period causes the employee to have no reinstatement rights. Additionally, an employee who fails to return to work may be required to reimburse the District for the District's contribution for health benefits during portions of the pregnancy disability leave period covered by unpaid leave.

N. Fitness for Duty Certification

As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition, which made the employee unable to perform their job, the employee must obtain and present a fitness-for-duty certification from the health care provider that the employee is able to resume work. Failure to provide such certification will result in denial of reinstatement.

O. Lactation Accommodation

The District will provide a quiet, locked private room for nursing mothers who need to express breast milk. The employee and her supervisor shall work together to provide break times during the employee's workday to accommodate any such needs.

6.01.03 Holidays

Full-time employees shall be entitled to receive holiday pay at their regular pay rate. Unless otherwise provided by contract, temporary and part-time employees are not entitled to holiday benefits.

The following days are observed as District holidays:

New Year's Day (January 1)

Martin Luther King, Jr. Birthday (Third Monday in January)

Presidents' Day (Third Monday in February)

Memorial Day (Last Monday in May)

Independence Day (July 4)

Labor Day (First Monday in September)

Veteran's Day (November 11)

Thanksgiving Day (Fourth Thursday in November)

Day after Thanksgiving

Christmas Eve (December 24)

Christmas Day (December 25)

New Year's Eve (December 31)

Personal Day (Varies)

Each employee shall be entitled to one personal holiday each calendar year, which will be lost if not used during the calendar year. The personal day may be taken on a date the employee chooses, with the prior permission of the General Manager.

When a fixed holiday falls on a Saturday, the previous Friday will be observed as the fixed holiday except that when the preceding Friday is also a fixed holiday, then the preceding Thursday will be observed as the fixed holiday. When a fixed holiday falls on a Sunday, the following Monday will be observed as the fixed holiday except that when the following Monday is also a fixed holiday, then the following Tuesday will be observed as the fixed holiday. Exception – New Year's Eve will be observed on December 31 or the last working day of December. A calendar will be prepared indicating holidays for the Calendar year.

When an approved holiday falls within a vacation period, the employee on vacation shall not be charged vacation for that day.

Whenever an exempt employee is required, due to the nature of their position, to work on an approved holiday, the employee shall be given the equivalent time off at a subsequent date to be determined by the General Manager.

A. Leave Without Pay

Leave without pay shall be granted only upon written request of the employee and approval by the General Manager.

The increments of sick leave and vacation time shall not accrue when an employee is on leave without pay.

Service credit shall not be lost as a result of an approved leave without pay.

During a leave without pay, the employee shall be responsible for paying the entire cost of the employee's own group medical and dental insurance.

The District may require an employee returning from a leave without pay to have a physical examination to determine his/her fitness to work.

B. Authorized Leave

Military Leave

Military leave and regulations for payment pertaining thereto shall be in accordance with the provisions of the Military and Veteran's Code of the State of California and other applicable laws.

Court Leave

Court leave is granted for the purpose of attending court for jury duty (not to exceed 10 days) or as a witness under a subpoena of a duly constituted court.

Employees on court leave will be required to produce a certificate from the court which shows the dates of attendance and an itemized account of any compensation received by them.

Any fees or compensation received by reason of such court attendance in connection with court duty must be delivered to the Administrative Services Specialist or General Manager. The employee shall then receive their regular rate of pay during such time as was required for court attendance.

The District may ask the employee to request deferment of jury duty for work requirements.

Bereavement Leave

Upon the death of any member of an employee's immediate family, the employee shall be allowed bereavement leave with pay as is actually necessary to take care of funeral arrangements or to attend the funeral, but not to exceed three (3) working days with regard to any such death. If an employee must travel beyond 500 miles to arrange for or attend a funeral of a member of their immediate family, it is in the discretion of the General Manager if any additional bereavement leave will be allowed (no more than

five (5) working days total). For purposes of this section, “immediate family” means father, father-in-law, mother, mother-in-law, son/daughter-in-law, daughter/son-in-law, brother, sister, wife, husband, child, domestic partner, grandchild, grandparent, legal guardian, or any other family member with whom the employee resides.

Retirement

The District has contracted with the California Public Employees Retirement System (CalPERS) to provide retirement benefits for its employees. To be eligible for service retirement, the employee must be at least age 50 and have five years of CalPERS-credited service. There is no compulsory retirement age. Employees hired prior to January 2013, currently pay 3.5% of the 8% of the employee contribution; this percentage is set by Board action and may change. Employees hired after January 2013 are required to pay a 6.75% employee contribution as required by CalPERS.

An employee may also contribute to the CalPERS 457 (defined compensation plan similar to a 401K) plan as well, this is strictly voluntary, and an employee may contribute up to the IRS contribution limit set each year. The District does not contribute to this plan on behalf of the employee but does withhold and report bi-weekly contributions to CalPERS on behalf of the employee.

6.02 DOCUMENTATION

Employees shall indicate all absences on their timesheet.

SECTION 7. INSURANCE

7.01 GENERAL PROVISIONS

In order to protect its full-time employees and their families in the event of an accident or illness, the District provides and contributes payments toward (with the exception of State Disability Insurance) the following insurance plans. The District retains the right to alter the insurance plan and eligibility if it finds, at its discretion, such changes to be in the best interest of the District.

A. Health Insurance

Group Health Insurance is provided by the District for all full-time employees and their eligible dependents as provided by the District's general health insurance carrier. Coverage begins on the first of the month following two (2) full months of service with the District unless modified by the General Manager as a part of employment offer. Employer pays 100% of employee's medical benefits and employee currently pays 25% of dependent contribution through bi-weekly payroll deductions. Employees may also choose the option of enrolling in an Account Based Health Plan (ABHP) partnered with a Health Savings Account (HSA) rather than the traditional plans that may be offered by the District. The District will pay the lower premium on the ABHP (aka. Consumer Driven Health Plan) and deposit the funds saved compared to the standard plan into the employee's HSA.

B. Dental Insurance

Dental Insurance is provided by the District for all full-time employees and their eligible dependents as provided by the District's dental insurance carrier. Coverage begins on the first of the month following two (2) full months of service with the District unless modified by the General Manager as a part of employment offer.

C. Vision Insurance

Vision Insurance is provided by the District for all full-time employees and their eligible dependents as provided by the District's vision insurance carrier. Coverage begins on the first of the month following two (2) full months of service with the District unless modified by the General Manager as a part of employment offer.

D. Disability Insurance

State Disability Insurance provides benefits to eligible workers suffering a loss of wages when they are unable to perform their usual work because of a non-occupational illness, injury, or pregnancy. The employee pays for the State Disability Insurance and its administration. If an employee becomes permanently disabled, they may be entitled to receive Social Security and/or CalPERS Disability Retirement.

E. Employee Assistance Program

Employee Assistance Program (EAP) is provided to full-time employees. The EAP provides confidential, professional assistance when personal problems affect an employee's life and work. The program provides information, consultation and counseling for employees and their family members, as well as offering training and consultation to management. The EAP encourages employees to use services early in the progression of a problem before situations significantly impact work. This is accomplished by promoting service for "normal problems in living" such as relationships, stress, legal and financial problems, career concerns, anxiety, and depression. The EAP also services more serious concerns such as alcohol, marijuana and drug problems, family violence, and threats of suicide. Numerous additional resources are available.

F. Workers' Compensation Insurance

Workers' Compensation Insurance is paid by the District and is available when an employee is injured or has an accident while fulfilling the duties assigned by the District. This coverage is effective on the first day of employment. Under the Workers' Compensation Act of the State of California, employees will be provided benefits when a doctor says as a result of an occupational injury/illness they cannot perform their job duties for a period of three (3) or more consecutive days or are hospitalized overnight.

- An employee must wait 3 days before receiving any temporary disability benefits provided by Workers' Compensation Insurance, per California Labor Code section 4652.
- Compensation payments will begin after the third day following the injury or from the first day of your hospitalization.
- Accrued "Sick/Vacation/Paid Time Off" 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.
- Any medical appointment (after the first one) is charged from the employee's accrued sick leave account, vacation or leave with pay, at the discretion of the General Manager.
- If you are injured while working, you must immediately report such injuries to your supervisor, or the General Manager, regardless of how minor the injury might be. If you have any questions regarding workers' compensation coverage, you should contact the Administrative Specialist.

G. Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Consolidated Omnibus Budget Reconciliation Act ("COBRA") gives employees and their qualified beneficiaries who lost their health benefits the opportunity to continue health insurance coverage under the District's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common "qualifying events" are voluntary or involuntary job loss, death of an employee, reduction in hours worked, an employee's divorce or legal separation, and a dependent child who no longer meets the eligibility requirements. For further details regarding the continuation of health benefits under COBRA, please contact the Administrative Specialist.

