

MEETING OF THE BOARD OF DIRECTORS OF THE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Jointly with the

**ADMINISTRATION & FINANCE COMMITTEE**

September 11, 2019, 8:30 a.m.

Conference Room 101

**A&F Committee:**

J. Thomas, Chair

J. Finnegan

R. McVicker

Staff: R. Hunter, K. Seckel, J. Berg,

H. De La Torre, K. Davanaugh, C. Harris,

H. Chumpitazi

Ex Officio Member: Director Barbre

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MWDOC Committee meetings are noticed and held as joint meetings of the Committee and the entire Board of Directors and all members of the Board of Directors may attend and participate in the discussion. Each Committee has designated Committee members, and other members of the Board are designated alternate committee members. If less than a quorum of the full Board is in attendance, the Board meeting will be adjourned for lack of a quorum and the meeting will proceed as a meeting of the Committee with those Committee members and alternate members in attendance acting as the Committee.

**PUBLIC COMMENTS** - Public comments on agenda items and items under the jurisdiction of the Committee should be made at this time.

**ITEMS RECEIVED TOO LATE TO BE AGENDIZED** - Determine there is a need to take immediate action on item(s) and that the need for action came to the attention of the District subsequent to the posting of the Agenda. (Requires a unanimous vote of the Committee)

**ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING** -- Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection in the lobby of the District's business office located at 18700 Ward Street, Fountain Valley, California 92708, during regular business hours. When practical, these public records will also be made available on the District's Internet Web site, accessible at <http://www.mwdoc.com>.

**PROPOSED BOARD CONSENT CALENDAR ITEMS**

1. TREASURER'S REPORT
  - a. Revenue/Cash Receipt Report – August 2019
  - b. Disbursement Approval Report for the month of September 2019
  - c. Disbursement Ratification Report for the month of August 2019
  - d. GM Approved Disbursement Report for the month of August 2019
  - e. Water Use Efficiency Projects Cash Flow – August 31, 2019
  - f. Consolidated Summary of Cash and Investment – July 2019
  - g. OPEB and Pension Trust Fund monthly statement
2. FINANCIAL REPORT
  - a. Combined Financial Statements and Budget Comparative for the Period ending July 31, 2019

**DISCUSSION ITEM**

3. MWDOC WATER FACILITIES CORPORATION ANNUAL MEETING
  - a. 2019 Annual Filing of Tax Compliance Reports for the MWDOC Water Facilities Corporation
  - b. Annual Reorganization of Board Officers for the MWDOC Water Facilities Corporation
4. DIRECTOR BUSINESS EXPENSE REPORTS

**ACTION ITEMS**

5. AUTHORIZE FY19-20 CHOICE PROGRAMS BUDGET REVISIONS
6. APPROVAL OF REVISED PERSONNEL MANUAL

**INFORMATION ITEMS – (THE FOLLOWING ITEMS ARE FOR INFORMATIONAL PURPOSES ONLY – BACKGROUND INFORMATION IS INCLUDED IN THE PACKET. DISCUSSION IS NOT NECESSARY UNLESS REQUESTED BY A DIRECTOR.)**

7. SOLE SOURCE PROCUREMENT FORM WITH PERSONNEL CONSULTANT, AMY OSBORNE
8. DEPARTMENT ACTIVITIES REPORTS
  - a. Administration
  - b. Finance and Information Technology
9. MONTHLY WATER USAGE DATA, TIER 2 PROJECTION, AND WATER SUPPLY INFORMATION

**OTHER ITEMS**

10. REVIEW ISSUES REGARDING DISTRICT ORGANIZATION, PERSONNEL MATTERS, EMPLOYEE BENEFITS FINANCE AND INSURANCE

**ADJOURNMENT**

**NOTE:** At the discretion of the Committee, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated, and may be subject to action by the Committee. On those items designated for Board action, the Committee reviews the items and makes a recommendation for final action to the full Board of Directors; final action will be taken by the Board of Directors. Agendas for Committee and Board meetings may be obtained from the District Secretary. Members of the public are advised that the Board consideration process includes consideration of each agenda item by one or more Committees indicated on the Board Action Sheet. Attendance at Committee meetings and the Board meeting considering an item consequently is advised.

Accommodations for the Disabled. Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning Maribeth Goldsby, District Secretary, at (714) 963-3058, or writing to

Municipal Water District of Orange County at P.O. Box 20895, Fountain Valley, CA 92728. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the District to provide the requested accommodation.

**Municipal Water District of Orange County**  
**REVENUE / CASH RECEIPT REPORT**  
**August 2019**

**WATER REVENUES**

<b>Date</b>	<b>From</b>	<b>Description</b>	<b>Amount</b>
08/01/19	Trabuco Canyon Water District	June 2019 Water deliveries	15,781.55
08/02/19	City of San Clemente	June 2019 Water deliveries	648,294.38
08/02/19	City of Brea	June 2019 Water deliveries	15,997.65
08/05/19	Serrano Water District	June 2019 Water deliveries	12,449.22
08/05/19	City of La Habra	June 2019 Water deliveries	4,446.66
08/05/19	City of Fountain Valley	June 2019 Water deliveries	11,598.85
08/08/19	Laguna Beach County Water District	June 2019 Water deliveries	79,924.03
08/08/19	Mesa Water	June 2019 Water deliveries	455,999.57
08/12/19	City of Seal Beach	June 2019 Water deliveries	7,370.65
08/12/19	El Toro Water District	June 2019 Water deliveries	570,523.93
08/12/19	City of Buena Park	June 2019 Water deliveries	564,454.44
08/12/19	Santa Margarita Water District	June 2019 Water deliveries	973,650.65
08/14/19	City of San Juan Capistrano	June 2019 Water deliveries	510,318.48
08/14/19	City of Orange	June 2019 Water deliveries	479,317.82
08/15/19	East Orange County Water District	June 2019 Water deliveries	338,981.14
08/15/19	Orange County Water District	June 2019 Water deliveries	302,656.23
08/15/19	City of La Palma	June 2019 Water deliveries	4,010.86
08/15/19	Golden State Water Company	June 2019 Water deliveries	270,394.79
08/15/19	Irvine Ranch Water District	June 2019 Water deliveries	49,357.71
08/15/19	Yorba Linda Water District	June 2019 Water deliveries	459,854.57
08/15/19	Moulton Niguel Water District	June 2019 Water deliveries	2,062,608.46
08/23/19	City of Huntington Beach	July 2019 Water deliveries	878,449.38
08/26/19	City of Newport Beach	July 2019 Water deliveries	360,939.20
08/29/19	City of Fountain Valley	July 2019 Water deliveries	10,860.08
08/30/19	City of San Clemente	July 2019 Water deliveries	806,791.42

TOTAL REVENUES **\$ 9,895,031.72**

**Municipal Water District of Orange County**  
**REVENUE / CASH RECEIPT REPORT**  
**August 2019**

**MISCELLANEOUS REVENUES**

<b>Date</b>	<b>From</b>	<b>Description</b>	<b>Amount</b>
08/26/19	Eastern Municipal Water District	9/5/19 Water Policy dinner registrations	850.00
08/29/19	Keith Lyon	September 2019 Retiree Health insurance	288.99
08/30/19	US Bank	Monthly interest	12.99
08/14/19	Janice Durant	Movie tickets	90.00
08/08/19	Kelly Hubbard	Ipad Buyout	449.69
08/02/19	Pat Meszaros	Reimbursement for returned check fee	14.00
08/23/19	Larry McKenney	Reimbursement for business expense paid by MET	492.90
08/27/19	Bureau of Reclamation	Refund of unspent Technical Assistance Research paid by MWDOC to Bureau of Reclamation	8,687.43
08/29/19	City of Buena Park	May 2019 Smartimer rebate program	100.00
08/19/19	Mesa Water	May-June 2019 Smartimer rebate program	306.45
08/16/19	City of San Clemente	June 2019 Smartimer rebate program	69.99
08/21/19	Trabuco Canyon Water District	June 2019 Smartimer rebate program	173.96
08/26/19	City of Buena Park	June 2019 Smartimer rebate program	50.00
08/14/19	Irvine Ranch Water District	June 2019 Turf Removal rebate program	762.00
08/29/19	City of La Habra	June 2019 Turf Removal rebate program	222.00
08/15/19	City of Orange	May 2019 Turf Removal and Spray to Drip rebate program	333.00
08/19/19	El Toro Water District	June 2019 Smartimer and Turf Removal rebate program	1,689.00
08/06/19	Moulton Niguel Water District	June 2019 Smartimer, Turf Removal & Spray to Drip rebate program	25,127.90
08/14/19	Irvine Ranch Water District	June 2019 Smartimer and Rotating Nozzle rebate program	1,729.65
08/01/19	Trabuco Canyon Water District	June 2019 So Cal Watersmart rebate program	100.00
08/02/19	City of San Clemente	June 2019 So Cal Watersmart rebate program	375.00
08/07/19	Irvine Ranch Water District	June 2019 So Cal Watersmart rebate program	13,255.00
08/19/19	El Toro Water District	June 2019 So Cal Watersmart rebate program	235.00
08/14/19	Irvine Ranch Water District	June 2019 Water Savings Incentive program	2,700.00
08/15/19	Department of Water Resources	Oct 2018-Mar 2019 Strategic Turfgrass Removal & Design Assistance program	30,204.36
08/02/19	Orange County Water District	FY 2019-2020 Ground Water Customer Charge	598,248.00
08/05/19	City of Santa Ana	Jan-Jun 2019 School Billing	30,592.77
08/09/19	City of Fullerton	Jan-Jun 2019 School Billing	7,196.61
08/02/19	City of Huntington Beach	FY 19-20 Annual Retail Service Connection charge	683,537.60
08/05/19	City of La Palma	FY 19-20 Annual Retail Service Connection charge	54,163.20
08/05/19	City of Seal Beach	FY 19-20 Annual Retail Service Connection charge	67,270.00
08/08/19	Mesa Water	FY 19-20 Annual Retail Service Connection charge	297,748.80
08/16/19	City of San Clemente	FY 19-20 Annual Retail Service Connection charge	216,826.40
08/19/19	Moulton Niguel Water District	FY 19-20 Annual Retail Service Connection charge	653,579.20
08/21/19	City of Orange	FY 19-20 Annual Retail Service Connection charge	408,890.00
08/22/19	City of Westminster	FY 19-20 Annual Retail Service Connection charge	253,431.20
08/26/19	City of Buena Park	FY 19-20 Annual Retail Service Connection charge	238,191.60
08/14/19	Irvine Ranch Water District	AWIA Scope of Services Selection Phase 1 Crosswalk	15,205.00
08/16/19	City of Brea	AWIA Scope of Services Selection Phase 1 Crosswalk	15,205.00
08/19/19	City of Fountain Valley	AWIA Scope of Services Selection Phase 1 Crosswalk	15,205.00
08/19/19	City of San Juan Capistrano	AWIA Scope of Services Selection Phase 1 Crosswalk	15,205.00
08/19/19	El Toro Water District	AWIA Scope of Services Selection Phase 1 Crosswalk	15,205.00
08/19/19	Serrano Water District	AWIA Scope of Services Selection Phase 1 Crosswalk	15,205.00
08/21/19	Trabuco Canyon Water District	AWIA Scope of Services Selection Phase 1 Crosswalk	15,205.00
08/23/19	City of Huntington Beach	AWIA Scope of Services Selection Phase 1 Crosswalk	15,205.00
08/23/19	East Orange County Water District	AWIA Scope of Services Selection Phase 1 Crosswalk	15,205.00
08/26/19	City of Buena Park	AWIA Scope of Services Selection Phase 1 Crosswalk	15,205.00
08/26/19	City of Orange	AWIA Scope of Services Selection Phase 1 Crosswalk	15,205.00

**Municipal Water District of Orange County**  
**REVENUE / CASH RECEIPT REPORT**  
**August 2019**

**MISCELLANEOUS REVENUES**

<b>Date</b>	<b>From</b>	<b>Description</b>	<b>Amount</b>
08/26/19	City of Seal Beach	AWIA Scope of Services Selection Phase 1 Crosswalk	15,205.00
08/26/19	Santa Margarita Water District	AWIA Scope of Services Selection Phase 1 Crosswalk	15,205.00
08/30/19	City of Fullerton	AWIA Scope of Services Selection Phase 1 Crosswalk	15,205.00
08/30/19	City of Tustin	AWIA Scope of Services Selection Phase 1 Crosswalk	15,205.00
08/30/19	Yorba Linda Water District	AWIA Scope of Services Selection Phase 1 Crosswalk	15,205.00
08/02/19	City of Fullerton	WEROC Funding for FY 19-20	17,402.00
08/08/19	Orange County Water District	WEROC Funding for FY 19-20	114,490.00

TOTAL MISCELLANEOUS REVENUES **\$ 3,973,166.69**

**TOTAL REVENUES \$ 13,868,198.41**



Robert J. Hunter, General Manager



Hilary Chumbitazi, Treasurer

**Municipal Water District of Orange County  
Disbursement Approval Report  
For the month of September 2019**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
<b>Core Expenditures:</b>		
<b>Richard C. Ackerman</b>		
1248	August 2019 Consulting on legal and regulatory matters	1,475.00
	*** Total ***	1,475.00
<b>Adobe Systems Incorporated</b>		
1072813185	26 Acrobat Pro and 6 Creative Cloud annual license renewals	9,507.36
	*** Total ***	9,507.36
<b>Alta FoodCraft</b>		
51916538	8/20/19 Coffee & tea supplies	248.26
	*** Total ***	248.26
<b>AVRAM Electric</b>		
PRNO2	August 2019 Progress billing for MWDOC Electrical System Rehabilitation project	16,910.00
	*** Total ***	16,910.00
<b>Awards &amp; Trophies Co., Inc.</b>		
1631	3 Name plates for new staff members and 5 name plate holders	88.11
	*** Total ***	88.11
<b>Best Best and Krieger LLP</b>		
856619	July 2019 State legislative advocacy services	8,448.96
55401-JUL19	July 2019 Legal services	24,149.95
	*** Total ***	32,598.91
<b>Black &amp; Veatch</b>		
1302069	Revisions and additional meetings for Local Water Quality Integration White Paper update	7,000.00
1302354	4/22/19-8/2/19 Engineering services for OC Distribution System Water Supply Hydraulic Model Phase 1	20,274.57
	*** Total ***	27,274.57
<b>CDM Smith</b>		
90080407	6/30/19-7/27/19 Water Resource Planning services	5,215.00
	*** Total ***	5,215.00
<b>Hunter T. Cook</b>		
JUL-SEP2019	July- September 2019 Retiree medical premium	1,536.00
	*** Total ***	1,536.00
<b>Costco Wholesale</b>		
449287773	2019 Membership renewal	120.00
	*** Total ***	120.00
<b>Dudek</b>		
20195221	6/29/19-7/26/19 Planning level reliability for South County Interconnection	5,702.50
	*** Total ***	5,702.50

**Municipal Water District of Orange County  
Disbursement Approval Report  
For the month of September 2019**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	<b><i>ECS Imaging, Inc.</i></b>	
14385	10/1/19-9/30/20 Laserfiche annual support for document management	4,033.00
14409	1 Year subscription for WORM Backup Cloud storage for Laserfiche document management	820.00
	*** Total ***	4,853.00
	<b><i>Finley &amp; Cook PLLC</i></b>	
SI0034604	10/1/19-9/30/20 Annual Navision software support	2,958.64
	*** Total ***	2,958.64
	<b><i>Fry's Electronics</i></b>	
007-22896321	8/20/19 Computer supplies	51.60
	*** Total ***	51.60
	<b><i>G/M Business Interiors</i></b>	
0254094-IN	Ergonomic quick stand workstation	909.99
	*** Total ***	909.99
	<b><i>Girl Scouts of Orange County</i></b>	
82819	STEM Consortium sponsorship	2,500.00
	*** Total ***	2,500.00
	<b><i>GovConnection, Inc.</i></b>	
56995109	3 Year maintenance for Backup Cloud storage	1,490.60
56998574	3 Year subscription for Backup Cloud storage	6,773.52
	*** Total ***	8,264.12
	<b><i>HashtagPinpoint Corporation</i></b>	
1202	August 2019 Social media consultation and services	7,917.00
	*** Total ***	7,917.00
	<b><i>Tim Hogan</i></b>	
5912	146,100 Fall bill inserts for 10 member agencies	3,722.46
	*** Total ***	3,722.46
	<b><i>Information Management Services, LLC</i></b>	
326626	8/13/19 Binding machine supplies	163.13
	*** Total ***	163.13
	<b><i>James C. Barker, P.C.</i></b>	
105-0819	August 2019 Federal legislative advocacy services	8,000.00
	*** Total ***	8,000.00
	<b><i>Karen's Custom Framing</i></b>	
3104	Custom framing for resolution for C. Wilson of Santa Margarita Water District	136.56
	*** Total ***	136.56

**Municipal Water District of Orange County  
Disbursement Approval Report  
For the month of September 2019**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	<b>Lawnscape Systems, Inc.</b>	
403670	8/14/19 Landscape maintenance for atrium	295.00
	*** Total ***	295.00
	<b>Lee &amp; Associates Commercial</b>	
080919	May-June 2019 Services to examine re-location options and value of MWDOC building	1,500.00
	*** Total ***	1,500.00
	<b>Lewis Consulting Group</b>	
2019-145	August 2019 Consulting services	2,625.00
	*** Total ***	2,625.00
	<b>Christopher S. Lingad</b>	
081219	5/28/19-8/2/19 Education reimbursement	2,552.62
	*** Total ***	2,552.62
	<b>Edward G. Means III</b>	
MWDOC-1074	August 2019 Consulting on MET issues and guidance to Engineering staff	1,762.76
	*** Total ***	1,762.76
	<b>Michael Baker International, Inc.</b>	
1056257	4/29/19-7/31/19 OC Regional Water/Wastewater Multijurisdictional Hazardous Mitigation Plan Update	1,170.00
	*** Total ***	1,170.00
	<b>Multiplier Projects</b>	
595	Sponsorship for Maven's Notebook featuring California Water News	2,500.00
	*** Total ***	2,500.00
	<b>NDS</b>	
718938	8/12/19 Delivery charges for Board packets	18.50
718873	8/2/19 & 8/9/19 Delivery charges for Board packets	198.31
	*** Total ***	216.81
	<b>Office Solutions</b>	
I-01622640	Phone headset	217.49
I-01631728	8/30/19 Office supplies for WEROC	34.80
I-01632771	9/3/19 Office supplies	474.47
I-01633337	9/4/19 Office supplies	2.16
	*** Total ***	728.92
	<b>Orange County Fast Print, Inc.</b>	
58267	1,500 Business cards printed	161.63
	*** Total ***	161.63

**Municipal Water District of Orange County  
Disbursement Approval Report  
For the month of September 2019**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	<b>Orange County Water District</b>	
20683	July 2019 50% share of WACO expense	246.93
20752	July 2019 Postage, shared office and maintenance expense	11,668.42
2019-01	2019 Health & Wellness Expo sponsorship	200.00
	*** Total ***	12,115.35
	<b>Patricia Kennedy Inc.</b>	
11035	September 2019 Plant maintenance	214.00
	*** Total ***	214.00
	<b>Petty Cash</b>	
JUL-AUG2019	July-August 2019 Petty Cash reimbursement	288.70
	*** Total ***	288.70
	<b>Staples</b>	
8055502586	8/24/19 Office supplies for WEROC	57.04
8055594339	8/31/19 Office supplies for WEROC	83.73
	*** Total ***	140.77
	<b>Steven Enterprises, Inc.</b>	
0419928-IN	1 Year Service agreement for HP DesignJet printer	522.50
0420167-IN	1 Ink cartridge and 3 print heads for HP DesignJet printer	418.98
	*** Total ***	941.48
	<b>Top Hat Productions</b>	
95421	8/22/19 Lunch for Public Affairs Workgroup meeting	596.40
	*** Total ***	596.40
	<b>WageWorks, Inc.</b>	
INV1596622	August 2019 Cafeteria plan administration	196.07
	*** Total ***	196.07
	<b>Water Systems Optimization, Inc.</b>	
1609	July 2019 Water Loss Control program	4,100.00
1610	August 2019 Water Loss Audit Validation Research	14,000.00
	*** Total ***	18,100.00
	<b>Total Core Expenditures</b>	<hr/> 186,257.72

**Choice Expenditures:**

	<b>Jeep Chrysler Dodge of Ontario</b>	
082719	Dodge Ram ProMaster City Tradesman van for Water Loss Control Shared Services	29,923.40
	*** Total ***	29,923.40

**Municipal Water District of Orange County  
Disbursement Approval Report  
For the month of September 2019**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	<b>Orange County Water District</b>	
20752	July 2019 Postage for Water Use Efficiency rebate programs	12.90
	*** Total ***	12.90
	<b>Riverside Chevrolet</b>	
090319	Chevrolet Silverado 2500 truck for Water Loss Control Shared Services	46,595.15
	*** Total ***	46,595.15
	<b>Top Hat Productions</b>	
95354	8/1/19 Lunch for Water Use Efficiency Workgroup meeting	485.52
95454	9/5/19 Lunch for Water Use Efficiency Workgroup meeting	644.35
	*** Total ***	1,129.87
	<b>W.W. Grainger, Inc.</b>	
9275435692	8/27/19 Supplies for Water Loss Control Shared Services	143.42
9275435700	8/27/19 Supplies for Water Loss Control Shared Services	589.01
9275435718	8/27/19 Supplies for Water Loss Control Shared Services	52.56
9278341129	8/29/19 Supplies for Water Loss Control Shared Services	131.44
	*** Total ***	916.43
	<b>Total Choice Expenditures</b>	<hr/> 78,577.75
<b>Other Funds Expenditures:</b>		
	<b>Mega Maids Cleaning Service</b>	
10712	9/4/19 WEROC N. EOC cleaning services	85.00
	*** Total ***	85.00
	<b>Michael Baker International, Inc.</b>	
1056257	4/29/19-7/31/19 OC Regional Water/Wastewater Multijurisdictional Hazardous Mitigation Plan Update	2,450.00
	*** Total ***	2,450.00
	<b>Orange County Fast Print, Inc.</b>	
58267	500 Business cards printed	53.87
	*** Total ***	53.87
	<b>Orange County Fire Protection</b>	
312139	8/22/19 Fire extinguisher service for WEROC N. EOC	52.00
312336	8/28/19 Fire extinguisher service for WEROC S. EOC	52.00
	*** Total ***	104.00
	<b>Petty Cash</b>	
JUL-AUG2019	July-August 2019 Petty Cash reimbursement	4.50
	*** Total ***	4.50

**Municipal Water District of Orange County  
Disbursement Approval Report  
For the month of September 2019**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	<b><i>Water Systems Optimization, Inc.</i></b>	
1609	July 2019 Water Loss Control program	11,670.00
	*** Total ***	11,670.00
	<b><i>Lane M. Matsuno (Westerly Meter Service Co.)</i></b>	
1627	July 2019 Meter Accuracy Testing program for Mesa Water District	12,035.00
	*** Total ***	12,035.00
	<b><i>Total Other Funds Expenditures</i></b>	<hr/> 26,402.37
	<b><i>Total Expenditures</i></b>	<hr/> <hr/> 291,237.84

**Municipal Water District of Orange County  
Disbursement Ratification Report  
For the month of August 2019**

<b>Check #</b>	<b>Date</b>	<b>Vendor # Invoice/CM #</b>	<b>Name / Description</b>	<b>Net Amount</b>
<b>Core Disbursements:</b>				
139048	8/7/19	SPECTB 0375210080119	<b>Spectrum Business</b> August 2019 Telephone and internet expense ***Total ***	1,099.18 1,099.18
139050	8/7/19	VERIZO 9834728165	<b>Verizon Wireless</b> July 2019 4G Mobile broadband unlimited service ***Total ***	114.03 114.03
139061	8/15/19	IRONMO BWSD779	<b>Iron Mountain</b> August 2019 Archived document storage fees ***Total ***	258.26 258.26
139071	8/15/19	SCHUNK 080719	<b>Janine Schunk</b> August 2019 Business expense ***Total ***	221.45 221.45
139074	8/15/19	SPECTB 0343564081019	<b>Spectrum Business</b> August 2019 Telephone expense for 3 analog fax lines ***Total ***	108.15 108.15
ACH004152	8/15/19	ACKEEX 073119	<b>Linda Ackerman</b> July 2019 Business expense ***Total ***	97.44 97.44
ACH004155	8/15/19	BARBRE 073119	<b>Brett Barbre</b> July 2019 Business expense ***Total ***	207.64 207.64
ACH004163	8/15/19	DICKEK 073119	<b>Larry Dick</b> July 2019 Business expense ***Total ***	101.50 101.50
ACH004164	8/15/19	FINNEG 043019	<b>Joan Finnegan</b> April 2019 Business expense	54.55
ACH004165	8/15/19	063019	June 2019 Business expense	80.00
ACH004166	8/15/19	033119A	March 2019 Business expense	54.55
ACH004167	8/15/19	073119	July 2019 Business expense ***Total ***	67.48 256.58
ACH004168	8/15/19	HOSTER 073119	<b>Kevin Hostert</b> July 2019 Business expense ***Total ***	75.40 75.40

