

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, August 27, 2024
3:00 P.M.

AGENDA

This meeting will be conducted at the District office in accordance with the Brown Act and AB 2449. Public comment may be made in person or submitted via email to gm@kidwater.info prior to the meeting, any information submitted will become part of the official record. The public may participate at the office or via computer or telephone using the following information:

<https://us02web.zoom.us/j/85061795151?pwd=QURaWGV5Lzg3dmEvcGx1Ujl6akRHdz09>

Meeting ID: 850 6179 5151

Passcode: 156331

Telephone: 669 900 9128

1. **CALL TO ORDER** – 3:00 P.M.
 - a. Declaration of a quorum
 - b. Review of agenda

2. **PUBLIC COMMENT** – Comments from the Public regarding items on the Agenda or other items within the jurisdiction of the District
In compliance with the Brown Act, the Board cannot discuss or act on items not on the Agenda. However, Board Members or District Staff may acknowledge Public comments, briefly respond to statements or questions posed by the Public, ask a question for clarification, or request Staff to place item on a future Agenda (Government Code section §54954.2)

3. **REVIEW OF MINUTES** – July 23, 2024, Special Meeting
Recommended Action: Review and approve motion to file.

4. **REVIEW OF MINUTES** – July 23, 2024, Regular Meeting
Recommended Action: Review and approve motion to file.

5. **REVIEW OF MINUTES** – July 30, 2024, Special Meeting
Recommended Action: Review and approve motion to file.

6. **REVIEW OF FINANCIAL REPORTS** – July 2024
Recommended Action: Review and approve motion to file.

7. **INFORMATION ITEMS (items with * indicate that supporting documents are included)**
 - a. July 2024 Water Audit*
 - b. Water Quality Testing Report – July 2024*
 - c. Fluoride Blending Permit Application Status*
 - d. GIS Field Data Collection/Lead Service Line Inventory
 - e. Summer/Fall Customer Newsletter
 - f. Heat Injury Prevention Plan – need to update for new indoor heat regulations

8. **AD HOC PERSONNEL COMMITTEE** – Information item presented by the Committee Chair. Summarize Committee activities.

9. ADOPTION OF CalPERS 457 PLAN

Recommended Action: After discussion, approve Resolution 2024-08-27-1 to adopt the CalPERS 457 Plan for the benefit of its employees and authorizes the General Manager to execute any necessary documents required to establish.

10. EMPLOYEE POLICIES AND PROCEDURES – Review Revision 8

Recommended Action: After discussion, approve Resolution 2024-08-27-2 to adopt the revised document and authorize the General Manager to publish and distribute to the District’s employees.

11. AD HOC MASTER PLAN COMMITTEE REPORT – Information item presented by the Committee Chair.

Discuss continuance or dissolution of committee.

12. AD HOC FINANCE COMMITTEE FORMATION – The General Manager requests than an Ad Hoc Finance

Committee be formed to interview potential advisors to assist in sourcing financing for future project needs and review the draft Rate Study report as drafts are submitted.

13. GENERAL MANAGERS REPORT – Information item presented by the General Manager.

General Manager to summarize the report and respond to questions.

In accordance with Government Code §54954.2 Directors may make brief announcements or brief reports on their own activities. Directors may ask a question for clarification, provide a reference to staff or other resources for information, request staff to report back to the Directors at a subsequent meeting, or act to direct staff to place a matter of business on a future agenda.

14. CALENDAR – Upcoming regular meetings: September 24, 2024; October 22, 2024; November 26, 2024

15. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact the District office 48 hours prior to the meeting at 626-797-6295. Each item on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Material related to an item on this agenda submitted after distribution of the agenda packet is available for public review at the District office or online at the District’s website <https://kinneloairrigationdistrict.info>.

KINNELOA IRRIGATION DISTRICT

Special Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, July 23, 2024, 2:00 P.M.

MINUTES

The meeting was conducted in the District Board Room and by teleconference in accordance with the Brown Act and AB 2449. The District offered the public the option to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

DIRECTORS PRESENT: In-Person: Stephen Brown, Gordon Johnson, Timothy Eldridge, William Opel, John Felton

DIRECTORS ABSENT: None

STAFF PRESENT: In-Person: Tom Majich-General Manager (GM),

PUBLIC PRESENT: Via Teleconference: Hannah Phan (Water Resources Economics)

In Person: Sanjay Gaur (Water Resources Economics); Benjamin Brown, District Resident

1. CALL TO ORDER:

Chairman Brown called the meeting to order at 2:02 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

2. PUBLIC COMMENT:

None

3. KINNELOA IRRIGATION DISTRICT WATER RATE STUDY WORKSHOP:

Sanjay Gaur from Water Resources Economics presented an overview of the water rate study process and reviewed the work completed to date along with a proposed rate adjustment structure recommended by District management. A discussion on various aspects of the proposal was had, the discussion will continue at a future meeting.

4. DIRECTOR REPORTS AND/OR COMMENTS:

None

5. CALENDAR: Upcoming regular meetings: July 23, 2024; August 27, 2024; September 24, 2024

6. ADJOURNMENT:

Chairman Brown adjourned the meeting at 3:30 P.M.
Prepared and submitted by,

Tom Majich, General Manager

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, July 23, 2024, 3:30 P.M.

MINUTES

The meeting was conducted in the District Board Room and by teleconference in accordance with the Brown Act and AB 2449. The District offered the public the option to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

DIRECTORS PRESENT: In-Person: Stephen Brown, Gordon Johnson, Timothy Eldridge, William Opel, John Felton

DIRECTORS ABSENT: none

STAFF PRESENT: In-Person: Tom Majich-General Manager (GM), Chris Burt (joined at 4:20pm)

PUBLIC PRESENT: In-Person: Benjamin Brown

1. **CALL TO ORDER:**

Secretary Johnson called the meeting to order at 3:45 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

2. **PUBLIC COMMENT:**

Benjamin Brown introduced himself as a District residence interested in the discussion to be had today.

3. **REVIEW OF MINUTES:**

Subject to a noted revision in Item #14, Director Eldridge motioned to approve the **June 25, 2024, Regular Meeting** Minutes for filing and was seconded by Director Opel. It was motioned/seconded/carried unanimously – (Eldridge / Opel – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

4. **REVIEW OF FINANCIAL REPORTS:**

The General Manager presented the June 2024 financial reports. Director Eldridge motioned to approve the reports for filing and was seconded by Director Johnson. It was motioned/seconded/carried unanimously – (Eldridge / Johnson – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

5. **INFORMATION ITEMS:**

a. The General Manager shared a water audit for the period of 5/23/24-6/25/24 indicating that 4.2% of water produced in that period was non-revenue generating while the calendar year to date loss is 15.61%.

b. The General Manager provided a Water Quality Testing Report for June 2024

c. The GM reviewed the Tier 2 Notice regarding Fluoride levels distributed to all District customers

- d. The GM reviewed the timeline and work to date to complete the Lead Service Line Inventory which is due on 10/16/24.
- e. The GM reviewed the work completed to date on the supplemental GIS field data collection effort.
- f. The GM proposed that the fall newsletter be sent out immediately after Labor Day. A proposed outline of topics will be presented at the next Board meeting. The GM will work with Director Brown to start developing the newsletter content.
- g. The GM reviewed the California SAFER Dashboard website indicating the District is currently classified as an “At-Risk” system and discussing errors in the evaluation that are being corrected by the State presently.
- h. The GM noted that the Brown Well landscape maintenance has recommenced. The GM is looking for any agreement that may be on hand regarding the storage unit at the District offices for the Kinneloa Estates HOA storage bin.
- i. District staff is working on a memo reviewing the status of backup, security and other considerations for all District IT systems. The memo will be presented at the next Board meeting and adapted for inclusion in the master plan.
- j. The Eucalyptus Tunnel continues to test positive for total coliform not for e. Coli. One round of speciation analysis has been completed; a second round is in progress. Following completion of the speciation analysis the GM will make a recommendation on how to treat this source going forward.

6. AD HOC PERSONNEL COMMITTEE:

The Ad Hoc Personnel Committee has not met with the GM since the June Board meeting but is reviewing several documents prepared by the GM and will meet formally in August.

7. AD HOC MASTER PLAN COMMITTEE REPORT:

The Ad Hoc Master Plan Committee met on Friday, July 19th to review the plan draft and the updated Ten-Year Capital Improvement Plan (10). The GM noted that formal approval of the 10-Year CIP plan will be on the agenda for the August meeting. The GM will send the detailed CIP plan of the meeting for Director review.

8. GENERAL MANAGER’S REPORT:

The General Manager presented the monthly report on District activities, water supply and production. A year-to-date summary of the Watermaster Year ending June 2024 was reviewed.

9. DIRECTOR REPORTS AND/OR COMMENTS:

Director Feliton noted that a vacant property in his Division is in escrow to be sold and inquired about District protocol for providing new water service to properties being developed.

10. CALENDAR: Upcoming regular meetings: August 27, 2024; September 24, 2024; October 22, 2024

11. ADJOURNMENT:

Chairman Brown adjourned the meeting at 5:15 P.M.

Prepared and submitted by,

Tom Majich, General Manager

KINNELOA IRRIGATION DISTRICT

Special Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, July 30, 2024, 3:00 P.M.
MINUTES

The meeting was conducted in the District Board Room and by teleconference in accordance with the Brown Act and AB 2449. The District offered the public the option to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

DIRECTORS PRESENT: In-Person: Stephen Brown, Gordon Johnson, Timothy Eldridge, William Opel, John Feliton

DIRECTORS ABSENT: None

STAFF PRESENT: In-Person: Tom Majich-General Manager (GM), Chris Burt

PUBLIC PRESENT: none

1. CALL TO ORDER:

Chairman Brown called the meeting to order at 3:00 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

2. PUBLIC COMMENT:

None

3. KINNELOA IRRIGATION DISTRICT WATER RATE STUDY WORKSHOP:

The draft Financial Plan and Cost of Services Study was reviewed and discussed in detail. The 10-year Capital Improvement Plan project list that is represented in the financial plan was reviewed and discussed in detail. Director Opel motioned to direct the General Manager to authorize Water Resources Economics to prepare the final report inclusive of the rate adjustments recommended at the July 23, 2024 Special Meeting, and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Opel / Feliton – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

4. DIRECTOR REPORTS AND/OR COMMENTS:

None

5. CALENDAR: Upcoming regular meetings: August 27, 2024; September 24, 2024; October 22, 2024

6. ADJOURNMENT:

**Chairman Brown adjourned the meeting at 4:40 P.M.
Prepared and submitted by,**

Tom Majich, General Manager

Kinneloa Irrigation District
Income Statement Compared with Budget for the Seven Months Ending July 31, 2024

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
Revenues							
4000 Water Sales	203,057.88	212,249.75	(9,191.87)	956,863.84	1,188,748.25	(231,884.41)	2,126,997.00
4020 Service Charges	1,809.32	0.00	1,809.32	4,246.50	0.00	4,246.50	0.00
4035 Interest-Reserve Fund	14,422.31	3,271.42	11,150.89	23,285.20	22,899.94	385.26	39,257.00
4036 Unrealized Gain(Loss)-CalTRU	0.00	0.00	0.00	(3,205.96)	0.00	(3,205.96)	0.00
4070 Misc. Income	0.00	0.00	0.00	6,239.78	0.00	6,239.78	0.00
Total Revenues	219,289.51	215,521.17	3,768.34	987,429.36	1,211,648.19	(224,218.83)	2,166,254.00
Expenses							
5005 Electricity	29,641.93	19,238.25	10,403.68	108,357.94	106,667.75	1,690.19	190,859.00
5010 Maintenance Supplies	979.55	2,083.33	(1,103.78)	14,757.83	14,583.31	174.52	25,000.00
5012 Safety Equipment	0.00	166.67	(166.67)	1,128.84	1,166.69	(37.85)	2,000.00
5015 Operations & Maintenance Labo	22,186.89	22,916.67	(729.78)	147,859.69	160,416.69	(12,557.00)	275,000.00
5016 Operations & Maintenance OT	3,238.60	1,750.00	1,488.60	15,748.03	12,250.00	3,498.03	21,000.00
5020 Standby Compensation	1,107.24	915.00	192.24	6,078.96	6,405.00	(326.04)	10,980.00
5022 Training/Certification	0.00	133.33	(133.33)	370.00	933.31	(563.31)	1,600.00
5025 Water Treatment/Analysis	2,285.94	1,000.00	1,285.94	6,856.92	7,000.00	(143.08)	12,000.00
5026 Water Treatment/Supplies	397.10	833.33	(436.23)	5,469.46	5,833.31	(363.85)	10,000.00
5030 Maintenance Contractors	7,072.45	10,666.67	(3,594.22)	84,444.11	74,666.69	9,777.42	128,000.00
5031 SCADA O&M	1,694.16	1,250.00	444.16	5,936.49	8,750.00	(2,813.51)	15,000.00
5033 Unplanned & Emergency Repair	6,054.54	0.00	6,054.54	47,883.37	0.00	47,883.37	0.00
5034 Equipment Maintenance	0.00	625.00	(625.00)	13,858.74	4,375.00	9,483.74	7,500.00
5035 Vehicle Maintenance	1,979.64	1,041.67	937.97	3,020.32	7,291.69	(4,271.37)	12,500.00
5036 Fuel - All Equipment	861.25	1,666.67	(805.42)	8,325.23	11,666.69	(3,341.46)	20,000.00
5040 Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	500.00
5045 Insurance-Workers Compensatio	0.00	0.00	0.00	8,294.55	8,000.00	294.55	16,000.00
5046 Insurance-Liability	4,205.48	2,672.08	1,533.40	24,255.44	18,704.56	5,550.88	32,065.00
5048 Insurance-Property	398.28	395.50	2.78	2,685.70	2,768.50	(82.80)	4,746.00
5049 Insurance-Medical	5,879.09	6,250.00	(370.91)	41,928.99	43,750.00	(1,821.01)	75,000.00
6000 Engineering Services	10,885.29	9,583.33	1,301.96	51,343.31	67,083.31	(15,740.00)	115,000.00
6005 Watermaster Services	1,520.33	3,899.58	(2,379.25)	9,382.79	27,297.06	(17,914.27)	46,795.00
6015 Administrative Salary	14,737.50	14,935.00	(197.50)	103,162.50	104,545.00	(1,382.50)	179,220.00
6017 Administrative Travel	0.00	150.00	(150.00)	274.12	1,050.00	(775.88)	1,800.00
6020 Board of Directors Comp.	1,200.00	750.00	450.00	7,950.00	5,250.00	2,700.00	9,000.00
6021 Administrative & Board Expens	0.00	166.67	(166.67)	0.00	1,166.69	(1,166.69)	2,000.00
6022 Board of Directors Election	0.00	0.00	0.00	33,368.63	0.00	33,368.63	0.00
6024 Customer/Public Information	1,179.48	1,416.67	(237.19)	5,313.94	9,916.69	(4,602.75)	17,000.00
6025 CalPERS - KID	4,309.74	3,916.67	393.07	29,511.17	27,416.69	2,094.48	47,000.00
6030 Social Security - KID	3,614.01	3,250.00	364.01	24,256.00	22,750.00	1,506.00	39,000.00
6031 Medicare - KID	845.20	791.67	53.53	5,672.87	5,541.69	131.18	9,500.00
6035 Office/Computer Supplies	430.51	583.33	(152.82)	3,997.76	4,083.31	(85.55)	7,000.00
6036 Postage/Delivery	937.98	416.67	521.31	2,828.04	2,916.69	(88.65)	5,000.00
6040 Professional Dues	1,255.41	1,659.17	(403.76)	17,569.83	11,614.19	5,955.64	19,910.00
6045 Legal Services	0.00	500.00	(500.00)	4,640.00	3,500.00	1,140.00	6,000.00

Kinneloa Irrigation District
Income Statement Compared with Budget for the Seven Months Ending July 31, 2024

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
6050 Phone/Internet/Wireless	747.00	666.67	80.33	4,250.68	4,666.69	(416.01)	8,000.00
6059 Computer/Software Maintenananc	1,448.40	1,166.17	282.23	6,521.92	8,163.19	(1,641.27)	13,994.00
6061 Office Equipment Maintenance	0.00	208.33	(208.33)	0.00	1,458.31	(1,458.31)	2,500.00
6065 Accounting Services	6,900.00	7,700.00	(800.00)	6,900.00	7,700.00	(800.00)	7,700.00
6070 Office & Accounting Labor	16,057.55	14,375.00	1,682.55	113,284.42	100,625.00	12,659.42	172,500.00
6071 Office & Accounting Bonus	199.36	0.00	199.36	199.36	0.00	199.36	0.00
6075 Professional Services	12,780.23	5,416.67	7,363.56	29,197.41	37,916.69	(8,719.28)	65,000.00
6076 Contract Services	2,450.00	1,855.00	595.00	17,515.00	12,985.00	4,530.00	22,260.00
6080 FMWD Administrative Fees	1,088.01	1,099.42	(11.41)	7,497.34	7,695.94	(198.60)	13,193.00
6081 Permits/Fees	1,909.38	1,250.00	659.38	6,425.40	8,750.00	(2,324.60)	15,000.00
6086 Sales/Use Tax	0.00	41.67	(41.67)	0.00	291.69	(291.69)	500.00
6088 Interest Expense	0.00	0.00	0.00	20,521.55	20,872.00	(350.45)	40,306.00
6120 Bank Service Charges	2,456.59	1,000.00	1,456.59	11,519.61	7,000.00	4,519.61	12,000.00
Total Expenses	174,934.11	150,401.86	24,532.25	1,070,364.26	1,007,485.02	62,879.24	1,736,928.00
Net Income	44,355.40	65,119.31	(20,763.91)	(82,934.90)	204,163.17	(287,098.07)	429,326.00
Other Expenditures							
1504 Water Mains/Valves	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00
1505 Water Tunnels	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
1512 Water Meters	810.00	0.00	810.00	26,370.93	20,000.00	6,370.93	20,000.00
1513 Electrical System	0.00	0.00	0.00	8,950.00	9,000.00	(50.00)	25,000.00
1514 Computer/Office Equipment	0.00	0.00	0.00	1,114.77	1,200.00	(85.23)	2,500.00
1515 Vehicles/Portable Equipment	0.00	0.00	0.00	(439.67)	0.00	(439.67)	0.00
1516 Water Company Facilities	0.00	0.00	0.00	35,215.00	0.00	35,215.00	0.00
1517 KID Office	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
1527 SCADA Equipment	0.00	0.00	0.00	919.05	1,000.00	(80.95)	10,000.00
1530 Tools	0.00	0.00	0.00	227.29	300.00	(72.71)	3,000.00
2400 Installment Purchase Agreement	0.00	0.00	0.00	79,579.43	79,229.00	350.43	159,896.00
Total Other Expenditures	810.00	0.00	810.00	151,936.80	110,729.00	41,207.80	375,396.00
Total Increase or (Drawdown)	43,545.40	65,119.31	(21,573.91)	(234,871.70)	93,434.17	(328,305.87)	53,930.00