SECTION 8. EXPENSE REIMBURSEMENT

8.01 GENERAL PROVISIONS

The following compensation and expense reimbursement policies shall apply to each employee attending authorized conferences, seminars, and other meetings as a representative of the District. District employees should plan and schedule their travel well in advance and identify the lowest cost of travel available. Reimbursements may be limited to State or other contract reimbursement rates.

Each employee shall receive reimbursement for actual expenses incurred for lodging, meals, and registration fees in connection with attendance at conferences, seminars, or meetings up to the limits of authorization.

Each employee shall receive reimbursement for transportation to and from the conference, seminar, or meeting, as actually incurred. Where travel is by personal automobile, the employee shall be reimbursed for miles driven in their personal automobile at the current rate set by the Internal Revenue Service pursuant to Section 162 of the Internal Revenue Code. If two or more employees travel in the same automobile, only the employee providing the automobile shall receive mileage reimbursement. In no event shall reimbursement for travel expenses exceed the cost of standard round-trip coach airfare to the location of the conference, seminar, or meeting, and round-trip ground transportation between the airport and the actual site of the conference, seminar, or meeting.

Each employee shall receive reimbursement for the actual cost incurred in connection with rental car transportation at the location of the conference, seminar, or meeting, if needed.

District employees who use their personal vehicles in the course of District business not mentioned above are entitled to reimbursement for mileage at the current rate set by the IRS. This expense is to be detailed on the expense report.

A full-time employee who significantly utilizes their phone for District business on a daily basis including after hours will be reimbursed a flat rate of \$50 per month. The General Manager shall determine which positions are eligible for such reimbursement based upon the level of private cell phone use required; this determination shall be documented in writing. This amount is based on approximately 50% of voice and data plans. This reimbursement will be paid bi-weekly through payroll and does not increase the employees' base pay, but employees are advised it may be considered as "income" for tax purposes. The District does not offer tax advice to its employees. Employees who are required to use their personal phones for District business at a lower frequency level will be reimbursed on a fraction of the \$50 per month, as determined by the General Manager, at his or her discretion. This amount is subject to change and left to the discretion of the Board to revise as needed.

8.02 DOCUMENTATION APPROVAL

The employee shall estimate the costs for travel in their request to travel for consideration by the General Manager. Total cost or component costs may be limited in the amount of reimbursement.

To receive reimbursement as outlined in 1 through 3 above, each authorized employee shall submit a written expense report for approval. Such expense report shall explain in detail the reimbursement sought, the reason for incurring the expense(s), and contain relevant bills and/or receipts documenting the expense(s). A request for reimbursement of gratuities shall not normally exceed twenty (20%) percent unless approved by the General Manager.

The General Manager will review and approve all expense reimbursement requests.

Payment of compensation for attendance at conferences, seminars, or meetings will be processed in the next scheduled check run after approval of the detailed expense report.

SECTION. 9 WORK STANDARDS

9.01 GENERAL PROVISIONS

The District requires that employees meet reasonable standards of conduct, performance, and dress, which shall reflect favorably upon themselves and the District. Employees whose job duties bring them into contact with the public are expected to wear professional attire, which may include a uniform, as may be determined by the General Manager. If required, uniforms shall be issued by the District.

9.02 HOURS OF WORK

A. Standard Work Week

The standard workweek for full-time employees is forty (40) hours. An employee may choose to work on a flex schedule that may result in no more than 80 hours in a two-week pay period. All work schedules are subject to the needs of the District and require approval of the employee's supervisor and General Manager.

B. Standard Workday

Field Staff

The standard workday for field staff on a flex schedule is a nine-hour period for 8 days beginning at 5:30 a.m. and ending at 3:00 p.m. and an eight-hour period for one day beginning at 5:30 a.m. and ending at 2:00 p.m. within each bi-weekly pay period. The workday schedule may be adjusted within the eight-hour period, subject to work requirements. Rest periods and meal breaks shall be in accordance with current labor codes.

Office Staff

The standard workday for office staff on a flex schedule is a nine-hour period for 8 days beginning 7:30 a.m. and ending at 5:00 p.m. and an eight-hour period for one day beginning at 7:30 a.m. and ending at 4:30 p.m. within each bi-weekly pay period. The workday schedule may be adjusted within the eight-hour period, subject to work requirements. Rest periods and meal breaks shall be in accordance with current labor codes.

C. Standby

Standby duty requires that employees so assigned shall: a) be reachable by telephone or other communicating device; b) be able to report to place of duty in a one-hour period of time, and c) refrain from activities which might impair their ability to perform assigned duties, such as the use of alcohol or medications which would limit the ability to operate a motor vehicle. Employees on standby status are free to use their time as they choose, so long as they are reachable and can return to work in a one-hour period. Employees not assigned to standby duty have no obligation to meet these requirements.

D. Call Back

District non-exempt employees called back to work after completing their normal workday and leaving the worksite shall be entitled to call back compensation after accumulating a total of 40 hours in one week, or 80 hours in a two-week pay period if working on a flexible schedule. Call back compensation shall not apply to exempt employees or those assigned to standby duty pursuant to Section C above.

E. Overtime

All time worked by non-exempt employees more than the employee's established workweek shall be approved in advance by the General Manager. Overtime will be reported and compensated according to the provisions of the Fair Labor Standards Act.

9.03 WORK LOCATION

Field Staff

Field staff shall report for work to the Mentone shop or other field location as directed on a day-by-day basis by the Field Supervisor to support District operations.

Office Staff

Office staff shall report for work to the District headquarters, currently located at 1630 West Redlands Blvd, Suite A, in Redlands, California. Occasionally work at an alternate location to support employee productivity or personal schedules may be approved, on a case-by-case basis, by the General Manager.

9.04 REMOTE WORK ARRANGEMENTS

A. Remote Work Objective

The District considers remote work from a telecommuting location to be a viable alternative work arrangement in cases where the individual job and supervisory characteristics are well suited to such an arrangement. This allows employees to work at an off-site location, remote from District headquarters, for part of their workweek. The District recognizes that limited remote work can support productivity, employee satisfaction, work/life balance, **backup or supplemental** childcare or other family responsibility needs, and limit environmental impacts from commuting, and provides a flexible work option for office staff meeting the criteria outlined below. Remote work is not an entitlement or a District-wide benefit, and in no way changes the terms and conditions of employment between employee and District.

B. Position Eligibility

Certain job responsibilities, such as fieldwork and face-to-face interaction with the public or Board members, are not suitable for remote work arrangements. Based on the job descriptions, the following positions are eligible for limited part-time remote work arrangements:

- Administrative Specialist*

- Administrative Analyst*
- Assistant Engineer
- Senior Engineer/Project Manager
- Land Resources Manager/Assistant General Manager
- General Manager
- In-House District Counsel

Where job classifications require occasional fieldwork, travel or in person meeting, those will take precedence over any scheduled remote workdays.

NOTE: These roles are eligible for up to one day per week of remote work, which must be scheduled to ensure that at least one administrative staff is working from the office Monday through Friday.

Employees meeting the criteria below may be eligible for a part-time remote work arrangement:

- Employee holds a job listed in *Position Eligibility* section above
- Employee is a full-time employee, or part-time contract employee of the District
- Employee has been employed by the District continuously for nine (9) months, or such shorter time as the General Manager may, in his or her discretion, determine
- Employee has received a “satisfactory” evaluation or higher on their most recent performance review
- Employee consistently demonstrates productivity and reliability in District matters

C. Remote Work Request Process

Any eligible employee (see section 7.04.C above) who wishes to work remotely shall discuss this option with their supervisor. Their supervisor will review the eligibility criteria in section 9.IV.C, and discuss any potential specific job description conflicts with the employee (i.e. occasional fieldwork for construction projects or habitat monitoring). The Supervisor will also review the technological capability of the eligible employee to access the District’s servers and software from the employee’s proposed remote working location. In no event shall the District be required to pay for new or upgraded equipment the eligible employee may need to effectively access the District’s servers and software, in such a manner that the remote working employee can be effective, and efficient. The supervisor will document remote work and how they will track work completed during remote work and present the request to the General Manager for consideration. Following General Manager approval, Employee and supervisor will review and sign the Employee Remote Work Policy and Agreement.

D. Remote Work Arrangements

Once approved, all remote work arrangements will be on a trial basis for three months. The trial period will include weekly check-ins between employee and supervisor to discuss work progress and issues. At the close of the three-month trial period, employee will schedule a meeting with supervisor to discuss what worked and areas for adjustment during the trial; continuation of the remote work arrangements at the end of the trial period shall be at the sole discretion of the General Manager. Remote work arrangements may be discontinued at any time by either the employee or the District; however, every effort will be made to provide notice twenty working days prior to the change to accommodate commuting, etc.