**Municipal Water District of Orange County  
Disbursement Ratification Report  
For the month of August 2019**

<b>Check #</b>	<b>Date</b>	<b>Vendor # Invoice/CM #</b>	<b>Name / Description</b>	<b>Net Amount</b>
<b>ACH004169</b>	<b>8/15/19</b>	<b>HUNTER</b>	<b>Robert J. Hunter</b>	
		072219	July 2019 Business expense	136.77
			***Total ***	136.77
<b>ACH004183</b>	<b>8/15/19</b>	<b>MCVICK</b>	<b>Robert McVicker</b>	
		073119	July 2019 Business expense	62.06
			***Total ***	62.06
<b>ACH004185</b>	<b>8/15/19</b>	<b>SCHNEI</b>	<b>Megan Yoo Schneider</b>	
		073119	July 2019 Business expense	609.53
			***Total ***	609.53
<b>ACH004186</b>	<b>8/15/19</b>	<b>TAMARI</b>	<b>Satoru Tamaribuchi</b>	
		073119	July 2019 Business expense	215.18
			***Total ***	215.18
<b>ACH004187</b>	<b>8/15/19</b>	<b>THOMAS</b>	<b>Jeffery Thomas</b>	
		073119	July 2019 Business expense	156.60
			***Total ***	156.60
<b>139080</b>	<b>8/16/19</b>	<b>USBANK</b>	<b>U.S. Bank</b>	
		0403/0640/5443-JUL19	6/24/19-7/22/19 Cal Card charges	18,167.51
			***Total ***	18,167.51
			(See attached sheet for details)	
<b>139129</b>	<b>8/30/19</b>	<b>OFFICED</b>	<b>Office Depot, Inc.</b>	
		354332121001	8/1/19 Office supplies	15.20
		354309003001	8/2/19 Office supplies	202.74
			***Total ***	217.94
<b>ACH004191</b>	<b>8/30/19</b>	<b>BUIJEA</b>	<b>Jeannie Bui</b>	
		053119	May 2019 Business expense	70.53
			***Total ***	70.53
<b>Total Core Disbursements</b>				<b>22,175.75</b>

**Choice Disbursements:**

<b>ACH004156</b>	<b>8/15/19</b>	<b>BERGJO</b>	<b>Joseph Berg</b>	
		073119	July 2019 Business expense	185.26
			***Total ***	185.26
<b>139080</b>	<b>8/16/19</b>	<b>USBANK</b>	<b>U.S. Bank</b>	
		0640-JUL19C	6/24/19-7/22/19 Cal Card charges	14.95
			***Total ***	14.95
			(See attached sheet for details)	

**Municipal Water District of Orange County  
Disbursement Ratification Report  
For the month of August 2019**

<b>Check #</b>	<b>Date</b>	<b>Vendor # Invoice/CM #</b>	<b>Name / Description</b>	<b>Net Amount</b>
<b>139132</b>	<b>8/30/19</b>	<b>THORSE</b>	<b>Jason Thorsell</b>	
		082719	August 2019 Business expense	183.18
			***Total ***	183.18
<b>Total Choice Disbursements</b>				<b>383.39</b>
<b>Other Funds Disbursements:</b>				
<b>139050</b>	<b>8/7/19</b>	<b>VERIZO</b>	<b>Verizon Wireless</b>	
		9834728165	July 2019 4G Mobile broadband unlimited service	76.02
			***Total ***	76.02
<b>139052</b>	<b>8/15/19</b>	<b>ATTUVEOC</b>	<b>AT&amp;T</b>	
		1812-AUG19	August 2019 U-verse internet service for WEROC N.EOC	50.00
			***Total ***	50.00
<b>139055</b>	<b>8/15/19</b>	<b>ATTCALN</b>	<b>AT&amp;T</b>	
		000013387056	July 2019 Telephone expense for WEROC N. EOC	106.95
		000013387055	July 2019 Telephone expense for WEROC N. & S. EOC	307.44
			***Total ***	414.39
<b>139060</b>	<b>8/15/19</b>	<b>HARRISD</b>	<b>Daniel Harrison</b>	
		073119	July 2019 Business expense	22.45
			***Total ***	22.45
<b>139071</b>	<b>8/15/19</b>	<b>SCHUNK</b>	<b>Janine Schunk</b>	
		073019	July 2019 Business expense	90.24
		080719	August 2019 Business expense	124.57
			***Total ***	214.81
<b>139078</b>	<b>8/15/19</b>	<b>WSIP</b>	<b>Water Savings Incentive Program</b>	
		WSP4372A	Orange County Fire Authority	5,382.00
			***Total ***	5,382.00
		<b>TURFRP</b>	<b>Turf Removal Program</b>	
<b>139081</b>	<b>8/23/19</b>	TR12-R-MNT-35334-35261	J. Arndt	3,606.00
<b>139082</b>	<b>8/23/19</b>	TR12-R-MNT-35302-35272	R. Sameth	2,685.00
<b>139083</b>	<b>8/23/19</b>	TR12-R-MESA-36359-35285	S. Given	3,000.00
<b>139084</b>	<b>8/23/19</b>	TR12-C-SC-38430-37349	Project 1050 LLC (San Clemente)	9,192.00
<b>139085</b>	<b>8/23/19</b>	TR12-R-TUST-38441-37358	D. Hok	2,346.00
<b>139086</b>	<b>8/23/19</b>	TR12-R-MNT-38456-37369	A. Cantarini	2,214.00
<b>139087</b>	<b>8/23/19</b>	TR12-R-MNT-38475-37388	K. Moussa	2,139.00
<b>139088</b>	<b>8/23/19</b>	TR12-R-MNT-38479-37391	C. Nazaryfar	1,031.48
<b>139089</b>	<b>8/23/19</b>	TR12-R-HB-38492-37398	S. Gregory	1,546.00
<b>139090</b>	<b>8/23/19</b>	TR12-R-MESA-38418-37408	J. Anderson	1,894.00
<b>139091</b>	<b>8/23/19</b>	TR12-R-MNT-38510-37415	A. Chinichian	756.00
<b>139092</b>	<b>8/23/19</b>	TR12-R-MNT-38517-37424	J. Vahradian	1,041.00

**Municipal Water District of Orange County**  
**Disbursement Ratification Report**  
**For the month of August 2019**

<b>Check #</b>	<b>Date</b>	<b>Vendor # Invoice/CM #</b>	<b>Name / Description</b>	<b>Net Amount</b>
139093	8/23/19	TR12-R-MNT-38524-37431	D. & B. Parker	438.00
139094	8/23/19	TR12-R-MNT-38527-37433	R. Flicker	1,344.00
139095	8/23/19	TR12-R-BP-38535-37439	P. Olson	3,844.00
139096	8/23/19	TR12-R-YLWD-38536-37440	T. Pizzarello	4,372.00
139097	8/23/19	TR12-R-MNT-38537-37441	D. Frisina	5,517.00
139098	8/23/19	TR12-R-MNT-38538-37442	K. Kinsfogel	528.00
139099	8/23/19	TR12-R-IRWD-38547-37449	J. Dodos	820.00
139100	8/23/19	TR12-R-MNT-38549-37451	T. Parrett	3,726.00
139101	8/23/19	TR12-R-SC-38552-37454	K. Britton	10,881.00
139102	8/23/19	TR12-R-MNT-38561-37464	A. Rush	2,034.00
139103	8/23/19	TR12-R-MNT-38575-37481	R. Kendziorski	1,455.00
139104	8/23/19	TR12-R-MNT-38576-37482	J. Hunt	447.00
139105	8/23/19	TR12-R-IRWD-38580-37486	L. Kreter	3,012.00
139106	8/23/19	TR12-R-MNT-38596-37501	F. Tela	4,488.00
139107	8/23/19	TR12-R-MNT-38599-37504	T. Hoelzer	2,316.00
139108	8/23/19	TR12-R-MNT-38615-37519	D. Gray	648.00
139109	8/23/19	TR12-R-MNT-38619-37525	D. Riddell	2,631.00
139110	8/23/19	TR12-R-MNT-38625-37531	B. Shaabani	3,177.00
139111	8/23/19	TR12-R-MNT-38635-37541	T. Lattin	822.00
139112	8/23/19	TR12-R-HB-38650-37556	M. Hicks	1,198.00
139113	8/23/19	TR12-R-MNT-38651-37557	M. Stevens	3,039.00
139114	8/23/19	TR12-R-MNT-38660-37568	N. Roach	1,119.00
139115	8/23/19	TR12-R-IRWD-38683-37585	T. Le	235.00
139116	8/23/19	TR12-R-MNT-38686-37586	A. Bryant	5,181.00
139117	8/23/19	TR12-R-MNT-38694-37593	A. Encineas	1,566.00
139118	8/23/19	TR12-R-MNT-38710-37609	J. Rachal	1,635.00
139119	8/23/19	TR12-R-MNT-38711-37612	T. Pham	1,029.00
139120	8/23/19	TR12-R-MNT-38712-37613	P. Kempik	765.00
139121	8/23/19	TR12-R-MNT-38722-37623	S. Samvatian	1,197.00
			***Total ***	100,914.48
		<b>DRIPPR</b>	<b>Spray to Drip Program</b>	
139122	8/26/19	S2D2-R-MESA-36359-17332	S. Given	317.88
139123	8/26/19	S2D2-R-IRWD-38580-17372	L. Kreter	533.80
139124	8/26/19	S2D2-R-SM-38597-17375	L. Bagdon	180.00
			***Total ***	1,031.68
		<b>TURFRP</b>	<b>Turf Removal Program</b>	
139125	8/26/19	TR12-ADJ-R-MESA-36359-	S. Given	480.00
			***Total ***	480.00
ACH004203	8/30/19	<b>SANTAM</b> JUN2019	<b>Santa Margarita Water District</b> June 2019 SCP Pipeline Operation surcharge	22,649.55
			***Total ***	22,649.55

**Municipal Water District of Orange County  
Disbursement Ratification Report  
For the month of August 2019**

<i>Check #</i>	<i>Date</i>	<i>Vendor # Invoice/CM #</i>	<i>Name / Description</i>	<i>Net Amount</i>
<b>WIRE-190830</b>	<b>8/30/19</b>	<b>METWAT</b>	<b>Metropolitan Water District</b>	
		9769	June 2019 Water deliveries	10,063,206.90
			***Total***	10,063,206.90
			<b>Total Other Funds Disbursements</b>	<u>10,194,442.28</u>
			<b>Total Disbursements</b>	<u><u>10,217,001.42</u></u>



Robert J. Hunter, General Manager



Hilary Chumpitazi, Treasurer

**Cal Card Charges**  
**Statement Date: July 22, 2019**  
**Payment Date: August 16, 2019**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
<b><u>Public Affairs Card</u></b>		
6/26/2019	Snacks for Public Affairs Workgroup meeting	13.98
6/27/2019	Lunch for Public Affairs Workgroup meeting speaker	57.02
6/28/2019	Snacks for Public Affairs Workgroup meeting	108.00
6/28/2019	Public Relations Society of America - Orange County PROTOS Awards entry fee for MWDOC's communications program	87.46
6/28/2019	Public Relations Society of America - Orange County PROTOS Awards entry fee for MWDOC's Girl Scouts program	87.46
6/28/2019	Public Relations Society of America - Orange County PROTOS Awards entry fee for MWDOC's branding	87.46
6/28/2019	Public Relations Society of America - Orange County PROTOS Awards entry fee for MWDOC's social media	87.46
7/2/2019	5 Storage bins for Public Affairs supplies	48.43
7/7/2019	7/8/19-7/8/20 Subscription for Canva Pro graphic design tool	119.40
7/12/2019	9/5/19 Water Policy dinner planning lunch for Public Affairs staff	78.34
7/19/2019	Public Relations Society of America - Orange County PROTOS Awards entry fee for Wyland public service announcement	154.65
7/19/2019	Public Relations Society of America - Orange County PROTOS Awards entry fee for MWDOC' s media kit	154.65
<b>Total</b>		<b><u>\$ 1,084.31</u></b>

**Cal Card Charges**  
**Statement Date: July 22, 2019**  
**Payment Date: August 16, 2019**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
<b><u>K. Seckel Card</u></b>		
6/24/2019	Charger for portable electronic devices	80.46
6/24/2019	5/24/19-6/23/19 Web hosting service for MWDOC website	15.65
6/24/2019	California Council for Environmental and Economic Balance Summer Issues seminar in Squaw Valley, CA from Jul. 24-26, 2019 - Accommodation deposits for Director Yoo Schneider and R. Hunter	970.98
6/25/2019	Equifax verification service for new hire background check	41.95
6/25/2019	Lunch for MET Directors' meeting	78.68
6/25/2019	Association of California Cities - Orange County Summer reception in Irvine, CA on Jun. 27, 2019 - Registration for Director McVicker and H. Baez	70.00
6/25/2019	Urban Water Institute conference in San Diego, CA from Aug. 14-16, 2019 - Registration for M. Baum Haley	425.00
6/25/2019	4 Computer monitors	499.99
6/26/2019	FedEx delivery charges for Ackerman Consulting on Jun. 20, 2019	20.31
6/26/2019	2 Computer monitor arms	59.46
6/27/2019	Lunch for MET Managers' meeting	316.01
6/27/2019	Southern California Water Coalition Quarterly lunch in Carlsbad, CA on Jul. 19, 2019 - Registration for H. Baez and M. Baum Haley	150.00
6/27/2019	ACWA Region 10 program The Human Right to Water in Mission Viejo, CA on Jul. 30, 2019 - Registration for H. Baez	75.00
6/27/2019	Brown and Caldwell Water Jobs employment post for Senior Engineer position	200.00
6/28/2019	FedEx delivery charges for Dudek on Jun. 25, 2019	18.95
7/2/2019	FedEx delivery charges for Ackerman Consulting on Jun. 25, 2019	16.60
7/2/2019	7/1/19-7/31/19 E-mail service for California Sprinkler Adjustment Notification system	14.95
7/3/2019	Lunch for meeting with Black & Veatch and Hazen & Sawyer on Water Integration White Papers	265.37
7/4/2019	Supplies from Costco	679.77
7/7/2019	FedEx delivery charges for Dudek on Jul. 3, 2019	19.99
7/8/2019	ACWA Fall conference in San Diego, CA from Dec. 3-6, 2019 - Registration for H. Baez	725.00
7/8/2019	ACWA Fall conference in San Diego, CA from Dec. 3-6, 2019 - Registration for M. Baum Haley	725.00
7/8/2019	ACWA Fall conference in San Diego, CA from Dec. 3-6, 2019 - Registration for H. De La Torre	725.00
7/8/2019	ACWA Fall conference in San Diego, CA from Dec. 3-6, 2019 - Registration for D. Micalizzi	725.00
7/8/2019	ACWA Fall conference in San Diego, CA from Dec. 3-6, 2019 - Registration for Director Yoo Schneider	725.00
7/8/2019	ACWA Fall conference in San Diego, CA from Dec. 3-6, 2019 - Registration for K. Seckel	725.00
7/8/2019	UPS Delivery charges for Board packets on Jul. 3, 2019	53.58
7/9/2019	Business & Legal Resources Nix Incivility from Your Workplace online training for C. Harris	249.00

**Cal Card Charges**  
**Statement Date: July 22, 2019**  
**Payment Date: August 16, 2019**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
<b><u>K. Seckel Card</u></b> (Continued)		
7/10/2019	Wireless mouse	86.99
7/11/2019	ACWA Region 10 program The Human Right to Water in Mission Viejo, CA on Jul. 30, 2019 - Registration for K. Seckel	75.00
7/11/2019	American Red Cross First Aid, CPR and AED training services	1,361.50
7/12/2019	Food for staff development meeting	32.98
7/15/2019	UPS delivery charges for return to GovConnection on Jul. 1, 2019	8.55
7/16/2019	Fountain Valley construction permit for electrical panel upgrade	900.50
7/17/2019	FedEx delivery charges for Means Consulting on Jul. 12, 2019	23.77
7/17/2019	Toner cartridge	69.97
7/17/2019	WaterSmart Innovations Conference Las Vegas, NV from Oct. 2-3, 2019 - Airfare for R. Davis	146.59
7/18/2019	FedEx delivery charges for Means Consulting on Jul. 15, 2019	20.04
7/20/2019	The Water Dictionary reference book	55.50
<b>Total</b>		<b><u>\$ 11,453.09</u></b>

**Cal Card Charges**  
**Statement Date: July 22, 2019**  
**Payment Date: August 16, 2019**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
<b><u>R. Hunter Card</u></b>		
6/24/2019-7/22/19	Meals for R. Hunter's meetings	\$ 136.09
6/26/2019	California Council for Environmental and Economic Balance Summer Issues seminar in Squaw Valley, CA from Jul. 24-26, 2019 - Airfare for Director Yoo Schneider	34.98 <span style="border: 1px solid black; padding: 0 2px;">1</span>
6/26/2019	California Council for Environmental and Economic Balance Summer Issues seminar in Squaw Valley, CA from Jul. 24-26, 2019 - Airfare for R. Hunter	262.96
6/28/2019	Legislative activities in Sacramento, CA on Jul. 8, 2019 - Airfare for Director Yoo Schneider	539.96
6/28/2019	Legislative activities in Sacramento, CA on Jul. 8, 2019 - Airfare for R. Hunter	539.96
6/29/2019	California Council for Environmental and Economic Balance Summer Issues seminar in Squaw Valley, CA from Jul. 24-26, 2019 - Car rental for Director Yoo Schneider and R. Hunter	181.10
7/1/2019	Association of Metropolitan Water Agencies Executive Management conference in Newport, RI from Oct. 19-24, 2019 - Accommodations deposit for R. Hunter	293.67
7/3/2019	Orange County Water Association Industry Insight presentation in Irvine, CA on Jul. 17, 2019 - Registration for Director McKenney	45.00
7/3/2019	Urban Water Institute conference in San Diego, CA from Aug. 14-16, 2019 - Accommodations deposit for R. Hunter	236.67
7/3/2019	Urban Water Institute conference in San Diego, CA from Aug. 14-16, 2019 - Accommodations deposit for Director Tamaribuchi	236.67
7/8/2019	Legislative activities in Sacramento, CA on Jul. 8, 2019 - Transportation Director Yoo Schneider and R. Hunter	45.00
7/8/2019	ACWA Fall conference in San Diego, CA from Dec. 3-6, 2019 - Registration for R. Hunter	725.00
7/8/2019	ACWA Fall conference in San Diego, CA from Dec. 3-6, 2019 - Registration for Director Thomas	725.00
7/8/2019	ACWA Fall conference in San Diego, CA from Dec. 3-6, 2019 - Registration for Director Tamaribuchi	725.00
7/8/2019	Legislative activities in Sacramento, CA on Jul. 8, 2019 - Parking for R. Hunter	18.00
7/11/2019	Southern California Water Coalition Quarterly meeting in Carlsbad, CA on Jul. 19, 2019 - Registration for R. Hunter	75.00
7/11/2019	ACWA Region 10 program The Human Right to Water in Mission Viejo, CA on Jul. 30, 2019 - Registration for Director McVicker	75.00
7/11/2019	Orange County Water Association Industry Insight presentation in Irvine, CA on Jul. 17, 2019 - Registration for Director McVicker	30.00
7/15/2019	Orange County Water Association Industry Insight presentation in Irvine, CA on Jul. 17, 2019 - Registration for Director Barbre	30.00
7/16/2019	Urban Water Institute conference in San Diego, CA from Aug. 14-16, 2019 - Registration for Director Tamaribuchi	425.00

**Cal Card Charges**  
**Statement Date: July 22, 2019**  
**Payment Date: August 16, 2019**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
<b><u>R. Hunter Card</u></b> (Continued)		
7/17/2019	The Bond Buyer's California Public Finance conference in San Francisco, CA from Sep. 23-25, 2019 - Registration for Director Barbre	265.00
<b>Total</b>		<b><u>\$ 5,645.06</u></b>

**1** Credit from previous canceled flight applied to airfare

**Municipal Water District of Orange County**  
**GM Approved Disbursement Report <sup>(1)</sup>**  
**For the month of August 2019**

<i>Check #</i>	<i>Date</i>	<i>Vendor # Invoice/CM #</i>	<i>Name / Description</i>	<i>Net Amount</i>
<b>Core Disbursements:</b>				
139049	8/7/19	WESTIN M-HA5NH78	<b>The Westin South Coast Plaza</b> Event deposit for 9/5/19 Water Policy Dinner ***Total ***	5,000.00 5,000.00
WIRE-190822	8/22/19	PARS-USBANK 6746050100-2019	<b>PARS</b> FY 19-20 Unfunded pension liability contribution ***Total ***	207,000.00 207,000.00
<b>Total Core Disbursements</b>				<u>212,000.00</u>
<b>Choice Disbursements:</b>				
<b>Total Choice Disbursements</b>				<u>-</u>
<b>Other Funds Disbursements:</b>				
<b>Total Other Funds Disbursements</b>				<u>-</u>
<b>Total Disbursements</b>				<u><u>212,000.00</u></u>

  
 Robert J. Hunter, General Manager

  
 Hilary Chumpitazi, Treasurer

(1) For disbursements that did not make the cut-off of previous month's Disbursement Approval report.  
 Disbursements are approved by GM for payment and need A & F Committee ratification.

Municipal Water District of Orange County  
WATER USE EFFICIENCY PROJECTS  
Cash Flow as of 08/31/19

Cash - Beginning Balance	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	TOTALS
\$	(\$92,088.66)	\$ (564,751.37)	\$ (603,232.98)	\$ (603,232.98)	\$ (603,232.98)	\$ (603,232.98)	\$ (603,232.98)	\$ (603,232.98)	\$ (603,232.98)	\$ (603,232.98)	\$ (603,232.98)	\$ (603,232.98)	
<b>REVENUES:</b>													
BUREC													\$
City of Brea													-
City of Buena Park	111.00	150.00											-
City of Fountain Valley	111.00												261.00
City of Fullerton													111.00
City of Garden Grove													-
City of Huntington Beach													-
City of La Habra													-
City of San Clemente	515.00	222.00											222.00
City of San Juan Capistrano		444.99											959.99
City of Santa Ana													-
City of Tustin													-
City of Newport Beach													-
City of Orange		333.00											333.00
City of Westminster													-
County of Orange													-
Department of Water Resources		30,204.36											30,204.36
East Orange County Water District													-
El Toro Water District	2,614.00	1,924.00											4,538.00
Inline Ranch Water District	6,632.11	18,446.65											25,078.76
Laguna Beach County Water District													-
Mesa Water District		306.45											306.45
Metropolitan Water District	17,249.94	878.64											18,128.58
Moulton Niguel Water District	36,055.78	25,127.90											61,183.68
Orange County Water District													-
Santa Margarita Water District													-
Trabuco Canyon Water District	537.90	273.96											811.86
Yorba Linda Water District													-
<b>Miscellaneous Revenues</b>													
Miscellaneous													-
Interest Revenue													-
<b>Total Revenues</b>	63,826.73	78,311.95	-	-	-	-	-	-	-	-	-	-	\$ 142,138.68
<b>EXPENDITURES:</b>													
Budget Based Tiered Rates, Referrals													-
Droplet													-
IRWD													-
Golden State Water Company													-
City of Huntington Beach													-
Laguna Beach CWD													-
Metropolitan Water District													-
Mission RCD	6,476.15	8,985.40											15,461.55
Multi Family HET Direct													-
Pollard Water													-
Recycled Water On Site Retrofit program													-
South Coast Water District		1,031.68											1,031.68
Spray to Drip program													-
SMWD	25,029.55	101,394.48											126,424.03
Turf Removal		5,382.00											5,382.00
Water Savings Incentive Program													-
<b>Miscellaneous Expenses</b>													
Miscellaneous	1,720.00												1,720.00
Interest Expense	2,413.74												2,413.74
Salary & Benefit	850.00												850.00
<b>Total Expenditures</b>	36,489.44	116,793.56	-	-	-	-	-	-	-	-	-	-	\$ 153,283.00
<b>Cash - Ending Balance</b>	\$ (564,751.37)	\$ (603,232.98)	\$ (603,232.98)	\$ (603,232.98)	\$ (603,232.98)	\$ (603,232.98)	\$ (603,232.98)	\$ (603,232.98)	\$ (603,232.98)	\$ (603,232.98)	\$ (603,232.98)	\$ (603,232.98)	



# Municipal Water District of Orange County Consolidated Summary of Cash and Investment

July 31, 2019

Street Address:  
18700 Ward Street  
Fountain Valley, California 92708

Mailing Address:  
P.O. Box 20895  
Fountain Valley, CA 92728-0895

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Brett R. Barbre  
President

Joan C. Finnegan  
Vice President

Larry D. Dick  
Director

Bob McVicker, P.E., D.WRE  
Director

Megan Yoo Schneider, P.E.  
Director

Sat Tamaribuchi  
Director

Jeffery M. Thomas  
Director

Robert J. Hunter  
General Manager

## MEMBER AGENCIES

City of Brea  
City of Buena Park  
East Orange County Water District  
El Toro Water District  
Emerald Bay Service District  
City of Fountain Valley  
City of Garden Grove  
Golden State Water Co.  
City of Huntington Beach  
Irvine Ranch Water District  
Laguna Beach County Water District  
City of La Habra  
City of La Palma  
Mesa Water District  
Moulton Niguel Water District  
City of Newport Beach  
City of Orange  
Orange County Water District  
City of San Clemente  
City of San Juan Capistrano  
Santa Margarita Water District  
City of Seal Beach  
Serrano Water District  
South Coast Water District  
Trabuco Canyon Water District  
City of Tustin  
City of Westminster  
Yorba Linda Water District

District investments and cash balances are held in various funds designated for certain purposes as follows:

Fund	Book Value	% of Portfolio
<b>Designated Reserves</b>		
General Operations	\$3,346,642	18.63%
Grant & Project Cash Flow	1,500,000	8.35%
Election Expense	608,000	3.38%
Building Repair	385,408	2.15%
OPEB	297,147	1.65%
<b>Total Designated Reserves</b>	<b>6,137,197</b>	<b>34.16%</b>
General Fund	8,790,222	48.94%
Water Fund	3,255,123	18.13%
Conservation Fund	(564,751)	(3.14%)
WEROC Fund	315,171	1.75%
Trustee Activities	29,433	0.16%
<b>Total</b>	<b>\$17,962,395</b>	<b>100.00%</b>

The funds are invested as follows:

Term of Investment	% of Portfolio	Book Value	Market Value
Cash	4.11%	\$737,934	\$737,934
<b>Short-term investment</b>			
• LAIF	56.27%	\$10,108,027	\$10,108,027
• OCIP	22.35%	4,014,547	4,014,547
<b>Long-term investment</b>			
• Corporate Bond	6.41%	1,151,887	1,149,476
• Certificates of Deposit	10.86%	1,950,000	1,966,500
<b>Total</b>	<b>100.00%</b>	<b>\$17,962,395</b>	<b>\$17,976,484</b>

The average number of days to maturity/call as of July 31, 2019 equaled 145 and the average yield to maturity is 2.356%. During the month, the District's average daily balance was \$19,976,914.54. Funds were invested in Federal Agency Issues, Certificates of Deposit, Negotiable CD's, Miscellaneous Securities, the Local Agency Investment Funds (LAIF) and the Orange County Investment Pool (OCIP) during the month of July 2019.