Kinneloa Irrigation District Balance Sheet as of July 31, 2024

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 156,149.30
1012	Reserve Fund-LAIF	999,166.41
1016	Accrued Interest-LAIF	3,990.53
1100	Accts. Receivable-Water Sales	22,542.30
1101	Accts. Receiv.-Service Charges	100.40
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	202,519.96
1350	Prepaid Insurance	11,064.57
1360	Prepaid Expenses	<u>53,598.32</u>
	Total Current Assets	1,468,360.31

Property and Equipment

	Total Property and Equipment	<u>5,120,144.32</u>
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Other Assets

1901	PERS-Deferred Outflows	197,834.00
	Total Assets	<u>\$ 6,786,338.63</u>

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$ 51,487.17
2005	Umpqua Visa Payable	6,415.70
2271	Deposits-Construction Meters	850.00
2272	Job Deposits	20,000.00
2275	Deposits-Water Customers	255.02
2290	Accrued Vacation	<u>12,075.40</u>
	Total Current Liabilities	91,083.29

Long-Term Liabilities

2400	Installment Purchase Agreement	1,068,799.30
2801	PERS- Net Liability	477,302.93
2901	PERS- Deferred Inflows	<u>42,327.00</u>
	Total Long-Term Liabilities	<u>1,588,429.23</u>
	Total Liabilities	1,679,512.52

Capital

3040	Fund Balance	5,189,761.01
	Net Income	<u>(82,934.90)</u>
	Total Capital	<u>5,106,826.11</u>
	Total Liabilities & Capital	<u>\$ 6,786,338.63</u>

Kinneloa Irrigation District
Check/EFT Register
July 1, 2024 to July 31, 2024

Date	Check #	Payee	Amount	Description
07/15/24	EFT6253	Bernadette C. Allen	1,176.82	payroll
07/15/24	EFT6254	Arthur M. Aragon	2,196.95	payroll
07/15/24	EFT6255	Ramon Jr. Ascencio	2,949.24	payroll
07/15/24	EFT6256	Christopher A. Burt	3,466.54	payroll
07/15/24	EFT6257	Felipe Gallegos	2,061.65	payroll
07/15/24	EFT6258	Thomas L. Majich	4,879.21	payroll
07/15/24	EFT6259	Leo Majich	223.28	payroll
07/15/24	EFT6260	Melanie E. Timoteo	2,109.54	payroll
07/15/24	EFT6261	Christopher A. Burt	300.00	payroll
07/15/24	EFT6262	Felipe Gallegos	50.00	payroll
07/15/24	EFT6263	Automatic Data Processing, Inc.	7,860.75	payroll taxes and withholdings
07/16/24	11035	Housep Boyajian	680.65	net refund on TCM deposit
07/18/24	11036	Norman Phan	4,646.17	net refund on new service installation deposit
07/19/24	EFT6264	Automatic Data Processing, Inc.	121.24	payroll processing fee
07/19/24	EFT6265	Applied Technology Group, Inc.	120.00	PWAG radios
07/19/24	EFT6266	Arco Gaspro Plus	724.10	vehicle fuel
07/19/24	EFT6267	AT&T - SCADA	128.20	SCADA communication
07/19/24	EFT6268	CA Public Employees Ret. Sys.	7,465.28	KID & employee retirement contributions
07/19/24	EFT6269	CA Public Employees Ret. Sys.	35,456.00	KID annual unfunded accrued liability
07/19/24	EFT6270	CA Public Employees Ret. Sys.	599.00	KID annual unfunded accrued liability
07/19/24	EFT6271	Nexbillpay	1,417.59	credit card processing fees
07/19/24	EFT6272	Nexbillpay	346.85	eCheck processing fees
07/19/24	EFT6273	Southern California Edison Co.	13,414.70	electricity - 12 sites (not K3)
07/19/24	EFT6274	Streamline	249.00	website service
07/19/24	11037	ACWA-JPIA	4,038.13	workers' compensation 4/1/24-6/30/24
07/19/24	11038	ACWA-JPIA	863.82	cyber liability insurance
07/19/24	11039	ACWA-JPIA	6,315.77	KID & employee health benefits contributions
07/19/24	11040	Alert Communications, Inc.	75.00	telephone
07/19/24	11041	Ampstun Corporation	2,860.00	annual support fee
07/19/24	11042	BMC Landscape Management	2,000.00	landscape maintenance
07/19/24	11043	Building Solutions Group, Inc.	3,675.00	electrical survey and report
07/19/24	11044	California Surveying & Drafting Supply	948.27	GIS surveying equipment
07/19/24	11045	Civiltec Engineering, Inc.	3,600.00	Eucalyptus-Wilcox Intertie Project
07/19/24	11046	Clinical Lab of San Bernardino	145.00	water analysis
07/19/24	11047	Clinical Lab of San Bernardino	280.00	water analysis
07/19/24	11048	LA County Auditor-Controller	688.78	2024-2025 annual LAFCO charges
07/19/24	11049	Underground Service Alert	19.25	digalert
07/19/24	11050	Egan & Egan	6,900.00	audit services
07/19/24	11051	Foothill Municipal Water District	1,088.01	administrative fee (O & M charge)
07/19/24	11052	Geotab USA, Inc	79.00	vehicle maintenance
07/19/24	11053	Hasa Inc.	290.77	water treatment supplies
07/19/24	11054	John Robinson Consulting, Inc.	990.00	capital improvement projects engineering services
07/19/24	11061*	Thomas Majich	274.12	mileage reimbursement
07/19/24	11062	McMaster Carr	701.18	water treatment and maintenance supplies
07/19/24	11063	National Construction Rentals	196.03	portable restroom
07/19/24	11064	OnPage Corporation	1,751.52	telephone
07/19/24	11065	Paydirt Printing Services	930.48	print and mail Fluoride notice - 594
07/19/24	11066	Peter Hansen Geospatial Services	2,620.29	GIS field work setup and July T&E reimbursement
07/19/24	11067	Public Water Agencies Group	1,255.41	PWAG monthly assessment

Kinneloa Irrigation District
Check/EFT Register
July 1, 2024 to July 31, 2024

Date	Check #	Payee	Amount	Description
07/19/24	11068	J.A. Salazar Construction & Supply	8,861.01	install new service line
07/19/24	11069	J.A. Salazar Construction & Supply	6,054.54	unplanned service leak repair
07/19/24	11070	SC Fuels	1,323.17	diesel fuel
07/19/24	11071	Ultimate Cleaning Solutions, Inc.	90.00	janitorial service
07/19/24	11072	Utility Service Co., Inc.	6,072.45	tank maintenance
07/19/24	11073	Water Resources Economics	11,775.00	rate study
07/19/24	EFT6275	Umpqua Bank	4,024.69	staff credit card purchases
07/31/24	EFT6276	Automatic Data Processing, Inc.	112.59	payroll processing fee
07/31/24	EFT6277	AT&T Mobility	62.36	FirstNet wireless service
07/31/24	EFT6278	Pasadena Municipal Services	1,938.35	electricity - Wilcox Well
07/31/24	EFT6279	Spectrum	279.94	internet & telephone services
07/31/24	EFT6280	Bernadette C. Allen	802.36	payroll
07/31/24	EFT6281	Arthur M. Aragon	2,482.32	payroll
07/31/24	EFT6282	Ramon Jr. Ascencio	3,140.37	payroll
07/31/24	EFT6283	Stephen Brown	277.05	payroll
07/31/24	EFT6284	Christopher A. Burt	3,984.22	payroll
07/31/24	EFT6285	Timothy J. Eldridge	277.05	payroll
07/31/24	EFT6286	John R. Feliton	277.05	payroll
07/31/24	EFT6287	Felipe Gallegos	2,605.30	payroll
07/31/24	EFT6288	Thomas L. Majich	4,879.21	payroll
07/31/24	EFT6289	Leo Majich	494.42	payroll
07/31/24	EFT6290	Arthur W. Opel	277.05	payroll
07/31/24	EFT6291	Melanie E. Timoteo	2,380.07	payroll
07/31/24	EFT6292	Christopher A. Burt	300.00	payroll
07/31/24	EFT6293	Felipe Gallegos	50.00	payroll
07/31/24	EFT6294	Automatic Data Processing, Inc.	9,363.73	payroll taxes and withholdings
Total			<u>207,412.89</u>	

*Gaps in check sequence:
Checks 11055-11060 misprinted, numbers not assigned

Kinneloa Irrigation District
Umpqua Bank Visa - Cash Disbursements Journal
For the Period from July 1, 2024 to July 31, 2024

Date	Check #	Name	Line Description	Amount	Account ID	Account Description
7/1/24	20240701MA-1	Google LLC	Google Voice monthly	23.29	6050	Phone/Internet/Wireless
7/1/24	20240701MA-2	Google LLC	Google Workspace	129.60	6059	Computer/Software Maintenance
7/2/24	20240702MA-1	Envision Motors	maintenance and alignment - truck #4	847.49	5035	Vehicle Maintenance
7/2/24	20240702RA-1	Envision Motors	maintenance and alignment - truck #5	861.49	5035	Vehicle Maintenance
7/5/24	20240705RA-1	Autozone Auto Parts	wipers - truck #4	61.72	5035	Vehicle Maintenance
7/5/24	20240705RA-2	Autozone Auto Parts	wipers - truck #4	66.13	5035	Vehicle Maintenance
7/5/24	20240705RA-1cm	Autozone Auto Parts	refund for wipers - truck #4	-61.72	5035	Vehicle Maintenance
7/8/24	20240708TM-1	Home Depot	salt crystals	1,105.17	5025	Water Treatment/Analysis
7/9/24	20240709BA-1	Ware Disposal	trash pickup services	466.12	6075	Professional Services
7/9/24	20240709MA-1	Staples, Inc.	Lenovo keyboard, storage clipboards (2)	117.68	6035	Office/Computer Supplies
7/10/24	20240710MA-1	Sky Blueprint & Supplies Inc.	scanning service	46.31	6035	Office/Computer Supplies
7/11/24	20240711RA-1	Airgas USA, LLC	nitrogen	64.00	5010	Maintenance Supplies
7/14/24	20240714FG-1	Digikey	fans (2)	493.07	5010	Maintenance Supplies
7/15/24	20240715FG-1	Arco - Pasadena	fuel for Rubio Canon meter project	71.58	5036	Fuel - All Equipment
7/15/24	20240715MA-1	Amazon.com Inc	LiftMaster remote controls (4)	67.02	5010	Maintenance Supplies
7/16/24	20240716MA-1	American Messaging Services	pager service	40.45	6050	Phone/Internet/Wireless
7/16/24	20240716MA-2	Staples, Inc.	toner cartridge, post-its, paper towels, tape	212.86	6035	Office/Computer Supplies
7/17/24	20240717FG-1	Arco - Pasadena	fuel for Rubio Canon meter project	65.57	5036	Fuel - All Equipment
7/24/24	20240724FG-1	Ganahl Lumber Company	kneepad	26.45	5010	Maintenance Supplies
7/24/24	20240724RA-1	Crown City Tire Auto Care	engine oil and filter service	125.53	5035	Vehicle Maintenance
7/24/24	20240724TM-1	Home Depot	fence screen - repair maintenance	213.43	5010	Maintenance Supplies
7/25/24	20240725TM-1	Asana, Inc	work management software	1,318.80	6059	Computer/Software Maintenance
7/26/24	20240726MA-1	Staples, Inc.	Staples Plus membership	53.66	6035	Office/Computer Supplies

Total

6,415.70

System Water Loss Audit - July 2024

Subeca Read Date	6/25/24	7/25/24				
Subeca Read Time	11:02	11:00			Variance	
	Level	Level	Variance	Gal/Foot	Gallons	
Eucalyptus Reservoir	12.35	12.89	0.54	8,410.00	4,541.40	
Sage Tank	21.54	21.55	0.01	10,000.00	100.00	
West Tank	21.60	21.65	0.05	22,124.00	1,106.20	
Wilcox Reservoir	17.99	17.75	(0.24)	65,739.00	(15,777.36)	
Holly East	20.00	21.16	1.16	6,388.00	7,410.08	
Holly West	15.30	16.26	0.96	7,610.00	7,305.60	
Glen Reservoir	14.73	13.69	(1.04)	7,812.00	(8,124.48)	
Brown Reservoir	14.80	14.84	0.04	7,812.00	312.48	
Vosburg Reservoir	12.84	13.32	0.48	22,800.00	10,944.00	
East Tank	19.81	18.37	(1.44)	6,976.00	(10,045.44)	
			TANK VOLUME CHANGE		(2,227.52)	gallons
			TOTAL GROUNDWATER PRODUCED		21,099,576.00	gallons
				PWP IMPORT	890,868.00	gallons
			NET SYSTEM DEMAND		21,992,671.52	gallons
					29,401.97	CCF
			Metered Sales		25,665.00	CCF
			Loss		3,736.97	CCF
			Loss %		12.7%	
			Previous Month Loss%		4.2%	
			YTD System Demand		122,962.25	
			YTD Metered Sales		104,625.00	
			YTD Loss %		14.91%	

**WATER SAMPLE RESULTS SUMMARY
JULY 2024**

SAMPLE DATE	LAB	SOURCE OR DISTRIBUTION	TEST ANALYSIS	DESCRIPTION	SAMPLES #	# TESTS	RESULTS	COMMENTS
7/2/24	Clinical	Distribution	Bacteriological	Total Coliform, E.Coli	6	12	ND	
7/2/24	Clinical	Distribution	General Physical	Color, Odor, Turbidity	6	18	< MCL	Color, odor, turbidity are regulated by a secondary standard to maintain aesthetic qualities such as taste, smell, & appearance.
7/2/24	Clinical	Distribution	Field	Chlorine Residual	6	6	1.08 - 1.56 mg/L	District permit requires Chlorine Residual to be > 0.5 mg/L.
7/2/24	Clinical	Distribution	Fluoride	Fluoride	6	6	1.0 - 1.9 mg/L	CA Fluoride MCL is 2.0 mg/L.
7/2/24	Clinical	Source*	Bacteriological	Total Coliform, E.Coli	2	4	ND	1st week sources tested are groundwater wells - Kinneloa #3 Well & Wilcox Well.
7/2/24	Clinical	Title 22 - Sources	Fluoride	Fluoride	2	2	1.1 - 1.8 mg/L	CA Fluoride MCL is 2.0 mg/L.
7/16/24	Clinical	Distribution	Bacteriological	Total Coliform, E.Coli	6	12	ND	
7/16/24	Clinical	Distribution	Field	Chlorine Residual	6	6	0.71 - 1.54 mg/L	District permit requires Chlorine Residual to be > 0.5 mg/L.
7/16/24	Clinical	Source*	Bacteriological	Total Coliform, E.Coli	5	10	2 positives	Groundwater source-tunnels are tested during the 3rd week of the month. Eucalyptus Tunnel tested positive for Total Coliform, E.coli < 1. Eucalyptus Tunnel has been diverted to spreading since 4/7/2023. Hi Pressure Tunnel tested positive for Total Coliform, E.Coli <1. Hi Pressure Tunnel has been diverted to spreading since 10/18/2024.
7/16/24	Clinical	Title 22 - Sources	Fluoride	Fluoride	5	5	1.5 - 2.6 mg/L	CA Fluoride MCL is 2.0 mg/L. Far Mesa Tunnel and House Tunnel tested above 2.0 mg/l.
7/16/24	Clinical	Special Inhouse - Eucalyptus Tunnel / Source	Bacteriological	Presence/Absence Analysis	1	2	Presence	Sample results show Presence for Total Coliform, E.Coli < 1
7/16/24	Weck	Special Inhouse - Eucalyptus Tunnel / Source	Bacteriological	**Coliform Speciation	1	1	97.4% Escherichia Vulneris	See Notes. Organism identified as Escherichia vulneris at 97.4% ID.
7/18/24	Clinical	Special Inhouse - Hi Pressure Tunnel #1 #2/ Source	Bacteriological	Total Coliform, E.Coli	2	4	2 positives	Special samples were conducted for Hi Pressure Tunnel following lab notification on 7/18/2024. Results show positivie for Total Coliform and E.Coli ND for both samples. Hi Pressure Tunnel is offline and was diverted to spreading on 10/18/2023.
7/18/24	Clinical	Special Inhouse - Hi Pressure Tunnel #1 #2/ Source	HPC	***Heterotrophic Plate Count	2	2	7	See Notes

Total Samples 56 90

NOTES:

*All source groundwater tunnels were diverted to spreading on 12/01/2023. Delores Tunnel turned was into the system on 5/01/2024.

< MCL = less than Maximum Contaminant Level, ND = not detected, mg/L = milligrams per liter, ug/L = micrograms per liter, A = Absence

** Coliform Speciation - A coliform speciation test is a laboratory procedure used to identify and classify the specific types of coliform bacteria present in a water sample.