As described in greater detail in the Employee Remote Work Policy and Agreement, the following basic requirements apply to each enrolled employee. Failure to comply with these requirements may result in the immediate termination of the remote work agreement:

- Employees will remote work a maximum of two days per week, unless otherwise approved by the General Manager.
- Employees will carry out the same duties, assignments, and other work obligations at an off-site location as they had working from District offices or facilities.
- Employees will work and be available for meetings, conferences, etc. during standard work hours.
- Employees will be available to their supervisor, co-workers, and District staff during standard work hours.
- Employees will attend scheduled meetings.
- Employees will arrange for the availability of childcare or family care needs during standard work hours, as may be necessary to assure their availability for performance of their regular job duties during regular working hours.
- Employee will determine and assume responsibility for any tax or legal implications under IRS, state, and local laws; responsibility for fulfilling all such obligations rests solely with the employee.
- Employee will follow appropriate District dress code for all meetings attended remotely. Employee will comply with all applicable sections of employee handbook when working remotely.
- Employee will utilize an appropriate work environment during standard work hours, including reliable internet access. The District is not responsible for costs associated with set-up or up-keep of a home office area.
- The District will determine appropriate computer equipment needs based on employee requests on a case-by-case basis.
- The District will provide standard collaboration software (such as Teams and Outlook) and approved technology for access to the network.
- Employee will ensure protection of all proprietary information, including maintaining critical hardcopy files at the office at all times.

- Employees will accurately record all work hours. Additionally, non-exempt employees will obtain advance approval from their supervisor for all overtime in accordance with Section X. Failure to comply with this requirement may result in immediate termination of the remote work agreement.

9.05 ATTENDANCE

Employees shall make every effort to schedule personal appointments outside their working hours.

The District will maintain records of employee attendance for the purpose of identifying critical and chronic attendance problems which may require corrective action. Absences that occur disproportionately immediately before or after weekends or holidays may be subject to investigation, and requirements to produce documentation demonstrating the reasons for such \absences.

Employee attendance will be reviewed and considered by the supervisor and the General Manager when considering an employee's annual performance evaluation.

SECTION 10. PERSONNEL RECORDS

10.01 GENERAL PROVISIONS

A. Inquiries

Information pertaining to an employee's job history and performance may be released only with the written approval of the current or former employee or as may be required by law. This provision shall be explained to separating employees at an exit interview, conducted by the Administrative Services Specialist, and at that time the employee will be given the opportunity to submit a memo authorizing such release of information.

All requests for information pertaining to personnel records, including inquiries from outside the District, will be directed to the Administrative Specialist.

Requests for reference information will be limited to dates of employment, job title, and duties. Requests for financial references on current employees will be limited to dates of employment, job title, duties, or other information in accordance with state law. Requests for any additional information will be provided only with the authorization of the employee.

Requests for information shall be in writing and a copy shall be retained in the employee's personnel file.

Employee medical files are confidential; access to an employee's medical files is restricted to the employee, the Administrative Specialist, and the General Manager, or as otherwise required by law. Medical information shall be released by the District only upon written authorization from the employees or to persons and/or agencies who are legally entitled.

B. Inspection

Access to personnel files shall be restricted to authorized District employees.

Employees or a person designated by the employee may inspect and receive a copy of their personnel records at reasonable times during District office hours and under the supervision of another District employee upon completion of a Personnel Records Request Form.

The General Manager may have access to an employee's personnel file for his/her confidential use in connection with a personnel matter.

The District will cooperate with federal, state, and local government agencies investigating an employee if the investigator furnishes proper identification and proof of legal authority. The District may permit a government investigator to review a personnel file on District premises, but the investigator shall not be allowed to remove or reproduce this information without consent from the General Manager. The employee shall be notified of such review unless prohibited by law or court order.

C. Retention

Original Personnel records shall be maintained by the District for a period of seven (7) years after an employee's separation. After that time, the records may be microfilmed.

SECTION 11. DISCIPLINARY ACTIONS AND APPEAL PROCEDURE

11.01 GENERAL PROVISIONS

A written copy of the Employee Handbook shall be given to each employee. The employee shall acknowledge in writing his/her receipt of the Employee Handbook. In doing so, the employee's act shall constitute presumptive proof of the employee's knowledge and understanding of the governing of the disciplinary actions and procedures.

All suspensions, demotions, reduction in salary for a specified time period, and dismissal of employees shall be made in accordance with this section and shall provide the employee with the opportunity for a fair hearing/appeal.

Employees within their introductory period may be suspended, demoted, or dismissed without cause, without the right of review or appeal.

11.02 CAUSE FOR SUSPENSION, DEMOTION, REDUCTION IN SALARY, DISMISSAL

An employee may be suspended, demoted, reduced in salary, or dismissed for cause. Because all District employees are at-will employees, the District does not have to identify a cause for dismissal. However, the following are causes for such actions, but actions are not in any way limited to these causes.

- Failure to meet reasonable work performance standards and requirements.
- Misappropriation or damage of public property or waste of public funds or property or negligent or willful misconduct.
- Conduct unbecoming an employee of the District.
- Absence without approved leave.
- Chronic tardiness or absenteeism.
- Deception or fraud in the securing of a job appointment or promotion.
- Falsification of a relevant official statement or document, including job application.
- Improper withdrawal or limitation of service or any action which interferes with or is disruptive of the District's mission or public service.
- Refusal to follow a lawful directive of a superior.
- Any action inconsistent with, or in violation of, this section or any other officially promulgated District rules, regulations, policies, and practices.
- Conviction of a felony, or a crime involving moral turpitude.
- Unlawful harassment, including sexual harassment.

The list of prohibited conduct does not change the employee's at-will employment status. Both the employee and the District have the right to terminate the employment relationship at any time, with or without notice.

The unlawful manufacture, distribution, dispensation, possession, or use of marijuana, an illegal or non-prescribed controlled substance, narcotic drug, or intoxicating beverage in the workplace, which includes all facilities and vehicles under the control of and used by the District, is expressly prohibited. If the General Manager concludes that there is reasonable cause to believe that an employee has reported to work under the influence of marijuana, narcotic drugs, controlled substances, or alcohol, the General Manager may immediately place the employee on paid administrative leave while an investigation is conducted. Should the investigation determine that the employee was under the influence of marijuana, narcotic drugs, controlled substances, or alcohol at the time, the employee will be disciplined, up to and including termination. If the employee disputes the General Manager's determination that he or she is under the influence of marijuana, narcotic drugs, controlled substances, or alcohol, the District will arrange for and pay for an appropriate medical test to confirm or reject the General Manager's determination.

An employee who must take medication prescribed by a licensed physician or other licensed health-care professional which may cause drowsiness, dizziness, or erratic behavior, and/or which may impair his/her senses or reflexes in the performance of his/her duties, is required to notify his/her supervisor. Failure to do so shall be considered a violation of the District's safety standards and may subject the employee to disciplinary action. Any employee who reports to work under the influence of medication prescribed by a licensed physician or other licensed health care professional, and who the supervisor determines is not capable of performing the duties of their job properly or without posing a danger to the employee or others, may be ordered to leave work by the General Manager until such time as the employee demonstrates their condition is such that he or she is able to perform their duties properly and poses no danger to the employee or others; the amount of work time lost may be charged against the employee's sick leave.

The General Manager shall document the reason for suspension, dismissal or reduction in salary and inform the employee in writing. The employee may provide evidence and summary of rebuttal or other relevant information. Based on this additional information, the General Manager may revise the action, request support of District Counsel, or implement the action. The General Manager may also elect to bring the item to the Board of Directors in Closed Session at its next regular meeting.

I acknowledge that I have received a copy of the San Bernardino Valley Water Conservation District's Employee Handbook (Rev. 11 1X 2021) and I understand that I am responsible to know the contents of this Employee Handbook, including the District's rules and regulations. I understand that this Employee Handbook is not a contract of employment and is subject to change at the discretion of the District, with or without notice. I have been advised that, if I have any questions regarding this Employee Handbook, I can contact the Administrative Specialist and/or the General Manager.