The \$14,089 difference between the book value and the market value on July 31, 2019 represents the exchange difference if all investments had been liquidated on that date. Since it is the District's practice to "buy and hold" investments until maturity, the market values are a point of reference, not an indication of actual loss or gain. There are no current plans or cash flow requirements identified in the near future that would require the sale of these securities prior to maturity.

Robert J. Hunter  
General Manager

Hilary Chumitazi  
Treasurer



# MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

## Portfolio Management - Portfolio Summary

July 31, 2019

7/31/2019	Par Value	Market Value	Book Value	% of Portfolio	Days to Mat/Call	YTM @ Cost
Negotiable Certificate Of Deposit	1,950,000.00	1,966,500.50	1,950,000.00	11.32	952	2.481
Corporate Bond	1,150,000.00	1,149,475.50	1,151,887.26	6.68	543	2.290
Local Agency Investment Funds	10,108,027.15	10,108,027.15	10,108,027.15	58.69	1	2.371
Orange County Investment Pool	4,014,547.35	4,014,547.35	4,014,547.35	23.31	1	2.276
<b>Total Investments</b>	<b>17,222,574.50</b>	<b>17,238,550.50</b>	<b>17,224,461.76</b>	<b>100.00</b>	<b>145</b>	<b>2.356</b>
<b>Cash</b>						
Cash	737,933.50	737,933.50	737,933.50		1	0.00
<b>Total Cash and Investments</b>	<b>17,960,508.00</b>	<b>17,976,484.00</b>	<b>17,962,395.26</b>		<b>145</b>	<b>2.356</b>

Total Earnings	Month Ending July	Fiscal Year to Date
Current Year	38,537.34	38,537.34
Average Daily Balance	19,976,914.54	
Effective Rate of Return	2.356%	

We certify that this report reflects the cash and investments of the Municipal Water District of Orange County and is in conformity with the Government Code requirements and the District Investment Policy and Guidelines in effect at the time of investment. The Investment Program herein shown provides sufficient cash flow liquidity to meet the next six month's estimated expenditure. The source for the market values are from Union Bank. Per Resolution 2059 there are no compliance exceptions to report.

*[Signature]*

Robert J. Hunter, General Manager

Date

9-5-19

*[Signature]*  
Hilary Chumtazi, Treasurer

Date

9/5/2019

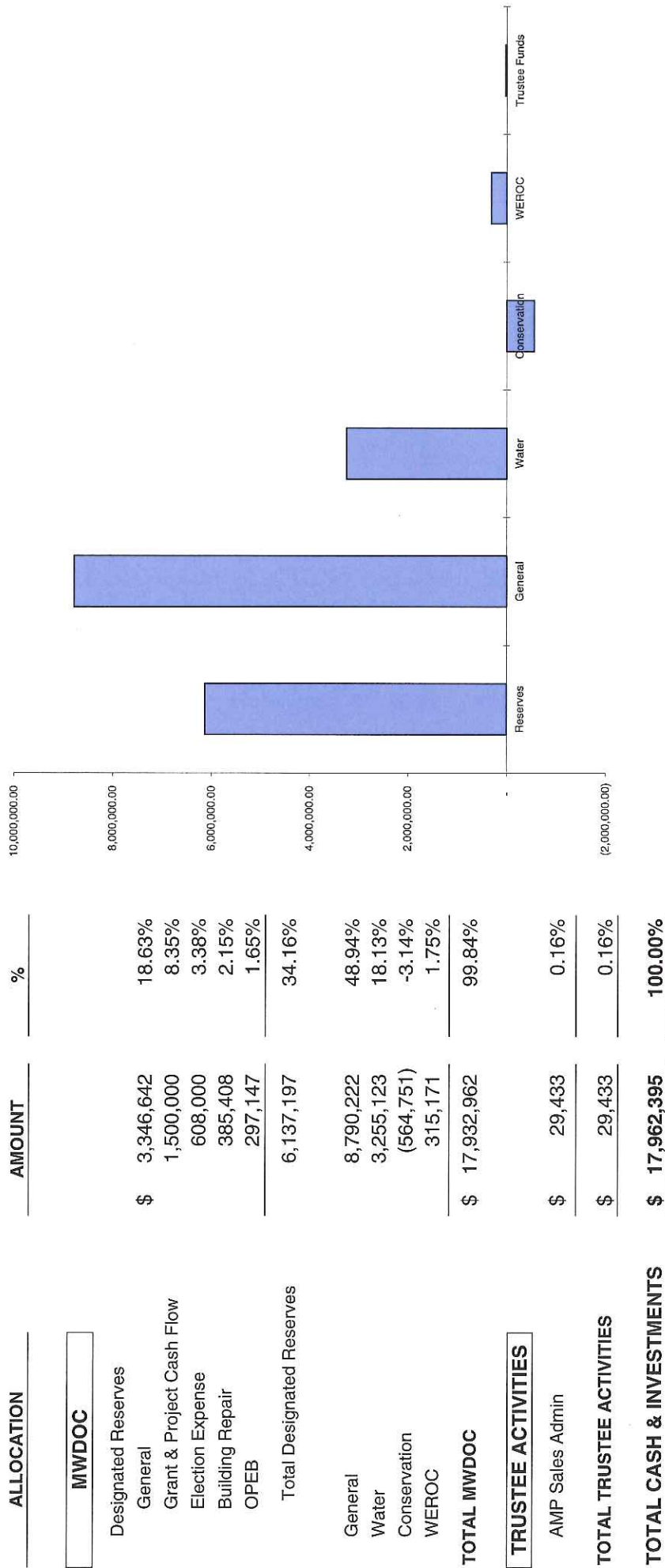
**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**  
**Portfolio Management**  
**Long-Term Portfolio Details - Investments**  
**July 31, 2019**

Issuer	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
<b>Negotiable Certificate Of Deposit</b>									
Barclays Bank	06740KKY2	9/27/2017	250,000.00	250,632.50	250,000.00	2.250	2.250	1,154	9/27/2022
Capital One Bank	14042E6C9	9/2/2015	250,000.00	250,012.50	250,000.00	1.950	1.950	34	9/3/2019
Capital One NA	14042RMJ7	7/24/2019	250,000.00	247,320.00	250,000.00	2.200	2.200	1,820	7/24/2024
Citibank	17294XUN4	7/31/2019	250,000.00	249,250.00	250,000.00	2.200	2.200	366	7/31/2024
Comenity Capital	20033AUX2	7/25/2017	200,000.00	199,748.00	200,000.00	2.000	2.000	716	7/16/2021
Discover Bank	254673RV0	7/25/2018	250,000.00	258,660.00	250,000.00	3.300	3.300	1,455	7/25/2023
Goldman Sachs Bank	38148PT98	8/8/2018	250,000.00	259,142.50	250,000.00	3.350	3.350	1,469	8/8/2023
Morgan Stanley Bank	61747MJ36	2/1/2018	250,000.00	251,735.00	250,000.00	2.500	2.500	551	2/1/2021
<b>Sub Total</b>			<b>1,950,000.00</b>	<b>1,966,500.50</b>	<b>1,950,000.00</b>	<b>2.481</b>	<b>2.481</b>	<b>952</b>	
<b>Corporate Bond</b>									
JP Morgan Chase	46625HKA7	11/2/2015	500,000.00	499,720.00	500,224.13	2.250	2.152	145	1/23/2020
National Rural Util Coop	63743FE51	7/27/2017	200,000.00	197,784.00	200,000.00	2.500	2.500	1,080	7/15/2022
Wells Fargo	94974BGR5	1/13/2016	250,000.00	250,927.50	250,445.91	2.550	2.409	495	12/7/2020
Westpac Banking Corp	961214DQ3	7/25/2017	200,000.00	201,044.00	201,217.22	2.500	2.278	1,063	6/28/2022
<b>Sub Total</b>			<b>1,150,000.00</b>	<b>1,149,475.50</b>	<b>1,151,887.26</b>	<b>2.402</b>	<b>2.290</b>	<b>543</b>	
<b>Total Investments</b>			<b>3,100,000.00</b>	<b>3,115,976.00</b>	<b>3,101,887.26</b>	<b>2.452</b>	<b>2.410</b>	<b>800</b>	
<b>Total Earnings</b>									
			<b>Month Ending July</b>	<b>Fiscal Year To Date</b>					
<b>Current Year</b>			6,374.99	6,374.99					

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**  
**Portfolio Management**  
**Short-Term Portfolio Details - Cash and Investments**  
**July 31, 2019**

Investments	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
<b>Local Agency Investment Funds</b>									
LAIF LGIP	LAIF	6/30/2010	10,108,027.15	10,108,027.15	10,108,027.15	2.371	2.371	1	N/A
Sub Total			10,108,027.15	10,108,027.15	10,108,027.15	2.371	2.371	1	
<b>Orange County Investment Pool</b>									
County of Orange LGIP	OCIP	6/29/2005	4,014,547.35	4,014,547.35	4,014,547.35	2.276	2.276	1	N/A
Sub Total			4,014,547.35	4,014,547.35	4,014,547.35	2.276	2.276	1	
Total Investments			14,122,574.50	14,122,574.50	14,122,574.50	2.344	2.344		
<b>Cash</b>									
Petty Cash Cash	CASH	7/1/2010	500.00	500.00	500.00	0.000	0.000	1	N/A
US Bank Cash	CASHUSBANK	7/25/2018	737,433.50	737,433.50	737,433.50	0.000	0.000	1	N/A
Total Cash			737,933.50	737,933.50	737,933.50	0.000	0.000	1	
Total Cash and Investments			14,860,508.00	14,860,508.00	14,860,508.00	2.344	2.344	1	
<b>Total Earnings</b>									
Current Year			Month Ending July	Fiscal Year To Date					
			32,162.35	32,162.35					

**Municipal Water District of Orange County  
Cash and Investments at July 31, 2019**



**MUNICIPAL WATER DIST OF ORANGE COUNTY**  
**PARS Post-Employment Benefits Trust****Account Report for the Period**  
**7/1/2019 to 7/31/2019**Rob Hunter  
General Manager  
Municipal Water Dist of Orange County  
18700 Ward Street  
Fountain Valley, CA 92708**Account Summary**

Source	Beginning Balance as of 7/1/2019	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 7/31/2019
OPEB	\$2,212,236.86	\$0.00	\$11,409.61	\$460.89	\$0.00	\$0.00	\$2,223,185.58
PENSION	\$217,414.37	\$0.00	\$1,121.31	\$45.29	\$0.00	\$0.00	\$218,490.39
<b>Totals</b>	<b>\$2,429,651.23</b>	<b>\$0.00</b>	<b>\$12,530.92</b>	<b>\$506.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,441,675.97</b>

**Investment Selection****Source**OPEB **Moderate HighMark PLUS**  
PENSION **Moderate HighMark PLUS****Investment Objective****Source**

OPEB The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

PENSION The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

**Investment Return**

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	0.52%	1.71%	5.81%	7.21%	5.77%	-	10/26/2011
PENSION	0.52%	1.71%	5.81%	-	-	-	7/31/2018

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.

Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.

Account balances are inclusive of Trust Administration, Trustee and Investment Management fees

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**  
**COMBINED FINANCIAL STATEMENTS**  
**AND**  
**BUDGET COMPARATIVE**  
**JULY 1, 2019 THRU JULY 31, 2019**

**Municipal Water District of Orange County  
Combined Balance Sheet  
As of July 31, 2019**

<b><u>ASSETS</u></b>	<b>Amount</b>
Cash in Bank	737,933.50
Investments	17,224,461.76
Accounts Receivable	26,676,034.23
Accounts Receivable - Other	55,093.38
Accrued Interest Receivable	64,797.93
Prepays/Deposits	382,961.33
Leasehold Improvements	3,833,004.08
Furniture, Fixtures & Equipment	573,533.87
Less: Accum Depreciation	<u>(3,121,542.65)</u>
<b>TOTAL ASSETS</b>	<b><u><u>\$46,426,277.43</u></u></b>
 <b><u>LIABILITIES AND FUND BALANCES</u></b>	
<b>Liabilities</b>	
Accounts Payable	24,025,465.39
Accounts Payable - Other	78.88
Accrued Salaries and Benefits Payable	467,953.46
Other Liabilities	912,253.21
Unearned Revenue	<u>799,950.80</u>
Total Liabilities	<b><u>26,205,701.74</u></b>
 <b>Fund Balances</b>	
Restricted Fund Balances	
Water Fund - T2C	<u>1,008,390.02</u>
Total Restricted Fund Balances	<b><u>1,008,390.02</u></b>
Designated Reserves	
General Operations	3,346,642.78
Grant & Project Cash Flow	1,500,000.00
Election Expense	608,000.00
Building Repair	385,407.45
OPEB	<u>297,147.00</u>
Total Designated Reserves	<b><u>6,137,197.23</u></b>
General Fund	4,241,519.51
General Fund Capital	525,009.00
WEROC Capital	194,608.00
WEROC	<u>171,213.63</u>
Total Unrestricted Fund Balances	<b><u>11,269,547.37</u></b>
Excess Revenue over Expenditures	
Operating Fund	7,735,474.85
Other Funds	<u>207,163.45</u>
Total Fund Balance	<b><u>20,220,575.69</u></b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b><u><u>46,426,277.43</u></u></b>

**Municipal Water District of Orange County**  
**Revenues and Expenditures Budget Comparative Report**  
**General Fund**  
**From July thru July 2019**

	<b>Month to Date</b>	<b>Year to Date</b>	<b>Annual Budget</b>	<b>% Used</b>	<b>Encumbrance</b>	<b>Budget Remaining</b>
<b><u>REVENUES</u></b>						
Retail Connection Charge	7,888,929.60	7,888,929.60	7,888,930.00	100.00%	0.00	0.40
Ground Water Customer Charge	598,248.00	598,248.00	598,248.00	100.00%	0.00	0.00
Water rate revenues	8,487,177.60	8,487,177.60	8,487,178.00	100.00%	0.00	0.40
Interest Revenue	37,605.21	37,605.21	580,000.00	6.48%	0.00	542,394.79
Subtotal	8,524,782.81	8,524,782.81	9,067,178.00	94.02%	0.00	542,395.19
Choice Programs	0.00	0.00	1,782,433.00	0.00%	0.00	1,782,433.00
Miscellaneous Income	3,224.04	3,224.04	3,000.00	107.47%	0.00	(224.04)
Revenue Other	1,088.00	1,088.00	0.00		0.00	(1,088.00)
Transfer-In From Reserve	0.00	0.00	(44,068.00)	0.00%	0.00	(44,068.00)
Subtotal	4,312.04	4,312.04	1,741,365.00	0.25%	0.00	1,737,052.96
<b>TOTAL REVENUES</b>	<b>8,529,094.85</b>	<b>8,529,094.85</b>	<b>10,808,543.00</b>	<b>78.91%</b>	<b>0.00</b>	<b>2,279,448.15</b>

**Municipal Water District of Orange County**  
**Revenues and Expenditures Budget Comparative Report**  
**General Fund**  
**From July thru July 2019**

	Month to Date	Year to Date	Annual Budget	% Used	Encumbrance	Budget Remaining
<b><u>EXPENSES</u></b>						
Salaries & Wages	325,097.93	325,097.93	4,055,836.00	8.02%	0.00	3,730,738.07
Salaries & Wages - Grant Recovery	0.00	0.00	(5,500.00)	0.00%	0.00	(5,500.00)
Salaries & Wages - Recovery	(714.00)	(714.00)	0.00	0.00%	0.00	714.00
Director's Compensation	18,710.40	18,710.40	268,132.00	6.98%	0.00	249,421.60
MWD Representation	10,602.56	10,602.56	153,218.00	6.92%	0.00	142,615.44
Employee Benefits	88,689.48	88,689.48	1,263,176.00	7.02%	0.00	1,174,486.52
CalPers Unfunded Liability Contribution	0.00	0.00	207,000.00	0.00%	0.00	207,000.00
Employee Benefits - Recovery	(136.00)	(136.00)	0.00	0.00%	0.00	136.00
Director's Benefits	8,064.58	8,064.58	93,947.00	8.58%	0.00	85,882.42
Health Insurance for Retirees	4,416.24	4,416.24	70,287.00	6.28%	0.00	65,870.76
Training Expense	1,310.50	1,310.50	32,000.00	4.10%	18,000.00	12,689.50
Tuition Reimbursement	0.00	0.00	5,000.00	0.00%	0.00	5,000.00
Temporary Help Expense	0.00	0.00	5,000.00	0.00%	0.00	5,000.00
Personnel Expenses	456,041.69	456,041.69	6,148,096.00	7.42%	18,000.00	5,674,054.31
Engineering Expense	35,265.48	35,265.48	435,000.00	8.11%	190,893.73	208,840.79
Legal Expense	3,590.00	3,590.00	200,000.00	1.80%	196,410.00	0.00
Audit Expense	7,500.00	7,500.00	29,240.00	25.65%	12,267.00	9,473.00
Professional Services	54,298.17	54,298.17	1,672,407.00	3.25%	521,202.82	1,096,906.01
Professional Fees	100,653.65	100,653.65	2,336,647.00	4.31%	920,773.55	1,315,219.80
Conference-Staff	5,150.00	5,150.00	40,535.00	12.71%	0.00	35,385.00
Conference-Directors	3,045.00	3,045.00	28,440.00	10.71%	0.00	25,395.00
Travel & Accom.-Staff	2,096.39	2,096.39	89,131.00	2.35%	0.00	87,034.61
Travel & Accom.-Directors	1,710.43	1,710.43	46,625.00	3.67%	0.00	44,914.57
Travel & Conference	12,001.82	12,001.82	204,731.00	5.86%	0.00	192,729.18
Membership/Sponsorship	56,733.33	56,733.33	114,966.00	49.35%	0.00	58,232.67
CDR Support	12,538.95	12,538.95	50,156.00	25.00%	37,616.85	0.20
Dues & Memberships	69,272.28	69,272.28	165,122.00	41.95%	37,616.85	58,232.87
Business Expense	136.77	136.77	5,200.00	2.63%	0.00	5,063.23
Maintenance Office	11,172.43	11,172.43	138,527.00	8.07%	122,754.57	4,600.00
Building Repair & Maintenance	878.93	878.93	20,000.00	4.39%	9,121.07	10,000.00
Storage Rental & Equipment Lease	243.01	243.01	3,616.00	6.72%	2,372.99	1,000.00
Office Supplies	1,874.39	1,874.39	36,000.00	5.21%	3,088.31	31,037.30
Supplies - Water Loss Control	0.00	0.00	2,033.00	0.00%	0.00	2,033.00
Postage/Mail Delivery	313.29	313.29	9,400.00	3.33%	2,361.04	6,725.67
Subscriptions & Books	0.00	0.00	1,500.00	0.00%	0.00	1,500.00
Reproduction Expense	0.00	0.00	61,000.00	0.00%	4,500.00	56,500.00
Maintenance-Computers	(27.37)	(27.37)	8,000.00	-0.34%	2,000.00	6,027.37
Software Purchase	0.00	0.00	34,500.00	0.00%	0.00	34,500.00
Software Support	4,287.61	4,287.61	59,134.00	7.25%	2,400.00	52,446.39
Computers and Equipment	0.00	0.00	49,450.00	0.00%	13,147.92	36,302.08
Automotive Expense	1,402.58	1,402.58	19,300.00	7.27%	0.00	17,897.42
Vehicle Expense	0.00	0.00	13,160.00	0.00%	0.00	13,160.00
Toll Road Charges	82.95	82.95	2,400.00	3.46%	0.00	2,317.05
Insurance Expense	9,923.39	9,923.39	140,000.00	7.09%	0.00	130,076.61
Utilities - Telephone	1,941.22	1,941.22	25,773.00	7.53%	1,256.97	22,574.81
Bank Fees	102.33	102.33	1,200.00	8.53%	0.00	1,097.67
Miscellaneous Expense	2,472.19	2,472.19	108,100.00	2.29%	0.00	105,627.81
MWDOC's Contrb. to WEROC	19,081.50	19,081.50	273,367.00	6.98%	0.00	254,285.50
Depreciation Expense	3,482.30	3,482.30	0.00	0.00%	0.00	(3,482.30)
Other Expenses	57,367.52	57,367.52	1,011,660.00	5.67%	163,002.87	791,289.61
Building Expense	98,283.04	98,283.04	835,831.00	11.76%	274,034.14	463,513.82
Capital Acquisition	0.00	0.00	106,456.00	0.00%	0.00	106,456.00
<b>TOTAL EXPENSES</b>	<b>793,620.00</b>	<b>793,620.00</b>	<b>10,808,543.00</b>	<b>7.34%</b>	<b>1,413,427.41</b>	<b>8,601,495.59</b>
<b>NET INCOME (LOSS)</b>	<b>7,735,474.85</b>	<b>7,735,474.85</b>	<b>0.00</b>			

**Municipal Water District of Orange County**  
**Revenues and Expenditures Budget Comparative Report**  
**Water Fund**  
**From July thru July 2019**

	<b>Month to Date</b>	<b>Year to Date</b>	<b>Annual Budget</b>	<b>% Used</b>	<b>Budget Remaining</b>
<b><u>WATER REVENUES</u></b>					
Water Sales	12,381,229.40	12,381,229.40	232,376,274.00	5.33%	219,995,044.60
Readiness to Serve Charge	838,872.80	838,872.80	10,071,282.00	8.33%	9,232,409.20
Capacity Charge CCF	299,996.67	299,996.67	3,615,440.00	8.30%	3,315,443.33
SCP/SAC Pipeline Surcharge	32,267.77	32,267.77	350,000.00	9.22%	317,732.23
Interest	<u>2,010.46</u>	<u>2,010.46</u>	<u>20,000.00</u>	<u>10.05%</u>	<u>17,989.54</u>
<b>TOTAL WATER REVENUES</b>	<u>13,554,377.10</u>	<u>13,554,377.10</u>	<u>246,432,996.00</u>	<u>5.50%</u>	<u>232,878,618.90</u>
<b><u>WATER PURCHASES</u></b>					
Water Sales	12,381,229.40	12,381,229.40	232,376,274.00	5.33%	219,995,044.60
Readiness to Serve Charge	838,872.80	838,872.80	10,071,282.00	8.33%	9,232,409.20
Capacity Charge CCF	299,996.67	299,996.67	3,615,440.00	8.30%	3,315,443.33
SCP/SAC Pipeline Surcharge	<u>32,267.77</u>	<u>32,267.77</u>	<u>350,000.00</u>	<u>9.22%</u>	<u>317,732.23</u>
<b>TOTAL WATER PURCHASES</b>	<u>13,552,366.64</u>	<u>13,552,366.64</u>	<u>246,412,996.00</u>	<u>5.50%</u>	<u>232,860,629.36</u>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<u>2,010.46</u>	<u>2,010.46</u>	<u>20,000.00</u>		

**Municipal Water District of Orange County**  
**WUE Revenues and Expenditures (Actuals vs Budget)**  
**From July thru July 2019**

	Year to Date Actual	Annual Budget	% Used
<b>Spray To Drip Conversion</b>			
Revenues	0.00	110,562.00	0.00%
Expenses	29.91	110,562.00	0.03%
Excess of Revenues over Expenditures	(29.91)	0.00	
<b>Member Agency Administered Passthru</b>			
Revenues	0.00	616,000.00	0.00%
Expenses	0.00	616,000.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
<b>ULFT Rebate Program</b>			
Revenues	1,210.00	27,500.00	4.40%
Expenses	1,210.00	27,500.00	4.40%
Excess of Revenues over Expenditures	0.00	0.00	
<b>HECW Rebate Program</b>			
Revenues	7,197.45	300,000.00	2.40%
Expenses	7,190.00	300,000.00	2.40%
Excess of Revenues over Expenditures	7.45	0.00	
<b>CII Rebate Program</b>			
Revenues	0.00	305,000.00	0.00%
Expenses	0.00	305,000.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
<b>Turf Removal Program</b>			
Revenues	18,343.55	835,776.00	2.19%
Expenses	28,155.04	835,776.00	3.37%
Excess of Revenues over Expenditures	(9,811.49)	0.00	
<b>Comprehensive Landscape (CLWUE)</b>			
Revenues	3,043.85	110,558.00	2.75%
Expenses	3,043.85	116,450.00	2.61%
Excess of Revenues over Expenditures	-	(5,892.00)	
<b>Recycled Water Program</b>			
Revenues	0.00	19,750.00	0.00%
Expenses	0.00	19,750.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
<b>WSIP - Industrial Program</b>			
Revenues	0.00	45,000.00	0.00%
Expenses	0.00	45,000.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
<b>WUE Projects</b>			
Revenues	29,794.85	2,370,146.00	1.26%
Expenses	39,628.80	2,376,038.00	1.67%
Excess of Revenues over Expenditures	(9,833.95)	(5,892.00)	
<b>WEROC</b>			
Revenues	248,059.50	652,564.00	38.01%
Expenses	23,429.32	624,478.00	3.75%
Excess of Revenues over Expenditures	224,630.18	28,086.00	



**WFC ACTION ITEM**

September 18, 2019

**TO:** Board of Directors, MWDOC Water Facilities Corporation

**FROM:** Robert Hunter, General Manager                      Staff Contact: Jeffrey Stalvey

**SUBJECT:** 2019 Annual Filing of Tax Compliance Reports for the MWDOC Water Facilities Corporation

**STAFF RECOMMENDATION**

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Staff recommends that the Board of Directors Ratify the annual filing of the Water Facilities Corporation tax compliance reports as presented.