***HPC - Heterotrophic Plate Count (CFU/mL - colony forming units per milliliter): The HPC test is a count of all carbon-consuming bacteria in water, the vast majority of which are harmless. But while HPC tests are not indicators of overall water safety, they can be used to assess the conditions that affect microbial growth in a water source or distribution system (pipes/fittings, pumps, etc.). Drastic increases in HPC concentrations can indicate a change in the raw water quality, changes in the drinking water treatment, or issues in the distribution system such as stagnation, temperature fluctuations, or low disinfectant residual levels."



State Water Resources Control Board

Division of Drinking Water

August 20, 2024

Tom Majich, General Manager
Kinneloa Irrigation District
1999 Kinclair Drive
Pasadena, CA 91107
tm@kidwater.info

Dear Mr. Majich:

SYSTEM NO. 1910035 – KINNELOA IRRIGATION DISTRICT – THREATENING TO EXCEED THE FLUORIDE MAXIMUM CONTAMINANT LEVEL (MCL) STARTING MAY 2024

The State Water Resources Control Board at this time issues this letter for threatening to exceed the maximum contaminant level for fluoride.

California Code of Regulations (CCR), title 22, section 64431 states that public water systems shall comply with the primary MCLs established in Table 64431-A. The MCL for fluoride is 2.0 milligrams per liter (hereinafter “mg/L”). CCR, title 22, section 64432, subdivision (i) states that “compliance with the MCLs shall be determined by a running annual average; if any one sample would cause the running annual average to exceed the MCL, the system is immediately in violation. If a system takes more than one sample in a quarter, the average of all the results for that quarter shall be used when calculating the running annual average. If a system fails to complete four consecutive quarters of monitoring, the running annual average shall be based on an average of the available data.”

The Kinneloa Irrigation District (District) brought back Delores Tunnel (CA1910035_002_002) online on **May 1, 2024** (Enclosure No. 1), after taking the tunnel offline on December 1, 2023, as part of the District’s response (Enclosure No. 2) to the December 13, 2023 expiration of the fluoride variance that the Division granted to the District on November 19, 1993. The source has been in continuous operation since.

Below is a summary of the District’s most recent historical fluoride results to date for Delores Tunnel.

E. JOAQUIN ESQUIVEL, CHAIR | ERIC OPPENHEIMER, EXECUTIVE DIRECTOR

500 North Central Avenue, Suite 500, Glendale, CA 91203 | www.waterboards.ca.gov

**Table 1: 2022 - 2024 Delores Tunnel Fluoride Sample Results (mg/L)
(Fluoride MCL is 2.0 mg/L)**

Compliance Period	Sample Date	Quarterly Results (mg/L)	Quarterly Average (mg/L)	Quarterly Running Average (mg/L)
2022 Quarter 3	7/20/2022	2.5	2.5	2.4 (Variance)
2022 Quarter 4	12/15/2022	2.6	2.6	2.5 (Variance)
2023 Quarter 1	1/18/2023	2.1	2.1	2.5 (Variance)
2023 Quarter 2	4/4/2023	2.0	2.0	2.3 (Variance)
2023 Quarter 3	7/18/2023	2.2	2.2	2.2 (Variance)
2023 Quarter 4	10/3/2023	2.2	2.2	2.1 (Variance)
2024 Quarter 1	1/9/2024 and 1/26/2024	2.6 and 2.2	2.4	(source off-line)
2024 Quarter 2	4/16/2024	1.9	1.9	1.9 (source online)
2024 Quarter 3	7/16/2024	1.7	1.7	(1.9 + 1.7)/2 = 1.8 (source online)

To assure that Delores Tunnel remains in compliance with the fluoride MCL, the District is hereby directed to take the following actions:

1. Starting from 2024 Quarter 2, comply with the fluoride MCL, pursuant to CCR, title 22, section 64431 as determined by CCR, title 22, section 64432, subdivision (i).
2. If any monitoring undertaken starting from 2024 Quarter 2 results in a quarterly running annual average of fluoride in the water entering the distribution system exceeds the MCL, the District must either (1) take the source out of service immediately; (2) utilize approved treatment or blending; or (3) provide public notification of the MCL exceedance. Additionally, the exceedance of the MCL must be reported in the annual consumer confidence report.
3. Prepare a Fluoride MCL Compliance Plan (Plan) identifying improvements to the water system designed to prevent exceedances of fluoride MCL and ensure that the District delivers water to consumers that meets primary drinking water standards. The Plan must include a time schedule for completion of each of the phases of the project, such as design, construction, and startup. By **November 18, 2024**, submit the Plan to the Division for review and approval.

Please be advised that failure to comply with the above-mentioned requirements may result in the Division taking a formal enforcement action. If you have any questions regarding this letter, please contact Kurtis Lee of my staff or me at (818) 551-2022.

Sincerely,



Dmitriy Ginzburg, P.E.
District Engineer
Hollywood District

Enclosures: (1) May 2024 Raw Water Coliform Monitoring Report

(2) Delores Tunnel Confirmation of Source Turned Off Email
Correspondence

cc: John Felton, Board of Directors
Stephen Brown, Board of Directors
Gordon Johnson, Board of Directors
Timothy Eldridge, Board of Directors
William Opel, Board of Directors
Melanie Timoteo, Administrative Assistant

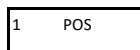
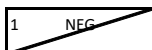
ENCLOSURE 1

**State Water Resources Control Board
Division of Drinking Water
Glendale Office**

RAW WATER COLIFORM MONITORING												
NAME OF WATER SYSTEM:			KINNELOA IRRIGATION DISTRICT									
SYSTEM NO: 1910035			MONTH: MAY			YEAR: 2024						

SOURCE NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
WELL 002-Delores	OFFLINE	OFFLINE	OFFLINE	OFFLINE	1 NEG							
WELL 003-Eucalyptus	OFFLINE	OFFLINE	OFFLINE	OFFLINE	OFFLINE							
WELL 005-Far Mesa	OFFLINE	OFFLINE	OFFLINE	OFFLINE	OFFLINE							
WELL 007-Hi-Pres	OFFLINE	OFFLINE	OFFLINE	OFFLINE	OFFLINE							
WELL 008-House	OFFLINE	OFFLINE	OFFLINE	OFFLINE	OFFLINE							
WELL 009-K-3	1 NEG	1 NEG	1 NEG	1 NEG	1 NEG							
WELL 015-Wilcox	OFFLINE	OFFLINE	OFFLINE	OFFLINE	OFFLINE							

EXAMPLES:



***ATTACH CONFIRMATION RESULTS WITH THE TOTAL COLIFORM POSITIVE RESULTS.**

House Tunnel, and Far Mesa Tunnel has been offline since December 1, 2023. Eucalyptus Tunnel has been offline since April 7, 2023. High-Low Tunnel has been offline since October 18, 2023. KID continues to perform internal testing on offline tunnels. Wilcox Well was tested for KID operations purposes, this source is also offline. Currently, the only active raw water sources in use are K3 well and Delores Tunnel. Delores Tunnel was brought back online on 5/1/2024

COMMENTS:

SIGNATURE:

Felipe Gallegos
Felipe Gallegos, Water Facilities Operator

DATE: 5/28/2024

Clinical Laboratory of San Bernardino, Inc.



Kinneloa Irrigation District

1999 Kinclair Drive
Pasadena CA, 91107

Project: 1st Week Coliforms
Sub Project: Raw Water Sources
Project Manager: Melanie Timoteo

Work Order: 24E0870
Received: 05/07/24 16:20
Reported: 05/10/24

Kinneloa #3 Well

24E0870-01 (Water)

Sample Date: 05/07/24 8:40

Sampler: Felipe Gallegos

Analyte	Method	Result	Rep. Limit	MCL	Units	Prepared	Analyzed	Batch	Qualifier
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Microbiology Analyses

Total Coliform (Density)	SM 9223	ND	1.0		MPN/100 mL	05/07/24	05/08/24	2419123	
E. Coli (Density)	SM 9223	ND	1.0		MPN/100 mL	05/07/24	05/08/24	2419123	

Wilcox Well

24E0870-02 (Water)

Sample Date: 05/07/24 9:00

Sampler: Felipe Gallegos

Analyte	Method	Result	Rep. Limit	MCL	Units	Prepared	Analyzed	Batch	Qualifier
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Microbiology Analyses

Total Coliform (Density)	SM 9223	ND	1.0		MPN/100 mL	05/07/24	05/08/24	2419123	
E. Coli (Density)	SM 9223	ND	1.0		MPN/100 mL	05/07/24	05/08/24	2419123	

ND Analyte NOT DETECTED at or above the reporting limit

Jeanette Hernandez

Project Manager

Clinical Lab of San Bernardino, Inc.

21881 Barton Road Grand Terrace CA 92313 909 825-7693

Chain of Custody

WO 24E0970

2/0/0

Client				Destination Laboratory										Analysis Requested		Turn Around Time (TAT)		
Address:				[x] Clinical Grand Terrace / ELAP 1088										QUANTITRAY	Comments			
PASADENA, CA 91107				[] Clinical Lompoc / ELAP 1678														
Client Contact:				[] Other:														
Phone No.: 626-797-6295 FAX No: 626-608-3168				Container ID	Matrix	Sample Type	No. of Preserved Cont.								Total Containers			
System No.: 1910035							Unpreserved	Na2S2O3	NH4Cl	C6H8O6	HNO3	HCl	NaOH	Na2SO3				ZnC4H6O4
Project: 1ST WEEK COLIFORMS - RAW WATER SOURCES																		
Sampled By: FELIPE GALLEGOS																		
Comments:																		
PS Code	Date	Time	Sample Identification															
CA1910035_009_009	5/7/24	840	KINNELOA #3 WELL	1	RGW	1, W								2	X			5
CA1910035_015_015	5/7/24	900	WILCOX WELL	2	RGW	1, W								2	X			5

Matrix: DW - Drinking Water GW - Ground Water SW - Surface Water W - Water WW - Wastewater SWR - Stormwater Runoff S - Sludge O - Other RGW - RAW GROUND WATER

Use for Bacteria Samples / Sample Type: 1-Routine 2-Repeat 3-Replacement 4-Special D-Distribution W-Well TAT: (10) Ten Day (5) Five Day Rush (2) Two Day Rush (1) 24 Hr Rush

Relinquished By (Sign)	Print Name / Company	Date / Time	Received By (Sign)	Print Name / Company
	Kinneloa Irrigation District	5/7/24		Clinical Labs of San Bernardino, Inc.
	Juan Ponce / CISP	5/7/24 16:20		

(Lab Use Only) Lompoc Lab Receipt Temp.: _____ °C

Shipped Via: [] Fed Ex [] Golden State Overnight [] UPS [] OnTrac [] USPS [] Other _____

Condition: [] On Wet Ice [] On Blu Ice [] Intact [] Custody Seals Samples / COC Checked By: _____ Work Order Logged By: _____

Receipt Comments: _____ Clinical Lab Receipt Temp.: 3.1 °C ✓

Clinical Laboratory of San Bernardino, Inc.



Kinneloa Irrigation District

1999 Kinclair Drive
Pasadena CA, 91107

Project: 3rd Week Coliforms
Sub Project: Raw Water Sources
Project Manager: Melanie Timoteo

Work Order: 24E2183
Received: 05/21/24 16:15
Reported: 05/24/24

Eucalyptus Tunnel

24E2183-01 (Water)

Sample Date: 05/21/24 10:18

Sampler: Ray Ascencio

Analyte	Method	Result	Rep. Limit	MCL	Units	Prepared	Analyzed	Batch	Qualifier
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Microbiology Analyses

Total Coliform (Density)	SM 9223	2.0	1.0		MPN/100 mL	05/21/24	05/22/24	2421100	Note
E. Coli (Density)	SM 9223	ND	1.0		MPN/100 mL	05/21/24	05/22/24	2421100	

Far Mesa Tunnel

24E2183-02 (Water)

Sample Date: 05/21/24 9:06

Sampler: Ray Ascencio

Analyte	Method	Result	Rep. Limit	MCL	Units	Prepared	Analyzed	Batch	Qualifier
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Microbiology Analyses

Total Coliform (Density)	SM 9223	ND	1.0		MPN/100 mL	05/21/24	05/22/24	2421100	
E. Coli (Density)	SM 9223	ND	1.0		MPN/100 mL	05/21/24	05/22/24	2421100	

Delores Tunnel

24E2183-03 (Water)

Sample Date: 05/21/24 8:30

Sampler: Ray Ascencio

Analyte	Method	Result	Rep. Limit	MCL	Units	Prepared	Analyzed	Batch	Qualifier
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Microbiology Analyses

Total Coliform (Density)	SM 9223	ND	1.0		MPN/100 mL	05/21/24	05/22/24	2421100	
E. Coli (Density)	SM 9223	ND	1.0		MPN/100 mL	05/21/24	05/22/24	2421100	

Hi Pressure Tunnel

24E2183-04 (Water)

Sample Date: 05/21/24 8:43

Sampler: Ray Ascencio

Analyte	Method	Result	Rep. Limit	MCL	Units	Prepared	Analyzed	Batch	Qualifier
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Microbiology Analyses

Total Coliform (Density)	SM 9223	ND	1.0		MPN/100 mL	05/21/24	05/22/24	2421100	
E. Coli (Density)	SM 9223	ND	1.0		MPN/100 mL	05/21/24	05/22/24	2421100	

House Tunnel

24E2183-05 (Water)

Sample Date: 05/21/24 8:46

Sampler: Ray Ascencio

Analyte	Method	Result	Rep. Limit	MCL	Units	Prepared	Analyzed	Batch	Qualifier
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Microbiology Analyses

Total Coliform (Density)	SM 9223	ND	1.0		MPN/100 mL	05/21/24	05/22/24	2421100	
E. Coli (Density)	SM 9223	ND	1.0		MPN/100 mL	05/21/24	05/22/24	2421100	

Clinical Lab of San Bernardino, Inc.

21881 Barton Road Grand Terrace CA 92313 909 825-7693

Chain of Custody

WO 2452183

Client				Destination Laboratory											Analysis Requested		Turn Around Time (TAT)																																																							
KINNELOA IRRIGATION DISTRICT				<input checked="" type="checkbox"/> Clinical Grand Terrace / ELAP 1088 <input type="checkbox"/> Clinical Lompoc / ELAP 1678 <input type="checkbox"/> Other:											QUANTITRAY Comments																																																									
Address: 1999 KINCLAIR DRIVE PASADENA, CA 91107 Client Contact: TOM MAJICH Phone No.: 626-797-6295 FAX No: 626-608-3168 System No.: 1910035 Project: 3RD WEEK COLIFORMS - RAW WATER SOURCES																																																																								
Sampled By: <u>Ray Ascencio</u> Comments:				Container ID	Matrix	Sample Type	No. of Preserved Cont.										Total Containers																																																							
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ENCLOSURE 2

From: [Tom Majich](#)
To: Lee, Kurtis S.@Waterboards
Subject: Re: Kinneloa - Fluoride Source Compliance Verification
Date: Friday, December 8, 2023 12:22:28 PM
Attachments: [image001.png](#)

EXTERNAL:

Hi Kurtis, We will be revising our request, our proposed permit amendment application is being reviewed by our legal counsel now but I intend to submit it to you by end of the day on Monday, December 11, 2023. It will include a request to place some sources on standby and others to remain active via treatment by blending.

In the meantime I can confirm that as of December 1, 2023 we took the following sources offline:

House Tunnel (1910035-008)
Delores Tunnel (1910035-002)
Far Mesa Tunnel (1910035-005)

Eucalyptus Tunnel (1910035-003) has been offline since April 7, 2023.
High-Low Tunnel (1910035-007) has been offline since October 18, 2023 and remains offline pending repairs, disinfection and sampling as you have noted.

Thank you.



Tom Majich, General Manager
Kinneloa Irrigation District
O (626) 797-6295 M (626) 833-0210
1999 Kinclair Dr
Pasadena , CA 91107-1017
<https://www.kinneloairrigationdistrict.info/>

On Dec 8, 2023, at 11:15 AM, Lee, Kurtis S.@Waterboards
<Kurtis.Lee@Waterboards.ca.gov> wrote:

Hi Tom,

In regards to Kinneloa's request to place House Tunnel, Delores Tunnel, and Far Mesa on standby status, please email us a cover letter (to explain the reason for the request, e.g., fluoride variance expiring etc) and include with it a completed permit amendment application (see attached) and submit the request to us on **Monday, December 11, 2023**. Please also email us, a confirmation email that those 3 sources will be turned off

effective Monday, December 11, 2023.

In regards to Hi-Low Tunnel, as you know, the cause/issue as to why there are e. coli positive results needs to be identified and corrected, along with supporting data. It was discussed further to me with my supervisor, that, there needs to be adequate data to show that the issue has been resolved. For example, 2 samples would not be sufficient for us to consider the source to be placed on standby. The cause/issue should be resolved and the source should be flushed to waste for any work etc done to resolve the issue, and then follow-up raw water tap bacteriological samples (TC/e. coli and HPC) should be collected and then the source should get disinfected properly per AWWA Standards and then a minimum of two follow-up raw water tap bacteriological samples (TC/e. coli and HPC) are collected 24 hours apart after while there is "0" chlorine residual in the source. You can think of this disinfection step, as your "fresh" start, and then you continue to study the source on consistent monitoring basis of bacteriological sampling (TC/e. coli and HPC). The source is to be continued to be kept offline, none of the water during monitoring, flushing, work to resolve the e. coli issue, etc is discharged to charged to a distribution system. It was discussed with my supervisor, because adequate monitoring data would be needed, the source status can be kept active longer, but the source is still to be kept offline.

Per your request, please see this public access link to view your water system's sample results:<https://sdwis.waterboards.ca.gov/PDWW/>

I will be providing further input/information related to Wilcox Well and Eucalyptus Tunnel.