Signature of Employee

Printed Name, Title

Date

Wash Plan Trails Project Summary & Status Report

December 2021



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

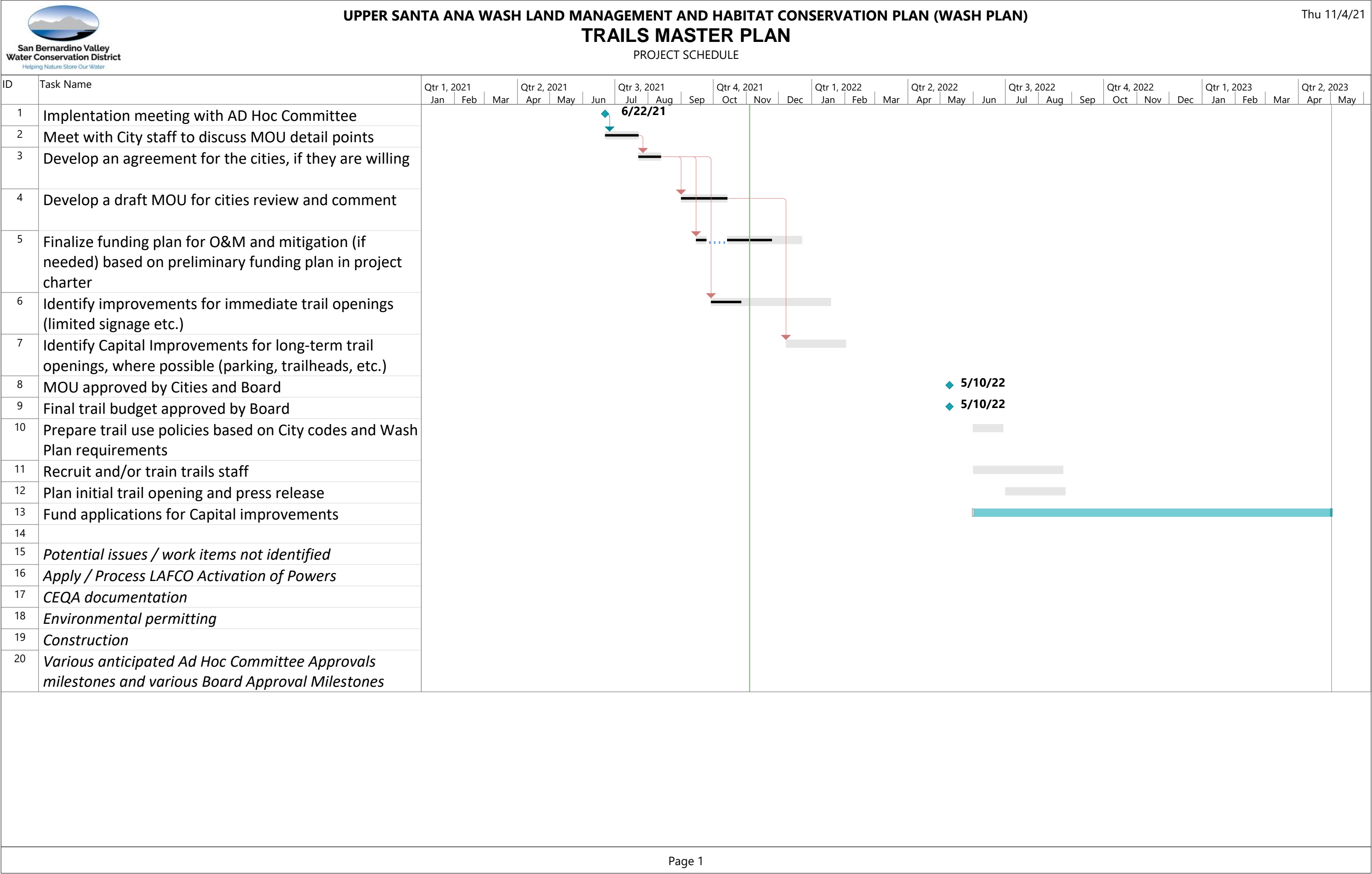
Project Management Approach / Work Plan

- a. Develop/obtain support from Cities on trails MOU
- b. Complete trail permitting, including 1) Wash Plan HCP Certificate of Inclusion and 2) State/waters permits
- c. Record public access easements, if necessary
- d. Install signs/fencing
- e. Open trail(s) that do not require ancillary facilities such as trailheads or parking lots
- f. Obtain grant funding for ancillary trail facilities such as trailheads and parking lots
- g. Bid construction of/build ancillary trail facilities



Current Status

District and Highland staff met on November 17, 2021, and Highland provided comments on the draft MOU via email on November 19, 2021. District Council reviewed and incorporated Highland's comments into an updated draft provided to Highland on December 1, 2021. Staff awaits comments on the draft MOU from the City of Redlands. The Draft MOU, incorporating comments from the City of Highland, is attached to this report as an information item.



Memorandum of Understanding re Planning and Funding of Santa ana Wash Wildland Trails

by and between the City of Highland, the City of Redlands, and the San Bernardino Valley Water Conservation District

RECITALS

This “MEMORANDUM OF UNDERSTANDING RE PLANNING AND FUNDING OF SANTA ANA WASH WILDLAND TRAILS” (“MOU”) is entered into this ____ day of ____ 2021, by and between the CITY OF HIGHLAND, “(Highland)”, the CITY OF REDLANDS (“Redlands”), and the SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT (“District”). Highland and Redlands are sometimes referred to collectively hereunder as “Cities.” This MOU is entered into in consideration of all the following:

RECITALS:

WHEREAS, Cities are both municipal corporations, and general law cities in the State of California. As such, Cities have the statutory authority to set aside, improve, operate, and maintain property for public recreational purposes, including trails. This authority draws from, *inter alia*, Government code section 66477, and common law municipal powers.

WHEREAS, District is a California Water Conservation District duly formed and existing under Water Code sections 74000 et seq. District has as its primary purpose the capture, spread, and recharge of water, both native and imported, over groundwater recharge facilities it owns, operates, and leases, and the stewardship of lands for compatible water supply and quality, mineral production, and the preservation of sensitive habitats.

WHEREAS, District owns substantial holdings of land within the Santa Ana River Wash. The 4,500-acre Santa Ana River Wash provides a large, unique open space area supporting both natural habitat and recreational opportunities to residents of the rapidly urbanizing East Valley. The District has initiated, and is now implementing, the Upper Santa Ana River Wash Habitat Conservation Plan (“Wash Plan”) to allow development, expansion, and maintenance of facilities for both municipal and commercial entities within the Wash, including those of the District and Cities, while providing protected habitat for multiple Federal and State protected species that are found within the Wash. District has obtained an Incidental Take Permit for the Wash Plan, which includes as one of the covered activities the establishment of trails.

WHEREAS, The Trust for Public Lands (“TFPL”) recommends that parks, trails, and other outdoor recreational amenities be sited to maximize the number of community members living ten minutes or less away, by foot. With currently available trails, TFPL shows that 26% of Highland residents are within a ten-minute walk while 51% of Redlands residents are within a 10-minute walk.

WHEREAS, the parties, in collaboration with each other, formulated and approved the Wash Plan Trails Master Plan (November 2016) (recognized by the City of Highland Community Trails Committee) (“Trails Plan”) to combine the Cities’ legal authority to establish trails, with the District’s land and conservation area management authority and existing permits, in order to expand public recreational trails as part of the long-term land uses for the Santa Ana River Wash. The Trails Plan is incorporated into, and was reviewed with the same EIR/EIS, as the Wash Plan. The Trails Plan describes a paved and unpaved trail system for pedestrians, street cyclists, mountain bikers and equestrian users within and adjacent to the Wash Plan Preserve located north of the Santa Ana River, within the jurisdictional boundaries of the Cities.

WHEREAS, implementation of the Trails Master Plan would substantially expand and improve the scope and range of recreational opportunities available in the Wash Plan area, and extend to all residents of the region the economic, educational, health, heritage, transportation, community involvement, and quality of life benefits such trail systems can provide. Specifically, the Trails Master Plan proposes an interconnected system of 23.1 miles of trails, including Class 1, 1-B, 2 and 4 segments, to the existing trail networks in Highlands and Redlands. A map of such proposed trails from the Trails Plan is attached as Exhibit “A.” These trails would provide legal access for pedestrians, street cyclists, mountain bikers and equestrian users within and adjacent to the Wash Plan Preserve. Approximately 2.5 miles of trails are already built and legally accessible via public rights of way (e.g. bike lanes on paved roadways), 7 miles of trails would be opened along existing, unpaved access roads, and an additional 13 miles of paved trails would be developed by Highland, Redlands, San Bernardino County Transportation Authority, or other entities within existing or future public rights of way.

WHEREAS, some funding for the realization of the Trails Plan is already in place, and some is the subject of existing funding commitments, that have come from issuance of conditional use permits for mining activities under the Wash Plan, or from conditions of approval from other discretionary permits previously issued by the Cities, or others. However, such funding is not currently expected to be sufficient to cover all expected right of way, construction, and maintenance and operation costs of the trails network, as envisioned in the Trails Plan.