**COMMITTEE RECOMMENDATION**

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Committee recommends (to be determined at committee meeting).

**SUMMARY**

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To maintain the Water Facilities Corporation ("Corporation") as an active entity, the following tax compliance reports will be filed on behalf of the Corporation for FY 2018-19, upon review of the Administration & Finance Committee, and concurrence by the Corporation Board of Directors:

- ePostcard of Organization Exempt from Income Tax (IRS Form 990-N). This is allowed since the corporations gross receipts are less than \$50,000.
- ePostcard of California Exempt Organization Annual Information Return (CA Form 199-N). This is allowed since the corporations gross receipts are less than \$50,000.
- Annual Registration Renewal Fee Report to Attorney General of California (CA Form RRF-1)
- The Corporation Board of Directors approved filing these reports for FY 2017-18 on September 19, 2018.

Attachments

- IRS 990-N ePostcard
- CA 199-N ePostcard
- CA Form RRF-1

<b>Budgeted (Y/N):</b> N/A	<b>Budgeted Amount:</b> N/A	Core ____	Choice ____
<b>Action Item Amount:</b> N/A		<b>Line item:</b>	
<b>Fiscal Impact (explain if unbudgeted):</b> N/A			



## Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** MUNICIPAL WATER DISTRICT OF ORANGE COUNTY WALTER FACILITIES CORP
- **EIN:** 953500739
- **Tax Year:** 2018
- **Tax Year Start Date:** 07-01-2018
- **Tax Year End Date:** 06-30-2019
- **Submission ID:** 10065520192333128666
- **Filing Status Date:** 08-21-2019
- **Filing Status:** Pending

**Note:** Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

**MANAGE FORM 990-N SUBMISSIONS**



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Session expires in 19:50

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## 199N e-Postcard - Confirmation

Print this page for your records. The Confirmation Number below is proof that you successfully filed your e-Postcard.

---

We received your FTB 199N California e-Postcard on August 21, 2019 10:33 AM.

**Confirmation Number:**  
084438623307

## Entity Information

**Entity ID:**  
0844386

**Entity Name:**  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY WATER FACILITIES CORPORATION

**Account Period Beginning:**  
JULY 01, 2018

**Account Period Ending:**  
JUNE 30, 2019

This is not your entity's first year in business.

Your entity has not terminated or gone out of business.

Your entity has not changed the account period.

**Gross Receipts:**  
\$0

This is not an amended return.

An IRS Form 1023/1024 is not pending.

**Date IRS Form 1023/1024 Filed:**  
N/A

**FEIN:**  
953500739

**Doing Business As:**

**Website Address:**  
MWDOC.COM

## Entity's Mailing Address

PO BOX 20895  
FOUNTAIN VALLEY, CA 92728

## Principal Officer's Information

**Name:** HILARY CHUMPITAZI  
PO BOX 20895  
FOUNTAIN VALLEY, CA 92728

## Contact Information

**Name:** JEFF STALVEY  
**Phone:** 714.592.5022

[Print](#)

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After we process your 199N e-Postcard, you may receive a bill if the three year gross receipt average is greater than the amount allowed for filing a 199N e-Postcard.

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**MAIL TO:**

Registry of Charitable Trusts  
P.O. Box 903447  
Sacramento, CA 94203-4470  
(916) 210-6400

**WEB SITE ADDRESS:**

[www.ag.ca.gov/charities/](http://www.ag.ca.gov/charities/)

## ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Section 12586 and 12587, California Government Code  
11 Cal. Code Regs. section 301-307, 311, and 312

Failure to submit this report annually no later than the 15th day of the 5th month after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties as defined in Government Code section 12586.1. IRS extensions will be honored.



State Charity Registration Number <u>34561</u> <hr/> Municipal Water District of Orange County-Water Facilities Corporation Name of Organization <hr/> 18700 Ward Street Address (Number and Street) <hr/> Fountain Valley, Ca 92708 City or Town, State and ZIP Code	Check if: <input type="checkbox"/> Change of address <input type="checkbox"/> Amended report <hr/> Corporate or Organization No. <u>D-0844386</u> <hr/> Federal Employer I.D. No. <u>95-3500739</u>
---	---

**ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311, and 312)**  
**Make Check Payable to Attorney General's Registry of Charitable Trusts**

Gross Annual Revenue	Fee	Gross Annual Revenue	Fee	Gross Annual Revenue	Fee
Less than \$25,000	0	Between \$100,001 and \$250,000	\$50	Between \$1,000,001 and \$10 million	\$150
Between \$25,000 and \$100,000	\$25	Between \$250,001 and \$1 million	\$75	Between \$10,000,001 and \$50 million	\$225
				Greater than \$50 million	\$300

**PART A - ACTIVITIES**

For your most recent full accounting period (beginning 07 / 01 / 2018 ending 06 / 30 / 2019) list:

Gross annual revenue \$ 0 Total assets \$ 0

**PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT**

**Note:** If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof either directly or with an entity in which any such officer, director or trustee had any financial interest?		X
2. During this reporting period, were there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?		X
3. During this reporting period, did non-program expenditures exceed 50% of gross revenue?		X
4. During this reporting period, were any organization funds used to pay any penalty, fine or judgment? If you filed a Form 4720 with the Internal Revenue Service, attach a copy.		X
5. During this reporting period, were the services of a commercial fundraiser or fundraising counsel for charitable purposes used? If "yes," provide an attachment listing the name, address, and telephone number of the service provider.		X
6. During this reporting period, did the organization receive any governmental funding? If so, provide an attachment listing the name of the agency, mailing address, contact person, and telephone number.		X
7. During this reporting period, did the organization hold a raffle for charitable purposes? If "yes," provide an attachment indicating the number of raffles and the date(s) they occurred.		X
8. Does the organization conduct a vehicle donation program? If "yes," provide an attachment indicating whether the program is operated by the charity or whether the organization contracts with a commercial fundraiser for charitable purposes.		X
9. Did your organization have prepared an audited financial statement in accordance with generally accepted accounting principles for this reporting period?		X

Organization's area code and telephone number ( 714 ) 593 - 5022

Organization's e-mail address jstalvey@mwdoc.com

**I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete.**

 Signature of authorized officer	Jeffrey Stalvey Printed Name	Deputy Treasurer Title	8/21/2019 Date
-------------------------------------	---------------------------------	---------------------------	-------------------



**WFC ACTION ITEM**

September 18, 2019

**TO:** Board of Directors, MWDOC Water Facilities Corporation

**FROM:** Robert Hunter, General Manager                      Staff Contact: Jeffrey Stalvey

**SUBJECT:** Annual Reorganization of Board Officers for the MWDOC Water Facilities Corporation

**STAFF RECOMMENDATION**

---

Staff recommends that the Board of Directors consider reorganization of Board Officers for the MWDOC Water Facilities Corporation.

**COMMITTEE RECOMMENDATION**

---

Committee recommends (to be determined at committee meeting).

**SUMMARY**

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In December 2010, the Board of Directors adopted the Amended and Restated By-Laws for the Water Facilities Corporation ("Corporation"). An annual reorganization of Corporation Board Officers shall be conducted in accordance with Article IV., Sections 4.02 and 4.03, as excerpted below.

**Section 4.02. Appointment.** The officers shall be chosen at the annual meeting each year by the Board of Directors and each shall hold their office until they shall resign, be removed, or otherwise disqualified to serve, or a successor shall be qualified and appointed.

**Section 4.03. Term of Office.** Unless otherwise determined at the discretion of the Board of Directors, the term of office of the President and Vice President of the Corporation shall be for one year. The term of office of the General Manager, Secretary and Treasurer of the Corporation, respectively, shall coincide with each individual's term of employment with the District.

Currently Megan Yoo Schneider serves as President and Director Sat Tamaribuchi serves as Vice President of the MWDOC Water Facilities Corporation.

<b>Budgeted (Y/N):</b> N/A	<b>Budgeted Amount:</b> N/A	Core ____	Choice ____
<b>Action Item Amount:</b> N/A		<b>Line item:</b>	
<b>Fiscal Impact (explain if unbudgeted):</b> N/A			



**DISCUSSION ITEM**  
September 11, 2019

**TO:** Administration & Finance Committee  
(Directors Thomas, Finnegan, McVicker)

**FROM:** Robert Hunter, General Manager

**SUBJECT: DIRECTOR BUSINESS EXPENSE REPORTS**

**RECOMMENDATION**

---

The Executive Committee recommends the procedures for Directors completing Business Expense Reports return to the Administration & Finance Committee for further consideration.

**COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

**SUMMARY**

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The Administration & Finance Committee discussed current practices and potential changes to the manner in which MWDOC Directors complete their business expense reports during the Committee Meeting of August 14, 2019. The Committee voted unanimously not to change the current practice and the item was not advanced to the Board of Directors Meeting.

At the August 21, 2019 Board Meeting, President Barbre raised the issue again for reconsideration at the Executive Committee Meeting where the item was agendaized for the September 2019 A&F Committee Meeting.

The primary stated issue is one of transparency of total Director expenses.

Not all expenses are included on the Director's expense reports. However, all Director expenses are included in the monthly Treasure's Report for the A&F Committee packet. In addition, a semi-annual summary of Director expenses (Per Diem, Benefits, Travel, Conferences, and Miscellaneous) is also made public in the A&F packet. In addition, the

<b>Budgeted (Y/N):</b>	Budgeted amount:	Core ____	Choice ____
<b>Action item amount:</b>	Line item:		
<b>Fiscal Impact (explain if unbudgeted):</b>			

MWDOC website has a section on Director's compensation that includes the meeting compensation and benefits information.

## DETAILED REPORT

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The Administrative & Finance Committee discussed Director Business Expense Reports during the August 14, 2019 meeting. The major point of discussion was whether or not Directors should be required to include on their forms the expenses which are directly paid by the district (i.e., conference registrations, airplane tickets, directly paid meals, etc.). The primary argument in favor of this proposed requirement was transparency. The primary argument in opposition was that the expenses are already publically reported in the monthly Treasures Report in the A&F packet and are publically reported in a comprehensive summary on a semi-annual basis. The Committee voted unanimously not to change the current practice and the item was not advanced to the Board of Directors Meeting.

The August 14, 2019 A&F Committee meeting packet included the most recent version of the Director's Activity Report that covered fiscal year 2018-19 (07/01/18 to 06/30/19)(Exhibit A). This semi-annual report is a comprehensive summary of Per Diem and Benefit Director expenses as well as Travel, Conferences & Miscellaneous expenses whether directly paid by the District or submitted on a business expense report. When MWDOC responds to public record requests for Director expense information, one or more versions of this semi-annual report is usually satisfactory to the information requestor.

For FY2018-19 the Travel, Conferences & Miscellaneous (TCM) component was approximately 12% of the total Director's expenses. Approximately 46% of this component is reported on the business expense reports (5.5% of overall Director expense total) and 54% is reported through direct District charges (6.4% of overall Director expense total). The Board discussion focuses on this 6.4%.

These TCM expenses are publically reported monthly in the Treasures Report in the A&F packet. The Disbursement Ratification Report (Exhibit B) includes the monthly total of the expense reports and the details of the Cal Card Charges (i.e., the MWDOC direct charges on the District credit cards) (Exhibit C). This data is rolled up into the semi-annual report (Exhibit A).

The MWDOC website includes a section that provides an overview of the compensation received by MWDOC's Board of Directors and specifically lists the number of meetings attended, the meeting compensation (Per Diem), and the cost of benefits (Exhibit D). The website does not include the annual TCM expenses.

During the August 21, 2019 Board of Directors Meeting, Director Barbre requested that the Business Expense Report be brought up at the Executive Committee Meeting for reconsideration and introduced a new expense spreadsheet titled "MWDOC Director Expenses – FY 2018-19 – Actual vs. Reported" (Exhibit E). This table deals only with the TCM expenses and does not include expenses for the MET Directors. "Reported" and "Not Reported" as used on this table means "included on an expense report" and "not included on an expense report". All the expenses are reported and made public.

**Municipal Water District of Orange County  
Director's Activity Report  
Reporting Period from 07/01/18 to 06/30/19**

Activity Description	MWDOC Director's							MET Director's					Director's		
	Thomas	Barbre	McVicker	Dick	Finnegan	Yoo Schneider	Osborne	Tamaribuchi	Subtotal	Barbre	Ackerman	McKenney	Dick	Subtotal	Total
Per Diem															
MWDOC Committee & Board mtg	19,111	20,329	-	18,265	14,731	15,488	6,163	20,923	115,010	-	2,732	6,370	1,203	10,305	125,315
MET Committee & Board mtg	-	-	-	-	-	-	-	-	-	9,444	12,132	13,053	10,929	45,558	45,558
Meetings with Member Agencies	906	5,197	-	1,203	891	8,494	-	1,188	17,879	-	-	-	-	-	17,879
Other Misc meetings & activities	16,364	9,608	-	8,212	3,326	12,399	297	10,009	60,215	20,567	17,552	16,052	17,032	71,203	131,418
Benefits	24,902	18,988	-	18,847	2,012	19,065	614	2,255	86,683	745	1,075	1,151	724	3,695	90,378
Subtotal-Per Diem	61,283	54,122	-	46,527	20,960	55,446	7,074	34,375	279,787	30,756	33,491	36,626	29,888	130,761	410,548
Travel, Conferences & Misc. (1)															
ACWA	4,150	-	-	75	-	5,040	-	1,258	10,523	-	232	50	-	282	10,805
Association of CA Cities - OC	-	2,185	35	-	-	-	-	2,407	4,627	-	-	-	-	-	4,627
AWWA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CCEEB	-	-	-	-	-	1,743	-	2,078	3,821	-	-	-	-	-	3,821
OCBC	-	421	-	-	-	4,142	-	-	4,563	-	-	-	-	-	4,563
CRWUA	1,532	621	-	-	-	-	-	-	2,153	-	-	-	-	-	2,153
CSDA	-	-	225	-	-	-	-	-	225	-	-	-	-	-	225
Bond Buyers Conf	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Legislative Activities in Sacramento	-	-	-	-	-	-	-	325	325	-	-	-	-	-	325
Washington DC Legislative Trips	622	3,294	-	-	-	-	-	-	3,916	-	-	-	-	-	3,916
ISDOC	68	34	17	17	34	-	-	-	170	-	-	-	-	-	170
OCWA	-	325	-	-	-	-	-	-	325	-	-	-	-	-	325
Urban Water Institute	1,912	-	-	126	-	985	-	2,027	5,050	-	101	-	-	101	5,151
So Cal Water Committee	-	-	-	-	-	-	-	300	300	-	-	-	-	-	300
Other Travel Expenses	-	378	-	50	5	4,786	-	80	5,299	-	-	-	-	-	5,299
Mileage	1,975	2,434	-	1,432	413	4,067	-	1,413	11,734	-	805	-	-	805	12,539
Toll Charges	-	-	-	-	-	462	-	-	462	-	-	-	-	-	462
Miscellaneous	-	-	44	-	-	44	-	-	88	-	-	-	-	-	88
Telephone/Fax/Cable	-	-	-	-	706	-	-	-	706	-	-	-	-	-	706
Subtotal-Travel, Conferences & Misc.	10,259	9,692	321	1,700	1,158	21,269	-	9,888	54,287	-	1,138	50	-	1,188	55,475
Total	71,542	63,814	321	48,227	22,118	76,715	7,074	44,263	334,074	30,756	34,629	36,676	29,888	131,949	466,023

(1) Includes conference registration, travel, lodging, meals, transportation, mileage and other miscellaneous related costs; does not include Per Diem.

8/8/2019

# EXHIBIT B

## Municipal Water District of Orange County Disbursement Ratification Report For the month of August 2019

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
<b>Core Disbursements:</b>				
139048	8/7/19	SPECTB 0375210080119	<b>Spectrum Business</b> August 2019 Telephone and internet expense ***Total ***	1,099.18 1,099.18
139050	8/7/19	VERIZO 9834728165	<b>Verizon Wireless</b> July 2019 4G Mobile broadband unlimited service ***Total ***	114.03 114.03
139061	8/15/19	IRONMO BWSD779	<b>Iron Mountain</b> August 2019 Archived document storage fees ***Total ***	258.26 258.26
139071	8/15/19	SCHUNK 080719	<b>Janine Schunk</b> August 2019 Business expense ***Total ***	221.45 221.45
139074	8/15/19	SPECTB 0343564081019	<b>Spectrum Business</b> August 2019 Telephone expense for 3 analog fax lines ***Total ***	108.15 108.15
ACH004152	8/15/19	ACKEEX 073119	<b>Linda Ackerman</b> July 2019 Business expense ***Total ***	97.44 97.44
ACH004155	8/15/19	BARBRE 073119	<b>Brett Barbre</b> July 2019 Business expense ***Total ***	207.64 207.64
ACH004163	8/15/19	DICKEK 073119	<b>Larry Dick</b> July 2019 Business expense ***Total ***	101.50 101.50
ACH004164	8/15/19	FINNEG 043019	<b>Joan Finnegan</b> April 2019 Business expense	54.55
ACH004165	8/15/19	063019	June 2019 Business expense	80.00
ACH004166	8/15/19	033119A	March 2019 Business expense	54.55
ACH004167	8/15/19	073119	July 2019 Business expense ***Total ***	67.48 256.58
ACH004168	8/15/19	HOSTER 073119	<b>Kevin Hostert</b> July 2019 Business expense ***Total ***	75.40 75.40

**Municipal Water District of Orange County  
Disbursement Ratification Report  
For the month of August 2019**

<b>Check #</b>	<b>Date</b>	<b>Vendor # Invoice/CM #</b>	<b>Name / Description</b>	<b>Net Amount</b>
<b>ACH004169</b>	<b>8/15/19</b>	<b>HUNTER</b>	<b>Robert J. Hunter</b>	
		072219	July 2019 Business expense	136.77
			***Total ***	136.77
<b>ACH004183</b>	<b>8/15/19</b>	<b>MCVICK</b>	<b>Robert McVicker</b>	
		073119	July 2019 Business expense	62.06
			***Total ***	62.06
<b>ACH004185</b>	<b>8/15/19</b>	<b>SCHNEI</b>	<b>Megan Yoo Schneider</b>	
		073119	July 2019 Business expense	609.53
			***Total ***	609.53
<b>ACH004186</b>	<b>8/15/19</b>	<b>TAMARI</b>	<b>Satoru Tamaribuchi</b>	
		073119	July 2019 Business expense	215.18
			***Total ***	215.18
<b>ACH004187</b>	<b>8/15/19</b>	<b>THOMAS</b>	<b>Jeffery Thomas</b>	
		073119	July 2019 Business expense	156.60
			***Total ***	156.60
<b>139080</b>	<b>8/16/19</b>	<b>USBANK</b>	<b>U.S. Bank</b>	
		0403/0640/5443-JUL19	6/24/19-7/22/19 Cal Card charges	18,167.51
			***Total ***	18,167.51
			(See attached sheet for details)	
<b>139129</b>	<b>8/30/19</b>	<b>OFFICED</b>	<b>Office Depot, Inc.</b>	
		354332121001	8/1/19 Office supplies	15.20
		354309003001	8/2/19 Office supplies	202.74
			***Total ***	217.94
<b>ACH004191</b>	<b>8/30/19</b>	<b>BUIJEA</b>	<b>Jeannie Bui</b>	
		053119	May 2019 Business expense	70.53
			***Total ***	70.53
<b>Total Core Disbursements</b>				<b>22,175.75</b>

**Choice Disbursements:**

<b>ACH004156</b>	<b>8/15/19</b>	<b>BERGJO</b>	<b>Joseph Berg</b>	
		073119	July 2019 Business expense	185.26
			***Total ***	185.26
<b>139080</b>	<b>8/16/19</b>	<b>USBANK</b>	<b>U.S. Bank</b>	
		0640-JUL19C	6/24/19-7/22/19 Cal Card charges	14.95
			***Total ***	14.95
			(See attached sheet for details)	

**Municipal Water District of Orange County  
Disbursement Ratification Report  
For the month of August 2019**

<b>Check #</b>	<b>Date</b>	<b>Vendor # Invoice/CM #</b>	<b>Name / Description</b>	<b>Net Amount</b>
<b>139132</b>	<b>8/30/19</b>	<b>THORSE</b>	<b>Jason Thorsell</b>	
		082719	August 2019 Business expense	183.18
			***Total ***	183.18
<b>Total Choice Disbursements</b>				<b>383.39</b>
<b>Other Funds Disbursements:</b>				
<b>139050</b>	<b>8/7/19</b>	<b>VERIZO</b>	<b>Verizon Wireless</b>	
		9834728165	July 2019 4G Mobile broadband unlimited service	76.02
			***Total ***	76.02
<b>139052</b>	<b>8/15/19</b>	<b>ATTUVEOC</b>	<b>AT&amp;T</b>	
		1812-AUG19	August 2019 U-verse internet service for WEROC N.EOC	50.00
			***Total ***	50.00
<b>139055</b>	<b>8/15/19</b>	<b>ATTCALN</b>	<b>AT&amp;T</b>	
		000013387056	July 2019 Telephone expense for WEROC N. EOC	106.95
		000013387055	July 2019 Telephone expense for WEROC N. & S. EOC	307.44
			***Total ***	414.39
<b>139060</b>	<b>8/15/19</b>	<b>HARRISD</b>	<b>Daniel Harrison</b>	
		073119	July 2019 Business expense	22.45
			***Total ***	22.45
<b>139071</b>	<b>8/15/19</b>	<b>SCHUNK</b>	<b>Janine Schunk</b>	
		073019	July 2019 Business expense	90.24
		080719	August 2019 Business expense	124.57
			***Total ***	214.81
<b>139078</b>	<b>8/15/19</b>	<b>WSIP</b>	<b>Water Savings Incentive Program</b>	
		WSP4372A	Orange County Fire Authority	5,382.00
			***Total ***	5,382.00
		<b>TURFRP</b>	<b>Turf Removal Program</b>	
<b>139081</b>	<b>8/23/19</b>	TR12-R-MNT-35334-35261	J. Arndt	3,606.00
<b>139082</b>	<b>8/23/19</b>	TR12-R-MNT-35302-35272	R. Sameth	2,685.00
<b>139083</b>	<b>8/23/19</b>	TR12-R-MESA-36359-35285	S. Given	3,000.00
<b>139084</b>	<b>8/23/19</b>	TR12-C-SC-38430-37349	Project 1050 LLC (San Clemente)	9,192.00
<b>139085</b>	<b>8/23/19</b>	TR12-R-TUST-38441-37358	D. Hok	2,346.00
<b>139086</b>	<b>8/23/19</b>	TR12-R-MNT-38456-37369	A. Cantarini	2,214.00
<b>139087</b>	<b>8/23/19</b>	TR12-R-MNT-38475-37388	K. Moussa	2,139.00
<b>139088</b>	<b>8/23/19</b>	TR12-R-MNT-38479-37391	C. Nazaryfar	1,031.48
<b>139089</b>	<b>8/23/19</b>	TR12-R-HB-38492-37398	S. Gregory	1,546.00
<b>139090</b>	<b>8/23/19</b>	TR12-R-MESA-38418-37408	J. Anderson	1,894.00
<b>139091</b>	<b>8/23/19</b>	TR12-R-MNT-38510-37415	A. Chinichian	756.00
<b>139092</b>	<b>8/23/19</b>	TR12-R-MNT-38517-37424	J. Vahradian	1,041.00