Thanks,
Kurtis

From: Lee, Kurtis S.@Waterboards
Sent: Monday, November 27, 2023 1:17 PM
To: Tom Majich <tm@kidwater.info>
Subject: RE: Kinneloa - Fluoride Source Compliance Verification

Hi Tom,

Sure thing. Let do a call tomorrow (11/28) at 11 AM. I will send the Teams invite.

Thanks,
Kurtis

From: Tom Majich <tm@kidwater.info>
Sent: Wednesday, November 22, 2023 7:01 AM
To: Lee, Kurtis S.@Waterboards <Kurtis.Lee@Waterboards.ca.gov>
Subject: Re: Kinneloa - Fluoride Source Compliance Verification

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RESOLUTION 2024-08-27-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE KINNELOA IRRIGATION DISTRICT
APPROVING ADOPTION OF THE CalPERS 457 PLAN**

WHEREAS; Kinneloa Irrigation District desires to establish a deferred compensation plan for the benefit of its employees; and

WHEREAS; the Board of Administration (“the Board”) of the California Public Employees Retirement System (“CalPERS”) has established the “CalPERS 457 Plan” which may be adopted by a governmental employer the employees of which are public employees; and

WHEREAS; Kinneloa Irrigation District believes that the CalPERS 457 Plan and the investment options available thereunder will provide valuable benefits to its employees; and

WHEREAS; the board has appointed Voya Financial (the Plan Recordkeeper) to perform recordkeeping and administrative services under the CalPERS 457 Plan and to act as the Board’s agent in all matters relating to the administration of the CalPERS 457 Plan;

NOW THEREFORE, BE IT RESOLVED that Kinneloa Irrigation District adopts the CalPERS 457 Plan for the benefit of its employees and authorizes and directs the General Manager to execute the attached adoption agreement on behalf of the Kinneloa Irrigation District and to provide CalPERS or any successor agent duly appointed by the Board with such information and cooperation as may be needed on an ongoing basis in the administration of the CalPERS 457 Plan. A copy of this resolution, the agreement, and any attachments thereto shall be on file in the office of the Kinneloa Irrigation District.

BE IT FURTHER RESOLVED that the District's General Manager is authorized to take such actions and execute such agreements and documentation necessary to implement the intent of this Resolution.

RESOLUTION 2024-08-27-01

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Board of Directors of the Kinneloa Irrigation District held on August 27, 2024, Resolution No. 2024-08-27-01 was adopted by the following vote:

AYES: Directors Stephen Brown, Timothy Eldridge, John Feliton, Gordon Johnson, and William Opel

NOES:

ABSENT:

STEPHEN H. BROWN, Chairperson
Board of Directors of the
Kinneloa Irrigation District

ATTEST:

TIMOTHY J. ELDRIDGE, Treasurer
Board of Directors of the
Kinneloa Irrigation District

Employer Adoption Agreement

The employer identified below (the "Employer") adopts the CalPERS 457 Plan (the "CalPERS 457 Plan" or the "Plan") for the benefit of its employees and agrees to be bound by and subject to the terms of the Plan, as it may be amended from time to time. The Employer further agrees and represents as follows:

1. The Employer is a political subdivision of the State of California and is eligible to adopt the Plan.
2. The Employer has duly adopted a resolution (copy attached) or taken such other official action as required for its lawful adoption and implementation of the Plan and has authorized the undersigned to execute this Agreement on its behalf.
3. The Employer has received and has had the opportunity to review the following documents and information:
 - The Plan document;
 - A description of the optional provisions of the Plan;
 - A description of the investment options available to Plan participants and historical performance data for those investment options;
 - A complete description of fees and expenses that will or may be charged to Plan participants including, but not limited to, investment fees and administrative expenses; and
 - The Enrollment Kit for eligible employees, which includes forms and information for employees to participate in the Plan.

Contributions

4. The Employer understands that its employees will have the opportunity to defer their own compensation by designating an amount or percentage to be withheld from each paycheck and contributed to the Plan on the employee's behalf.
5. The Employer understands that the Plan must be made available to all employees and agrees to offer all employees the opportunity to participate in the Plan.
6. The Employer understands that the Plan cannot be made available to individuals who are not the Employer's common law employees and agrees not to offer such individuals the opportunity to participate in the Plan.
7. The Employer understands that each employee's deferrals under the Plan and any other eligible deferred compensation plan maintained by the Employer are subject to certain limits imposed by the Plan and the federal tax code. The Employer agrees to limit employees' deferrals under all plans maintained by the Employer to amounts that do not exceed applicable limitations.
8. The Employer agrees to deduct deferral amounts from employees' salaries and wages in accordance with the employees' elections, to remit all amounts deducted to the Plan as soon as reasonably practicable after such amounts are withheld, and to accurately report the amounts remitted.
9. The Employer understands and agrees that all amounts deferred under the Plan shall be 100% vested and shall be deposited in the Public Employees' Deferred Compensation Fund (the "Fund"), a trust established to hold such amounts, for the exclusive benefit of participants and their beneficiaries. The Employer shall have no right to Fund assets or to sell, redeem, or otherwise liquidate Fund assets, except as provided Plan section 10.6.

Investments

- 10. The Employer understands and agrees that employees who defer compensation under the Plan will have the right to direct the investment of their individual Plan accounts by choosing among the investment options selected by the CalPERS Board of Administration (the "Board") and offered under the Plan. The Employer further understands and agrees that any employee who does not provide timely directions for investing his or her account will be deemed to have selected the Plan's default investment. The Plan's default investment is currently the CalPERS Target Retirement Fund designated for an employee, based on his or her expected retirement date. The Employer understands and agrees that the Board, in its sole discretion, may add, eliminate, or consolidate investment options offered under the Plan, including the Plan's default investment option.
- 11. The Employer further understands and agrees that certain fees are charged to Plan participants for investment and administration expenses, and that such fees will be offset against investment returns or deducted from participants' Plan accounts periodically.

Administration

- 12. The Employer understands and agrees that, except as specifically set forth in the Plan, the administration of the Plan and Fund is subject to the exclusive control of the Board and that the Board has the authority to retain third parties to provide investment services, record keeping, accounting, or other services for the Plan.
- 13. The Employer agrees to assist and cooperate in providing Plan information to employees and to follow administrative procedures established by the Board or its designee(s) from time to time.
- 14. The Employer has completed the attached New Employer Data Sheet, which is incorporated by reference. The Employer hereby certifies that all information provided in connection with its adoption of the Plan is true and accurate.
- 15. The Employer understands and agrees that the Board has retained the power and authority to amend the Plan from time to time, subject to limitations set forth in the California Government Code and the Plan. The Employer may not amend the Plan.
- 16. The Employer understands and agrees that its participation in the Plan may be terminated by the Employer or by the Board upon sixty (60) days advance written notice. Upon termination, all amounts held for participants will continue to be held in the Fund for the exclusive benefit of participants and their beneficiaries, except for distributions or transfers permitted under the Plan terms.

Name of Employer: _____

By: _____

Title: _____

Date: _____

Accepted by CalPERS (or an agent duly appointed by the Board) on behalf of the Board of Administration of the California Public Employees' Retirement System.

To be completed by CalPERS

Signature: _____

Print Name: _____

Title: _____

Date: _____



KINNELOA IRRIGATION DISTRICT EMPLOYEE POLICIES AND PROCEDURES

Revision 78
Adopted
August 22~~27~~, 2023~~24~~

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I. GENERAL EMPLOYMENT POLICIES

A. Equal Employment Policy

State and Federal employment laws prohibit discrimination because of race, color, religion, sex, sexual orientation, age, physical or mental disability, veteran's status, marital status, national origin, ancestry, pregnancy, citizenship, or medical condition in all employment practices, including conditions of employment. Job applicants and current employees will be evaluated solely on their ability and experience as it relates to the requirements of the position.

The Kinneloa Irrigation District (the District) will not tolerate acts of discrimination, including harassment, by either board directors, managers, supervisors, employees, or members of the public.

The District will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant for employment, unless undue hardship would result. Any applicant or employee who requires accommodation to perform the essential functions of a job should contact the General Manager. The applicant or employee should advise the District what accommodations are needed to perform the job. The District will determine possible accommodations, if any. If accommodation is reasonable and will not impose undue hardship upon the District, the accommodation will be made.

When job openings occur, the District is interested in obtaining the best-qualified personnel available, consistent with the requirements of the job.

Federal and State Child Labor Laws prohibit the District from employing anyone less than 18 years of age, except in jobs not prohibited by these laws.

If an employee believes that they have been subjected to any form of unlawful discrimination, they should promptly report the facts of the incident or incidents, and names of the individuals involved, to the General Manager. The District will promptly investigate all claims of discrimination and ensure that appropriate action will be taken. The District will also take action to deter any future discrimination. The District's determination and related District action will be communicated to the reporting employee.

B. Discrimination or Harassment Policy

1. Discrimination or Harassment

The District strictly prohibits unlawful discrimination or harassment on the basis of an employee's race, sex, religious creed, color, national origin, ancestry, age, marital status, sexual orientation, or physical or mental disability. Discrimination of anyone in or from the District, on any of these bases, is strictly prohibited. This policy prohibits discrimination in any form, including:

- 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;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on one of the categories above; and
- Visual harassment such as derogatory posters, cartoons or drawings based on one of the categories above.

If an employee believes they have been or are being subjected to this kind of discrimination, and are unable to resolve (or uncomfortable attempting to address) the problem with the individual, they should promptly report it to the General Manager. All such claims will be investigated in a manner designed to protect the privacy and confidentiality of all involved and appropriate action will be taken. When appropriate, the District may seek to resolve the matter informally. Any employee found to have discriminated against anyone in or from the agency, based on one of the categories above will be disciplined, from verbal reprimand to dismissal, based on the circumstances. If they have any questions about this policy or want more information about it, please contact the General Manager.

2. Sexual Harassment

Sexual harassment of the District employees, by any person includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties, or any other condition.

Sexual 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 harassment complaint.

Other examples of sexual harassment include unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; and the display in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations.

3. Anti-Harassment Training

In compliance with CA Government Code §12950 and §12950.1, the District will provide:

- At least two hours of classroom or other effective training and education regarding sexual harassment prevention to supervisory employees (CA SB1343/AB1825). Thereafter, anti-harassment training will be provided once every two years.
- One hour of sexual harassment prevention training and education to nonsupervisory employees (SB1343). Thereafter, anti-harassment training will be provided once every two years.
- New employees will be trained within thirty calendar days after hire date or within 100 hours, whichever is first. Thereafter, anti-harassment training will be provided once every two years.
- Temporary employees must be trained within thirty calendar days after the hire date or within 100 hours worked if the employee is expected to work for less than six months.

4. Guidelines for the Employee

If an employee thinks they are being sexually harassed they should be advised to:

- Say NO! Make it clear to the offender that the behavior is unacceptable to them. The person may not realize the advances or behavior are offensive. Sometimes a simple confrontation will end the situation.
- Not let confusion and/or self-doubt stop them from speaking out.
- Keep a record of dates, times, places, witnesses, and nature of harassment. Such records will be helpful if they find it necessary to pursue a formal grievance.

If an employee feels that they have been or are being sexually harassed or are aware of or suspect the occurrence of sexual harassment, or they desire counseling on coping with sexual harassment, they should be encouraged to immediately contact the General Manager or any member of the Board of Directors.

5. Disciplinary and/or Corrective Action

Any employee found to have sexually harassed anyone in or from the District will be disciplined, from verbal reprimand to dismissal, based on the circumstances.

C. Immigration Reform and Control Act Policy

The District is committed to full compliance with the Immigration Reform and Control Act. This law requires all individuals pass a verification procedure, including the completion of an "Employment Verification Form," before they are permitted to work. This verification procedure requires every potential new employee to provide satisfactory evidence of identity and legal authority to work in this country, which comply with the requirements of the Immigration law. All new employees are required to pass this verification process.

D. Nepotism Policy

A spouse of a District employee may not be precluded from employment unless there is a supervision, safety or morale problem involved in placement of the employee in the same department as the spouse, creating potential conflict of interest or other hazard greater for married couples than for other persons.

A closely related person of any present elected or appointed officer or employee may not be hired by the District so long as such elected or appointed officer or employee remains as such, except as may be approved by the ~~General Manager~~ ~~or the~~ Board of Directors. For the purpose of this rule, a closely related person shall be defined as any of the following: spouse, registered domestic partner, child, adopted child, stepchild, son-in-law, daughter-in-law, parent, stepparent, father-in-law, mother-in-law, sibling, stepsibling, brother-in-law, sister-in-law, grandparent, or grandchild.

E. Employee Classification Policy

Upon successfully completing an initial appraisal process, the employee will then be classified into one of the following classifications.

1. Full-Time Regular Employee

Defined as employees who have successfully completed their initial appraisal process and are assigned a definite work schedule of at least 30 hours per week and their employment is expected to continue for an indefinite period of time. Full-time regular employees are eligible for employee benefits as described later in this handbook. ~~Full-time employees that work less than 40 hours per week, but 30 or more hours per week, will have benefits pro-rated according to the number of hours worked if permitted by the benefit provider and if in accordance with the District's policies and procedures.~~

2. Part-Time Regular Employee

Defined as employees who have successfully completed their initial appraisal process and are assigned a work schedule of less than 30 hours per ~~week~~week, and it is expected to continue for an indefinite period of time. Part-time regular employees are not eligible for vacation and holiday benefits as described later in this handbook.

3. Temporary Employees

Defined as an employee who is hired to perform a specific task or to be employed for a temporary period of time. Temporary employees are not eligible for benefits.

4. Non-Exempt/Hourly Employee

Defined as an employee who is paid wages for each hour of work performed and who is eligible to receive overtime pay according to federal mandates.

5. Exempt/Administrative/Professional

Defined as a second level manager, an advisory specialist or ~~consultant~~ who is paid on a salary basis for work performed with no overtime pay and are expected to work those hours necessary to complete their duties and responsibilities.

6. Exempt/Executive, Manager or Supervisory Employee

Defined as a full-time department head. This management group is paid on a salary basis for work performed with no overtime pay. As salaried senior officials of the organization, executive personnel are expected to work those hours necessary to complete their duties and responsibilities.

F. Rehired Employee Policy

Employees who are rehired following a break in service in excess of one (1) year, other than an approved leave of absence, must serve another initial appraisal process, whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their re-employment for all purposes, including the purposes of measuring benefits.

II. SAFETY AND SECURITY POLICIES

A. Injury and Illness Prevention Program (IIPP)

The District greatly values the safety and health of all of its employees and is committed to providing a safe and healthful workplace. This will be accomplished through the establishment, implementation, and maintenance of an effective Injury and Illness Prevention Program (IIPP). ~~The General Manager is assigned primary responsibility for implementing the IIPP. The current version of the IIPP, revised as of March 31, 2021, has been provided to all employees and necessary training provided.~~

~~All managers and supervisors are responsible for implementing the IIPP in their departments and for answering worker questions about the IIPP.~~

~~1. Compliance~~

~~Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.~~

~~All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.~~

~~The District's system of ensuring that all employees comply with the rules and maintain a safe work environment includes:~~

- ~~• All employees will be annually evaluated on their safety performance.~~
- ~~• Employees who exercise safe and healthful work practices will be recognized on their performance appraisal.~~
- ~~• Employees that do not exercise safe and healthful work practices will be trained or retrained.~~
- ~~• Any employee that continues not to comply with or ignores safe and healthful work practices will be disciplined. The District will not tolerate unsafe acts by its employees. If any employee violates safety and health policies and rules, or otherwise does not work in a safe and healthful manner, they will be subject to appropriate corrective action, up to and including termination.~~

~~2. Communication of Safety and Health Information~~

~~The District recognizes that open, two-way communication between management and staff on safety and health issues is essential to an injury-free, productive workplace.~~

~~The District will provide employees with up-to-date safety and health information that is readily understandable. The information will be presented through:~~

- ~~• New employee orientation;~~
- ~~• Staff questions and answers scheduled to coordinate with a Board of Directors regular meeting or committee meeting;~~
- ~~• Staff meetings;~~
- ~~• Posters in the break area; and~~
- ~~• The monthly Risk Control Bulletin provided by the District's insurance carrier and other training materials.~~

~~Safety and health information shall include:~~

- ~~• The District's safety and health policies;~~
- ~~• The District's safety and health rules and regulations; and~~
- ~~• New work procedures.~~

~~The managers and supervisors may recommend topics or entire articles for distribution and consideration.~~

~~Employees are encouraged to share safety and health ideas, information, and concerns with the District's management. The District will give these communications prompt and serious attention. As part of this commitment, the District pledges not to discriminate or take any type of corrective action against any employees who express their safety concerns. The suggestions may be also submitted anonymously.~~

~~The District shall comply with the California Division of Occupational Safety and Health (Cal/OSHA) and other safety and health rules and regulations that apply.~~

~~3. Safety and Healthful Work Practices~~

~~The District recognizes its responsibility to create a safe and healthful workplace for all employees. However, each employee must also share in this responsibility. Specifically, every employee:~~

- ~~• Is responsible for the safe operation of all equipment, tools, machinery, vehicles, or other District property in their charge.~~
- ~~• Must not remove or inactivate any established safeguards. Mechanical safeguards must be in place at all times.~~

- ~~Must immediately report any machine, tool, or equipment malfunctions to their manager. Managers shall investigate and take the necessary steps to correct the malfunction as soon as possible.~~
- ~~Must wear appropriate personal protective equipment (PPE) when required. This personal protective equipment shall be provided and maintained by the District. Failure to wear the required equipment is cause for disciplinary action.~~
- ~~Shall follow beneficial ergonomic criteria and adjustments.~~
- ~~Will utilize defensive driving techniques supported by the District while driving on the District's business.~~
- ~~Report accidents, injuries, exposures, and incidents to their immediate manager and any other manager.~~

~~4. Hazard Assessment~~

~~Semi-annual inspections to identify and evaluate workplace hazards will be conducted by the General Manager or a designated employee with the assistance of a Risk Management Consultant. These inspections will also be conducted when:~~

- ~~New processes, substances, procedures, or equipment which present potential new hazards are introduced into the workplace;~~
- ~~New, previously unidentified hazards are recognized;~~
- ~~Occupational injuries and illnesses occur; and~~
- ~~Workplace conditions warrant an inspection.~~

~~Periodic inspections consist of identification and evaluation of workplace hazards utilizing the checklists provided by the Risk Management Consultant or the General Manager.~~

~~5. Hazard Correction~~

~~Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. The inspection checklist will be presented to management and the hazards will be corrected in accordance with the following:~~

- ~~When observed or discovered.~~
- ~~When an imminent hazard exists which cannot be immediately be abated without endangering employees or property, all exposed workers will be removed from the department except those necessary to correct the existing condition. The employees necessary to correct the existing condition will be trained to handle the condition and be provided with necessary protection.~~
- ~~All corrective actions taken and the dates they are completed will be documented and maintained in a file.~~

6. Training

All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction will be provided as follows:

- When the IIPP is first established;
- To all new employees;
- To all employees given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all employees with respect to hazards specific to each employee's job assignment.