WHEREAS, the parties therefore now wish to collaborate on the final design, implementation, funding, and operation and maintenance of that portion of the trails system proposed in the Trails Plan located upon property owned by the District, or owned by the BLM but over which the District has rights including trail establishment and maintenance. These trails include Borrow Pit South, Cone Camp Road, Old Rail Line, Pole Line, and Weaver, as identified in the Trails Plan (“MOU Trails”). Such MOU Trails consist of 7.3 miles of trails, and are depicted on Exhibit “B.” The parties therefore enter this MOU to define their respective roles and responsibilities, and assure the cooperative development of a regional recreational resource for trails activity in the Santa Ana River Wash area.

NOW, THEREFORE, in consideration of all the foregoing, it is agreed among the parties as follows:

1. **Recitals.**

The recitals set forth above are true and correct and incorporated herein.

2. **Term.**

This MOU shall have a term of twenty (20) years from the date on which the last party executes this MOU, unless earlier terminated as set forth herein. This MOU may be extended by the parties for up to two (2) subsequent five (5) year periods, pursuant to written amendment signed by all parties. Any party may terminate its participation in this MOU by providing the other parties with one hundred eighty (180) days' written notice, provided, however, that termination of this MOU shall not terminate any trail funding or operating agreements the parties, or any of them, may have entered into as of the date this MOU itself is terminated, and any such agreements shall be governed by their own termination provisions, if any.

3. **Trails Master Plan Implementation.**

3.1 Role of the Parties in Trails Plan Implementation, and Trails Establishment.

The parties intend to proceed immediately with implementation of the MOU Trails portion of the Trails Plan. This will require the establishment of trails by the respective Cities within their own jurisdictional boundaries, in part on property that will be made available for such purposes by the District. Cities shall be solely responsible for planning, permitting, construction, and implementation of the trail segments located on existing public right of way, with the exception of permits associated with Wash Plan Covered Activities, which are being pursued by the District on behalf of the Wash Plan Task Force. For MOU Trails, District will contribute not just land and appropriate public access rights, but will provide the permitting from any third-party agency not a party to this Agreement required for the establishment and operation of MOU Trails, will assist with funding for the establishment of MOU Trails, and will assist in MOU Trails operations and maintenance oversight. District will develop, update, and make available to Cities a GIS-based trail mapping system, with appropriate parcel information, so Cities can integrate such MOU Trails mapping with their own property and parcel map information, and so Cities can assess any third-party rights of way, or additional permitting, that may be needed for trails or MOU Trails implementation.

3.2

3.3 Funding. Two thirds of the implementation costs for the MOU Trails will be provided by the Cities, and one third will come from the District. The parties will, as needed, provide additional design of the trails and any appurtenances or attendant improvements, and shall update cost estimates as may be appropriate for the costs listed in the Trails Plan for the contemplated trails facilities, from which the parties will establish a budget and work plan for the MOU Trails

implementation. The Cities' contribution will be funded from those payments and deposits the Cities required be paid by holders of conditional use permits for mining activities, which funds were made a condition of approval for the purpose of development, implementation, and maintenance of trails or other public recreational activities. For the City of Highland, this was done by way of Conditional Use Permit CUP-007-004 (Robertson's Ready Mix) and CUP-007-005 (Cemex). For the City of Redlands this was done by way of Conditional Use Permit _____ (Robertson's Ready Mix) and Conditional Use Permit No. _____ (Cemex). The Cities shall provide an accounting of all such funds, and the District will identify funding it has available to contribute to establishment of MOU Trails and appropriate MOU Trails appurtenances and improvements. The parties may consider potential pooling of such funds into a single account for ease of coordination and administration of the MOU Trails. .

3.4 CEQA and Other Environmental Review. The parties understand and expect that the MOU Trails contemplated by the Trails Plan have been environmentally reviewed and approved in connection with the Incidental Take Permit obtained by the Wash Plan, and apart from certification that no additional environmental review is required under 14 CCR section 15162, do not anticipate that additional environmental review will be necessary for MOU Trails implementation. To the extent that additional review or permitting may become necessary, however, the District shall undertake lead agency responsibilities for any such additional CEQA or other environmental review for MOU Trails, unless one of the Cities requests to do so, based upon the location of the MOU Trail within their respective jurisdictions. To the extent such additional environmental processing is undertaken by the District, the Cities shall each reimburse the District for one third of such costs, either through direct invoicing, or as Issuance Costs under the Wash Plan MOU in connection with the development of the MOU Trails as a Covered Activity under the Wash Plan. For any required future permits, the parties presently contemplate that District will be the lead agency in connection with preparing, presenting, and procuring of such permits to completion, but agree that they will prospectively determine, on a case-by-case basis, which party is most appropriate for any given specific MOU Trails implementing project, based on its scope, timing, and staffing and budgetary matters. To the extent either of the Cities is the permitting authority for such permits, the applicable municipality shall be the applicant, and shall not charge District application, hearing, or process fees in connection with pursuit or issuance of the permit.

4. Individual Trails Project Approval Procedures.

Prior to construction of any of the MOU Trails included in the Trails Plan, to the extent any such construction is required, and to the extent not already approved by the Cities' approval of the Trails Plan, all MOU Trail and appurtenant facilities must be approved by Redlands or Highland, depending upon whose jurisdictional boundaries the proposed project lies within. For projects that lie within both, the approval of

both Cities shall be required. Such approvals shall be presented to the City Council of each of the respective Cities for consideration as a City-initiated application, and District shall not be responsible for payment of any application fees, hearing costs, or other costs ordinarily incidental to whatever form such approval usually takes under the procedures of the applicable municipality.

5. Trail Operation and Maintenance Responsibilities.

For those Trails Plan trails located within existing streets or other dedicated public rights of way (e.g., the Alabama Street Trail, Greenspot Road Trail, and Boulder Avenue/Orange Street Trail) the municipality having jurisdiction over the portion of the public right of way in which the trail is situated shall assume all costs and responsibility for trail operation, monitoring, oversight, signage, and maintenance. Such activity will be performed by the municipality in conjunction with its other street or public right of way responsibilities, with such eligible funding as the Cities may have to devote to such purposes, including potentially grants or endowment funds. For the MOU Trails, the Cities hereby contract with District as their agent for trail operation, monitoring, oversight, signage, and maintenance, and District shall assume responsibility therefor. The District shall pay for one third of the annual cost of MOU Trail maintenance activities, provided that the remaining two thirds is paid to the District by Robertson's Ready Mix and CEMEX under the terms of their existing Conditional Use Permits for mining, or paid by the Cities from deposits previously made by such parties. The District shall prepare an annual budget in accordance with the Wash Plan Wildland Trails Masterplan for review by all parties, and such budget shall be invoiced by the District to the Mining entities unless any party objects or requests modification. Such changes may be moderated by the Oversight Committee (as defined in Section 6). The District will be responsible for patrol and monitoring of all MOU Trails located on District-owned or operated lands, and will establish a procedure to coordinate enforcement activity on trails with the public safety or police/fire services of the Cities, to ensure safety, and to enforce applicable laws and ordinances on District-owned and operated lands.

6. Trails Oversight Committee.

Each of the parties shall appoint one staff member representative to a Trails Oversight Committee. The Trails Oversight Committee shall coordinate, promulgate rules and regulations for trails usage, and shall review the proposed annual budget for trails maintenance and operation if an objection is raised. It shall also address operational issues or coordination among the parties. The Oversight Committee will coordinate on efforts needed to establish new trail facilities, make recommendations for public outreach or educational opportunities in connection with trails, promote trail use and safety, seek additional grant or other funding for trail maintenance and operation, consistent with the Trails Plan. The Trails Oversight Committee shall meet at least annually, and the notices for such meetings, calendaring, preparation of agenda topics, and meeting venue shall be provided by the District. The Trails Oversight Committee shall have decision-making authority for trails maintenance and operational issues, and may make recommendations to the legislative bodies of any or all parties, and shall serve as a discussion forum among the parties for trails establishment, management and use.

7. Expansion of Trails Amenities.

The parties intend that the Trails Plan serve as a foundational network for recreational trails in the Wash Plan area. The parties shall jointly, and over time, pursue a strategy for exploring expansion of trail amenities supporting the Trails Plan trail network to include trailhead, parking and other amenities, provided that no such amenity shall harm or threaten the Wash Plan Preserve, or the Wash Plan Conservation Strategy, under the Wash Plan HCP and its implementing permits and agreements. . The parties, through the Trails Oversight Committee will explore partnership opportunities for trails with other public and private agencies, assess the supporting facilities necessary or convenient to support the active and safe use of all regional trails, and generate cost estimates and feasibility analyses for project to expand the scope, geographic extent, and level of use of trails. The Committee shall also assess the funding sources available for, or able to be committed to, implementation of such new trails or other facilities, and formulate plans for pursuing such grant or other funding that may be available for such uses.