**Municipal Water District of Orange County**  
**Disbursement Ratification Report**  
**For the month of August 2019**

<b>Check #</b>	<b>Date</b>	<b>Vendor # Invoice/CM #</b>	<b>Name / Description</b>	<b>Net Amount</b>
139093	8/23/19	TR12-R-MNT-38524-37431	D. & B. Parker	438.00
139094	8/23/19	TR12-R-MNT-38527-37433	R. Flicker	1,344.00
139095	8/23/19	TR12-R-BP-38535-37439	P. Olson	3,844.00
139096	8/23/19	TR12-R-YLWD-38536-37440	T. Pizzarello	4,372.00
139097	8/23/19	TR12-R-MNT-38537-37441	D. Frisina	5,517.00
139098	8/23/19	TR12-R-MNT-38538-37442	K. Kinsfogel	528.00
139099	8/23/19	TR12-R-IRWD-38547-37449	J. Dodos	820.00
139100	8/23/19	TR12-R-MNT-38549-37451	T. Parrett	3,726.00
139101	8/23/19	TR12-R-SC-38552-37454	K. Britton	10,881.00
139102	8/23/19	TR12-R-MNT-38561-37464	A. Rush	2,034.00
139103	8/23/19	TR12-R-MNT-38575-37481	R. Kendziorski	1,455.00
139104	8/23/19	TR12-R-MNT-38576-37482	J. Hunt	447.00
139105	8/23/19	TR12-R-IRWD-38580-37486	L. Kreter	3,012.00
139106	8/23/19	TR12-R-MNT-38596-37501	F. Tela	4,488.00
139107	8/23/19	TR12-R-MNT-38599-37504	T. Hoelzer	2,316.00
139108	8/23/19	TR12-R-MNT-38615-37519	D. Gray	648.00
139109	8/23/19	TR12-R-MNT-38619-37525	D. Riddell	2,631.00
139110	8/23/19	TR12-R-MNT-38625-37531	B. Shaabani	3,177.00
139111	8/23/19	TR12-R-MNT-38635-37541	T. Lattin	822.00
139112	8/23/19	TR12-R-HB-38650-37556	M. Hicks	1,198.00
139113	8/23/19	TR12-R-MNT-38651-37557	M. Stevens	3,039.00
139114	8/23/19	TR12-R-MNT-38660-37568	N. Roach	1,119.00
139115	8/23/19	TR12-R-IRWD-38683-37585	T. Le	235.00
139116	8/23/19	TR12-R-MNT-38686-37586	A. Bryant	5,181.00
139117	8/23/19	TR12-R-MNT-38694-37593	A. Encineas	1,566.00
139118	8/23/19	TR12-R-MNT-38710-37609	J. Rachal	1,635.00
139119	8/23/19	TR12-R-MNT-38711-37612	T. Pham	1,029.00
139120	8/23/19	TR12-R-MNT-38712-37613	P. Kempik	765.00
139121	8/23/19	TR12-R-MNT-38722-37623	S. Samvatian	1,197.00
			***Total ***	100,914.48
		<b>DRIPPR</b>	<b>Spray to Drip Program</b>	
139122	8/26/19	S2D2-R-MESA-36359-17332	S. Given	317.88
139123	8/26/19	S2D2-R-IRWD-38580-17372	L. Kreter	533.80
139124	8/26/19	S2D2-R-SM-38597-17375	L. Bagdon	180.00
			***Total ***	1,031.68
		<b>TURFRP</b>	<b>Turf Removal Program</b>	
139125	8/26/19	TR12-ADJ-R-MESA-36359-	S. Given	480.00
			***Total ***	480.00
ACH004203	8/30/19	<b>SANTAM</b> JUN2019	<b>Santa Margarita Water District</b> June 2019 SCP Pipeline Operation surcharge	22,649.55
			***Total ***	22,649.55

**Municipal Water District of Orange County  
Disbursement Ratification Report  
For the month of August 2019**

<i>Check #</i>	<i>Date</i>	<i>Vendor # Invoice/CM #</i>	<i>Name / Description</i>	<i>Net Amount</i>
<b>WIRE-190830</b>	<b>8/30/19</b>	<b>METWAT</b>	<b>Metropolitan Water District</b>	
		9769	June 2019 Water deliveries	10,063,206.90
			***Total***	10,063,206.90
			<b>Total Other Funds Disbursements</b>	<u>10,194,442.28</u>
			<b>Total Disbursements</b>	<u><u>10,217,001.42</u></u>



Robert J. Hunter, General Manager



Hilary Chumpitazi, Treasurer

# EXHIBIT C

## Cal Card Charges Statement Date: July 22, 2019 Payment Date: August 16, 2019

Date	Description	Amount
<b><u>Public Affairs Card</u></b>		
6/26/2019	Snacks for Public Affairs Workgroup meeting	13.98
6/27/2019	Lunch for Public Affairs Workgroup meeting speaker	57.02
6/28/2019	Snacks for Public Affairs Workgroup meeting	108.00
6/28/2019	Public Relations Society of America - Orange County PROTOS Awards entry fee for MWDOC's communications program	87.46
6/28/2019	Public Relations Society of America - Orange County PROTOS Awards entry fee for MWDOC's Girl Scouts program	87.46
6/28/2019	Public Relations Society of America - Orange County PROTOS Awards entry fee for MWDOC's branding	87.46
6/28/2019	Public Relations Society of America - Orange County PROTOS Awards entry fee for MWDOC's social media	87.46
7/2/2019	5 Storage bins for Public Affairs supplies	48.43
7/7/2019	7/8/19-7/8/20 Subscription for Canva Pro graphic design tool	119.40
7/12/2019	9/5/19 Water Policy dinner planning lunch for Public Affairs staff	78.34
7/19/2019	Public Relations Society of America - Orange County PROTOS Awards entry fee for Wyland public service announcement	154.65
7/19/2019	Public Relations Society of America - Orange County PROTOS Awards entry fee for MWDOC' s media kit	154.65
<b>Total</b>		<b><u>\$ 1,084.31</u></b>

**Cal Card Charges**  
**Statement Date: July 22, 2019**  
**Payment Date: August 16, 2019**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
<b><u>K. Seckel Card</u></b>		
6/24/2019	Charger for portable electronic devices	80.46
6/24/2019	5/24/19-6/23/19 Web hosting service for MWDOC website	15.65
6/24/2019	California Council for Environmental and Economic Balance Summer Issues seminar in Squaw Valley, CA from Jul. 24-26, 2019 - Accommodation deposits for Director Yoo Schneider and R. Hunter	970.98
6/25/2019	Equifax verification service for new hire background check	41.95
6/25/2019	Lunch for MET Directors' meeting	78.68
6/25/2019	Association of California Cities - Orange County Summer reception in Irvine, CA on Jun. 27, 2019 - Registration for Director McVicker and H. Baez	70.00
6/25/2019	Urban Water Institute conference in San Diego, CA from Aug. 14-16, 2019 - Registration for M. Baum Haley	425.00
6/25/2019	4 Computer monitors	499.99
6/26/2019	FedEx delivery charges for Ackerman Consulting on Jun. 20, 2019	20.31
6/26/2019	2 Computer monitor arms	59.46
6/27/2019	Lunch for MET Managers' meeting	316.01
6/27/2019	Southern California Water Coalition Quarterly lunch in Carlsbad, CA on Jul. 19, 2019 - Registration for H. Baez and M. Baum Haley	150.00
6/27/2019	ACWA Region 10 program The Human Right to Water in Mission Viejo, CA on Jul. 30, 2019 - Registration for H. Baez	75.00
6/27/2019	Brown and Caldwell Water Jobs employment post for Senior Engineer position	200.00
6/28/2019	FedEx delivery charges for Dudek on Jun. 25, 2019	18.95
7/2/2019	FedEx delivery charges for Ackerman Consulting on Jun. 25, 2019	16.60
7/2/2019	7/1/19-7/31/19 E-mail service for California Sprinkler Adjustment Notification system	14.95
7/3/2019	Lunch for meeting with Black & Veatch and Hazen & Sawyer on Water Integration White Papers	265.37
7/4/2019	Supplies from Costco	679.77
7/7/2019	FedEx delivery charges for Dudek on Jul. 3, 2019	19.99
7/8/2019	ACWA Fall conference in San Diego, CA from Dec. 3-6, 2019 - Registration for H. Baez	725.00
7/8/2019	ACWA Fall conference in San Diego, CA from Dec. 3-6, 2019 - Registration for M. Baum Haley	725.00
7/8/2019	ACWA Fall conference in San Diego, CA from Dec. 3-6, 2019 - Registration for H. De La Torre	725.00
7/8/2019	ACWA Fall conference in San Diego, CA from Dec. 3-6, 2019 - Registration for D. Micalizzi	725.00
7/8/2019	ACWA Fall conference in San Diego, CA from Dec. 3-6, 2019 - Registration for Director Yoo Schneider	725.00
7/8/2019	ACWA Fall conference in San Diego, CA from Dec. 3-6, 2019 - Registration for K. Seckel	725.00
7/8/2019	UPS Delivery charges for Board packets on Jul. 3, 2019	53.58
7/9/2019	Business & Legal Resources Nix Incivility from Your Workplace online training for C. Harris	249.00

**Cal Card Charges**  
**Statement Date: July 22, 2019**  
**Payment Date: August 16, 2019**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
<b><u>K. Seckel Card</u></b> (Continued)		
7/10/2019	Wireless mouse	86.99
7/11/2019	ACWA Region 10 program The Human Right to Water in Mission Viejo, CA on Jul. 30, 2019 - Registration for K. Seckel	75.00
7/11/2019	American Red Cross First Aid, CPR and AED training services	1,361.50
7/12/2019	Food for staff development meeting	32.98
7/15/2019	UPS delivery charges for return to GovConnection on Jul. 1, 2019	8.55
7/16/2019	Fountain Valley construction permit for electrical panel upgrade	900.50
7/17/2019	FedEx delivery charges for Means Consulting on Jul. 12, 2019	23.77
7/17/2019	Toner cartridge	69.97
7/17/2019	WaterSmart Innovations Conference Las Vegas, NV from Oct. 2-3, 2019 - Airfare for R. Davis	146.59
7/18/2019	FedEx delivery charges for Means Consulting on Jul. 15, 2019	20.04
7/20/2019	The Water Dictionary reference book	55.50
<b>Total</b>		<b><u>\$ 11,453.09</u></b>

**Cal Card Charges**  
**Statement Date: July 22, 2019**  
**Payment Date: August 16, 2019**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
<b><u>R. Hunter Card</u></b>		
6/24/2019-7/22/19	Meals for R. Hunter's meetings	\$ 136.09
6/26/2019	California Council for Environmental and Economic Balance Summer Issues seminar in Squaw Valley, CA from Jul. 24-26, 2019 - Airfare for Director Yoo Schneider	34.98 <span style="border: 1px solid black; padding: 0 2px;">1</span>
6/26/2019	California Council for Environmental and Economic Balance Summer Issues seminar in Squaw Valley, CA from Jul. 24-26, 2019 - Airfare for R. Hunter	262.96
6/28/2019	Legislative activities in Sacramento, CA on Jul. 8, 2019 - Airfare for Director Yoo Schneider	539.96
6/28/2019	Legislative activities in Sacramento, CA on Jul. 8, 2019 - Airfare for R. Hunter	539.96
6/29/2019	California Council for Environmental and Economic Balance Summer Issues seminar in Squaw Valley, CA from Jul. 24-26, 2019 - Car rental for Director Yoo Schneider and R. Hunter	181.10
7/1/2019	Association of Metropolitan Water Agencies Executive Management conference in Newport, RI from Oct. 19-24, 2019 - Accommodations deposit for R. Hunter	293.67
7/3/2019	Orange County Water Association Industry Insight presentation in Irvine, CA on Jul. 17, 2019 - Registration for Director McKenney	45.00
7/3/2019	Urban Water Institute conference in San Diego, CA from Aug. 14-16, 2019 - Accommodations deposit for R. Hunter	236.67
7/3/2019	Urban Water Institute conference in San Diego, CA from Aug. 14-16, 2019 - Accommodations deposit for Director Tamaribuchi	236.67
7/8/2019	Legislative activities in Sacramento, CA on Jul. 8, 2019 - Transportation Director Yoo Schneider and R. Hunter	45.00
7/8/2019	ACWA Fall conference in San Diego, CA from Dec. 3-6, 2019 - Registration for R. Hunter	725.00
7/8/2019	ACWA Fall conference in San Diego, CA from Dec. 3-6, 2019 - Registration for Director Thomas	725.00
7/8/2019	ACWA Fall conference in San Diego, CA from Dec. 3-6, 2019 - Registration for Director Tamaribuchi	725.00
7/8/2019	Legislative activities in Sacramento, CA on Jul. 8, 2019 - Parking for R. Hunter	18.00
7/11/2019	Southern California Water Coalition Quarterly meeting in Carlsbad, CA on Jul. 19, 2019 - Registration for R. Hunter	75.00
7/11/2019	ACWA Region 10 program The Human Right to Water in Mission Viejo, CA on Jul. 30, 2019 - Registration for Director McVicker	75.00
7/11/2019	Orange County Water Association Industry Insight presentation in Irvine, CA on Jul. 17, 2019 - Registration for Director McVicker	30.00
7/15/2019	Orange County Water Association Industry Insight presentation in Irvine, CA on Jul. 17, 2019 - Registration for Director Barbre	30.00
7/16/2019	Urban Water Institute conference in San Diego, CA from Aug. 14-16, 2019 - Registration for Director Tamaribuchi	425.00

**Cal Card Charges**  
**Statement Date: July 22, 2019**  
**Payment Date: August 16, 2019**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
<b><u>R. Hunter Card</u></b> (Continued)		
7/17/2019	The Bond Buyer's California Public Finance conference in San Francisco, CA from Sep. 23-25, 2019 - Registration for Director Barbre	265.00
<b>Total</b>		<b><u>\$ 5,645.06</u></b>

**[1]** Credit from previous canceled flight applied to airfare

## EXHIBIT D

### Municipal Water District of Orange County Compensation Summary – Fiscal Year 2018-19

#### Introduction

The purpose of the following information is to provide an overview of the compensation received by MWDOC's Board of Directors. This document is updated annually, or as policy changes are made.

#### Board of Directors Compensation Items

- **Meeting Compensation:**
  - **Municipal Water District of Orange County (MWDOC/The District):** Each Board member receives \$311.84 per meeting-day. There is a maximum of one compensated meeting per day. The maximum number of meeting-days for which a Board member may receive compensation shall not exceed ten in any calendar month.

The types of meetings that are pre-authorized include MWD Board and Committee meetings, MWDOC member agency Board and Committee meetings, and meetings with legislators. Board members' attendance at conferences, conventions, workshops, seminars, etc., outside the MWD service area requires prior authorization of the Board.
  - **Metropolitan Water District of Southern California (MWD):** Each Board member receives \$311.84 per meeting-day they attend on behalf of MWD, not to exceed a total of ten meetings per month.
  - For Board members who are both MWDOC and MWD Directors, the meeting-day limits are additive and can reach up to twenty meeting-days per month.
- **Retirement Plan:** MWDOC and MWD Board members are eligible to participate in a 401(a) plan paid by the Board members in lieu of FICA at a rate of 7.5%. MWDOC and MWD Board members are also eligible to participate in the districts deferred compensation retirement plan (457) on a voluntary basis at their own cost. All Board members are not eligible to participate in the CalPERS retirement benefit which is provided to District employees.
- **Medicare:** The District pays for Board members' Medicare expenses at a rate of 1.45%.
- **SDI:** The District pays for Board members' SDI expenses at a rate of 1%.

## EXHIBIT D

- **Health Insurance:** MWDOC Board members are eligible to participate in the health and welfare benefits provided by MWDOC. The District pays 80-100% of the costs for the MWDOC Board members' medical and dental insurance, depending on the plan and whether the plan is for the individual or a family plan. One hundred percent of the cost of vision insurance is paid for by the District.
- **Travel and Transportation:** When necessary during the course of a Board member's official duties, travel and transportation costs are funded by the District. Travel and attendance at conferences and seminars by Board members requires prior approval by the Board.
  - **Mileage:** Board members use their own vehicles and are reimbursed for mileage driven when on official District business at the current rate permitted by the IRS. (Board members are not eligible to receive an Automobile Allowance.)
  - **Parking and Tolls:** Transportation and associated costs are eligible for reimbursement. Eligible expenses may include, parking fees, toll road fees, and other reasonable transportation-related expenses.
- **Office Equipment/Services:** Board members are eligible to receive office equipment, such as computers, tablets, printers, and fax machines that are used for official District business only. Expenses for home office supplies and services – such as computer ink/toner and internet/fax machine (telephone) service – that are used to conduct District business may also be reimbursed.
- **Loans:** The District offers interest-free loans for personal computers that are used to assist the Directors in their current duties at the District. The maximum loan amount is \$2,000.
- **Life Insurance:** Board members are eligible for life insurance benefits.
- **Vacation/Holiday/Sick Leave:** Board members do not receive any compensation for vacation time, holiday pay, or sick leave.

## EXHIBIT D

The following table summarizes the annual compensation received by the MWDOC and MWD Board members during Fiscal Year 2018-19 (July 1, 2018 - June 30, 2019). The table also includes the total number of meetings attended, not all of which are eligible for compensation.

<u>MWDOC Board Members</u>	<u>Total Mtg's Attended</u>	<u>Meeting Compensation</u>	<u>Benefits*</u>	<u>Total Compensation</u>
Brett R. Barbre	115	\$35,134	\$18,988	\$54,122
Larry D. Dick	99	\$27,680	\$18,847	\$46,527
Joan C. Finnegan	54	\$18,948	\$1,908	\$20,856
Wayne Osborne	21	\$6,460	\$614	\$7,074
Megan Y. Schneider	167	\$36,381	\$19,065	\$55,446
Sat Tamaribuchi	115	\$32,120	\$2,255	\$34,375
Jeffery M. Thomas	128	\$36,381	\$24,902	\$61,283
<u>MWD Board Members</u>				
Linda Ackerman	116	\$32,416	\$1,075	\$33,491
Brett R. Barbre	101	\$30,011	\$745	\$30,756
Larry D. Dick	97	\$29,164	\$724	\$29,888
Larry McKenney	149	\$35,475	\$1,151	\$36,626

MWDOC Director Expenses - FY 2018-19 - Actual vs. Reported

MONTH	BARBRE	DICK	FINNEGAN	TAMARIBUCHI	THOMAS	SCHNEIDER
JULY 2018	\$270.32	\$64.32	\$107.96	\$78.48	\$167.86	\$406.35
AUGUST 2018	\$204.92	\$101.39	\$100.33	\$180.94	\$227.81	\$406.55
SEPTEMBER 2018	\$183.12	\$152.64	\$92.70	\$135.71	\$118.81	\$1,598.64
OCTOBER 2018	\$164.59	\$95.40	\$76.30	\$164.59	\$144.43	\$1,621.49
NOVEMBER 2018	\$2,284.22	\$57.24	\$147.25	\$170.04	\$221.62	\$1,361.70
DECEMBER 2018	\$183.12	\$114.48	\$85.07	NONE	\$807.80	\$315.56
JANUARY 2019	\$2,773.50	\$161.24	\$117.55	\$226.08	\$147.90	\$458.31
FEBRUARY 2019	\$191.40	\$171.10	\$95.15	\$174.58	\$400.96	\$650.15
MARCH 2019	\$185.02	\$106.72	\$87.03	\$180.38	\$229.68	\$542.40
APRIL 2019	\$241.86	\$146.16	\$54.55	NONE	\$174.00	\$663.35
MAY 2019	\$158.34	\$109.62	\$80.00	\$120.64	\$1,407.37	\$1,443.74
JUNE 2019	\$187.92	\$151.96	\$80.00	\$83.52	\$168.20	\$428.90
Expense Form Total	\$7,028.33	\$1,432.27	\$1,123.89	\$1,514.96	\$4,216.44	\$9,897.14
Actual Travel Expenses	\$9,692.00	\$1,700.00	\$1,158.00	\$9,888.00	\$10,259.00	\$21,269.00
Difference Not Reported	\$2,663.67	\$267.73	\$34.11	\$8,373.04	\$6,042.56	\$11,371.86



**ACTION ITEM**

September 18, 2019

**TO:** Board of Directors

**FROM:** **Administration & Finance Committee**  
(Directors Thomas, Dick, Finnegan)

Robert J. Hunter, General Manager

**SUBJECT:** **Authorize FY19-20 Choice Programs Budget Revisions**

**STAFF RECOMMENDATION**

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It is recommended that the Board of Directors: Approve the Choice Programs budget revisions.

**COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

**DETAILED REPORT**

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As Stated at the April 2019 board meeting, the final Choice Programs budget will be presented in September 2019. This is when all the agencies participation numbers are final which usually result in some budget changes. There are two Choice Programs, Water Use Efficiency and Public Affairs School Programs. The Choice Water Use Efficiency program remained unchanged from the budget approved in April 2019. The Public Affairs department received their final participation numbers from our member agencies in August 2019 for their Choice School Programs. The Choice High School program budget decreased from \$105,567 to \$60,000 and the Middle School budget decreased from \$188,032 to \$59,262. This was due to a strong initial interest in the programs that did not translate to commitments from the member agencies in their final budgets. The Choice Elementary School program budget increased from \$270,496 to \$305,651 due to increases from some member agencies. Additionally \$45,895, originally in the Choice High School program for the digital component, was taken out of the budget. The salaries and benefits were adjusted to align with the 3% administration fee promised to the agencies. The end result is a decrease in the School Programs budget of \$191,598 putting it equal to the FY18-19 budget numbers. The Core Budget remains unchanged from the April 2019.

**Attachments:**

Attached hereto is the MWDOC FY19-20 Revised Budget Summary

<b>Budgeted (Y/N):</b>	<b>Budgeted amount:</b>	<b>Core ____</b>	<b>Choice ____</b>
<b>Action item amount:</b>	<b>Line item:</b>		
<b>Fiscal Impact (explain if unbudgeted):</b>			



## **Annual Budget for Fiscal Year 2019-20**

### **Revised Budget Summary**

**MWDOC's mission is:**

***To provide reliable, high-quality supplies from MWD and other sources to meet present and future needs, at an equitable and economical cost, and to promote water use efficiency for all of Orange County***

**Exhibit A7**  
**SUMMARY OF REVENUES AND EXPENSES BY LINE ITEMS**  
**FOR BUDGET REVISIONS**

	FY 2019-2020 CHOICE APRIL BUDGET	FY 2019-2020 CHOICE REVISED BUDGET	FY 2019-2020 CORE APRIL BUDGET	FY 2019-2020 CORE REVISED BUDGET	FY 2019-2020 CNSLD APRIL BUDGET	FY 2019-2020 CNSLD REVISED BUDGET
<b>OPERATING EXPENSES:</b>						
Salaries & Wages	\$ 539,187	\$ 535,389	\$ 3,516,650	\$ 3,516,650	\$ 4,055,837	\$ 4,052,039
less for Recovery from Grants/Agencies	(5,500)	(5,500)	-	-	(5,500)	(5,500)
Employee Benefits	165,182	163,657	1,097,992	1,097,992	1,263,174	1,261,649
Director Compensation	-	-	268,133	268,133	268,133	268,133
Director Benefits	-	-	93,947	93,947	93,947	93,947
MWD Representation	-	-	153,218	153,218	153,218	153,218
CALPERS Unfunded Liability Contribution			207,000	207,000	207,000	207,000
Overhead Reimbursement	225,190	223,992	(225,190)	(223,992)	-	-
Health Insurance Coverage for Retirees	-	-	70,287	70,287	70,287	70,287
Audit Expense	-	-	29,240	29,240	29,240	29,240
Automotive & Toll Road Expenses	1,500	1,500	20,200	20,200	21,700	21,700
Vehicle Expense - Water Loss Control	13,160	13,160	-	-	13,160	13,160
Conference Expense - Staff	-	-	40,535	40,535	40,535	40,535
Conference Expense - Directors	-	-	28,440	28,440	28,440	28,440
Engineering Expense	-	-	435,000	435,000	435,000	435,000
Insurance Expense	-	-	140,000	140,000	140,000	140,000
Legal Expense - General	-	-	200,000	200,000	200,000	200,000
Maintenance Expense	-	-	138,527	138,527	138,527	138,527
Membership / Sponsorship	-	-	114,966	114,966	114,966	114,966
CDR Participation	-	-	50,156	50,156	50,156	50,156
Miscellaneous Expense	12,000	12,000	97,300	97,300	109,300	109,300
Postage / Mail Delivery	400	400	9,000	9,000	9,400	9,400
Professional Fees	751,962	566,885	920,445	920,445	1,672,407	1,487,330
Rents & Leases	-	-	3,616	3,616	3,616	3,616
Outside Printing, Subscription & Books	-	-	62,500	62,500	62,500	62,500
Office Supplies	-	-	36,000	36,000	36,000	36,000
Supplies - Water Loss Control	2,033	2,033	-	-	2,033	2,033
Building Repair & Maintenance	-	-	20,000	20,000	20,000	20,000
Computer Maintenance	-	-	8,000	8,000	8,000	8,000
Business Expense	-	-	5,200	5,200	5,200	5,200
Software Support & Expense	-	-	93,634	93,634	93,634	93,634
Computers and Equipment	3,700	3,700	45,750	45,750	49,450	49,450
Telecommunications Expense	1,440	1,440	24,333	24,333	25,773	25,773
Temporary Help Expense	-	-	5,000	5,000	5,000	5,000

(1)

(2)

**Exhibit A7**  
**SUMMARY OF REVENUES AND EXPENSES BY LINE ITEMS**  
**FOR BUDGET REVISIONS**

	FY 2019-2020 CHOICE APRIL BUDGET	FY 2019-2020 CHOICE REVISED BUDGET	FY 2019-2020 CORE APRIL BUDGET	FY 2019-2020 CORE REVISED BUDGET	FY 2019-2020 CNSLD APRIL BUDGET	FY 2019-2020 CNSLD REVISED BUDGET
Training Expense	2,000	2,000	30,000	30,000	32,000	32,000
Tuition Reimbursement	-	-	5,000	5,000	5,000	5,000
<b>OPERATING EXPENSES: continued</b>						
Travel & Accommodations - Staff			89,131	89,131	89,131	89,131
Travel & Accommodations - Directors			46,625	46,625	46,625	46,625
MWDOC's Contribution to WEROC: Operations			228,978	228,978	228,978	228,978
and to WEROC Capital Improvements			44,389	44,389	44,389	44,389
Capital Acquisition (excluding building)	70,180	70,180	366,900	366,900	437,080	437,080
Capital Acquisition Carryover			(330,624)	(330,624)	(330,624)	(330,624)
<b>NORMAL OPERATING EXPENSES</b>	<b>\$ 1,782,434</b>	<b>\$ 1,590,836</b>	<b>\$ 8,190,279</b>	<b>\$ 8,191,477</b>	<b>\$ 9,972,712</b>	<b>\$ 9,782,312</b>
MWDOC's Building Expense			\$ 1,259,057	\$ 1,259,057	\$ 1,259,057	\$ 1,259,057
Building Expense Carryover			\$ (423,226)	\$ (423,226)	\$ (423,226)	\$ (423,226)
Contribution to Election Reserve			-	-	-	-
<b>TOTAL EXPENSES</b>	<b>\$ 1,782,434</b>	<b>\$ 1,590,836</b>	<b>\$ 9,026,110</b>	<b>\$ 9,027,308</b>	<b>\$10,808,543</b>	<b>\$ 10,618,143</b>
<b>REVENUES:</b>						
Retail Meter Charge			\$ 7,888,930	\$ 7,888,930	\$ 7,888,930	\$ 7,888,930
Ground Water Customer Charge			598,248	598,248	598,248	598,248
Interest Revenue			580,000	580,000	580,000	580,000
Miscellaneous Income			3,000	3,000	3,000	3,000
Choice Revenue	1,782,434	1,590,836			1,782,434	1,590,836
<b>TOTAL REVENUES</b>	<b>\$ 1,782,434</b>	<b>\$ 1,590,836</b>	<b>\$ 9,070,178</b>	<b>\$ 9,070,178</b>	<b>\$10,852,612</b>	<b>\$ 10,661,014</b>
<b>EFFECT ON RESERVES:</b>						
Reserves Contribution (Draw) to cover for Operating expenses for Operations			\$ 44,068	\$ 42,870	\$ 44,068	\$ 42,870
<b>TOTAL CONTRIBUTION (DRAW) FROM RESERVES</b>			<b>\$ 44,068</b>	<b>\$ 42,870</b>	<b>\$ 44,068</b>	<b>\$ 42,870</b>

- (1) Total FY2019-2020 Salaries & Wages includes \$59,876 for intern support
- (2) Total Benefits includes \$6,222 for intern support. Total Benefits also includes a Calpers contribution for full time employees of 10.221% for Classic employees and 6.985% for PEPRAs employees. A further assumption is that medical, dental and vision insurance rates will increase by 3% for calendar year 2020.
- (3) FY2018-2019 Projected carryover is the amount budgeted less the amount of work projected to be completed in FY2018-2019.  
FY2019-2020 Budgeted carryover is the cumulative dollars from prior years that will be applied toward work projected to be completed in FY2019-2020.
- (4) MWDOC FY2019-2020 designated reserve target is unfunded in the amount of \$234,469 with \$165,681 projected to be available for contribution to reserves from FY2018-2019 operations. Of this amount (\$165,681-\$234,469+\$91,864 (Net Contribution to election reserves, after a \$196,136 election expense, already included)) \$23,076 is available in excess of the fully funded reserve target.