7. Record Keeping

The following procedures are taken to maintain the District IIPP:

- Records of hazard assessment inspections, including the names of persons conducting the inspection, the date and unsafe work conditions and practices that have been identified and the action taken to correct the identified unsafe work conditions and work practices will be documented.
- Documentation of safety and health training for each employee, including the employee's name training dates, type of training will be recorded on the training database.

B. Workplace Violence Prevention Injury and Illness Prevention Plan (WVPP)

The District is committed to preventing acts of aggressive, threatening behavior and violence in the workplace. The current version of the WVPP, prepared June 19, 2024, has been provided to all employees and necessary training provided.

B.C. Security Policy

The District's policy is to not discuss the security of the District premises or services with any individual not employed by the District. Additionally, the District and its insurance carriers do not accept any liability for the employees' personal belongings.

The District retains the right to search its property or facilities at any time (including employee-assigned desks, files, and computer systems). Anything of a private nature subjected to discovery during such searches should be kept in a briefcase, backpack, purse, or lunch bag.

C.D. Alcohol, Marijuana and Drug Free Workplace Policy

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

In recognition of the District's responsibility to maintain a safe work environment and the employees' responsibility to perform safely, the District will act to eliminate any substance abuse which increases the risk of injuries, accidents, or substandard performance. For the purpose of this policy, substance abuse includes the employee's use or possession of illegal drugs, alcohol, marijuana, sharing of prescription drugs, or abuse of prescription drugs, which could impair work performance and/or impair the ability to perform their job safely.

It is expected that the employee shall not be at work, drive a vehicle on District business, or operate equipment with any amount of alcohol, marijuana, and/or illegal drugs in their system which would result in a confirmed positive test; shall not use alcohol or marijuana, possess open containers of alcohol, possess marijuana or use or possess illegal drugs while on duty; and shall not manufacture, distribute, dispense, sell, or provide alcohol, marijuana, or illegal drugs to any person while on duty. If the use of a prescription drug combined with the duties of the required job creates an unsafe working condition, this fact shall be reported to the General Manager prior to reporting to work.

Employees may be subject to drug and alcohol testing upon hiring or when there is reasonable suspicion that the employee has violated the District's policy. In addition, an employee who has already been found in violation of the policy will be required to submit to periodic substance testing as a condition of remaining in or returning to the District's employment.

D.E. Blood Borne Pathogens Policy

As part of its continuing commitment to employee safety and health the District has adopted a comprehensive policy for dealing with possible employee exposure to blood-borne pathogens. While possible employee exposure to blood-borne pathogens may have serious consequences, these measures are primarily intended to be precautionary.

An employee who renders first aid assistance in any situation involving the presence of blood or other potentially infectious materials will immediately be offered Hepatitis B vaccination. The District will pay for this vaccination. If rendering first aid results in an eye, mouth, or non-intact skin contact with blood or other potentially infectious materials, the District will document the circumstances of the exposure, identify the person from whom the potentially infectious material came, inform the first aid provider about the symptoms that might develop from exposure, collect and test the first aid provider's blood (with the employee's consent and at the District's expense) for Hepatitis B and HIV serum status, provide post exposure treatment, and provide employee counseling.

E.F. Bomb Threats and/or Threatening Call Procedure

Should an employee receive a threatening phone call, they should remain calm and try to write down the exact wording of the emergency/threat. Be sure to notify the General Manager immediately, and if appropriate, phone 9-1-1.

F.G. Emergency Evacuation Procedure

1. District Office

Should a warning alarm sound or an evacuation announcement be made, please take the following minimum actions:

- Take whatever immediate steps are necessary and feasible to minimize any hazard in leaving the work area unattended. Time permitting, shut off computers, heaters, radios, coffee warmers, etc.
- Take personal items such as purses and briefcases, time permitting.
- Assemble at the predetermined safe location for an attendance check. The safe location is at the end of the District office driveway on Kinclair Drive.
- An employee who is away from their work area at the sound of an alarm, should follow the instructions of the person in charge. They should not return to their work area after the evacuation process has begun.
- Do not re-enter the building until advised to do so by the person in charge or by the fire department.
- In the event of an earthquake, an employee is to get under their desk or the nearest table, (staying away from windows if possible) until further notice from the person in charge.
- In the event of a small fire, a conservative approach should be taken when deciding to use a fire extinguisher and/or calling 9-1-1.

2. Other District Facilities

Supervisors are responsible for the safety of those in their charge during an emergency evacuation, and they will be the last to leave the facility. Procedures should be followed that are appropriate for the ~~particular facility~~ facility to protect property and the safety and health of employees.

G.H. Employment Reference Check Procedure

All inquiries regarding a current or former District employee or Board Director must be referred to the General Manager. Should an employee receive a written request for a reference, they must refer the request to the General Manager for handling. Employees may not issue a reference letter to any current or former employee without the permission of the General Manager. Under no circumstances should an employee release any information about any current or former District employee or Board Director over the telephone. All telephone inquiries regarding any current or former employee of the District must be referred to the General Manager.

In response to an outside request for information regarding a current or former District employee, the General Manager will verify only an employee's name, dates of employment, and job title. No other data regarding any current or former District employee will be released unless the employee authorizes the District to release such information in writing or the District is required by law to furnish any information.

If, however, an employee is contacted to give a personal reference regarding a current or former District employee, they are permitted to do so and should emphasize to the inquirer that the reference is personal only and not on behalf of the District.

Failure to follow these directions may be cause for discipline up to and including termination.

H.I. Media/Outside Information Request Procedure

Employees are not permitted to give or report any information about the customers of the District, another employee, outside vendor, client or consultant to anyone outside of the District staff. They should forward any such request, whether verbal or written, to the General Manager for handling.

I.J. Personnel Records Policy and Procedure

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

1. Persons Other Than The Employee

Other employees of the District may have access to personnel files only for legitimate business purposes. Legitimate business purposes shall include:

- Administrative staff access as needed in the course of normal duties;
- General Manager considering an employee for promotion; and

- Others only specifically authorized by the General Manager.

Non-employees may not, except with specific authorization, have access to the files themselves. Generally, such access will be granted only upon advice of counsel. Access of non-employees to information in a file is governed by the District's policy on references.

2. The Employee

An employee may inspect his or her own personnel file in the presence of the General Manager.

III. EMPLOYEE CONDUCT POLICIES

A. Standards of Employee Conduct Policy

The following examples are given ~~in order~~ to provide guidance concerning unacceptable behavior. If the District chooses to discipline an employee who engages in unacceptable behavior, the employee may be subject to corrective action up to and including possible termination. Please note that it is impossible to provide an exhaustive list of behaviors that are not acceptable. The following is therefore intended to simply provide some examples.

- Poor performance
- Using abusive or vulgar language, or causing disruption to the ~~work~~ placeworkplace or to fellow employees or visitors
- Unavailability for work, i.e. absenteeism or tardiness
- Misuse of the District's moneys
- Conducting non-business activities during working hours
- Any action indicating a disrespect or disregard for the District suppliers or customers
- Release of confidential information about the District or its customers
- Falsification of forms, records, or reports including, but not limited to, time sheets, employment applications and customer records
- Possessing or bringing firearms, weapons, open containers of alcohol, marijuana, illegal drugs or chemicals on or to the District's property
- Insubordination, refusing to follow a manager's directions, or other disrespectful conduct toward a manager
- Unauthorized possession or removal of property, records, or other materials that do not belong to the employee
- Smoking in restricted areas
- Destroying or willfully damaging the District's property or another employee's property, records, or other materials
- Non-compliance with safety or health rules or practices or engaging in conduct that creates a safety or health hazard
- Leaving the District property without approval prior to the end of a scheduled workday

- Sexual harassment or other unlawful harassment of another employee or customer
- Giving false or misleading information during the application and/or selection process
- Failure to report involvement in an accident occurring on the District's premises or involving the District's equipment, or giving false or misleading information in accident or insurance reports
- Willful failure to report to a supervisor any significant omissions, errors or mistakes or accidental damage affecting work assignment, property or equipment
- Unauthorized opening of, or tampering with locks in desks, doors, cabinets, etc., or unauthorized use of or duplication of keys
- Reporting to work under the influence of drugs and/or alcohol and/or marijuana
- Threatening or intimidating other employees or customers
- Behavior unbecoming a District employee; that behavior or action which would adversely prejudice public opinion of the District
- Failure to immediately report the loss of a California driver's license due to suspension, withdrawal, forfeiture, or confiscation by any court of law or by the California Department of Motor Vehicles. This rule applies only to those employees who must maintain such a license as a condition of their employment.
- Installing unauthorized software on the District's computer system

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

B. Dress and Grooming Standards Policy

While the District has no formal dress code, it is expected that an employee will dress in a manner consistent with good business practices. ~~The Board of Directors and General Manager approved the following guidelines:~~

~~Professional clothing for management and office personnel (suits, coats, ties, slacks, dress shirts, collared shirts, dresses, and skirts) is encouraged but not required.~~

~~• Professional clothing should be worn on days when professional contact is expected.~~

Employees should wear clothing that is appropriate for the tasks and responsibilities being performed and with safety in mind at all times. The following are not appropriate:

- Torn, cut-off, dirty or frayed clothing.
- Clothing with logos (except District logo), obscene messages or artwork.
- Hats or headgear (except those worn for acceptable religious reasons, for protection from the sun, or for safety reasons).

C. Driving Policy and Procedure

The District has established and maintains a Driving Record Review Program. As part of this program, it has enrolled in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

The District obtains from the DMV a copy of the driving record of all employees that are authorized to operate District vehicles or personal vehicles for business reasons.

- As a public agency, the District is entitled to receive copies of driving records from the DMV without charge.
- A copy of an employee's driving record shall be obtained as soon as possible after they are hired and annually thereafter.
- The District is responsible for ordering and interpreting all driving records
- To ensure uniformity in the application of recommendations to employees whose records are found to be unacceptable, the driver record review criteria were developed.

Occasionally other concerned employees or the general public may bring to the District's attention the fact that an employee may be jeopardizing the District's integrity and exposing it to undue liability through poor driving techniques and habits. All such complaints will be investigated immediately and action taken to correct the problem as follows:

- If it is established that they have poor driving techniques and/or habits, the District's progressive disciplinary procedures may be followed. (Depending on the seriousness of the poor driving technique and/or habit, it may be desirable to enroll them in a "defensive driving course").
- A second warning for the same poor driving technique and/or habit, within a three-year period, may require temporary suspension or temporary reassignment to a non-driving position and will be appropriately documented.
- If their duties require driving of either a District vehicle or a personal vehicle, they must maintain a driving record that will not cause the District's insurance rate to be increased or for them to become uninsurable. Any such actions could lead to disciplinary action.

An employee driving private vehicles on District business will be required to attend a defensive driving class every four years and from time to time, to have their driving records reviewed. In addition, an employee is required to provide the District with proof of insurance coverage for their personal vehicle.

An employee is expected to practice good defensive driving techniques and operate the vehicle in a safe and responsible manner.

D. Off-duty Conduct Policy

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

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

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

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

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

E. Personal Use of Office Equipment Policy

The District does not permit its employees to utilize office equipment or supplies for personal use. However, if an employee requests a single copy of some personal item or to fax a personal item, the District management may give permission as a convenience to the employee. If this practice is misused it may be cancelled by management at any time.

F. Vehicle Use Policy

The District does not permit its employees to utilize its vehicles for personal use or for commuting to and from work to home or for transporting non-employees unless otherwise authorized by the General Manager. The District vehicles are to be parked overnight at locations that are approved by the General Manager. The single exception is when an operator is assigned to standby duty, and the General Manager has given written explicit approval for the operator to use the vehicle for commuting to and from their residence. On those days, an employee may (but is not required to) park the vehicle in a secure manner overnight at their personal residence.

G. Smoking Policy

For health, safety, and legal considerations, all District facilities are considered non-smoking areas. All District vehicles are also considered to be non-smoking vehicles, unless specifically stated otherwise by the General Manager. Vehicles shared with non-smoking employees are also considered to be non-smoking vehicles.

H. Solicitation and Distribution Policy

Soliciting co-workers during work time being paid for by the District is prohibited, including the use of email. Distribution or posting of pamphlets, leaflets, or any other literature in the District's work areas is prohibited.

I. Staff Expense Reimbursement Guideline Procedure

The District will fully compensate employees for all reasonable and prudent expenses incurred in the course of business, as described below:

1. Credit Card Use Procedure

District credit cards will be issued to specific employees who frequently purchase supplies or services. District credit cards shall be used only for legitimate, approved business of the District, subject to the following regulations. These cards should be used for all approved expenses as authorized in this section.

- No personal items may be charged on the business credit card.
- All charges must be in line with guidelines or as approved by management.
- Receipts/invoices must be submitted to office on or before the last business day of the month. (To avoid loss of receipts, they should be submitted to the office as soon as possible.)

Personal credit cards should not be used unless there is no other option and/or the purchase is time sensitive. In this situation, or if a personal credit card is used accidentally to purchase supplies or services for the District, the employee must submit to the office as soon as possible and before the last business day of the month, the receipt/invoice along with an expense/reimbursement form.

2. Mileage Reimbursement Procedure

The mileage reimbursement rate to operate privately owned vehicles will be the allowable IRS rate in effect at the time the expense is incurred. The mileage distance should be calculated from the employee's home or the District's offices, whichever is shorter. The District may reimburse any employee incurring out-of-pocket expenses due to traffic accidents while on District business (i.e., deductibles).

J. Telephone Use Policy

The District expects its employee's cooperation in keeping incoming and outgoing personal calls to a minimal level to avoid tying up the phone lines unnecessarily and to avoid direct expense to the District and lost productivity.

K. Electronic Communications Policy

The District uses various forms of electronic communications including, but not limited to computers, email, telephones, cell phones, text messages, internet, PDAs, etc. All electronic communications are official District records and are the property of the District. The District reserves the right to access and disclose all messages sent through its system for any purpose.

Messages transmitted over the electronic communications system should be those involved in the District business activities for the accomplishment of business related tasks or any communication directly related to District business, administration, or practices. Incidental and occasional personal use of the system is permitted, but such messages are subject to the access and disclosure statement set forth in the policy above.

1. Personal Use of Electronics Communications Systems

Limited, occasional, or incidental use of the electronics communications systems (either furnished by the District or property of the employee) for personal, non-business purpose is permitted under the following circumstances:

- Personal use may not interfere with the productivity of the employee or with the productivity of co-workers.
- Personal use may not involve any prohibited activity described in this policy.

- Personal use may not disrupt or delay the performance of District business.
- Personal use may not consume District resources or otherwise deplete system resources available for District business purposes.
- Personal use may not be used for personal employee gain or commercial ventures.
- Personal use may not support or advocate non-District-related business purposes.

2. Retention of Email

The District's record retention program is regulated by various record retention laws.

No email messages shall be considered by the District to be retained in the ordinary course of business. However, the content of some email messages could be classified as a record pursuant to the guidelines established by management and to the following criteria:

- Content required by law to be retained.
- Content which is documentation of notice to a member of the public of an action or position taken on behalf of the District.
- Content which is documentation of a District policy, District regulation, or official decision made on behalf of the District.
- Content which is documentation of a transaction of business between the District and another party.

Employees should make themselves familiar with the provisions of the District's Records Retention Policy to determine if an email is required to be maintained as a printed and/or electronic document.

3. Access of Another Person's Electronic Communications

Employees may not intentionally intercept, eavesdrop on, record, read, alter, retrieve, receive, send, or use another person's electronic communications and/or electronic storage without proper authorization. Employees, including system administrators and supervisors, may not, without authorization, peruse electronic communications and/or electronic storage of other employees.

4. District World Wide Web Site Policy

The external (or public) District World Wide Web site, and all domains owned and maintained by the District represent a fundamental communication tool for providing critical District information. The goal of the collective web sites is to encourage increased participation in District activities. Towards this end, the development and use of the District's sites are guided by the web site policy.

The District's General Manager or a designated outside service provider is responsible for the implementation and maintenance of the District's sites, complying with the web policies, and maintaining and securing the web servers and web sites.

The District's web site is for "official use" only. All information disseminated through the web site must be related to the official duties and responsibilities of employees and departments.

The California Public Records Act applies to information processed, sent, and stored on the Internet. Confidential information should not be posted on the District's external web site. Management must approve all information that is posted on the web site.

No District employee or official may use any District web site for campaign-related purposes. Such campaign-related purposes include, but are not limited to, the following: statements in support or opposition to any candidate or ballot measure; requests for campaign funds or references to any solicitations of campaign funds; and references to the campaign schedule or activities of any candidate. No District official's web site may be linked to any private web site related to a candidate's campaign for elective office, but it may link directly to the home page of the election-related pages where general election and candidate information can be found.