8. Indemnification.

Each party shall defend, hold harmless, and indemnify the others and their officers, agents, and employees against any and all claims, demands, damages, costs, expenses, or liability arising out of, or in connection with, any acts performed under this Agreement by the indemnifying party, to the extent liability arises from the acts of the indemnitor, its officers, agents, or employees in the performance of this Agreement.

9. No Implied Covenants.

All parties acknowledge and agree that except as specifically agreed in this MOU, no implied covenants attach to this MOU. Nothing set forth herein shall be deemed to bind any party's legislative body to approve any specific trail facility or implementing agreement. Each party retains the sole discretion to authorize the use of its own funding or other resources in connection with the planning, construction, and maintenance and operation of public recreational trails.

10. Assignment.

This MOU may not be assigned by any party without the written consent of the other parties.

11. Jurisdiction.

This MOU shall be governed by the laws of the State of California. If a court of competent jurisdiction declares any portion of this MOU invalid, illegal, or otherwise unenforceable, the remaining provisions shall continue in full force and effect, to the extent possible consistent with the finding of invalidity. Any dispute or action to enforce any obligation under this MOU shall be filed and resolved in a Superior Court in San Bernardino County, California. In the event of

litigation arising from this MOU, each party to the MOU shall bear its own costs, including attorneys' fees.

12. Signatures.

This MOU may be signed in counterparts, each of which shall constitute an original, and such counterparts shall together constitute one and the same agreement. The parties shall be entitled to sign and transmit an electronic signature of this MOU (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed MOU upon request.

13. Amendments; Entire Agreement.

Any amendment to this MOU shall be set forth in a writing signed by all parties. This MOU contains the entire agreement of the parties with respect to the subject matter hereof, and supersedes all other prior negotiations, understandings or contracts.

IN WITNESS WHEREOF, the parties have caused this MOU to be executed by their duly authorized officers or representatives as of the day and year first written above.

CITY OF HIGHLAND ("HIGHLAND")

By: _____

Mayor

APPROVED AS TO LEGAL FORM:

By: _____
City Attorney

CITY OF REDLANDS ("REDLANDS")

By: _____

Mayor

APPROVED AS TO LEGAL FORM:

By: _____

City Attorney

**SAN BERNARDINO VALLEY WATER
CONSERVATION DISTRICT (“DISTRICT”)**

By: _____

President, Board of Directors

APPROVED AS TO LEGAL FORM:

By: _____

General Counsel

[Highland Revisions 11-19-21]

Mentone Yard Shop

Project Summary & Status Report No. 7



**San Bernardino Valley
Water Conservation District**
Helping Nature Store Our Water

December 2021

Project Management Approach / Work Plan

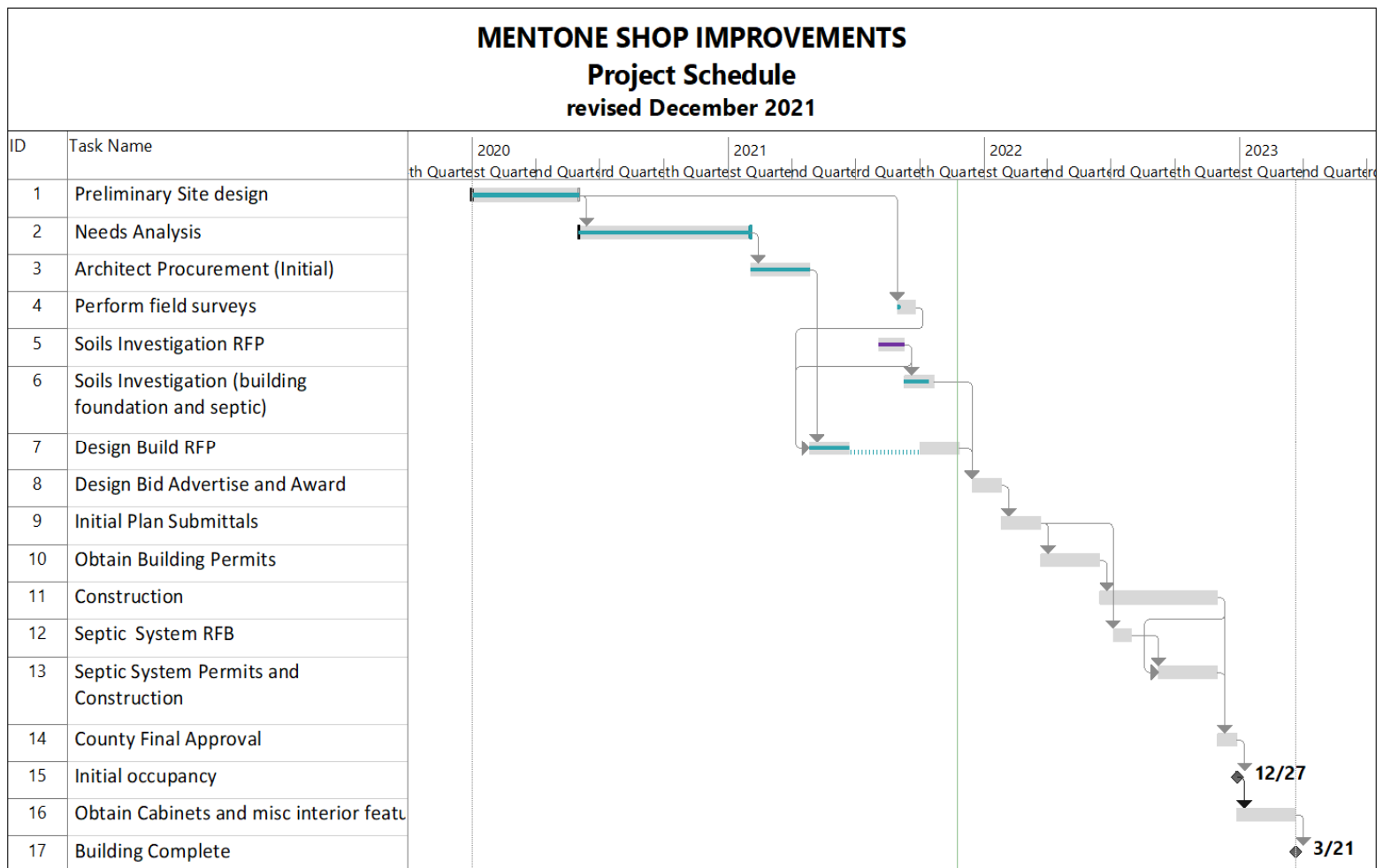
- District prepared initial site plan, needs analysis and preliminary design - COMPLETE
- Bid out building as a Design / Build contract
- Bid out septic improvements as a separate design / build contract
- District staff to perform construction management and oversee permitting
- Bid out storage cabinets / install including hazardous material cabinets separately (portion may be done by Ops staff)



Current Status

Geotechnical investigation field work complete. The Geotechnical Report is being finalized – Preliminary results indicate that fill is not suitable for placement of building. Design/Build Bid package has been prepared and reviewed by Counsel and Operations Committee. RFB and Site Plan are being revised to change the building location and incorporate comments from Operations Committee. RFB will be issued once geotechnical work and revisions are completed. RFB will be sent to local firms that know County requirements and are pre-approved manufacturers.

Project Schedule (note added soils and septic work as separate tasks)



General Manager's Report

From November 6, 2021, to December 3, 2021
Daniel B. Cozad



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

The District currently remains at Phase 2 COVID 19 response level. CalOSHA Standards for COVID require masks in the common areas of the office by unvaccinated or undocumented staff. San Bernardino County and California cases and transmission rates are moderate, and the Board has approved a resolution of emergency. Staff will notice all Board meetings as in-person/hybrid as allowed by the Brown Act or health guidance allows. OSHA and other emergency rules continue to be issued and litigated. The Omicron variant is now in the US, which may change in-office work over the holidays.

The following report covers the weeks between meetings and the efforts and activities during the reporting period.

- 1. Water Conservation – Plan Goal 1** – Santa Ana River, Mill, and Plunge Creeks have been dry for several months, and fall storms have added flow and fire-related sediment. Mill Creek's total recharge for the Water Year is nearly 870 AF. The Santa Ana River recharge is 520 AF for the Water year beginning last month. Total recharge for the year, including Plunge Creek, is nearly 1400 AF, nearly double the amount in the prior months. Winter rains are currently forecast to be below average.