**ACTION ITEM**  
September 18, 2019

**TO:** Administration & Finance Committee  
(Directors Thomas, Finnegan, McVicker)

**FROM:** Robert J. Hunter, General Manager  
Staff Contact: Cathy Harris, Director of Human Resources and Admin.

**SUBJECT: APPROVAL OF REVISED PERSONNEL MANUAL**

**STAFF RECOMMENDATION**

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Staff recommends that the Administration & Finance Committee approve the changes and additions to the Personnel Manual and advance the item to the Board of Directors for action at the September 18, 2019 meeting (Option 1)

**COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

**SUMMARY**

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This is the third month that the Administration & Finance (A&F) Committee will consider revisions and additions to the MWDOC Personnel Manual.

Proposed changes were discussed at the July 10, 2019 Administration & Finance (A&F) Committee meeting and the item was carried over for further discussion at the August 14, 2019 A&F meeting. MWDOC staff had requested that the Committee discuss the proposed revisions, agree on what revisions they recommend for final Board approval, and then carry the item over to the September A&F Committee meeting so that staff could incorporate Committee changes and reformat the document for clarity and ease of use. The attached revised Personnel Manual is the product of this process.

The primary changes from the August document include:

1. Substantial reorganization and section numbering
2. Integration and streamlining of the grievance procedure
3. Clarification of the grievance and disciplinary procedures and authority related to Staff, General Manager and Directors
4. Clarification of the applicability of benefits to Staff and Directors

<b>Budgeted (Y/N): NA</b>	Budgeted amount: NA	Core X	Choice __
<b>Action item amount: NA</b>	Line item: NA		
<b>Fiscal Impact (explain if unbudgeted):</b>			

5. Clarification of the Civility Policy
6. Expansion of the Introductory Section
7. Addition of a section listing potential corrective or disciplinary actions.

If the Committee and Board approve the revised Personnel Manual, Staff will bring to the A&F Committee in October a proposed revision to Chapter 7 of the Administrative Code to sync it with the approved provisions of the Personnel Manual. These proposed changes would primarily relate to the grievance process.

## DETAILED REPORT

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At the August A&F meeting the Committee thoroughly discussed the proposed revisions to the MWDOC Personnel Manual. Major points of discussions and conclusions included:

- a) Revisions should be made to clarify the coverage and applicability to Staff and Directors
- b) The document should be revised to state the Board of Directors retains full authority for corrective or disciplinary actions of Directors
- c) The Grievance Process needs to be clarified and integrated into one process
- d) Grievances against a Director or the GM should be made directly to either the Executive Committee or the full Board of Directors
- e) Any appeal of grievance decisions to the Board of Directors must complete the Grievance Process before appeal
- f) The Civility Policy should be included in the Personnel Manual

Staff has responded and a revised and reformatted version of the MWDOC Personnel Manual is attached. The major revisions include:

1. Substantial reorganization and section numbering  
A major effort was made to increase the clarity and utility of the manual by regrouping and numbering sections into like topics and expanding the Introductory Section. The manual now contains five major sections:  
  - Section 1000 – Introduction
  - Section 2000 - Rules & Definitions
  - Section 3000 – Benefits
  - Section 4000 – Policies, Protections & Process
  - Section 5000 - Behavior & Consequences
2. Integration and streamlining of the grievance procedure  
The revised manual unifies the grievance procedure from different sections into one internal process. This process maintains the ability to resolve issues informally and the escalation into a more formal, written process. The appeals to the Board is the final step in the process, which must be completed sequentially. If the Personnel Manual is approved by the Board, changes to the Administrative Code will be required in the Ethics Section (Chapter 7) to align the Personnel Manual and Administrative Code. In particular, the reporting of grievances against a Director or the General Manager to the Executive Committee or the full Board instead of to the President or the full Board. The Board could also decide to maximize flexibility and discretion by including all three options (President, Executive Committee or Full

Board) in both the Personnel Manual and the Administrative Code. However, the procedure should align between the two documents.

3. Clarification of the grievance and disciplinary procedures and authority related to Staff, General Manager and Directors  
The revised Personnel Manual clearly outlines the grievance and disciplinary processes for Staff, General Manager and Directors. It also explicitly states that the Board of Directors retains full authority for the grievance and disciplinary process related to Directors.
4. Clarification of the applicability of benefits to Staff and Directors  
The Benefits Section first level subdivision is into Employee Benefits and Director Benefits. The Director Benefits section is then bifurcated into MWDOC Directors and MWDOC-MET Directors.
5. Clarification of the Civility Policy  
The Civility Policy is included in this version of the Personnel Manual, has been slightly streamlined, and includes the input from legal counsel on the definition of incivility. The section was also modified to integrate with the unified grievance process.
6. Expansion of the Introductory Section  
The Personnel Manual is an important document for Staff, the GM and the Directors. The Introductory Section was expanded to give a general oversight of the purpose and organization of the manual. This section also discusses the applicability to Staff and Directors as well as identifying the Administrative Code and Contracts Manual as the other components of the MWDOC administrative trilogy.
7. Addition of a section listing potential corrective or disciplinary actions  
A new section was added that lists potential corrective or disciplinary actions applicable to Staff and the General Manager. Potential corrective actions for Directors are not included in the Personnel Manual but are listed in the Administrative Code. It is anticipated that if any modification to that list is desired by the Board that the Board would make those changes as part of the update of the Ethics Section of the Administrative Code.

## **BOARD OPTIONS**

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### **Option #1**

- Approve revisions and additions to the Personnel Manual and advance the item to the Board of Directors for action at the September 18, 2019 Board meeting.

### **Option #2**

- Identify additional modifications to the Personnel Manual for Staff to include in the item for consideration and discussion at the September 18, 2019 Board meeting.

### **Option #3**

- Do not approve revisions to the Personnel Manual as recommended by staff and Legal Counsel. Advise staff as to further action.

#### **STAFF RECOMMENDATION**

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##### **Option # 1**

## AUGUST 14, 2019 A&F COMMITTEE MEETING MATERIAL

### SUMMARY

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The Personnel Manual revisions were discussed at the July 10, 2019 Administration & Finance (A&F) Committee meeting. The item was carried over for further discussion at the August 14, 2019 A&F meeting. MWDOC staff has requested that the Committee discuss the proposed revisions, agree on what revisions they recommend for final Board approval, and then carry the item over to the September A&F Committee meeting (September 11, 2019). Staff will use the month to incorporate any Committee changes, reformat the document for clarity and ease of use, and prepare training for the revised Personnel Manual. The intention would be to have staff training on the newly approved document shortly after approval by the Board.

The primary items discussed at the July A&F Committee meeting were:

1. Selection of Employees - Oath of Allegiance (5)
2. Code of Conduct – Firearms or Weapons (62)
3. Civility Policy (62-64)
4. Applicability of Personnel Manual to Directors
5. Complaint and Grievance Procedures

### DETAILED REPORT

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The July A&F Committee discussion focused on five main topics:

#### 1. Selection of Employees - Oath of Allegiance (pg. 5)

A question was raised as to whether or not MWDOC was using the correct Oath of Allegiance pursuant to State law. MWDOC is using the correct form of the oath. This issue has been addressed in two previous memos from BB&K, portions of which are included below.

California Constitution Article 20, Section 3 states that “[m]embers of the Legislature, and all public officers and employees, executive, legislative, and judicial, except such inferior officers and employees as may be by law exempted, shall, before they enter upon the duties of their respective offices, take and subscribe the following oath or affirmation.” The oath states, in part, that the officer or employee will support and defend the federal and state constitution. “Public officer and employee” is defined in Article 20, Section 3 as including every officer and employee of the state, county, city, district, or authority. All MWDOC employees and Directors are required to take or sign the oath.

The full oath of office is set forth in Section 3, Article 20 of the California Constitution. The second paragraph of the oath was ruled as an invalid precondition to public employment by the California Supreme Court in 1967. (*Vogel v. County of Los Angeles* (1967) 68 Cal.2d 18.) Though the text of the second paragraph remains in current

publications of the California Constitution, the Supreme Court has held that the second paragraph is overly broad because it proscribes more than the specific intent to advocate overthrow of the government. The Supreme Court held that persons who join an organization but do not share in its unlawful activities pose no threat, and a law which applies to membership without the specific intent to further the illegal aims of the organization infringes rests on the doctrine of guilt by association, which is incompatible with the U.S. Constitution. Therefore, employees and Directors cannot be required to swear or affirm the second paragraph of Article 20, Section 3, and the oath should be limited to the first paragraph of Section 3, Article XX of the California Constitution, as reflected below and in the form attached to this memorandum:

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

In accordance with the 1967 California Supreme Court, MWDOC is using the correct form of the oath.

## **2. Code of Conduct – Firearms or Weapons (pg. 62)**

The “Standards of Conduct” provisions of the MWDOC Personnel Manual originated in 2004 and includes a list of examples “to provide some guidance concerning unacceptable behavior”. The 2004 version included a prohibition on firearms, weapons and explosives and was shortened in 2014 to the current language: #27 - Possessing or bringing firearms or weapons onto District Property. There was a proposal in 2014 to explicitly state that firearms in private vehicles were prohibited but it was deemed an unnecessary modification and was not approved. No changes in weapons policy has been made since 2014.

MWDOC legal counsel has responded that they believe the current language does prohibit firearms and weapons in private vehicles in the district’s parking lot as part of “District Property”. The parking lot is defined as common property under the April 15, 1987 agreement and lease between MWDOC and OCWD. MWDOC was responsible for 27% of the parking lot construction and MWDOC is responsible for our allocated share of parking lot resurfacing maintenance. MWDOC has undivided, uncontrolled, shared use of the parking and landscape areas of the Common Facilities. As a comparison, OCWD’s equivalent policy specifically prohibits firearms and weapons on district property, in district vehicles and in private vehicles in district property.

## **3. Civility Policy (pgs. 62-64)**

The Civility Policy is a new addition to Personnel Manual and is distinct from the discrimination and harassment sections of the manual (pgs. 7-10). The question was asked in committee as to whether the Civility Policy increased the district’s potential liability. Staff was directed to ask our attorneys. The response is that the Civility Policy does not increase and likely decreases the district’s potential liability.

#### **4. Applicability of Personnel Manual to Directors**

The question was asked in committee as to whether the Personnel Manual applied to MWDOC Directors. IRS has defined Directors as employees. The Personnel Manual does apply to Directors except where Directors are disqualified from a section (e.g., holiday time or paid sick leave) or where there is a specific, alternate provision for a Director (e.g., Civility Policy Complaint Procedure (provision e, pg. 64)).

#### **5. Complaint and Grievance Procedures**

There were a series of questions about complaint or grievance procedures raised at the committee meeting. If the Civility Policy is adopted, there will be four distinct areas where these procedures come into play. In the Personnel Manual there is an Internal Complaint Procedure under the Discrimination and Harassment Section (pg. 8), there is the Grievance Procedure Section (pg. 11), and there is the Civility Policy Complaint Procedure (pg. 63). In addition the Ethics Policy (Section 7000) of the MWDOC Administrative Code includes two sections dealing with investigation and consideration of appropriate actions for violation of policy by Staff and Staff Officers (7109) and Directors (7110). In some cases distinct procedures are required by statute and in all cases the provisions have been developed with district legal counsel. If the Civility Policy is recommended by the A&F Committee and the recommendation is to carry the Personnel Manual over to the September committee meeting, then it is recommended that Staff and Legal Counsel review these four procedures for possible consolidation.

#### **BOARD OPTIONS**

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##### **Option #1**

- Approve revisions to the Personnel Manual and carry the item over for the September A&F Committee.

##### **Option #2**

- Do not approve revisions to the Personnel Manual as recommended by staff and Legal Counsel. Advise staff as to further action.

#### **STAFF RECOMMENDATION**

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##### **Option # 1**

# JULY 10, 2019 A&F COMMITTEE MEETING MATERIAL

## SUMMARY

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Proposed revisions to the Personnel Manual are being presented for review and consideration. The Personnel Manual is reviewed by the General Manager, Director of Human Resources and Legal Counsel and presented to the Administration and Finance Committee for review and consideration.

## DETAILED REPORT

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The following outlines the revisions made to the manual:

- **Page 4 & 5                      Introduction**
  - Revised language to be consistent with website language.
  - Legal Counsel recommended new disclaimer language be added to the Introduction.
- **Page 4                              Selection of Employees**
  - Legal Counsel revised language for clarity.
- **Page 5                              Equal Opportunity Employment**
  - Legal Counsel updated section to expand list of protected categories.
- **Page 6                              Reasonable Accommodation For Applicants with Disabilities**
  - Legal Counsel deleted section and combined with EOE section on page 5.
- **Page 7                              Prohibitions Against Discrimination and Harassment**
  - Legal Counsel updated section to expand list of protected categories.
- **Page 9                              Internal Complaint Procedure**
  - Added word for clarity.
- **Page 9                              Penalties for Violation**
  - Legal Counsel deleted section since it is addressed under Corrective Action section.
- **Page 9                              Corrective Action**
  - Legal Counsel added language.
- **Page 10                              Confidential Nature of Medical Diagnoses**
  - Revised wording for clarity.
- **Page 11                              The Interactive Process**
  - Deleted word
- **Page 14                              Pre-Employment Testing**
  - Deleted language to be consistent with current practice. District positions do not require a Commercial Driver's license.
- **Page 14                              Post-Accident Testing**
  - Legal Counsel revised language.
- **Page 14                              Regular and Random Testing**

- Legal Counsel deleted section.
- **Page 14 & 15           Return to Duty Testing**
  - Legal Counsel added language for clarity.
- **Page 15               Compliance with State or Federal Law**
  - Revised wording for clarity.
- **Page 16               Drug and Alcohol Rehabilitation Programs**
  - Legal Counsel revised language.
- **Page 16 & 17       Regular Full-Time Employees**
  - Revised language for clarity.
- **Page 17               Temporary Employees**
  - Moved the language to Page 18.
- **Page 17               Limited-Term Employees**
  - Revised language for clarification.
- **Page 17               Interns**
  - Revised language for clarification.
- **Page 18               Added Paragraph**
  - Added paragraph from section under Temporary Employees and included language to be consistent with current practice.
- **Page 18               Workweeks**
  - Revised language to be consistent with current practice.
- **Page 18               Rest Periods and Lunch Periods**
  - Created separate headings for rest and lunch period. Added a sentence to lunch periods in compliance with Federal Labor Standards Act (FLSA).
- **Page 18               Record of Work Hours**
  - Revised language to comply with current District practice.
- **Page 19               Overtime**
  - Revised language for clarification.
- **Page 19               Payment Of Overtime In Event of Separation**
  - Added new heading for clarification and moved paragraph from Overtime to the new heading.
- **Page 19 & 20       Category I and II Non-Exempt and Exempt**
  - Deleted Category references and changed to Non-exempt and Exempt and added language to reflect current practice regarding overtime and Compensatory Time Off accruals.
- **Page 20               Make-Up Time**
  - Revise language for clarity.
- **Page 20               Absences From Work – Paid Sick Leave**
  - Changed title from General Paid Sick Leave to Paid Sick Leave.
  - Legal Counsel revised language requiring a request for leave and/or a medical certification for absences of five days or more and a doctor's release upon return to work.
  - Revised language for clarification.
- **Page 21               Maximum Accrual**

- Added language for clarification.
- **Page 21                      Partial Day Absences**
  - Revised language to clarify partial day absences for Exempt and Non-Exempt employees.
- **Page 21 & 22              Mandatory Paid Sick Leave**
  - Legal Counsel revised language.
- **Page 22                      Bereavement Leave**
  - Added word for clarity.
- **Page 23                      Employee Benefits While on Disability Leave**
  - Add sentence for clarification on leave accruals.
- **Page 26                      District Determination and Notification**
  - Word deleted.
- **Page 29-31                  Pregnancy Disability Leave**
  - Revised position title.
  - Legal Counsel revised and added a more comprehensive policy.
- **Page 31 & 32              New Parent Leave**
  - Legal Counsel added New Parent Leave Section
- **Page 32 & 33              Benefit Accruals While On Paid Leave**
  - Added language to clarify that Military leave is an exception and can accrue benefits while on leave.
  - Added language referencing the applicable codes for compliance with Military Leave.
- **Page 33                      Whistleblower Protections**
  - Revision to position title.
- **Page 34                      Jury or Witness Duty Leave**
  - Added language for clarification on how time is to be allocated if Jury Duty extends beyond 30 days.
- **Page 35                      Discretionary Executive Leave**
  - Added the word “Executive” to title and throughout policy for clarification as to who is eligible for the leave and consistent with the intent of the policy.
  - Added language for clarification.
  - Revised to calendar year to be consistent with current practice.
- **Page 35 & 36              Catastrophic Leave Program**
  - Added CTO to be consistent with reference throughout document.
- **Page 37                      Performance Criteria And Definitions**
  - Deleted bullet five- not consistent with current rating form.
- **Page 37 & 38              Merit Increase Procedures**
  - Deleted extra letter in first sentence.
  - Revised word for consistency.
- **Page 38                      Paydays**
  - Revised word.
- **Page 39                      Payroll Deductions**

- Revised wording for clarity.
- **Page 39                      Accrual Rate**
  - Added language for clarification.
  - Added language authorizing the General Manager to approve partial payout of accrued vacation amounts that reach the maximum accrual rate.
- **Page 40                      Holidays**
  - Deleted sentence not applicable.
- **Page 40                      Holidays Occurring on a Date Scheduled Off**
  - Revised to reflect current practice.
  - Added sentence clarifying how the floating holiday will be applied if not used within the calendar year.
- **Page 40 & 41              Worker's Compensation**
  - Added wording to title for clarification.
  - Made revisions to language for clarification.
- **Page 42                      Medical Insurance**
  - Revised language for clarification.
- **Page 42                      Medical and Elective Health and Welfare Coverage Upon Retirement**
  - This section moved to Page 46 before the Retirement Programs Section.
- **Page 44                      Dental Insurance**
  - Added language for clarification.
- **Page 44                      Vision Insurance**
  - Added language for clarification.
- **Page 46                      Life Insurance**
  - Added language for clarification.
- **Page 46                      Retiree Health and Welfare Benefits Upon Retirement**
  - Changed title for clarification
  - Deleted and added word for clarification.
  - Added language clarifying that in order to be eligible there shall be no lapse in service consistent with Joint Powers Insurance Authority (JPIA) guidelines.
- **Page 46 & 47              10 Years of Service**
  - Added language regarding Health Savings Accounts (HAS's) in compliance with JPIA policy.
  - Added language for clarification regarding Medicare eligibility in compliance with JPIA.
  - Added language clarifying what plans are eligible for reimbursement.
  - Added language regarding re-enrollment and open enrollment consistent with JPIA policy.
  - Added language clarifying the type of plans that qualify for the \$1,800 reimbursement.

- Added language stating the District will not reimburse retiree for late enrollment in Medicare Part B.
- **Page 48 & 49                      25 Years of Service**
  - Added language regarding HSA's in compliance with JPIA policy.
  - Added language for clarification regarding Medicare eligibility in compliance with JPIA.
  - Added language regarding retirees and spouses in compliance with JPIA policy.
  - Revised language to be consistent with the 10 year policy on reimbursement requests and re-enrollment and annual open enrollment.
  - Added language per JPIA's request that the retiree policy is subject to their approval in addition to Board approval.
- **Page 49                              Retirement Programs**
  - Added language stating type of plan.
  - Revised to identify eligible participants.
  - Deleted language for simplification purposes and referencing Plan Document.
- **Page 49-51                      CalPERS**
  - Revised language to be consistent with current practice.
- **Page 51                              Flexible Benefits Spending Plan/Health Savings Account (HSA)**
  - Revised language and added paragraph describing Health Savings Account benefit.
- **Page 52                              Employee Assistance Program**
  - Revised last sentence.
- **Page 52                              Service Awards**
  - Revised language to state if the compensation days are not used within the 12 month period they will be allocated to CTO or vacation accrual instead of cashed out.
- **Page 52                              Employee/Team Excellence**
  - Revised title to include Team
  - Revise language to include teamwork
  - Revised word for clarity.
- **Page 52 to 57                      Vehicle Policy**
  - Sections of this policy were deleted and reorganized for clarity.
  - Section was added on Use of District Vehicles in preparation for field staff.
  - Separate heading titled Auto Allowances was added and all appropriate sections were moved under this section.
- **Page 59 & 60                      Uniforms/Tools –Field Personnel**
  - This section was added in preparation for field staff.
- **Page 60                              Office Equipment**
  - Revised word.
  - Revised position title.

- **Page 60**                      **Passwords & Securities**
  - Revised language to comply with current practice.
- **Page 61**                      **Intellectual Property Rights**
  - Revised language to comply with current practice.
- **Page 62**                      **Standards of Conduct**
  - Revised word
- **Page 63 to 64**              **Civility Policy**
  - Legal Counsel added new section.
- **Page 65**                      **At-Will Agreement**
  - Revision to District title.
- **Page 66 & 67**              **Appendix A**
  - Revised with current District Exempt and Non-Exempt titles.
- **Pay Structure and Organizational Chart**
  - These sections were removed and a statement has been added at the end of the document stating the District pay structure and Organizational Chart can be found on the website.

## **BOARD OPTIONS**

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### **Option #1**

- Approve the proposed revisions to the Personnel Manual.

### **Option #2**

- Do not approve the proposed revisions to the Personnel Manual as recommended by staff and Legal Counsel.

## **STAFF RECOMMENDATION**

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### **Option #\_1**



**PERSONNEL MANUAL**  
Effective date: September 18, 2019

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## **PERSONNEL MANUAL MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

### **1000 INTRODUCTION**

#### **1100 PURPOSE & MWDOC WORKPLACE GOALS**

This employee manual is intended to provide important information, guidance and insight into the work culture of MWDOC and the policies, benefits and behavioral expectations of the organization. It may not be your most exciting read of the year but the guidance is essential for you and MWDOC to improve and excel. And that is at the heart of MWDOC's workplace goals. In order to maximize value to Orange County, Southern California, our Staff and Directors, the workplace needs to support the professional growth and personal development of everyone in our organization. This requires the commitment of all involved and an emphasis on continuous improvement. It also requires that we respect each other and adhere to fundamental rules of behavior.

#### **1200 PERSONNEL MANUAL ORGANIZATION**

There is a very diverse set of information, policies and procedures in this manual. They have been organized into four main sections beyond this introductory piece.