5. Internet

Access to the Internet has been provided to employees for the benefit of the District and its members. It allows employees to connect to information resources around the world. Each employee has the responsibility to maintain and enhance the organizations' public image, and to use the Internet in a productive manner. Employees accessing the Internet are representing the District. Employees are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. To ensure that all employees are responsible, productive Internet users and are protecting the company's public image, the following guidelines have been established:

a. Unacceptable Use of the Internet

While it is not possible to provide an exhaustive list of every type of inappropriate use of the Internet, all users should be aware that appropriate use of the Internet includes, but is not limited to, the following rules:

- Never use an account assigned to another user.
- Never make an unauthorized attempt to enter any computer.
- Never post, send, or provide access to any confidential employer materials or information, unless authorized.

- Never post or send publications of discriminatory, offensive, harassing, defamatory, or confidential remarks about other employees.
- Never access or send sexually-suggestive material.
- No gambling.
- No trademark, copyright, and licensing stipulation infringements.
- No proprietary and confidential information.
- No solicitation, according to the District's policy.
- No personal sites.
- No threatening or inappropriate blogs.

b. Communications

Each employee is responsible for the content of all text, audio, or images that they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated over the Internet should have the employee's name attached. No messages should be transmitted under an assumed name. Employees may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language may be transmitted through the system.

c. Passwords

All passwords created by the user or issued to the user are for the purpose of communication and are not to be shared, given, or otherwise disclosed to any other person. Passwords must not be shared and will be changed periodically by the General Manager as needed to ensure security. All security features contained within the District's Electronic Communications Systems such as passwords, codes, or delete functions will not prevent the District from accessing employees' business or personal electronic communications, stored or otherwise, on the electronic communications systems. District employees using their personal smart phone, tablet or personal computer to access District systems are required to have the device password protected at login.

d. No Right of Privacy

The District respects the individual privacy of its employees. However, employee privacy does not extend to the employee's work-related conduct or to the use of District-provided equipment or supplies. Employees should be aware that the terms of this policy limit their privacy in the workplace.

The District's electronic communications systems, electronic communications, and electronic storage are the District's property and are intended for District business. All electronic communications and electronic storage within these systems are the property of the District, regardless of the content, including any personal communications. The District reserves the right to monitor the electronic communications systems for any reason, including the right to review, audit, and disclose all matters sent over and/or stored in the electronic communications systems.

As a result, employees should be aware that no electronic communications transmitted on the electronic communications systems, or electronic storage contained within the systems, is private or confidential. Employees should have no expectation of privacy with respect to any use, including storage, business or personal, of the District's electronic communications systems.

Employees should be aware that electronic communications and/or electronic storage can be copied, modified, and/or forwarded to others without the express permission of the original author. Therefore, employees must use caution in the storage, transmission, and dissemination of electronic communications outside of the District and must comply with all state and federal laws. Electronic communications and/or electronic storage of the District may be recognized as official records in need of protection/retention in accordance with the laws of California. All email and Internet messages are subject to state and federal laws, including but not limited to the California Public Records Act, open meeting laws, and the federal Electronic Communications Privacy Act.

The California Public Records Act (CPRA), Government Code Section 6520, et seq requires the District to make all public records available for inspection and to provide copies upon request. A public record is any writing (which includes electronic documents) related to the conduct of the public's business prepared, owned, used, or retained by the District. The CPRA includes a number of exceptions from the disclosure requirement. Any information on the District's information system may be subject to disclosure under the CPRA. If there is some doubt, the employee should contact the General Manager for advice as to whether the information is public record. All public records must be retained in accordance with the District's Record Retention Policy.

6. Social Networking

The District views social networks such as web based discussion or conversation pages and other forms of social networking such as Facebook, Twitter, YouTube, etc., as significant forms of public communication. As such, the District holds all employees who engage in social networking to the same standards held for any public communications. Therefore, all employees have an obligation to the District to ensure that any public communication they make, including social networking communications, must not negatively impact the reputation of the District or bring disrepute in any way to the District, its partners, customers, suppliers, etc. Further, only the General Manager is authorized to publicly speak on behalf of the District unless approval is obtained in advance. Violations of this policy will result in discipline which may include termination, depending on the severity of the situation and its impact on the District.

Additionally, engaging in social networking during the workday can negatively impact productivity and work performance. Therefore, it is the employee's responsibility to regulate their social networking so that it does not negatively impact productivity or cause performance issues.

Identified below are general guidelines and examples of prohibited communications. Please note that this lists shows examples only and is not intended to be, nor is it, an exhaustive list of prohibited communications. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with the General Manager if there is any uncertainty.

General Guidelines and Examples of Prohibited Communications:

- If posts on social media mention the District, its products or services, employees and/or customers, make clear that the posts are made by an employee of the District and that the views posted are the employee's and do not represent the views of the District.
- Do not mention District employees, member Districts, clients, customers, or partners without their express consent. Information published on social networks or blog(s) should comply with the District's confidentiality and disclosure of proprietary data policies.
- Employees may not use the District's logo on their posts unless given written consent by the General Manager. Respect copyright laws, and reference or cite sources appropriately.
- Employees are responsible for what they write or present on social media. Employees can be sued by other employees, competitors, members, and any individual that views their social media posts as defamatory, pornographic, proprietary, harassing, libelous, or creating a hostile work environment.

- Employees may not use District equipment or facilities for non-work related activities without permission.
- Do not link to the District's web site or post District material on a social media site without written permission.
- All District policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, non-competition, protecting confidential and/or proprietary information. Violation of this policy may lead to discipline up to and including termination.

7. Software

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads will be done by or under the supervision of the General Manager or his designated person.

8. Violations

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

L. Anti-Fraud and Ethics Policy

The District and its employees must, at all times, comply with all applicable laws and regulations. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to the General Manager.

The District expects its employees to conduct themselves in a businesslike manner and perform duties conscientiously, honestly, and in accordance with the best interests of the organization. Employees are expected to take great care when working with suppliers, contractors, and customers. Employees should respect the confidentiality of information acquired in the course of their work. Regardless of circumstances, if an employee senses that a course of action may involve a conflict of interest, fraud and/or dishonesty, they should immediately communicate all facts to the General Manager.

IV. PAYROLL POLICIES

A. Payroll Administration Policy and Procedure

1. Time Sheets

Employees are required to keep an accurate record of their time on the forms provided by the District. They must submit signed time sheets on a semi-monthly basis. Each time sheet covers one payroll period. The time sheet should be completed in a neat and orderly manner (so that all entries are easily read) and submitted before 9:00 AM on the first business day following the end of the payroll period.

Vacation, sick, holiday, and any other hours of paid time off must be entered on the time sheet. Vacation and/or sick time hours, combined with work/holiday hours, should not exceed 40 regular work hours in each week.

2. Payroll Periods and Paydays

The District's semi-monthly payroll periods for all employees are the first through the fifteenth and the sixteenth through the end of the month. Payroll should be processed and submitted on the first business day of the month following the end of the payroll period. Paychecks should be distributed or direct deposit made on the second business day of the month following the end of the payroll period, occurring no later than 4 business days after the end of the payroll period (on or before the 5th or 20th of the month respectively).

3. Direct Deposit Policy

Direct deposit of an employee paycheck is available (and processed by ADP®). To take advantage of this service, an employee must complete the Direct Deposit form and return it to the office. Direct Deposit is a voluntary participation policy.

B. Call Back Policy

If an employee is called back to work unscheduled overtime from their home, overtime is computed from the time the employee leaves home and ends upon the employees return home. The employee is paid according to the Overtime Policy and Procedures. Call back will be offered to personnel on the Standby rotation list and on seniority.

The District will pay all non-exempt employees overtime pay for hours worked in excess of forty (40) hours in one work week.* Although the District will endeavor to provide advance notice of an overtime request, this is not always possible. The General Manager, in advance of non-emergency overtime hours being worked, must approve overtime by non-exempt employees. The General Manager will always have the option to report to duty himself based on the circumstances.

* Fair Labor Standards Act

C. Compensation Review and Merit Increase Policy For Non-Exempt Employees

Reviews will occur when there has been a significant change in position, responsibilities, or job performance or at the discretion of the Board of Directors or General Manager. At a compensation review, the General Manager will evaluate an employee's performance and based on the outcome of the performance appraisal, an employee's position, salary and job responsibilities may be adjusted. Merit increases, if any, are given based on performance and in accord with current business circumstances of the District. All these factors determine salary changes within the pay range. There is no automatic pay increase. It is the District's objective to adjust a salary level to best represent the performance level and responsibilities of each employee in accord with current business circumstances. Note: Any employee on written warning may be ineligible for merit pay increases or promotion.

1. Promotional Increase/Demotion

- A promotion occurs when an employee accepts a higher position. A salary increase is generally given to recognize increased job responsibilities.
- A demotion occurs when an employee has been assigned to a lower position. A salary decrease may be given depending on the circumstances.

2. Administrative Increase/Decrease (Adjustment)

- An administrative increase is an increase in salary within a salary range. It is given to recognize employees who accept a significant increase in responsibilities or have demonstrated significant "growth" in a position which supports a merit increase.
- Current salary level, increased responsibilities, and current business circumstances will be considered when determining a possible salary increase.
- An administrative decrease is a decrease in salary within a salary range if the responsibilities of the job have decreased or if required by the current economic conditions.

3. Pay Increases

- Minimum and maximum salary ranges have been established for each position. These ranges are reviewed and may be adjusted periodically for inflation or other circumstances with the approval of the Board of Directors.

D. Compensation Review and Merit Policy for Exempt Employees

Reviews will occur annually or at the discretion of the Board of Directors or General Manager. At a compensation review, the Board of Directors or General Manager will evaluate an employee's performance and based on the outcome of the performance appraisal, an employee's position, salary, and job responsibilities may be adjusted. This evaluation will be based on a set of goals determined by the exempt employee and the Board of Directors or the General Manager. The goals agreed upon will be evaluated for completeness and quality and an increase in compensation may be recommended based on the overall performance of the employee.

E. Employee Performance Evaluations Policy

The District maintains a policy of evaluating an employee's job performance as a means of measuring the efficiency and effectiveness of operations and providing meaningful information about their work. Employee performance evaluations also aid the General Manager or Board of Directors in making decisions related to such areas as training, merit pay increases, promotion, job assignments, retention, and long-range planning. The process is intended to be participatory in nature, involving the employee and the General Manager.

The process is designed to be as objective as possible, focusing on overall performance in relation to job responsibilities and ~~also~~ take into account conduct, demeanor and record of attendance and tardiness.

1. Overview

All new employees will be evaluated at the end of the initial evaluation period to provide management with the opportunity to review their job performance. It will also provide them with an opportunity to become comfortable with their job position. Major objectives will be outlined by the General Manager at this employee performance evaluation.

Thereafter, an employee will be evaluated periodically to review the objectives set at the prior evaluation with suggestions for improvement, as necessary. The overall performance will be used in consideration of any compensation changes. Job descriptions should be reviewed at each evaluation and updated accordingly.

An employee performance evaluation form may be used to inform an employee of their performance during a review period and support the appropriateness of a salary adjustment within the established guidelines for the current salary level and job classification.

2. Mechanics of the Employee Performance Evaluations

The Employee Performance Evaluation contains several areas of consideration such as the following criteria:

- Availability
- Adherence to Policy
- Behavior Patterns
- Creativity
- Dependability
- Independence
- Initiative
- Interpersonal Relationships
- Knowledge of Job
- Productivity
- Quality

3. Consequences of Substandard Performance

Employees with substandard performance in one or more categories may have their employment conditions modified in any of, but not limited to, the following:

- Ineligibility for promotional consideration until the deficiency is corrected;
- Withholding of a merit or performance-based pay increase until the deficiency is corrected;
- Transfer to a comparable position or demotion for an indefinite period to a position in which competency can be reasonably expected; or
- Termination.

If the employee's deficient performance has improved to an acceptable level while maintaining the satisfactory performance in all other respects, the General Manager may recommend a pay increase and restoration of promotional consideration.

~~F. Compensatory Time Off Policy~~

~~Paid compensatory time off may be given to non-exempt employees at a rate of one and one-half (1-1/2) hours for each hour of overtime if an employee and the District agree to the time off from work in lieu of earned overtime pay. Employees must request in writing their desire for compensatory time off in lieu of overtime pay. If an employee wishes to take compensatory time off, a written request for the time off must be submitted and approved by the General Manager at least three (3) days in advance of the time requested.~~

~~Compensatory time for non-exempt employees must be taken within thirty (30) days following the date on which the overtime was worked. Hours paid for hours not worked, e.g., holidays, sick days, and vacation days, do not count toward hours worked for overtime computation purposes.~~

G.F. Work Week and Work Hours

The District's regular work week is Monday through Sunday, beginning at 12:00 AM (0000:00 hours) on Monday and ending at 11:59:59 PM (2359:59 hours) on Sunday.

With the approval of the General Manager certain employees may work an "Alternate Work Week Schedule" whereby the employee works eight 9-hour days and one 8-hour day in a two-week period with one regularly scheduled Friday day off every other week. ~~Employees may be on a schedule where they have alternate Fridays or Mondays as a "Regular Day Off" as established by the General Manager.~~ The 8-hour day shall be on the Friday for which the employee works a full week Monday through Friday. Shift start and end times will be established by the General Manager and noted in each employee file.

For employees on an Alternate Work Week Schedule, the work week begins 4 hours into the 8-hour day on one Friday and ends at the same time of the day on the following Friday.

As a general rule, regular work hours for the District are 8:00 AM (0800 hours) to 5:00 PM (1700 hours), with a lunch break duration of one hour. Any variation from this schedule must be preapproved in writing by the General Manager and employee. Lunch breaks are to be staggered when possible to have the District office open and to have at least one field person available for service calls during normal office hours, which are 8:00 AM to 5:00 PM, Monday through Thursday Friday.

All staff members are required to attend weekly staff meetings on Monday~~Tuesday~~ at ~~109:00~~ AM (~~1009~~00 hours). Attendance is required unless the employee is ill, on vacation, or is participating in a work-related or personal activity that cannot be scheduled to avoid the conflict.

In compliance with Labor Code 551 and 552, employees are entitled to a day of rest and shall not work more than six days in seven unless done so voluntarily. Therefore, if an employee works twelve calendar days in a row for any reason, such as call back or standby, they are entitled to a day of rest and may take the next calendar day off or they may volunteer to work the next calendar day.

H.G. Overtime Policy and Procedure

Overtime compensation is paid at a rate of one-and-one-half (1-1/2) times the normal hourly rate for all hours worked in excess of forty (40) hours in one work week.* Hours paid for hours not worked, e.g., holidays, sick days, and vacations, do not count toward hours worked for overtime computation purposes.

Tasks are to be scheduled to avoid overtime hours by limiting actual working hours to 40 hours in a week. ~~In order to~~ To minimize non-emergency overtime, if an employee works 40 hours, or close to 40 hours Monday through Thursday, the employee may seek approval from the General Manager to leave work early on Friday of that work week.

Non-exempt employees who work on a District-recognized holiday shall be paid their straight-time rate of pay for hours ~~actually~~ worked on the holiday, plus the regular holiday pay for the day.

All non-emergency overtime must be approved in advance by the General Manager or in his absence by the Senior Facilities Operator.** Non-approved overtime will be paid, but may subject the employee to disciplinary procedures.

* Fair Labor Standards Act

** Kinneloa Irrigation District Resolution 2001-12-18

H.H. Standby Policy and Procedure

Non-exempt employees shall be paid thirty dollars (\$30.00) per day. The employee assigned to standby duty will be furnished with a pager so that they can be contacted in the event of an emergency. The employee, while on standby, must be either at home or readily available by pager. The District voice mail will advise the caller how to be transferred to the voicemail service that will page District staff to retrieve the message~~the answering service~~ in case of a water emergency or other urgent need. ~~Instructions on notifying the standby personnel of an emergency will be given to the District answering service after receiving a call from a customer or other agency. The answering service will page the person on standby.~~

When a page ~~from the answering service is~~ received, the person on standby will call the person back immediately~~call the answering service to get the caller's contact information and to~~ determine the purpose of the call. If the call is an emergency the person on standby will ~~call back immediately and~~ advise the person that they are on the way to investigate the situation.

~~District vehicles may be taken home while on standby duty but are to be used only for District business and only District personnel are to be in the vehicle, unless otherwise authorized by the General Manager. Standby duty will be one week in duration (7 days), commencing at 4:00 PM ThursdayFriday and ending at 3:59:30 APM the following ThursdayFriday. In the event a holiday falls on Friday, the next scheduled person will take over the standby at 4:30 PM Thursday.~~

If for some reason such as illness, injury, etc. the person cannot fulfill their standby duty or remain on standby, the next person in rotation will take over, unless other arrangements are made.

The standby employee must be able to respond to the location of an emergency within thirty (30) minutes of becoming informed about an emergency.

Employees on standby will do the facility check daily on Saturday, Sunday and recognized holidays or as designated by the General Manager.

Any emergency work performed by an employee on standby duty should first be cleared through the General Manager.

Non-exempt employees who work on a recognized holiday shall be paid their straight-time rate of pay for hours ~~actually~~ worked on the holiday, plus the regular holiday pay for the day unless other arrangements have been made. Work on Saturday and Sunday shall be paid at an over-time rate if the employee has already worked 40 hours on the previous work week.*

* Kinneloa Irrigation District Resolution 2001-12-18

J.I. Additional Compensation for Use of Personal Smartphone

Field operations staff shall be compensated an additional \$20.00 per pay period, for use of their personal smart phone for staff communication. To be eligible for this additional compensation the phone must have the ability to text, take photos and access the District email system. Employees are responsible for maintaining their devices, including replacement when necessary due to loss or damage. The smart phone must have password protection enabled at all times.

K.J. Boot Allowance

Proper foot-wear is required to be worn by all field staff at all times. The District will reimburse each field operations staff member up to \$300.00 annually for purchase of boots that have a minimum 6" shaft and meet ASTM standards for safety toe, slip resistance, puncture resistance and electrical hazard.