- 2. Facility Maintenance and Cleanout – Plan Goal 1** – Normal field maintenance and vegetation management are being accomplished between water operation efforts. All facilities are in operation. Staff are still repairing gates, dealing with homeless issues, and removing vegetation from canals, etc.



- 3. Aggregate Management – Plan Goal 1** – Upland Rock continues screening and selling sand and rock from District basin cleaning efforts and supporting land management efforts and costs.

4. **Personnel/Administration/Staff** – Staff continues to monitor and implement the District Extreme Flu/COVID19 plan. Staff is using the modified return to work program to increase effectiveness and maintain office occupation limits. No new organizational cases have occurred. The Finance & Administration Committee reviewed and recommended revisions to the personnel manual for work-from-home policies and other updates. This item will come to the Board at this month's meeting.
5. **Finance/Budget/Audit** – Support for the Board's financial reporting and standard accounting efforts were completed. Staff is implementing the annual budget. The Annual audit was reviewed and approved in October.
6. **Mill Creek Diversion Engineering** – *Plan Goals 1/4* – Erwin reports on the engineering and construction projects at meetings when updates are not included in agenda items. Staff continues to provide the additional requested information for environmental and engineering questions in the hopes of having permits in time to construct in mid-2022.
7. **Plunge Creek Conservation Project** – *Plan Goals 1/4* – Both operations and habitat management and monitoring efforts are ongoing. Recharge for this water year is very limited.
8. **Enhanced Recharge Project** – *Plan Goal 1* – The Enhanced Recharge Phase 1A is completed. Engineering design is nearing completion for the new basins scheduled for construction in 2022. State and Waters permitting are needed to proceed and being processed by SBVMWD.
9. **Active Recharge Transfer Project Partnership** – *Plan Goals 1, 2, and 4* – The Committee met on October 11, 2021. Staff is negotiating proposals for design support and expects awards in December, with other RFPs coming in December. Staff presented an update on the 2018 ARTP Partnership Agreement at the November Board meeting.
10. **Edison Divestiture to Water Users** – *Plan Goals 1/4* – The Committee held a meeting on August 4, 2021, updating the group on SCE feedback.
11. **Groundwater Council** – *Plan Goal 1* – The Groundwater Council meets on December 13 to discuss the draft budget and other issues.
12. **Shop Facilities for Field Staff** – *Plan Goals - 1* – Geotechnical fieldwork for the Design-Build delivery method was completed. Staff received direction to rewrite the RFP and will complete that work and incorporate the geotechnical results before releasing the package for bids. A separate report is prepared for the agenda.
13. **Wildland Trails** – *Plan Goal 3* – Developing and opening Wildland Trails on District property is a Board priority and now has a separate report listed on the agenda. Progress is being made with the City of Highland, and a revised draft of the MOU is attached to the Trails report for information. The Highland City Council in January will consider this agreement. Comments from Redlands have not yet been received.
14. **Wash Plan** – *Plan Goal 4* – The Wash Plan has a separate report listed on the agenda. First-year reporting is underway, and field trapping of SBKR was completed under the

newly completed protocol. Staff continues to work with AECOM on permitting, and staff working with CDFW staff on the 1602 permit and with the Regional Board to review the permits and negotiate terms. Staff submitted the revised 2081 application in October and paid permit fees. Staff will be working on the terms of the permits in December and early January.

- 15. Santa Ana River Wash Plan Land Exchange Act Implementation – Plan Goal 4 – S.-** 47 was passed and signed by the President, becoming PL 119-6. Staff, District Counsel, and special legal counsel worked on and issued an RFP, awarded a contract, and the selected contractor is working on the Appraisal. District Counsel provided a detailed outline to assist the Appraiser, and the field meeting is scheduled for later this month. Staff and the BLM are working on the description of work needed in the Right of Way to support the District's activities under the land transferred to the BLM.
- 16. Conservation Trust – Plan Goal 4 –** The Conservation Trust Board of Directors met on October 4, and staff has met with entities with which a deposit agreement is on file. Most projects continue to move forward slowly with the SBCTA efforts in the lead. The District and Trust have been reimbursed for services and funding for conservation easements and contributions to the endowment. The next Conservation Trust meeting is scheduled for January 5, 2021.
- 17. Property/Redlands Plaza –** Staff continues to manage Redlands Plaza tenants and maintenance issues. All units are now fully leased, with the church is working with the City on permitting the changes needed for the CUP. Many tenants utilizing the Board's payment plan to weather the COVID 19 downturn have begun repayment schedules for these deferrals. Staff executed an access permit to D. R. Horton related to the trespass on District lands and the need to restore nearly half an acre; no restoration plan has been received. Staff is working with Red Dragonfly Spa to vacate the suite as their lease has expired.
- 18. Mining –** Mining efforts by CEMEX contractors continue at the Plant Site quarry. Mining above the guaranteed minimum continues resulting in additional revenue to the Land Enterprise and large stockpiles for ongoing freeway and construction projects. Staff are coordinating with the City of Redlands to access the land dedicated to the Wash Plan to investigate their former septage ponds.
- 19. Public Outreach and Legislative – Plan Goal 5** Staff worked with consultants to coordinate outreach and award applications. At the suggestion of the City of Highland, the outreach team applied for an award for the Plunge Creek Conservation Project, and a group of about 20 toured the site on December 3, 2021.
- 20. Current Board Action Implementation –** Many priority efforts have separate sections of the General Manager's Report, or independent Board requested reports. Staff and District Counsel worked closely on EHL/CBD v. USACOE settlement-related studies. Anna, a new District Intern has done the preliminary assessment of the changes in population in the District's Divisions, based on the 2020 census data. A map is attached to this report. Staff also has several MOUs and agreements in development to support the Wash Plan and its projects. The status of the agreements are shown below:
 - Blossom Trails Conservation Easement/Endowment awaiting CDFW approval

- Trails MOU with Redlands and Highland awaiting feedback on draft MOU from Redlands, council approval in January for Highland.

21. Future Board Activities – Expected short-term items for consideration or note

- Exchange Plan Amendment – the Task Force reviewed in September, providing comments in October. After legal comments and edits, Board consideration is planned for early 2022.
- BLM Land MOU/ROW working with regional manager to complete in early/mid-2022
- Alliance JPA for River HCP when completed

22. District Successes

- As the District completes 2021, we have worked with our communication consultants to provide a Year in Review document that will be distributed at the meeting.
- Staff continues to work closely with Redlands and BLM staff on fires in the Wash Area, including the fire pictured, which occurred in late November and burned a homeless encampment on CEMEX leased Redlands-owned lands. The camp's residents kept the fire from spreading to adjacent habitat land, but the camp was completely destroyed.
- We are very proud and to congratulate Katelyn Scholte on passing her PE exam this year.
- We wish all staff, Board Members, partners, contractors, and vendors a joyous holiday season and a Happy New year.