- Rules & Definitions (Section 2000)
- Benefits (Section 3000)
- Policies, Protections & Process (Section 4000)
- Behavior & Consequences (Section 5000)

#### **1300 EMPLOYEES AND DIRECTORS**

Different portions of this manual apply to Employees, Directors, the General Manager and our associated partners including consultants, contractors and vendors. We have attempted to make the distinctions clear where they exist. For example, the benefits available to MWDOC Directors are distinctly different from those available to MWDOC Employees. In addition, the grievance and corrective action process is different for Employees, the General Manager and Directors. Specifically, grievances against the GM or a Director are made to the Executive Committee or the entire Board of Directors. The Board always retains the authority to discipline itself.

The MWDOC Board of Directors (Board of Directors, Board, Directors) and the MWDOC Metropolitan Water District Directors (MWDOC-MET Directors) are considered employees only for the purpose of tax withholding pursuant to IRS guidelines. Therefore, MWDOC Board of Directors and MWDOC MET Directors generally are not considered Employees for the purposes of this Personnel Manual.

#### **1400 ADMINISTRATIVE CODE & CONTRACTS MANUAL**

The Personnel Manual is one of three documents that primarily establishes the rules for MWDOC personnel (outside of local, state, and federal law).

The Administrative Code is the codification of the organization and operation of MWDOC. At its most basic level, the Administrative Code identifies the Board of Directors as the policy setting

body which also hires the General Manager. The General Manager is responsible for the Employees and operation of the organization. Particularly relevant to the Personnel Manual are the Administrative Code sections covering Ethics (Chapter 7). There is significant interplay between Ethics in the Administrative Code and some of the provisions in Sections 4000 and 5000 of the Personnel Manual (i.e., Section 5100 Standard of Conduct, Section 4300 Prohibition Against Discrimination and Harassment, Section 4500 Grievance Procedure, Section 5200 Corrective Actions).

The MWDOC Contracts Manual outlines specific policies and procedures the Board of Directors have adopted relative to contracts and procurements. Those policies and procedures are outlined in the Administrative Code (Sections 8000 through 8004).

### **1500 STUFF THE LAWYERS MADE US INCLUDE (LEGAL DISCLAIMERS)**

This Personnel Manual describes policies as set by the Board of Directors of the Municipal Water District of Orange County. These policies supersede any preceding or contradictory policies except where expressly authorized by the Board. This Manual is not a guarantee, expressed or implied, of continued employment for any specific duration. These policies are intended to be in compliance with applicable law and should be interpreted as such.

MWDOC reserves the right to make changes to this Personnel Manual and to any employment policy, practice, work rule, or benefit, at any time without prior notice. Except as otherwise provided in this Personnel Manual, no one has the authority to make any promise or commitment contrary to what is in this Personnel Manual. Employees are responsible for knowing about and understanding those changes once they have been disseminated. MWDOC also reserves the right to interpret the provisions of this Manual. For this reason, employees should check with the Human Resources to obtain information regarding specific employment guidelines, practices, policies, or procedures.

In addition, this Personnel Manual is not intended to cover all possible situations that may arise in your employment relationship with MWDOC. This Personnel Manual is the property of MWDOC, and it is intended for the personal use and reference by employees of MWDOC.

This Personnel Manual is designed to help employees get acquainted with MWDOC. It describes some of the basic terms and conditions of employment with MWDOC.

**Employees should sign the acknowledgement form at the back of this Personnel Manual, tear it out, and return it to Human Resources. This will provide MWDOC with a record that each employee has received this Personnel Manual.**

### **1600 THE MUNICIPAL WATER DISTRICT OF ORANGE COUNTY (MWDOC)**

The Municipal Water District of Orange County (MWDOC) was formed by Orange County voters in 1951 under the Municipal Water District Act of 1911. Today, MWDOC is Metropolitan Water District of Southern California's (MET's) third largest member agency, providing and managing the imported water supplies used by over 2-million residents in Orange County.

The Municipal Water District of Orange County (MWDOC) is an independent public water agency that serves Orange County's regional imported water wholesaler. Our efforts focus on sound planning and appropriate investments in water supply development, water reliability, water resources management, and water use efficiency, public information, legislative

advocacy, water education, and emergency preparedness. MWDOC's service area covers all of Orange County, with the exception of the cities of Anaheim, Fullerton and Santa Ana. We serve Orange County through 28 member agencies who in turn provide water to the public.

MWDOC is governed by a seven-member Board of Directors. Each Director is elected by the public to represent a specific portion of Orange County. MWDOC also appoints four representatives to advocate the interests of Orange County on the Metropolitan Board. MWDOC holds key leadership positions on the MET Board of Directors that oversee policy development, finances, strategy and implementation.

The General Manager is directly responsible to the Board of Directors for the administration of policies established by the Board.

## **2000 RULES & DEFINITIONS**

### **2100 EMPLOYMENT**

The Municipal Water District of Orange County is an at-will employer and as such, employment with the District is without a specified term and may be terminated at the will of either the District or the employee, with or without cause and with or without prior notice to the other. Employees of the District are not entitled to due process procedures, hearings, or any so-called *Skelly* rights related to their employment. This policy of employment at-will can be changed only in a formal written contract signed by the employee and an authorized representative of the Board of Directors. No other representative of the District has any authority to make any agreement contrary to the foregoing.

### **2101 SELECTION OF EMPLOYEES**

All persons considered for employment with the Municipal Water District of Orange County must be qualified to perform the duties of the position for which they are employed. Employees in certain classifications, after receiving a conditional offer of employment, will be required to complete a pre-employment job-related medical examination consistent with business necessity and, based on the safety sensitive nature of their job duties, a pre-employment drug screening before reporting for work. All employees shall be required to affirm Section 3, Article 20, first paragraph of the Oath of Allegiance pursuant to State law.

As required by law, all new employees must provide necessary documentation to prove identity and the right to work in the United States in accordance with federal and state laws. Failure to provide such documentation in a timely manner will result in disqualification from selection and is grounds for immediate termination.

### **2102 INTRODUCTORY PERIOD**

The first six months of employment with the District represents an introductory period during which newly hired employees can demonstrate that they can meet the requirements of their position. This period may be extended upon notice by the supervisor to the employee. This period may also be waived, upon the General Manager's approval, when an employee is converted from temporary or intern status to full-time status. During this period, work habits, performance and attendance will be reviewed by the employee's supervisor and appropriate management staff, and written performance appraisal reports may be completed.

A newly hired employee shall become a regular full-time or part-time employee only upon receipt of written confirmation from the supervisor and appropriate management staff that this introductory period has been satisfactorily completed.

During this review period, an employee is not eligible to take paid vacation time or receive a salary increase unless an adjustment of ranges indicates that the employee's current salary is below the adjusted range. The employee's original date of hire will be the anniversary date for computation of salary and benefits.

Successful completion of this initial six-month evaluation period in no way changes or modifies the employee's at-will status with the District.

### **2103 REGULAR FULL-TIME EMPLOYEES**

An employee who has satisfactorily served the required six-month introductory period, who is regularly scheduled to work at least 32 hours per week in an established position on a regular basis is considered a regular full-time employee. Such employees are eligible for full benefits as provided herein; although, benefits as required by law shall be provided consistent with the requirements of the law.

Regular full-time employees who have worked less-than 40 hours per week (i.e. 32 to 39 hours per week) on a regular basis accrue paid leaves predicated on the number of hours worked and are eligible for holiday pay on a pro-rated basis, only if the holiday falls on a regularly scheduled workday.

No employee hired to work a 40-hour workweek can reduce their work schedule without written approval of the General Manager.

### **2104 REGULAR PART-TIME EMPLOYEES**

An employee who regularly and customarily works less than 32 hours per week is considered a regular part-time employee and is not eligible for any benefits other than those mandated by law.

### **2105 TEMPORARY EMPLOYEES**

An employee serving in a position in which the requirements of the services performed are of a temporary nature shall be classified as a temporary employee for a period not to exceed twelve months. This classification includes, but is not limited to, personnel employed for seasonal peak workloads, emergency extra workloads, necessary vacation or leave of absence relief, or special investigative study workloads. Temporary employees are not eligible for any benefits other than those mandated by law.

### **2106 LIMITED-TERM EMPLOYEES**

A limited-term employee is an individual who is temporarily employed by entering into an employment contract for a specified period of time as approved by the Board of Directors. Limited-term employees are eligible for benefits as provided for in the employment contract. All limited-term employment contracts and renewals require Board approval.

### **2107 INTERNS**

The District's Internship Program is designed to meet specific limited-term organizational needs while providing meaningful training and work experience for college students pursuing academic studies. The District will recruit and hire interns based on authorized budget expenditures and a specific purpose, program and project in accordance with the District's strategic goals and objectives and in accordance with the intern policy guidelines. Interns may be employed for a period of up to six months after their graduation. Interns are not eligible for benefits except as required by law. An intern's pay rate is established based on the District's classification schedule and in accordance with their level in college. Upon completion of one year, interns may be eligible for a pay increase based on the recommendation of their supervisor or department head upon the discretionary approval of the General Manager. Interns are not eligible for merit increases on the same basis as regular full-time and part-time employees.

For employees that transition from Part-Time, Temporary, Limited-Term or Intern status to Full-Time, the actual date of hire to Full-Time status will be the anniversary date for computation of leave accruals. Benefits will go into effect in accordance with the policies of the Benefits Administrator.

## **2200 WORK HOURS, WORKWEEK AND OVERTIME**

### **2201 WORKWEEK**

The legal definition of a workweek, as defined pursuant to the Fair Labor Standards Act (FLSA) is any consecutive 168-hour (equivalent to 7 days) period. For purposes of defining the legal workweek, the official workweek for all employees on a standard schedule shall begin at 12:01 a.m. each Monday and end at Midnight the following Sunday.

For all employees working a 9/80 work schedule, their legal workweek shall begin exactly four hours into the 8-hour shift on the day of the week which constitutes their alternating regular day off. 9/80 employees should note that their timesheets will reflect the District's pay period and not the legal workweek for overtime calculations.

### **2202 REST PERIODS**

Employees are allowed rest periods not to exceed 15 minutes during each four consecutive hours of work. The time of each employee's rest period will be determined by the department supervisor. Rest periods shall be considered hours worked but employees shall be relieved of all duties and responsibilities during breaks.

### **2203 LUNCH PERIODS**

Lunch periods are unpaid and shall be staggered to permit the office to remain open during the lunch period. Any employee who works for at least five (5) hours in a work day is required to take a thirty (30) minute lunch within the first five (5) hours of work, and employees who work more than ten (10) hours in one day are eligible for a second meal period. An employee who works less than six (6) total hours in a day may waive such unpaid meal period. All other employees must take a thirty (30) minute lunch break within the first five (5) hours of the workday. Meal periods shall be duty-free with no restrictions placed on such periods.

### **2204 RECORD OF WORK HOURS**

All employees must record their time worked on a standard electronic time sheet for payroll purposes. Each employee is responsible for the daily recording of all time worked and reported as sick, vacation, etc., and allocate the hours to the appropriate time codes. Timesheets are to be submitted electronically by 10:00 a.m. every Monday, unless requested earlier. Employees are responsible for reviewing their time records and confirming that their paychecks accurately reflect the actual hours worked. Supervisors are also responsible for reviewing all time records submitted by subordinates. An employee must report time sheet or paycheck errors immediately in writing to the Human Resources. Any pay correction will be included in the pay period for the time period in which the correction occurred, unless otherwise stated at the time of the correction.

Making any false statement in connection with time or payroll records and continuous errors may result in immediate discharge or other discipline.

## **2205 OVERTIME**

As a governmental agency, the District is obligated to be in compliance with the requirements of the federal Fair Labor Standards Act (FLSA), and it shall be applied to all employees as defined as Exempt and Non-Exempt (See Appendix "A"). The FLSA does not require overtime to be paid for hours worked over eight in a day. FLSA overtime is required only when the work actually performed exceeds 40 hours in the legal workweek – defined as a consecutive 168 hour period. For employees working a 9/80 work schedule, their workweek shall begin exactly four hours into their eight hour shift on the day of the week which constitutes their alternating regular day off. Contact Human Resources if you have questions regarding the calculation of overtime. Non-Exempt employees can accrue a maximum of 40 hours of compensatory time. Overtime must be approved by the Supervisor prior to working. However, all overtime hours in excess of the allowable maximum will be paid, regardless of prior approval.

For purposes of defining overtime, employees are identified by the following two categories:

### **2205.1 Non-exempt employee**

Any employee may be directed to work in excess of the regular workday by the General Manager or their supervisor. The District will pay all Non-Exempt employees at the rate of one and a half times the regular rate of pay for all hours physically worked in excess of 40 in a workweek. Because paid leave hours (vacation, holiday, sick leave, bereavement leave, jury duty, etc.) do not constitute hours actually worked, they will not be included when assessing overall hours in a workweek in the overtime calculation. Non-exempt employees shall receive cash reimbursement or Compensatory Time Off (CTO) accrual. Maximum total accrued for any eligible employee shall not exceed forty hours.

### **2205.2 Exempt employee**

Exempt employees are not eligible for additional compensation or compensating time off for hours worked in excess of 40 hours in the designated workweek and are required to work the hours necessary to fulfill the responsibilities of the position. Exempt employees are executive, administrative or professional employees and perform office or non-manual work and perform one or more of the exempt duties of an executive, administrative or professional employee, in accordance with the Fair Labor Standards Act guidelines.

Exempt employees shall not be subject to docking of pay for absences of less than a full day, except as provided by law. However, pursuant to District's sick leave policy, sick leave balances will be charged for absences greater than four hours in a work day.

## **2206 PAYMENT OF OVERTIME IN EVENT OF SEPARATION**

In accordance with the Fair Labor Standards Act (FLSA), the use of accrued compensatory time to extend employment when an employee has actually vacated a position due to termination is not considered employment; therefore, an employee separating from employment with the District who has performed authorized overtime service for which he/she has not been compensated as provided for, shall be paid at the employee's last regular rate of pay for such accrued service or the average regular rate of pay that the employee received during his last three years of employment, whichever is higher.

## **2207 MAKE-UP TIME**

If a Non-Exempt employee needs to take time off for personal reasons and desires to make up the time rather than be docked or have the time charged to the appropriate accumulated leave balance, said employee may make up the time, with the approval of the employee's supervisor, provided said time is made up within the workweek in which the time off was taken and provided that making up such time does not cause the employee to exceed 40 hours in a workweek.

## **2208 HOLIDAY TIME**

An employee may be required to work on a holiday, if approved at the discretion of the General Manager. Any employee working on a District-recognized holiday will be compensated at the employee's hourly rate in addition to any holiday pay he or she may otherwise receive. See the District Holiday policy section.

## **2300 PAY PRACTICES**

### **2301 PAYDAYS**

District paydays will be every two calendar weeks. Paychecks will be inclusive of pay for all hours in the two preceding calendar weeks. In the event a payday falls on a holiday, the direct deposit or paycheck will be distributed on the day prior to the holiday.

### **2302 PAYROLL DEDUCTIONS**

Payroll deductions are taken from the pay of all employees in compliance with all mandated state and federal laws based on employee's earnings, marital status, and number of exemptions claimed. Payroll deductions also include required pension and health and welfare benefits and employee voluntary contributions. Garnishments will be applied only as required by law. Employees hired after April 1, 1986 are required to contribute to Medicare and payroll deductions are made accordingly.

## **2303 COMPENSATION AND BENEFITS SURVEYS AND PAY STRUCTURE ADJUSTMENTS**

The compensation philosophy guiding the District's decisions related to employee compensation and benefits is that of desiring to provide salary ranges and benefit practices that are competitive with market practices. In conducting compensation surveys, the District establishes its salary ranges by considering the median of the marketplace. In administering benefits surveys, the District considers prevailing and emerging practices related to the District's labor market. This approach has been adopted in an effort to attract and retain the best available staff and continue in its commitment to quality service to the District's member agencies.

Human Resources shall conduct a planned pay structure adjustment survey in November of each year of the direct labor market agencies to determine the percentage adjustment to the Pay Structure ranges for the upcoming fiscal year to go into effect July 1.

A comprehensive compensation and benefits survey shall be conducted every three years to evaluate market practices and job grading. Human Resources may conduct interim market analyses for newly established or modified job classifications between the comprehensive annual reviews.

#### **2304 ANNUAL MERIT INCREASES**

Merit increases for regular full-time and part-time employees are granted, in part, in proportion to an employee's demonstrated job performance and current placement within the employee's salary range. Supervisors and managers will establish performance standards and communicate these expectations to each of their staff. In addition, supervisors and managers will discuss with each employee concerning his or her performance during that employee's performance review process.

#### **2305 MERIT GUIDELINES**

The amount of each merit increase will be determined, in part, by the performance of the employee, as documented on the Performance Appraisal. The performance review should provide a fair and accurate evaluation of the employee's performance in the preceding fiscal year.

#### **2306 PERFORMANCE APPRAISAL**

The purposes of the performance appraisal process is to provide employees with an understanding of personal goals, reasonable standards of performance and timely feedback to facilitate professional improvement. The emphasis is on growth and improvement with coaching to modify behavior instead of corrective or disciplinary actions. This is a two-way communication process between the employee and supervisor and a collaborative engagement based on past performance but focused on future actions. The performance appraisal can result in the development of Performance Improvement Plans.

Newly hired or promoted employees will be appraised at six months from date of hire or position. Thereafter, performance will be appraised annually during the months of June and July, consistent with the timing of the annual merit increase process. Managers will meet with employees during the year to review the performance appraisal and assess performance and progress. Communication should be frequent and frank.

#### **2307 PERFORMANCE CRITERIA AND DEFINITIONS**

Performance criteria should be tied to specific employee goals and serve to provide ongoing feedback throughout the fiscal year. While the District reserves the right to modify the performance criteria, an example criteria framework includes:

- 1 = Unsatisfactory. Performance is below job requirements and level expected and it appears the employee is either unwilling or unable to perform successfully.

- 2 = Needs Improvement. Performance meets some, but not all job requirements. Improvement is needed to meet requirements. Employee has potential for successful performance.
- 3 = Successful. Performance meets job requirements. Overall performance has been at the level expected for the position.
- 4 = Exceeds Expectations. Performance consistently meets and frequently exceeds some job requirements.

## **2308 MERIT INCREASE PROCEDURES**

Merit increases become effective the first full pay period following July 1. Employees, with the exception of the General Manager, with a minimum of six full calendar months of employment with the District may be eligible for merit increase consideration. Merit increases, within the established salary ranges, are not automatic, but will be granted based, in part, upon employee performance and budgetary considerations, as determined by the General Manager.

Merit increases will be granted within the established Salary Range only. If an employee has reached the maximum rate of the Salary Range, the employee's salary shall be frozen (remain unchanged) until such time that the Board of Directors approves a salary range adjustment that would result in the employee's pay rate being less than the range maximum. In the event that the employee is paid at the maximum rate of the salary range any additional compensation that is paid would be at the General Manager's discretion to grant in the form of a lump sum performance payment in accordance with the merit increase guidelines.

## **2309 PROMOTIONS**

A promotion is defined as the movement of an employee from one classification to another classification in a higher salary range, i.e. Administrative Assistant to Senior Administrative Assistant. An employee who is promoted will receive, at the discretion of the General Manager, a promotional salary increase at least to the salary range minimum. The General Manager may, however, grant greater increases.

A promoted employee will be required to serve a six-month review period in the new position; retention of the employee in the promoted classification may be determined at any time during this review period. The six-month review period will have no effect on the timing of the promoted employee's annual salary review for merit consideration or salary range adjustments. If the promoted employee fails this review period, he or she would not have the automatic right to return to his/her former classification, unless there is a vacant position in said former classification. If an employee is returned to his/her former classification, the employee will return to their original pay status in the former classification.

## **2310 POSITION RECLASSIFICATION**

A position reclassification is the change of a position from one salary range to another salary range and will be implemented under the General Manager's authority in the management of the District.

If an employee is in a position that is reclassified to a higher salary range, the employee will maintain his/her current salary rate unless his/her current salary rate is below the minimum salary of the new range, in which case the employee will, at the discretion of the General Manager, be eligible to receive the beginning salary in the new range.

If an employee is in a position that is reclassified to a lower salary range, said employee will be placed at a salary level within the lower range at the discretion of the General Manager.

### **3000 BENEFITS**

### **3100 EMPLOYEE BENEFITS**

### **3101 VACATION**

### **3102 VACATION GENERAL POLICY**

In order to realize the full benefit and purpose of a vacation policy, employees are encouraged to take at least a portion of their annual earned vacation time off each year, in a block of time preferably five consecutive working days. The scheduling of an employee's vacation time or the extension of accrued vacation beyond the designated 12-month accrual period will be at the discretion of the General Manager based on the needs of the District.

#### **3102.1 Accrual Rate**

Regular full-time employees working 40 hours per week shall earn vacation time off with pay in accordance with the following schedule. Employees working less than 40 hours a week but more than 32 hours per week, shall accrue vacation on a prorated basis. Part-time employees who later convert to full-time employees will begin to accrue vacation time beginning on the date of their full-time status. No vacation credit will be earned during any pay period an employee is absent without pay. Regular full-time employees who are temporarily working part-time may accrue vacation leave on a prorated basis, at the District's discretion. When an approved holiday falls within a vacation period, an employee, on vacation shall be entitled to the holiday and will not be required to use vacation hours that day.

<u>Years of Service</u>	<u>Hours Earned Biweekly</u>	<u>Yearly Equiv.</u>
Beginning with 1st year	3.08	80 hours
Beginning with 4th year	4.62	120 hours
Beginning with 11th year	5.23	136 hours
Beginning with 15th year	6.15	160 hours
Beginning with 20th year	6.46	168 hours

#### **3102.2 Accrual Cap**

Once an employee vacation accrual reaches twice his or her yearly annual accrual rate, the employee shall cease being eligible to accrue further vacation until such time as the accrual drops back below that figure. The General Manager maintains discretion to approve the raising of the accrual cap or authorize partial payout of accrued amounts to reduce below the maximum accrual. Unused vacation will be paid out to an employee, or his or her designated beneficiary, at the time he or she separates from employment based on the individual's then-current rate of pay.

### **3103 HOLIDAYS**

### **3104 DESIGNATION**

All eligible regular full-time employees are granted the following paid holidays (total of 11 days/88 hours) workday. In order to be entitled to holiday pay, an employee must be eligible for full pay for

the scheduled workday both before and after said paid holiday. The following dates are recognized District holidays:

New Year's Day	January 1
President's Day	3 <sup>RD</sup> Monday in February
Memorial Day	last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	4th Friday in November
Christmas Eve	December 24
Christmas Day	December 25
One floating holiday to be designated by the employee each year	

The granting of holiday pay does not guarantee any employee the day off. The General Manager may elect to maintain a minimum staff on any holiday.

### **3105 HOLIDAYS OCCURRING ON A DATE SCHEDULED OFF**

When a paid holiday falls on a Sunday, the following Monday shall be deemed the holiday. When a paid holiday falls on a Saturday, the preceding Friday shall be deemed the paid holiday. When a paid holiday falls on an employee's scheduled day off per the modified work week schedule, the employee will receive eight hours of CTO accrual in lieu of the following day off.

If the floating holiday is not used within the calendar year it will be credited to the employee's CTO or vacation accrual.

### **3106 EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The EAP provides confidential, professional assistance program for use when personal problems affect an employee's life and work. The program provides information, consultation, and counseling for employees, dependents, and domestic partners, as well as offering training and consultation to management.

The EAP encourages employees to use services early in the progression of a problem before situations significantly impact work. This is accomplished by promoting service for "normal problems in living" such as relationships, stress, legal and financial problems, career concerns, anxiety and depression. The EAP also services more serious concerns such as alcohol and drug problems, family violence, and threats of suicide.

This benefit is provided for all regular full-time employees. The District will pay a portion toward the cost of the monthly premiums based on the amounts approved by the Board and in accordance with insurance policy guidelines. This benefit goes into effect on the first day of the month following 30 days of service.

Please contact Human Resources for additional information.

### **3107 EMPLOYEE RECOGNITION PROGRAMS**

### **3107.1 Service Awards**

The Service Award Program is designed to formally recognize all regular full and part-time employees for continuous years of dedicated service with the District. Employees will be formally recognized at completion of five-years of service and at five-year increments thereafter. Following completion of the required years of service, a certificate will be presented to the employee at the Board meeting during the employee's anniversary month.

At completion of five years, the employee will be granted one compensation day (8 hours) to be used within the following 12 months. At completion of ten years and every five years thereafter, the employee will be granted two compensation days (16 hours) to be used within the following 12 months. These compensation days will be allocated to CTO or vacation accrual if not used within the 12 month period.

### **3107.2 Employee/Team Excellence**

This program has been established to recognize outstanding District employees, encourage teamwork and acknowledge contributions to the District. The goal is to encourage quality work, continuous improvement, teamwork, efficiency, customer service, and a high level of dedication. The program recognizes that District employees are the source of our strength, reputation, and innovation.

Recipient/s will receive recognition at either a District Staff meeting or Regular Board Meeting by way of an Outstanding Performance Certificate and either a gift card or check up to a maximum of \$200 for individuals, and larger awards to departments or groups, as determined by the General Manager. Based upon the act or accomplishment, the General Manager may grant a special award of up to \$1,000. Award amounts over \$25 are taxable in accordance with IRS guidelines.