V. PAID/UNPAID LEAVE POLICIES

A. Attendance Policy

The District may utilize a system of progressive discipline, at its sole discretion, in cases of misconduct or unacceptable performance, including absenteeism. The use of such a system does not waive either the District's or employees' right to terminate employment at any time with or without cause. If the number of absences within the most recent 12--month period, regardless of the reason, is excessive, employees will be required to attend corrective interviews, at the discretion of the District, to make them aware of problems and to create an action plan to resolve issues.

The corrective process first takes the form of an informal discussion. If the problem persists, a written corrective action plan will then be issued confirming they have been made aware of any problem, that an interview took place and that they understood the actions necessary for satisfactory resolution. Certain instances of gross misconduct could lead to immediate dismissal.

B. Absent Without Leave Policy

Failure on the part of the employee absent without leave to return to duty within 24 hours after notice to return is delivered by certified mail or direct contact shall be cause for immediate discharge.

C. Bereavement Leave Policy

In the event of a death in an employee's immediate family, the District will grant up to four (4) days of paid time away from work if they are a regular full-time employee. The intent of this benefit is to allow them to make arrangements for and/or to attend the funeral. Additional unpaid time off in the form of a personal leave of absence may be granted for special circumstances with the General Manager's approval. Immediate family for the purpose of bereavement leave is defined as a mother, father, spouse, registered domestic partners, natural or adopted child, brother, sister, grandparent, grandchild, similar in-laws or step-relatives or any other relative who resides with the employee.

D. Family Leave Policy

The District will grant employees, with at least one year of continuous service or a minimum of 1250 hours, up to 12 weeks of unpaid leave in a 12-month period for family care responsibilities and for the employee's own serious medical condition in conjunction with Family and Medical Leave Act (FMLA) and California Family Relief Act (CFRA).

The twelve-month period begins on January 1 and ends December 31, coinciding with the District's fiscal year. The purpose of the family leave is to provide them 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 their job.

When possible, requested leave should be submitted in writing and be approved by the General Manager before the leave begins. The District will maintain coverage under the group health plan provided by the District for the duration of the leave (for a maximum of 12 weeks) and under the condition that coverage would have been provided had they been employed continuously during the leave. If they fail to return to work at the end of the leave, the District has the right to collect from the employee the cost of the health benefits premiums. An employee who returns to work for at least 30 days is considered to have "returned to work".

E. Holiday Policy

All regularly scheduled full-time employees will receive 8 hours of pay at their normal hourly rate for the following holidays, subject to the conditions below.

1. District Holidays Observed

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

2. Floating Holiday Hours

- Effective January 1, 2025 all employees will receive 16 floating holiday hours with the first paycheck in January and each January thereafter. Floating holiday accrual is capped at sixteen (16) hours.
- Scheduling of floating holiday time is subject to General Manager approval and must be requested at least 14 calendar days in advance.

2-3. Holiday Conditions

- If the holiday falls on a Saturday, it will be observed on the preceding Friday.
- If it falls on a Sunday, it will be observed on the next Monday, unless otherwise noted and employees are informed at least 2 weeks in advance.
- Employees on leave of absence for any reason at the time of the holiday observance will be ineligible for holiday pay.
- If a holiday falls during employees' approved vacation period, they will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.
- When computing overtime pay, employees do not receive credit for hours that are not actually worked on the holiday.
- In order to be paid for a holiday, employees must have worked both the business day before and the business day after a holiday, unless scheduled/planned time off was approved in advance (i.e., vacation). In the event of an emergency, the employee must contact the General Manager.
- Non-exempt employees who work, or are on call back, on a recognized holiday shall be paid the regular holiday pay for the day, plus their straight-time rate of pay for hours actually worked on the holiday or plus their overtime rate of pay for hours actually worked on the holiday if they have worked in excess of forty (40) hours in the work week.
- If any of the holidays fall on a Friday that is the employee's regularly scheduled day off, eight (8) hours of holiday time will be paid for that day.

F. Inclement Weather Policy

In the event the General Manager deems it necessary to close the office due to inclement weather, employees will be phoned. The employee should make the effort to come in to the office unless they are notified otherwise. If the employee is unable to do so, they need to contact with the General Manager.

G. Jury Duty and Witness Duty Policy and Procedure

The employee should immediately notify the General Manager if they receive a notice for jury duty. If they are summoned for jury duty, they will be paid the difference between jury duty pay and their regular hourly rate for up to a maximum of ten working days per year.

If required by law to appear in court as a witness, they may be given paid time off up to a maximum of four (4) days per year for such purpose, provided that they provide the District with reasonable advance notice and proof of such court order.

H. Military Leave Policy

A military leave, in accordance with federal law, will be granted to those employees in a reserve component of the Armed Forces of the United States, Reserves or National Guard.

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

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

Military orders should be presented to the General Manager and arrangements for leave made as early as possible before departure.

Should they either voluntarily or involuntarily leave employment to serve in the armed services, they shall be entitled to reinstatement according to state and federal law in effect at the time of their release from active service. No one in this category should be denied re-employment without the District first consulting legal counsel.

I. Personal Leave of Absence Policy

Employees who have been continuously employed with the District for at least one (1) year, may, due to special circumstances, request a personal leave of absence without pay, for a reasonable period of time up to one hundred and eighty (180) days. Requests for leave of absence will be considered on the basis of length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave and the expected impact on the District.

1. Requests

A request must be submitted in writing and be approved in writing by the General Manager before a leave begins. A request for an extension of a leave of absence must be submitted in writing and approved in writing by the General Manager before the extended period begins. It is the employee's responsibility to report to work at the end of the approved leave. If the employee fails to report to work on the day after the leave expires, the employee will be considered to have voluntarily resigned.

2. Employee Benefits During A Personal Leave

The District will not pay for group insurance premiums during any portion of a non-medical leave of absence beyond the end of the month in which the leave begins. Accordingly, the premiums beyond that point for such coverage are the employee's complete responsibility. In order to keep the insurance in force, premiums for the period of the leave must be paid in a timely manner. Since premiums are normally due by the first of each month, premiums for a month will be considered untimely if received more than thirty (30) days after this date. Failure to pay premiums in a timely manner will result in immediate termination of coverage and a ninety (90) day waiting period from the date of return from the leave for reinstatement of benefits. Additionally, the District's insurance carrier may require employees on leave to go on a COBRA plan during the leave of absence.

J. Rest and Break Time Policy

Employees are encouraged to take a 15-minute break in the morning and a similar break in the afternoon in order to "break" up the day and as a relief from office and field routine and tension. Non-exempt employees are encouraged to take at least a 30-minute lunch break.

K. Part-time or Temporary Employee Paid Sick Leave Policy

California (CA) Paid Sick Leave law (AB 1522) as amended effective 1/1/2024, mandates that part-time or temporary employees have the right to accrue and take sick leave for the employee's own or a family member's illness, care, treatment, or preventative care.

If part-time or temporary employees work for the District on or after July 1, 2015, the employees are eligible to accrue sick leave when they work in CA for thirty (30) or more days within a year from the hire date. After thirty (30) days, accrual is one hour of paid leave for every thirty (30) hours worked, ~~with a maximum accrual of 24 hours per year.~~ Unused, accrued paid sick leave will be carried over to the following year, with a maximum accrual of eighty (80)~~48~~ hours.

Part-time or temporary employees are eligible to take sick leave on the ninetieth (90th) day of employment. The employee may submit the sick leave request to the General Manager in writing or verbally. Sick leave is paid at the employee's current rate of pay.

L. Personal Time Off (PTO) Policy and Procedure

In order to minimize the economic hardships that may result from out of the ordinary, unexpected or emergency need to take time off, such as an unexpected short-term illness or injury to employees or their immediate family members, the District provides employee Personalpaid Time Off (PTO) benefits. These benefits are intended to be used for the out of the ordinary or unexpected emergency need to take time off and are not intended to be used in lieu of vacation.

Immediate family for PTO purposes is defined as a family member residing with the employee. Employees shall report by telephone to the District office as early as possible, their inability to report to work, and the reason therefore.

Employees are encouraged to use PTO for contagious illnesses that might endanger the health of fellow employees and for illnesses or conditions that might impair safety or performance on the job. The General Manager may send an employee home if these illnesses or conditions are observed.

PTO is earned and accrued from the first day of employment

For full-time employees, PTO accrues at ~~4.0~~ ~~6.667~~ hours per pay periodmonth (~~8096~~ hours per year) with a maximum accrual of 480 hours (~~60 days~~). PTO is available when work is missed for any reason other than vacation, holiday, bereavement, jury/witness duty, inclement weather, and time to vote, military leave or workers' compensation. PTO cannot be attached before or after a holiday and/or vacation unless approved by the General Manager.

Full-time employees are eligible to take PTO on the ninetieth (90th) day of employment.

Employees shall notify the General Manager as soon as possible when they will be absent from their scheduled work period due to an event for which PTO usage is applicable. This time will be deducted from accrued PTO.

~~The guidelines for planned and unplanned PTO are defined below.~~

~~1. Planned PTO~~

~~Employee shall submit a request to the General Manager at least eighteen (18) hours in advance of scheduled absence. Time used will be deducted from accrued PTO.~~

~~2. Unplanned PTO~~

~~Employee shall notify the General Manager as soon as possible when time is needed for out of the ordinary, unexpected time away from work because of short-term illness, injury or personal emergencies. This time generally cannot be made up unless approved by the General Manager and will be deducted from accrued PTO.~~

M. Pregnancy Disability Leave (PDL) Policy

Any full or part-time regular female employee who is disabled by pregnancy, childbirth, or a related medical condition will, upon written request, be granted a pregnancy disability leave of absence (PDL) without pay not to exceed four (4) months. An employee who is granted a PDL may utilize any accrued sick leave benefits and earned vacation benefits during the period of her leave. Any portion of the leave that occurs after all sick and vacation benefits have been exhausted shall be without pay.

If permitted by the District's insurance carrier, group insurance benefits ordinarily provided by the District will remain in effect until the end of the month in which the leave terminates provided that the employee pays the full cost of this coverage. The insurance carrier might require employees on leave to go on a COBRA plan during the leave of absence. Employees are requested to notify the General Manager that arrangements have been made with the office to pay for the cost of coverage before the leave begins. If they require a PDL, they must notify the General Manager in writing as soon as possible. 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.

Written extension requests of a PDL, not to exceed the four month limitation, must be received by the General Manager prior to the expiration of the approved leave or within three days of an absence. Employees who do not report for work at the end of an approved PDL will be considered to have voluntarily resigned. Employees returning from a PDL shall be required to provide a physician's statement that indicates that they are medically able to return to work.

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.

N. School Activity Leave Policy

Any employee who is the parent or guardian of a child in kindergarten through grade 12 may request up to 40 hours off per school year for the purpose of participating in school activities. This time will be unpaid unless they choose to use vacation ~~or compensatory~~ time off for this purpose. They will be limited to no more than eight hours off for this purpose in any one calendar month. Upon request, the District reserves the right to require documentation from the school as proof that they participated in the school activity. This request must be made in writing with as much advance notice as possible.

O. Time Off To Vote Policy

In accordance with California state law, if the District work hours do not allow sufficient time off to vote in California general, primary, or presidential elections, the District will offer two (2) hours paid time off for the employee to vote. To receive time off for voting, the employee must notify the General Manager and present a valid voter's registration card. When they return from voting, it will be necessary to present the voter's receipt to the General Manager. Time taken for the purpose of voting must be either at the beginning or end of the normal workday.

P. Vacation Policy and Procedure

Regular full-time employees are eligible for paid vacation according to months of service. Temporary and part-time employees are not covered under this policy. The General Manager shall schedule the times at which the employee may take their vacation. Length of service with the District, the needs of the District and the wishes of the employee will be considered in the scheduling of vacation time. Vacation must be approved in advance and any request for vacation in excess of ten days or vacation to be taken in advance of accrual needs the approval of the General Manager. Vacation is earned and accrued from the first day of employment with maximum accrual as follows:

KID Service Completion of:	Monthly Accrual	Annual Accrual	Maximum Accrual
Less than 1 year	3.334 hours	40 hours	40 hours
1 - 5 years	6.667 hours	80 hours	80 hours
Over 5 years	10.000 hours	120 hours	120 hours
Over 10 years	13.334 hours	160 hours	160 hours

Employees do not accrue vacation leave during any unpaid leave of absence. ~~No vacation shall be granted during the first year of employment except in emergency situations, where the use of vacation credits is recommended and approved by the General Manager.~~

At termination or retirement, any unused accrued vacation not to exceed 160 hours or the maximum accrual in the above table will be paid in a lump sum to the employee at ~~their~~~~his or hers~~ base rate and combined with the final check. In no event shall such payment for unused accrued vacation credit exceed that which is allowed under the terms and conditions of this policy.

Q. Unpaid Leave of Absence Policy

Several types of unpaid leave of absence are available to eligible employees under the District policies. The types of leave that are available include personal, family (includes medical), and military. A summary of the rules and restrictions applicable to leave of absence is provided below:

- All leaves of absence are provided on an unpaid basis.
- When returning from a leave of absence for pregnancy, disability, family or military leave, the District guarantees reinstatement to the same or similar job with the same or similar duties, pay, and location unless it would substantially undermine the District's authority to operate the business safely and efficiently.
- When returning from a personal leave of absence, an effort will be made to hold the employee's position open for the period of the approved leave. However, the District will not guarantee reinstatement after a personal leave of absence.
- The District will attempt to reasonably accommodate employees who are released for partial or modified duty by their treating physician.
- The period that the employee is on a leave of absence is not considered time worked for purposes of determining eligibility for or the amount of certain benefits such as vacation and sick benefits. When the employee returns from a leave of absence the eligibility and accrual dates will be adjusted forward to reflect the period of the leave.
- The employee will not be eligible for holiday pay if a paid holiday falls during the leave of absence.
- The employee will be required to pay for the entire cost of group health insurance for: (1) The period of any family leave of absence beyond the end of the third calendar month following the month in which the leave begins; and (2) The entire period of a non-medical leave beyond the end of the calendar month in which the leave begins. The employee is requested to notify the General Manager that they have arranged for all necessary payments with the office before their leave commences.
- Misrepresenting reasons for applying for a leave of absence may result in disciplinary action, including possible termination.

The District's insurance carrier may require employees on leave to go on a COBRA plan during the leave of absence.

R. Return-to-Work Program (RTW) Policy

In an effort to minimize serious disability due to on-the-job and off-the-job injuries and illnesses and to reduce workers' compensation costs (if applicable), the District has developed a Return-to-Work (RTW) program.

This policy is consistent with the District's responsibilities under the Americans with Disabilities Act to provide reasonable accommodations to persons with disabilities.

Managers will assist by directing the employee to appropriate care and assisting in proper reporting of the injury or illness while maintaining a positive and constant flow of communication with the injured worker. Managers will also assist in arranging work which meets "light duty" restrictions, as needed, to reduce lost time. The management staff will work with the workers' compensation carrier (if applicable) and the physician to assist with the assessment of the employee's ability to return to work. Together they will actively encourage the treating physician to release the injured worker to work as soon as possible.

By this joint effort, the District will help the injured/ill worker recover at a more rapid rate, gain production for wages paid, minimize the employees' wage loss, and reduce workers' compensation costs.

VI. EDUCATIONAL ASSISTANCE POLICY

Recognizing the mutual benefits derived from personal growth and increased work competence, it is the policy of the District to provide financial assistance to regular full-time employees interested in furthering their formal education. To be eligible, an employee must submit an Application for Educational Assistance for approval. All requests must be approved in advance by the General Manager and the Board of Directors and a limit to the amount of the assistance may be set by the Board of Directors. This assistance is provided through the Educational Assistance Program and outlined below.

A. Degree/Certification/Professional Designation Programs

The District will reimburse the expense of tuition and required text for all courses leading to a job-related degree or certificate. Expenses for tuition and required text to obtain professional designations will be reimbursed at actual cost. The application must be complete with a description of the entire program, listing of classes required, explanation of job-relatedness to the District, targeted career path with the District and defined timelines for completion of courses. A copy of the course description and necessary classes from the school catalog should be included. Successful completion of the course, degree or certificate is a prerequisite for reimbursement.

B. Professional Courses and Specific Job-related Courses

Professional and job-related course tuition, required text, and exam fee expenses will be pre-paid upon approval.

C. Additional Requirements

The employee is responsible for registration and ordering of any necessary text. It is the employee's responsibility to provide the General Manager with transcripts after completion of the course. Each application must include a two-year history of the educational courses the employee has taken while employed at the District. If the employee fails to meet the timelines outlined, the District will have the discretion to discontinue the financing of the program.

VII. EMPLOYEE BENEFITS

A. Introduction

The District has employee benefit programs for full-time employees. These employee benefit programs consist of two categories: uninsured and insured. Uninsured benefits are provided by and/or paid for by the District. Examples are vacation, personal time off and holidays as described in section Paid/Unpaid Leave Policies. Insured benefits are those that are provided through an outside source such as medical, dental and vision care. The District currently provides the benefits as described below. However, the benefits may be changed in the future upon approval of the Board of Directors.

B. Group Insurance Plans

1. Medical Plan

- Eligibility: Regular full-time employees and their eligible family members
- Waiting Period: First day of the month following 60 days of continuous full-time employment
- Employee Contribution: 30% of dependent cost
- Employer Contribution: 100% of employee cost and 70% of dependent cost
- Providers: Anthem Blue Cross of California, Prudent Buyer Plan, a preferred provider organization (PPO) plan, Classic PPO Plan; or Anthem Blue Cross of California, Prudent Buyer Plan, a preferred provider organization (PPO) plan, Consumer Driven Health Plan
- Benefits Provided: Current information provided upon request

2. Dental Plan

- Eligibility: Regular full-time employees and their eligible family members

- Waiting Period: First day of the month following 90 days of continuous full-time employment
- Employee Contribution: 30% of dependent cost
- Employer Contribution: 100% of employee cost and 70% of dependent cost
- Provider: Delta Dental of California
- Benefits Provided: Current information provided upon request

3. Vision Care

- Eligibility: Regular full-time employees and their eligible family members
- Waiting Period: First day of the month following 90 days of continuous full-time employment
- Employee Contribution: None
- Employer Contribution: 100% of employee and dependents cost
- Provider: Vision Service Plan
- Benefits Provided: Current information provided upon request
- Where To File Claims: All participating vision care providers have claim forms and will file directly with Vision Service Plan.