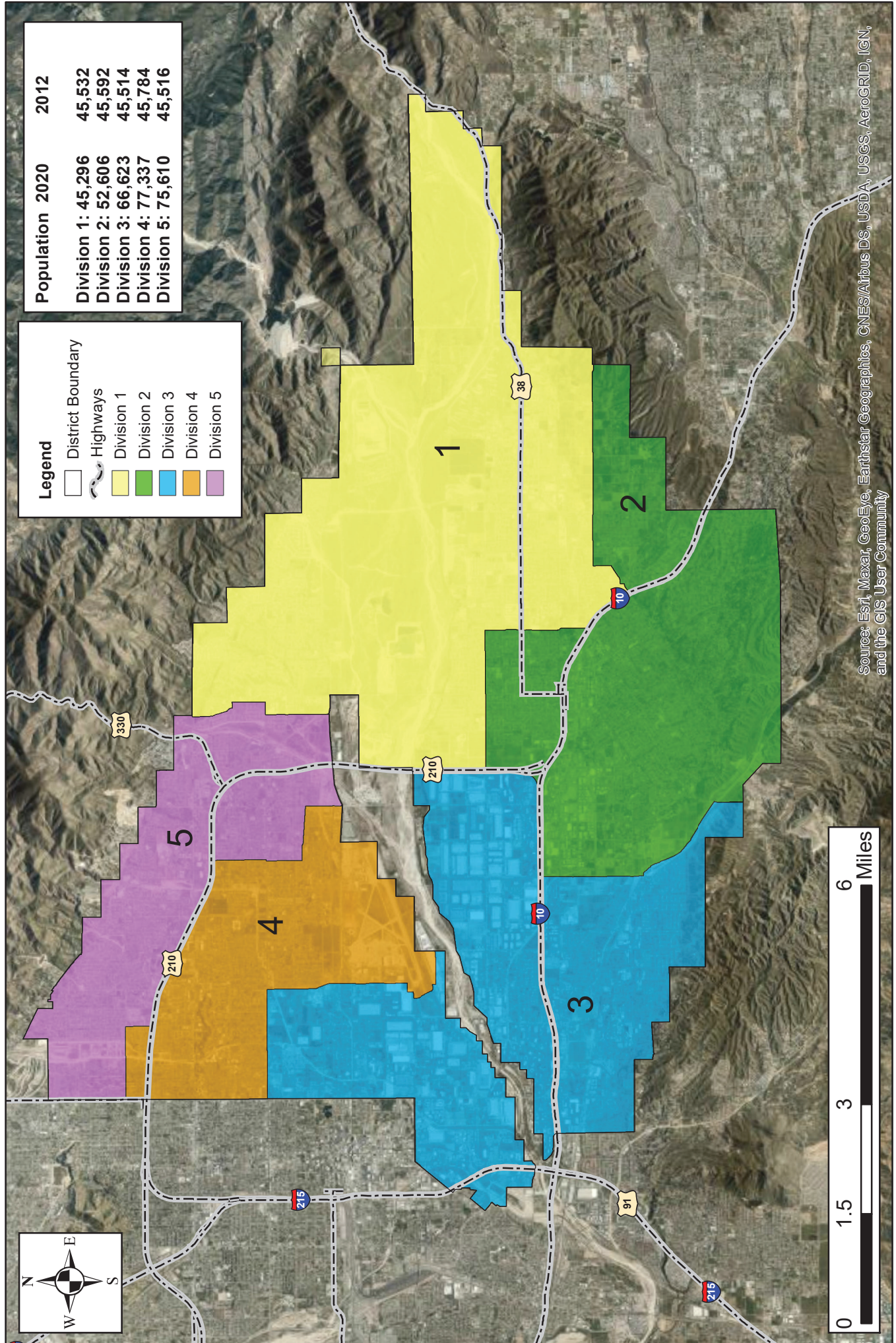


2012 Division Comparison to 2020 Census Population

Coordinate System:
NAD 1983 StatePlane California V FIPS 0405 Feet
Projection: Lambert Conformal Conic
Datum: North American 1983
Source: SBVWCD, US Census,
GIS Contact Anna Frey
M: Boundary Redistricting|2020
Nov 30, 2021



**San Bernardino Valley
Water Conservation District**
Helping Nature Store Our Water



San Bernardino Valley Water Conservation District

Monthly Recharge Report

From: 11/1/2021

To: 11/30/2021



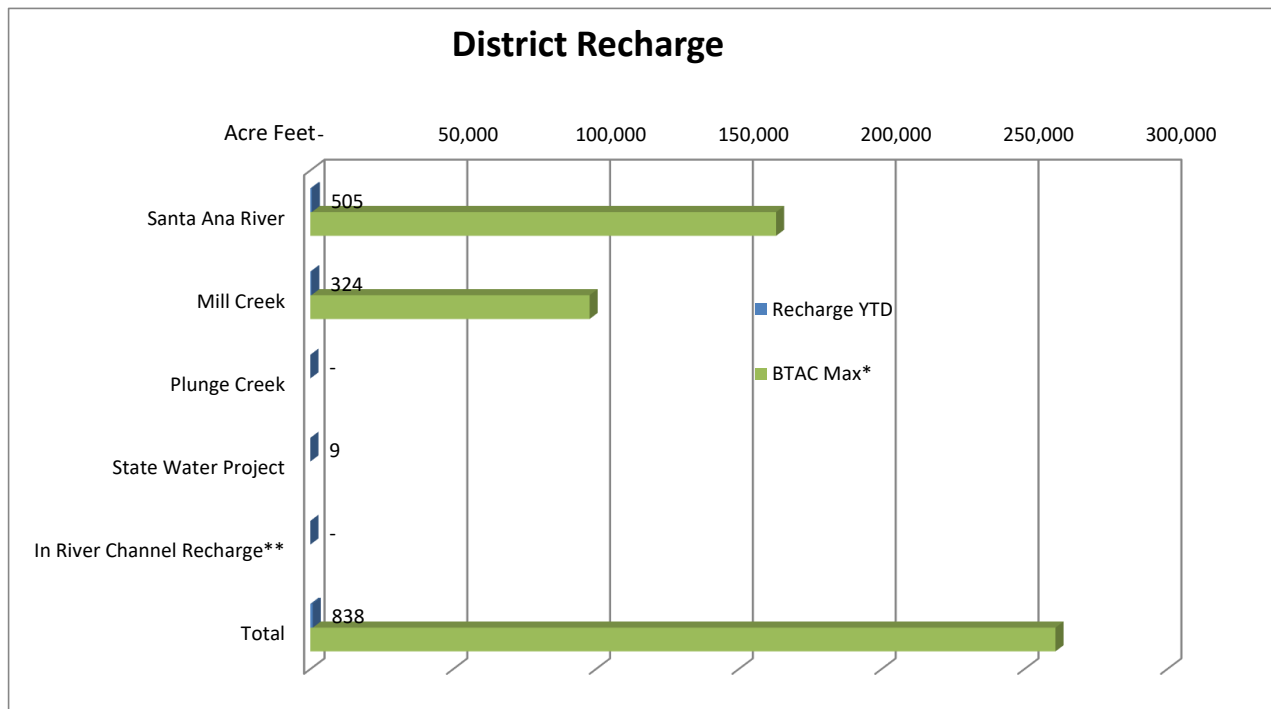
	November				
	Avg Daily Recharge	Monthly Recharge	Recharge YTD	BTAC Max*	% Max
Santa Ana River	8.6	257	505	163,100	0%
Mill Creek	8.6	258	324	97,800	0%
Plunge Creek	0.0	-	-	#N/A	#N/A
State Water Project	0.0	-	9	#N/A	#N/A
In River Channel Recharge**	0.0	-	-	#N/A	#N/A
Total	17	516	838	260,900	0%

Values in Acre Feet

*BTAC Revised Max in December 2020

**Monitoring began in Mid-April 2011

*** All Values Based on Water Year Oct-Sep 2022



TRAVEL AND EXPENSES COST ESTIMATE

Name of Event:	LGC Policymakers Conference
Event Dates:	March 17-20, 2022
Conference Location:	Yosemite
Requested by:	John Longville

GL	GL Name	Cost	Notes
	6401 Directors Fees (\$235)	\$ 940.00	4 days
	6410 Mileage	\$ 374.08	Roundtrip
	6420 Other Travel	\$ -	
	6425 Meals	\$ 100.00	
	6430 Lodging	\$ 1,766.07	
	6435 Conference Registration (Full)	\$ 450.00	
Estimated Total		\$ 3,630.15	

TRAVEL AND EXPENSES COST ESTIMATE

Name of Event:	ACWA Fall Conference
Event Dates:	11/30/2021-12/2/2021
Conference Location:	Pasadena, Ca
Requested by:	Richard Corneille

GL	GL Name	Cost	Notes
	6401 Directors Fees (\$235)	\$ 705.00	3 days
	6410 Mileage (.56)	\$ 68.99	Roundtrip
	6420 Other Travel	\$ 15.00	Conf. Parking
	6425 Meals	\$ 50.00	
	6430 Lodging	\$ 500.00	
	6435 Conference Registration (Full)	\$ 725.00	
Estimated Total		\$ 2,063.99	

2022 Board Calendar - San Bernardino Valley Water Conservation District

JANUARY						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan. 12 Board Meeting
Jan. 26 2nd Qtr. Finance & Admin Mtg.

JULY						
S	M	T	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jul. 13 Board Meeting
Jul. 27 4th Qtr. Finance & Admin Mtg.

FEBRUARY						
S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb. 9 Board Meeting

AUGUST						
S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug. 10 Board Meeting

MARCH						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mar. 9 Board Meeting
Engineering Investigation Report Presentation
Mar. 23 3rd Qtr. Finance & Admin Mtg.

SEPTEMBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sept. 14 Board Meeting

APRIL						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Apr. 13 Board Meeting
Public Meeting/Groundwater Charge
Apr. 27 Board Meeting
Public Hearing/Groundwater Charge

OCTOBER						
S	M	T	W	Th	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Oct. 12 Board Meeting

MAY						
S	M	T	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 18 Board Meeting

NOVEMBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov. 9 Board Meeting
Nov. 23 1st Qtr. Finance & Admin Mtg.

JUNE						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Jun. 8 Board Meeting

DECEMBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec. 14 Board Meeting
(@ 9:30 a.m.)
Annual Luncheon