C. Workers' Compensation Program

The District provides workers' compensation coverage. This coverage protects the employee injured or disabled on the job. It also provides medical, surgical and hospital treatment in addition to payment for loss of earnings that result from work related injuries. Compensation payments begin from the first day of hospitalization or after the third day following the injury if not hospitalized. The cost of this coverage is completely paid for by the District. "Sick/Paid Time Off" may be used for the three-day waiting period, but may not be used to supplement workers' compensation benefits for time lost from work due to an industrial injury or illness.

If injured while working, the employee must immediately report such injuries to the General Manager, regardless of how minor the injury might be. If employees have any questions regarding this workers' compensation coverage, they should contact the General Manager.

D. California Public Employees' Retirement System (CalPERS)

Along with Social Security, the District offers to its eligible employees, a retirement plan under the California Public Employees' Retirement System (CalPERS).

Public Employees' Pension Reform Act of 2013 (PEPRA) defines a new member as any of the following:

- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any California Public Retirement System.

- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who was a member with another California Public Retirement System prior to that date, but who is not subject to reciprocity upon joining CalPERS.
- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS employer after a break in service of greater than six months.

CalPERS refers to all members that do not fit within the definition of a new member as “classic members.” All existing CalPERS members as of December 31, 2012, retain their existing retirement benefit formula(s) for future service with the same employer.

Employees should refer to the member benefit publication for more information on new member benefit formulas mandated by PEPR.

1. Eligibility

Employees eligible for immediate membership and enrolled into CalPERS on the date of hire are:

- Employees hired to work full-time for more than six months.
- Employees working “regular, part-time service,” who work “at least an average of 20 hours a week” for one year or longer.
- Employees already a CalPERS member, unless working in a position excluded by law or contract exclusion. A person currently a member of CalPERS cannot be excluded from membership due to their time base (e.g. working less than 20 hours per week) or appointment length (e.g., 90 days).

Employees must otherwise be monitored to determine when and if they qualify for membership. Qualification for membership is reached when:

- No term (length) of appointment is specified in the appointment/employment, but full-time employment exceeds six months.
- The employee works more than 125 days in a fiscal year if paid on a “per diem” basis (i.e., “per day”). For this purpose, “day” means each 8 hours of compensated service.
- The person works 1,000 hours in a fiscal year if paid on other than a per diem basis. (All hours the employee is compensated counts toward membership qualifications, even if the compensation would not be reportable to CalPERS if the person was a member (e.g. Any overtime hours worked are counted as qualifying time, even though compensation for overtime hours would not be reportable if the person was a member.)

2. Employee Contribution

PEPRA New Members – Miscellaneous member contribution rate is adjusted annually by CalPERS, as of 7/1/24~~3~~ it is 7.75% of regular semi-monthly compensation. (Overtime compensation is not reportable to CalPERS and is not included.)

Classic First Level – Miscellaneous member contribution rate is 7.0% of regular semi-monthly compensation. (Overtime compensation is not reportable to CalPERS and is not included.)

3. Employer Contribution

Varies according to experience rating

4. Vesting Provisions

An employee becomes vested after completion of five years of public service, be it with the District or another public employer who participated in CalPERS. Vesting means funds may be left on deposit for future retirement. Should the employee leave the District and wish to withdraw their employee contributions, a refund may be requested from CalPERS. The employer contributions are only paid upon retirement.

5. Benefits Provided and Retirement

A PEPRA member may apply for retirement at age 52 and after earning at least five years of service credit. A Classic member may apply for retirement at age 50 and after earning at least five years of service credit. The retirement date can be any date; however, the amount of the monthly allowance can be affected. Age influences the benefit factor used in the retirement benefit formula. So, an employee may decide to retire on a birthday or at a completed quarter year of age to increase the benefit factor. The PEPRA member benefit formula for the District is 2% at age 62. The Classic member benefit formula for the District is 2% at age 60. There is no mandatory retirement age.

CalPERS will calculate the retirement benefits based on three factors: (1) years of service; (2) a percentage factor determined by age at retirement and benefit formula; and (3) the final average monthly pay rate for the highest 36 consecutive months of work.

To be eligible for retirement a member must terminate, i.e., “separate from”, all employment with all CalPERS employers. If the member does not terminate all CalPERS employment before the retirement date the retirement will either be cancelled or an automatic change of the retirement date will be processed when this violation is discovered.

CalPERS members are encouraged to take a CalPERS retirement planning class prior to submitting their application for retirement. CalPERS offers classes designed to educate and inform CalPERS members at any stage of their careers. These classes are available both online and in a classroom with an instructor.

CalPERS members may apply for retirement online through their personal my|CalPERS account at my.calpers.ca.gov or they can submit and mail a hardcopy retirement application available in Forms & Publications area at www.calpers.ca.gov. Members can also print an application and bring it to a Regional Office. The application for retirement should be submitted no more than 120 days prior to the desired effective retirement date. The application must be received within nine months after discontinuance of employment to be eligible for the earliest possible retirement date, which is the day following the last day on payroll. If not, the retirement date can be no earlier than the first of the month in which CalPERS receives the application. CalPERS retirement planning checklist recommends submitting your application three to four months before the planned retirement date. (Social Security recommends applying for retirement benefits four months in advance.) However, the District strongly urges employees anticipating retirement to make their inquiries at least six months to one year in advance to avoid any unnecessary delays.

The General Manager can provide more detailed information as well as the phone numbers of personnel at CalPERS who can assist in retirement planning.

VIII. EMPLOYEE GRIEVANCE OR CONCERN PROCEDURE

The District defines a grievance or concern as an expressed dissatisfaction by employees to conditions of their employment. The District encourages its employees who may be experiencing work performance problems, employee-supervisory concerns, peer disturbances or other concerns to bring them to the attention of the General Manager. If the General Manager is involved in the situation or does not respond to the complaint in a reasonable length of time the employee may contact the Board Chairman.

In matters relating to the General Manager's job demotion, reduction in salary, or employment termination, the General Manager may present concerns to the Board of Directors in a closed session or at its next regularly scheduled meeting.

IX. DISCIPLINARY POLICY AND PROCEDURE

Employees whose conduct is detrimental to the District's service or whose performance falls below standard may be subject to disciplinary action. Prior to termination, suspension or reduction in salary or rate of pay imposed as a disciplinary action, an employee is entitled to receive notice, in writing, of the proposed discipline, the reason therefor and the basis of the charges. The employee shall have an opportunity to respond to the charges orally or in writing before the discipline is imposed. The penalty may vary with each case but, shall usually be one of the following:

- Oral reprimand
- Written reprimand
- Suspension without pay
- Demotion
- Dismissal

Employees are expected to perform their duties and conduct themselves in such manner that discipline is not necessary. The General Manager shall warn an employee who is performing poorly or behaving improperly. Only when the warning is not heeded, shall disciplinary action ordinarily be taken.

X. RESIGNATION/DISMISSAL PROCEDURE

A. Resignation

When an employee decides to leave for any reason, the General Manager would like an opportunity to discuss the resignation with the employee before final action is taken. Management would appreciate it if the employee would provide a written two-week advance notice. If, as it sometimes happens, management believes it advisable for the employee to leave prior to the end of the two weeks' notice, the employee may be paid for the remainder of that period.

B. Dismissal

District employees have the status of "employee-at-will", meaning that employees have no contractual right, expressed or implied, to remain in the District's employ. The District may terminate employment, or the employee may terminate employment, with or without cause, and with or without notice, at any time. No person has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above, with the exception of the General Manager. All such agreements must be in writing. All of the District's property including but not limited to keys, reports, records, proprietary information or any other job related materials must be returned prior to departure.

C. Exit Interview

The General Manager is responsible for scheduling an exit interview with the employee on the last date of employment and for arranging the return of the District's property.

D. Benefits

Medical, dental and vision benefits end on the last day of the month of employment. COBRA notification will be sent directly to the employee's home address.

E. Final Paycheck

A terminated employee will receive a final paycheck on the next regularly scheduled payday, or earlier if law requires it. Unused vacation will be paid and calculated in accordance with the District's vacation policy.

F. California Public Employee's Retirement System (CalPERS)

A terminated employee will be notified directly by CalPERS regarding benefit options.

XI. MODIFICATION POLICY

These policies and procedures are subject to change, from time to time, by the District.

RESOLUTION 2024-08-27-2

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT AMENDING THE EMPLOYEE POLICIES AND PROCEDURES MANUAL

WHEREAS, this District has previously established a Policies and Procedures Manual governing the conduct of the business affairs of the District; and

WHEREAS, the Board wishes to modify the Employee Policies and Procedures previously promulgated

NOW THEREFORE, IT IS RESOLVED that the Board adopts the modified Employee Policies and Procedures Manual attached to this Resolution as the policy of this District;

RESOLVED FURTHER, that the General Manager is directed to issue new copies of the Employee Policies and Procedures Manual maintained by the District to all employees.

PASSED, APPROVED AND ADOPTED THE TWENTY-SEVENTH DAY OF AUGUST 2024.

SIGNED:

ATTEST:

STEPHEN H. BROWN, Chairman
Board of Directors of the Kinneloa Irrigation District

TIMOTHY J. ELDRIDGE, Treasurer
Board of Directors of the Kinneloa Irrigation District

General Manager's Report for the Board of Directors Meeting on August 27, 2024

I. Customer Account Information

- A. Customer Accounts – as of 8/21/24
 Active accounts: 590
 Delinquent accounts receiving late charges: 6
 Accounts shut off for non-payment: 0

Month	Current	30 days	60 days	90 days or greater	Total
July 2023	\$19,782.26	\$4,981.87	\$0.00	\$0.00	\$24,764.13
August 2023	\$28,384.80	\$2,329.14	\$79.36	\$0.00	\$30,793.30
September 2023	\$22,157.30	\$1,983.49	\$78.91	\$0.00	\$30,793.30
October 2023	\$26,703.85	\$1,809.97	\$116.35	\$0.00	\$28,630.17
November 2023	\$45,028.39	\$2,257.29	\$0.00	\$0.00	\$47,285.68
December 2023	\$65,327.32	\$6,644.08	\$1,313.97	\$0.00	\$73,285.37
January 2024	\$36,204.89	\$3,221.13	\$120.34	\$0.00	\$39,546.36
February 2024	\$21,168.33	\$1,151.22	\$0.00	\$0.00	\$22,319.55
March 2024	\$13,703.26	\$2,993.69	\$0.00	\$0.00	\$16,696.95
April 2024	\$31,375.55	\$745.26	\$0.00	\$0.00	\$32,120.81
May 2024	\$91,305.12	\$7,901.75	\$0.00	\$0.00	\$99,206.87
June 2024	\$120,310.41	\$4,981.13	\$0.00	\$0.00	\$125,291.54
July 2024	\$57,369.14	\$7,861.86	\$0.00	\$0.00	\$65,231.00

II. Customer Care Report

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
7	3	0	0	12	Shaw Ranch Rd. Leak repair complete, Gasket Repair/Meter swap complete on Kinneloa Mesa Rd.

* Customer service includes requests for water shutoff to facilitate customer plumbing repairs, inquiries about water bills, requests for leak checks and general questions.

III. General Manager's Projects and Activities

- A. Meetings/Outreach/Key Contacts
1. FMWD Strategic Planning Meeting
 2. Hartwood Point Fire Flow Meetings with Customer Rep and Pasadena Fire Dept.
 3. FMWD Managers Meeting
 4. Rate Study Inputs Review Meetings

B. Grant Funding Opportunities

- 1. Cal OEL State and Local Cybersecurity Grant Program (SLCGP) – proposals due 9/27/24. Up to \$250k per agency. Identifying potential projects.**
- 2. Bureau of Reclamation WaterSMART –Water and Energy Efficiency Grants Round 2 – applications due 11/14/24; up to \$100k matching**
- 3. Bureau of Reclamation WaterSMART – Small-Scale Water Efficiency Projects Grants for Fiscal Year 2025 – applications due 1/14/2025; up to \$100k matching**
- 4. Hazard Mitigation Grants: KID staff are monitoring EPA BRIC (Building Resilient Infrastructure and Communities) grant opportunities to apply once the PWAG Multi-Agency Hazard Mitigation Plan is complete and approved. Meeting on 7/2/24 with consultant and PWAG agencies re: next steps.**
- 5. FEMA Grants: FEMA and CalOES have approved KID grants requests for East Tank Earthwork Removal in association with DR-4699 CA “California Severe Winter Storms” disaster. Pending reimbursement from CalOES**

C. Office Staff Updates

- 1. Prepared Q3 Tier 2 notice re: Fluoride MCL at Delores Tunnel Source (latest sample at 1.7 mg/L, RAA at 2.05 mg/L) pending DDW staff review.**
- 2. All required documents submitted to CalOES for reimbursement of East Tank Earthwork removal project costs.**

D. System Project Updates

- 1. Emergency Repair at 3555 Shaw Ranch Road – leaking PE service connection at main, service line for abandoned Air Relief Valves**
- 2. Hi-Lo Tunnel Water diverted from Kinneloa Mesa Spreading on 8/15/24 to allow for Kinneloa Mesa paving repair project in early September.**
- 3. Meter Swap Project at Hastings Heights completed 8/21/24, Glen Springs/Kinclair completed 8/23/24. Meter swap project for 2024 has concluded, any remaining swaps will be done as needed by KID staff.**

E. Regulatory Compliance and Reporting

- 1. SAFER Dashboard update complete, KID is now “Potentially At-Risk” instead of previous classification of “At-Risk”**
- 2. CLEAN FLEETS REPORT DUE APRIL 1, 2024, submitted.**
- 3. July 1, 2024, Workplace Violence in IIPP, approved by BOD, staff training complete.**
- 4. Fluoride Variance – KID fluoride variance expires on 12/13/23. Compliance Plan submitted to DDW on 7/10/23. Revised permit application and blending plan submitted to DDW on 12/12/23.**
- 5. Federal Lead and Copper Rule Revisions: All public water systems to develop and submit a service line material inventory to the SWRCB, DDW by 10/16/24. This inventory includes service line material on both District side of meter, and customer side of meter.**
- 6. Monthly Water Quality Reporting – Monthly reporting due by the 10th of each month.**
- 7. Water Quality Emergency Notification Plan – annual requirement, filed timely in March 2024**
- 8. Electronic Annual Report for 2023 (eAR) – submitted.**
- 9. Drought and Conservation Report – required per Order No. DDW_HQ_Drought2023-001 issued on 1/1/23. New requirement for monthly data due quarterly. 2024Q1 report was filed timely.**
- 10. 2023 Consumer Confidence Report was complete and included final public notice for Citation 04_07_23C-019**
- 11. PFOA, PFOS and PFAS Chemicals: Impacts of regulations are being monitored through trade groups that KID is affiliated with and Raymond Basin monitoring.**
- 12. SB 552 – status of compliance, must meet Fire Flow requirements by January 2032. Costs to be considered in Master Planning.**

13. SB 1020 – Clean Energy, Jobs, and Affordability Act of 2022 – requires 100% of all state agency electricity consumption to be from renewable and carbon neutral sources by 2035.

* Acronyms:

- ACWA – Association of California Water Agencies
- ACWA JPIA – Association of California Water Agencies Joint Powers Insurance Authority
- CSDA – California Special Districts Association
- CUEA – California Utilities Emergency Association
- DDW – Dept. of Drinking Water
- DWR – Dept. of Water Resources
- FMWD – Foothill Municipal Water District
- KID – Kinneloa Irrigation District
- LAFCO – Local Agency Formation Commission of Los Angeles County
- PWAG – Public Water Agencies Group
- RBMB – Raymond Basin Management Board
- SWRCB – State Water Resources Control Board
- LCRR – Lead and Copper Rule Revisions

IV. Water Supply Summary as of 7/31/24 for the Watermaster Year 2024-2025

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
1955 Decreed Rights	516	Holly High-Low	0.0
Less Pasadena Subarea 30% Reduction in Water Rights	-154.8	Eucalyptus	0.0
Net Effective Decreed Rights	361.2		
Prior Year Carryover	51.6	Far Mesa	0.0
Leases/Exchanges	0	House	0.0
Prior Year Spreading	PENDING	Delores	16.4
Short Term Storage	248.4		
Total Allowable Extractions	PENDING		
Less Water Extracted YTD This Watermaster Year	-51.3	Year to Date Tunnel Production	16.4
Remaining Allowable Groundwater Extractions through June 2024	PENDING	Remaining Estimated Tunnel Production through June 2025	120.0
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2024)		PENDING Acre Feet	
Less Remaining Forecasted Retail Water Sales through June 2025		-581.5 Acre Feet	
Estimated Surplus Water through June 2025**		347.0 Acre Feet	

Year to Date Water Production for Current Watermaster Year = 67.7 Acre Feet

Year to Date Water Sales for Current Watermaster Year = 61.7 Acre Feet (8.9% loss)

Total Retail Water Sales for Watermaster Year 2023-2024 = 474.8 Acre-Feet

Total Retail Water Sales for Watermaster Year 2022-2023 = 493.2 Acre-Feet

** This is the forecasted surplus water available for sale in the current year and/or carryover to the next Watermaster year which starts on July 1 subject to the carryover limits established by the Raymond Basin Management Board. Regarding the available surplus water, we will maximize the carryover to the next year and deliver the balance of the forecasted surplus water (if any) to the City of Pasadena. *Current Agreement with City of Pasadena for sale of excess groundwater expires June 30, 2025.*