## **3200 LEAVE PROVISIONS**

### **3201 PAID SICK LEAVE**

Paid sick leave is granted as a benefit to eligible regular, full-time employees to be used for illness or injury. It is not to be used as vacation or an earned right to time off from work. Eligible employees are entitled to use this sick leave following completion of thirty days of employment. Employees on sick leave will be paid from their accumulated sick leave hours. For absences of five working days or more, a request for leave and/or a medical certification, stating expected date of return, must be submitted to Human Resources. Upon return to work, a written doctor's release must be submitted to Human Resources. Sick leave may also be used to attend to the illness or injury, or due to medical and dental office appointments, of an employee's immediate family member. For purposes of this section, immediate family member shall mean the employee's spouse, child, parent, registered domestic partner or any family member with whom the employee resides, biological or foster children, stepchildren and stepparents, legal wards and guardians, children of domestic partners, siblings, parent-in-law, and grandparents.

#### **3201.1 Method of Accrual**

Regular, eligible full-time employees working 40 hours per week shall accrue 3.69 hours (equivalent to 96 hours per year) of sick leave with pay for each biweekly pay period of service. Eligible employees working less-than 40 hours per week shall accrue sick leave on a prorated basis. An employee on leave of absence without pay shall earn no sick leave during the absence without pay. Employees on a leave of absence and or temporarily working part-time due to a

medical disability shall accrue sick leave on a prorated basis, based on the number of hours actually worked (see section under Disability for clarification of use while on disability leave). Employees are required to allocate the number of hours to sick time accordingly on their electronic time sheet.

### **3201.2 Maximum Accrual**

A maximum of 488 hours of sick leave may be accumulated. Any non-exempt employee accumulating sick leave in excess of 488 hours will be cashed out for those excess sick leave hours on the first check of each September at the rate expressed in the chart below; thereafter, the employee's leave accrual will be reduced down to the 488 hour maximum. Exempt employees, on the other hand, will have their sick leave accrual capped at 488 hours, and will cease to be eligible for sick leave accrual until such time as their sick leave accrual drops back below 488 hours. Employees will not be paid for any accrued but unused sick leave upon termination of employment.

Hours of sick leave used in preceding 12 mos. from July 1 to June 30	Cash out of hours in excess of 488
0 hours of sick leave	50%
8 hours of sick leave	33.33%
9-32 hours of sick leave	25%
33-64 hours of sick leave	8.33%
65 or more hours of sick leave	0%

**Partial Day Absences:** Exempt employees, shall be required to use sick leave to cover any absence of four hours or greater on a regular work day. Non-Exempt employees shall use sick leave to cover any absence in in one-half hour increments.

Upon request, the employee may utilize paid vacation time in lieu of sick leave, at the discretionary approval of the District.

### **3202 MANDATORY PAID SICK LEAVE**

Employees who are not otherwise provided paid sick leave are entitled to sick leave as required by the Healthy Workplaces/Healthy Families Act of 2014 Paid Sick Leave. Any non-exempt employee not otherwise provided paid sick leave pursuant to the District's policy or practice shall be entitled to paid sick leave pursuant to this policy, as follows

An employee qualifies to accrue paid sick leave under this policy upon the start of the employee's employment. An employee shall be entitled to use any accrued and available paid sick leave as of the 90th day of employment. Eligible employees shall accrue paid sick leave at the rate of one hour for every 30 hours worked, not to exceed six days (48 hours). Once the employee accrues six days of sick leave, accrual will cease until the employee uses leave and brings his or her accrual balance below six days. Accrued but unused sick leave shall carry over year to year. Employees are not entitled to any pay out of sick leave accrual upon separation from employment; although if an employee is re-hired within a year, the previously accrued but unused sick leave will be reinstated.

Leave may be used for any purpose where sick leave is otherwise typically used at the District, including but not limited to the diagnosis, care, or treatment of an existing health condition of, or preventive care for the employee or the employee's family member. An employee who is a victim

of domestic violence, sexual assault, or stalking, may also use this leave to: (1) attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child; (2) seek medical attention for injuries caused by domestic violence, sexual assault, or stalking; (3) obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking; (4) obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or (5) participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable.

### **3203 BEREAVEMENT LEAVE**

In the event of death of a member of an employee's immediate family (spouse, registered domestic partner, child, step-child, parent, step-parent, brother, sister, step-brother, step-sister, grandparent, grandchild, father-in-law, or mother-in-law, or any family member with whom the employee resides, foster children, legal wards and guardians, children of domestic partners), regular full-time employees are eligible to take up to three days with pay in any one instance to arrange for or attend a funeral of a member of their immediate family. This benefit is effective immediately upon employment. Employees are to allocate the number of hours to Bereavement Leave accordingly on their electronic time sheet.

### **3204 SERIOUS FAMILY ILLNESS LEAVE**

Following completion of 30 days of employment, regular full-time employees are eligible to take up to four days with pay per fiscal year for serious family illness to attend the birth of an employee's child, operation of an immediate family member, to attend to the serious illness or injury of an immediate family member, or where death of an immediate family member appears imminent. Immediate family includes those mentioned in the Bereavement Leave policy above. This form of leave does not extend the leave period provided under the family leave laws. Employees are to allocate the number of hours to Serious Family Illness Leave accordingly on their electronic time sheet.

### **3205 JURY OR WITNESS DUTY LEAVE**

Jury Duty is considered an excused absence. Any regular, full-time employee of the District who is called or required to serve as a trial juror or witness will be excused from work during the period of such service or while present in court as a result of such a call. Eligible full-time employees required to serve as jurors are granted jury duty leave with pay, less any fees paid to them by the court, except mileage up to a maximum period of thirty (30) working days. Employees serving on a jury exceeding the thirty (30) day period shall do so without pay. This benefit is effective immediately upon employment. An employee serving jury duty must obtain an attendance slip from the court and submit it to the accounting department in order to be eligible for pay for those hours. Employees are to allocate the number of hours to Jury Duty Leave accordingly on their electronic time sheet. Any employee relieved from jury duty after less than 3 hours shall report to work unless impracticable because of travel time. If the employee is unable to return to work, time will be taken as unpaid, or vacation or compensatory time.

An employee who is subpoenaed to appear in court in a matter regarding an event or transaction which he or she perceived or investigated in the course of his or her job duties will do so without loss of compensation. An employee will not be paid to appear in court in a matter unrelated to his/her duties or in a matter initiated by the employee.

## **3206 DISABILITY LEAVE**

### **3206.1 Short-Term Disability Leave**

The District participates in the State of California, Employment Development Department (EDD) Disability Insurance program. Workers who suffer a loss of wages when they are unable to work due to a non-work-related illness or injury, pregnancy or childbirth, may be eligible for disability insurance benefits. Generally, the program goes into effect on the eighth day of disability (since SDI requires a seven-day waiting period) up to a maximum of 52 weeks (as determined by EDD) based on the requirements of the Plan. Visit <http://edd.ca.gov/> for complete program details, eligibility, weekly benefit amount, exclusions, etc.

The weekly and maximum benefit amounts are based on the wages paid during a specific 12-month base period, which is determined based on the date the claim begins. Use of sick leave accruals may be coordinated with the SDI benefit to make up the difference between disability benefits and an employee's regular pay. In cases where there is not sufficient sick leave to make up the difference, an employee may elect to use vacation and/or compensatory time off to supplement the difference. The program is administered by the EDD, and employees should seek clarification as to eligibility and scope of benefits from the EDD. EDD guidelines and rulings supersede any statement made herein.

### **3206.2 Long-Term Disability leave**

Long term disability insurance (LTD) is an insurance policy that provides partial income replacement in the event that an employee is unable to work due to illness, injury, or accident for an extended period of time. All regular, full-time employees are eligible for long-term disability insurance per the terms of the insurance policy in force. See Human Resources for a complete outline of coverage, exclusions, and policy information. An employee receiving long-term disability benefits may elect to apply accrued earned leave time to make up the difference between disability benefits received and the employee's regular salary

### **3206.3 Employee Filing Requirements**

It is the employee's responsibility to file for disability insurance benefits as soon as possible in order to eliminate undue delay in the receipt of their disability pay. See Human Resources on where to obtain the appropriate forms.

### **3206.4 Verification of Disability**

Employees are required to provide Human Resources with a certification of disability from a licensed physician within fifteen days of the District's request for such certification. The employee may be asked to provide re-certifications as allowed by law.

### **3206.5 Employee Benefits While on Disability Leave**

Employees on an authorized medical leave of absence without pay may continue disability, health, and life coverage for a period in which the leave is protected by law, during which time the employee will continue to pay his or her portion of the benefits premium. Where the leave is not protected by law, the employee may continue such coverage upon the District's approval for a period of no more than four months, during which time the employee will continue to pay his or her portion of the benefits premium. The employee's failure to pay his or her portion of the benefit

premium may subject the employee to loss of coverage. Upon return to work, the employee will become eligible to have coverage reinstated in accordance with the terms of agreement with the carriers then in effect.

An employee on disability leave without pay from the District will not be eligible to accrue vacation or sick leave and shall not be eligible for any paid leaves or pension plan contributions. An employee on paid leave will accrue vacation and sick leave based on the number of hours being paid.

### **3207 FAMILY/MEDICAL LEAVE OF ABSENCE (FMLA/CFRA) California & Federal Family Medical Leave**

In accordance with the Federal Family and Medical Leave Act ("FMLA"), the FMLA's Service member leave provisions ("Service member FMLA"), and the California Family Rights Act ("CFRA"), the District has adopted the following Policy regarding the rights and responsibilities of employees absent for a family leave purpose. This Policy shall supersede the provisions of any District policy, practice, rule or procedure to the extent that such policy, practice, rule or procedure is in conflict or inconsistent with this Policy.

#### **3207.1 Purpose of the Leave**

In accordance with the CFRA, FMLA, Service member FMLA and this Policy, the District shall provide up to twelve (12) work weeks of CFRA or FMLA leave in a 12-month period to any "eligible employee" who requests leave for any of the following purposes:

- The birth or adoption of a child by the employee or placement of a child in foster care with the employee (all family leave taken for one of these purposes must be concluded within one year of the event);
- To care for a child, parent, spouse or registered domestic partner of the employee who has a serious health condition;
- For an employee's own serious health condition which makes the employee unable to perform the essential functions of the employee's position; or
- For the care of a covered family member's injuries or exigencies stemming from qualifying service in the Armed Forces as provided for under the Service member FMLA's provisions.

#### **3207.2 Eligibility**

Employees are eligible for family leave if, at the time leave commences, all of the following apply:

- The employee must have at least 12 months (not necessarily consecutive months) of service with the District;
- The employee must have worked at least 1,250 hours during the 12 months immediately prior to the period of FMLA, Service member FMLA or CFRA leave; and
- As of the date of the employee's leave request, the District employs at least 50 full- or part-time employees at the employee's worksite or within 75 road miles of the employee's worksite.

#### **3207.3 Special Rules for Pregnancy Disability Leave**

The right to take CFRA leave is separate and distinct from the right to take a pregnancy disability leave. In other words, leave taken by an employee disabled by pregnancy, childbirth or related medical conditions is not family leave under the CFRA, even though it may be FMLA leave.

- In light of the above, the District may require that pregnancy disability and FMLA leave run concurrently (hereinafter "pregnancy disability/FMLA leave"), but CFRA leave can never

run concurrently with a pregnancy disability leave. This means that, at the end of the employee's period(s) of pregnancy disability or pregnancy disability/FMLA leave, whichever occurs first, a CFRA eligible employee may take up to 12 workweeks of CFRA leave due to the birth of her child or for other family leave purposes.

- Where an employee has exhausted her entitlement to pregnancy disability/FMLA leave prior to the birth of her child, and her health care provider certifies that continued leave is medically necessary, the District may, but is not required to, allow the employee to utilize CFRA leave prior to the birth of her child.
- The maximum combined leave entitlement for pregnancy disability, FMLA and CFRA leave for the birth of a child is four months and 12 workweeks. This assumes that the employee has exhausted all four months of pregnancy disability leave; she exhausted her entitlement to up to 12 weeks of FMLA leave during the period of pregnancy disability leave; and the employee requested and was eligible for a 12 week CFRA leave following the birth of her child.
- For more information regarding rights to pregnancy disability leave contact the Human Resources Department.

#### **3207.4 Special Rules Regarding Employment of Spouses**

Where CFRA and FMLA leave are running concurrently, and both the "husband and wife" are employed by the District, their combined entitlement to CFRA/FMLA leave for the birth or adoption of a child by the employees or placement of a child in foster care with the employees shall be limited to twelve (12) workweeks in a 12-month period between the husband and wife. Where CFRA leave is running separate and apart from FMLA leave (such as following a pregnancy disability/FMLA leave), and both "parents" are employed by the District, their combined entitlement to CFRA leave for the birth, adoption or foster care placement of their child shall be limited to twelve (12) workweeks in a twelve (12) month period between the two parents. This provision applies to the parents of the child, regardless of their marital status. The provisions above do not affect the employees' right to use any remaining CFRA or FMLA leave for any other qualifying purpose(s).

#### **3207.8 Calculating the 12-month Period**

For the purpose of this Policy, "12-month period" shall mean a 12-month period measured backward from the date employee first uses family leave. The District uses a "backward rolling" calculation.

#### **3207.8 Notice Requirements**

The employee, or a representative for the employee (e.g., spouse, adult family member, or other responsible party), must notify Human Resources, preferably in writing, as soon as it becomes apparent that the employee will be needing leave for a family leave purpose.

- Employees must provide at least 30 calendar days advance notice before leave is to begin if the need for leave is foreseeable, or notice as soon as practicable under the circumstances.
- The employee must consult with his or her supervisor regarding the need for a leave and must make a reasonable effort to schedule any planned medical treatment or supervision

so as to minimize disruption of District operations. Actual scheduling is, however, subject to the approval of the patient's health care provider.

- Failure to comply with these notice requirements is grounds for, and may result in, deferral of the requested leave until the employee complies with these provisions. However, the District shall not deny a leave, the need for which is an emergency or is otherwise unforeseeable, on the basis that the employee did not provide advance notice of the need for the leave.
- Where leave is requested on the basis of a serious health condition affecting an employee's family member, the District may require evidence of the family relationship.

### **3207.9 District Determination and Notification**

It is up to the District to designate leave, paid or unpaid, as CFRA or CFRA/FMLA leave based on information provided by the employee or the employee's representative.

- In the event that the District determines that a leave of absence is for a FMLA/CFRA family leave purpose, the District shall, within two business days, if feasible, notify the employee in writing of its determination that the leave constitutes FMLA or CFRA leave.
- Where CFRA leave is running separate and apart from FMLA leave (such as following a pregnancy disability/FMLA leave), the District shall respond to the leave request as soon as possible and, in any event, no later than 10 calendar days after receiving the request. Once given, approval of CFRA leave shall be deemed retroactive to the first day of the leave.
- The District's written notice to the employee shall, among other things:
  - Specify the obligations of the employee while on family leave and explain the consequences of a failure to meet these obligations;
  - Provide notice to the employee in the event that a period of paid leave is to be counted as family leave;
  - Provide notice to the employee in the event that the District requires paid leave to be substituted for unpaid leave.
- Where the employee fails to provide sufficient information until after the leave commenced, the District may make a preliminary determination that the employee's absence is for a family leave purpose, subject to later confirmation by medical certification.
- If either the District or the employee designate an absence as family leave after the leave of absence has begun, such as when an employee advises the District during the leave of absence or after his/her return to work that the entire leave of absence or any part of it was for a family leave purpose, that portion of the leave period which was for a family leave purpose may be retroactively counted as family leave.
- If the employee fails to advise the District that a leave of absence was for a family leave purpose either before, during or within two days after he/she returns to work, the employee will not be able to assert the protections of the family leave laws for the leave of absence.
- Any dispute between the District and an employee as to whether paid leave qualifies as family leave should be resolved through discussions between the employee and Human Resources.

### **3207.10 Medical Certification**

An employee's request for leave due to a serious health condition affecting the employee or the employee's child, parent or spouse must be supported by a medical certification issued by the health care provider of the individual requiring care.

- For leave to care for the employee's child, parent, or spouse, this certification need not identify the serious health condition involved, but shall contain:
  - The date, if known, on which the serious health condition commenced;
  - The probable duration of the condition;
  - An estimate of the amount of time which the health care provider believes the employee needs to care for the child, parent or spouse; and
  - A statement that the serious health condition warrants the participation of the employee to provide care during a period of treatment or supervision of the child, parent or spouse.
- For leave to care for the employee's own serious health condition, this certification need not, but may, at the employee's option, identify the serious health condition involved. It shall contain:
  - The date, if known, on which the serious health condition commenced;
  - The probable duration of the condition; and
  - A statement that, due to the serious health condition, the employee is unable to work at all or is unable to perform any one or more of the essential functions of his or her position.
- This type of medical certification is not required where leave is requested for the birth, adoption or placement of a child in foster care with the employee. (However, the District may request written verification of family relationship for the birth, adoption or placement of a child in foster care with the employee.)
- Medical certification must be provided within 15 calendar days of the District's request and generally prior to the commencement of a foreseeable leave of absence, unless it is not practicable to do so despite the employee's diligent, good faith efforts to do so.
- With regard to leave due to the employee's own serious health condition:
  - Where the District has reason to doubt the validity of the employee's medical certification, the District may require, at the District's expense, that the employee obtain a second medical opinion from a health care provider designated by the District and who is not regularly used by the District; and
  - Where the second opinion differs from the first, the District may require that the employee obtain a third and binding medical opinion, again at the District's expense, from a health care provider designated or approved jointly by the District and the employee.
- The District may require recertification only where additional leave is requested.
- The District may also require certification at the time the employee seeks reinstatement from family leave due to the employee's own serious health condition that the employee is fit for duty and able to return to work.

### **3207.11 Minimum Period of Leave**

Leave may be taken in one or more periods and does not have to cover a continuous period of time.

- Where leave is taken due to the serious health condition of the employee or his/her parent, child or spouse, the minimum leave increment shall be the shortest period of time the District's payroll system uses to account for absences or use of leave.
- Where CFRA leave is running separate and apart from FMLA leave (such as CFRA leave following pregnancy disability/FMLA leave), the minimum duration for leave taken in connection with the birth, adoption or foster care placement of a child is two weeks, except that the District shall grant a request for CFRA leave of less than two weeks on any two occasions during the one year period following the birth or placement of the child with the employee.

### **3207.12 Substitution of Leave**

The District may require that sick leave be used to provide pay during any period of otherwise unpaid family leave due to the employee's own serious health condition. Sick leave may also be used in connection with family leave taken for other purposes in accordance with applicable District Policy (ies), California Labor Code section 233, and upon the mutual agreement of the District and the employee. The District may require that vacation and other accrued time off (other than sick leave and compensatory time off) be used for any family leave qualifying event other than pregnancy disability leave. Where pregnancy disability leave and FMLA leave are running concurrently, accrued vacation or compensatory time may be used at the employee's option. CFRA and FMLA leave may also run concurrently with a leave of absence covered by workers' compensation or temporary disability. Upon reinstatement, all employee benefits will be resumed without any new qualification period, physical examination or exclusion of preexisting conditions.

### **3207.11 Reinstatement**

Where a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated to the same or a comparable position by the date agreed upon. If the reinstatement date differs from the District's and employee's original agreement, the employee will be reinstated to the same or a comparable position within two business days, where feasible, after the employee notifies the District of his or her readiness to return. The employee's use of family leave may not result in the loss of any employment benefit that the employee earned or was entitled to before going on family leave. Upon reinstatement, all employee benefits will be resumed without any new qualification period, physical examination or exclusion of preexisting conditions.

### **3207.12 Denial of Reinstatement**

An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during family leave. For example, if an employee is laid off while on family leave, the District's responsibility to maintain group health plan benefits and reinstate the employee ceases at the time the employee is laid off.

The District may also deny reinstatement to:

- An employee who gives notice that he or she no longer desires to return to employment with the District;
- An employee who fails to provide certification that he or she is fit for duty and able to return to work after taking family leave based on the employee's own serious health condition; or
- A salaried "key employee" who is among the highest-paid 10% of employees employed within 75 road miles of the employee's worksite, if:

- It is necessary to prevent substantial grievous economic injury to the operations of the District,
- Notice is given to the employee at the time of the leave request that the District will grant the leave request, but that the District may deny reinstatement, and
- The employee is given a reasonable opportunity to return to employment after receiving such notice, but elects not to return, or
- After the leave expires, the employee requests reinstatement, and the District makes a determination at the time of the reinstatement request and notifies the employee of its determination that reinstatement would cause substantial grievous economic injury to the operations of the District.

### **3208 SERVICEMEMBER FAMILY & MEDICAL LEAVE**

The federal Family and Medical Leave Act (FMLA) entitles eligible employees to take leave for a covered family member's service in the Armed Forces. This Policy supplements our FMLA Policy and provides general notice of employee rights to this leave. Except as stated below, such rights and obligations for Service member FMLA are governed by our existing FMLA Policy. Service member FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

#### **3208.1 Entitlement to Service member FMLA**

Service member FMLA provides eligible employees unpaid leave for any one, or combination, of the following reasons:

- A 'Qualifying Exigency' arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan: or
- To care for a covered family member who has incurred an injury or illness while in the Armed Forces provided that such injury or illness renders the family member medically unfit to perform duties of the member's office, grade, rank or rating and is certified by the service member's health care provider.

#### **3208.2 Duration of Service member FMLA**

(1) When leave is due because of a 'Qualified Exigency' concerning the military duty of a family member: an eligible employee may take up to 12 workweeks of leave during any 12-month period. (2) When leave is to care for an injured or ill service member: an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 workweeks in a single 12-month period. (3) Where spouses are both employed by the District, they may take up to, in aggregate, 26 workweeks of service member FMLA, provided that any portion of the aggregate leave that is not for care of a family service member does not exceed 12 workweeks.

#### **3208.3 Notice of Intent to take Service member FMLA**

In any case where it is foreseeable that an employee will need service member FMLA, that employee must provide notice of his or her intent to take leave as soon as reasonably possible and provide certification of either the 'qualified exigency' or family service member's need for care as soon as practicable.

### **3209 PREGNANCY DISABILITY LEAVE**

Any employee who is disabled by pregnancy, childbirth, or related conditions may take a Pregnancy-Related Disability leave for the period of actual disability of up to four months, in

addition to any family care or medical leave to which the employee may be entitled. Pregnancy-Related Disability Leaves may be taken intermittently, or on a reduced-hours schedule, as medically necessary.

Moreover, an employee is entitled to a reasonable accommodation for pregnancy, childbirth, or related medical conditions if she so requests and provides the District with medical certification from her health care provider. In addition to other forms of reasonable accommodation, a pregnant employee is entitled to transfer temporarily to a less strenuous or hazardous position or to less hazardous or strenuous duties if she so requests, the transfer request is supported by proper medical certification, and the transfer can be reasonably accommodated.

### **3209.1 Substitution of Paid Leave for Pregnancy-Related Disability Leave**

An employee taking Pregnancy-Related Disability Leave must substitute any available sick pay for her leave and may, at her option, substitute any accrued vacation time for her leave. The substitution of paid leave for Pregnancy-Related Disability Leave does not extend the total duration of the leave to which an employee is entitled.

### **3209.2 Leave's Effect on Benefits**

During a Pregnancy-Related Disability Leave, the District will continue to pay for the employee's participation in the District's group health plans, to the same extent and under the same terms and conditions as would apply had the employee continued in employment continuously for the leave period.

Thus, the employee must continue to pay his or her share of the health plan premiums during the leave. If paid sick leave is substituted for any portion of the leave that is unpaid leave, such payments will be deducted from the employee's pay through the regular payroll deductions. Otherwise, the employee must make arrangements with the District for the payment of such premiums.

The District may recover from the employee the premiums that the District paid to maintain coverage for the employee under the group health plan if the employee fails to return from leave after the period of leave has expired and the employee's failure to return is for a reason other than: (i) the employee is taking (i.e., has transitioned over to) leave under the California Family Rights Act, unless the employee chooses not to return after the CFRA leave, in which case the District can recover such premiums; (ii) the continuation, recurrence, or onset of a health condition that entitles the employee to Pregnancy-Related Disability Leave, unless the employee chooses not to return after the Pregnancy-Related Disability Leave, in which case the District can recover such premiums; (iii) non-pregnancy related medical conditions requiring further leave, unless the employee chooses not to return to work following the leave, in which case the District can recover such premiums, or (iv) other circumstances beyond the employee's control.

It is the District's policy that, similar to other unpaid leaves, during any unpaid portion of a Pregnancy-Disability Leave, employees will accrue employment benefits, such as sick leave and vacation leave, only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

Employee benefits may be continued during the unpaid portion of the Pregnancy-Disability Leave according to the provisions of the District's various employee benefit plans.

### **3209.3 Return to Work Certification**

Consistent with the District's practice for other employees returning from a disability leave for reasons other than pregnancy, the District requires that an employee returning from Pregnancy-Related Disability Leave provide a release to return to work from her healthcare provider stating she is able to resume her original job or duties.

### **3209.4 Leave's Effect on Reinstatement**

Employees returning from Pregnancy-Related Disability Leave generally are entitled to be reinstated in the same position, subject to certain conditions, and consistent with applicable law.

## **3210. NEW PARENT LEAVE**

Eligible employees who are not subject to both the federal FMLA and California CFRA may take new parent leave under California's New Parent Leave Act to bond with a new child within one year of the child's birth, adoption, or foster care placement, under the circumstances set forth below. Employees should direct any questions to Human Resources.

### **3210.1 Eligibility**

To be eligible for New Parent Leave, employees must (1) have more than 12 months of service with the District during the 12-month period prior to the date on which the leave is to commence; (2) have at least 1,250 hours of service with the District during the previous 12-month period; and (3) work at a worksite in which the District employs at least 20 employees within 75 miles.

### **3210.2 Leave's Effect on Pay and Benefits**

Leave under the New Parent Leave Act is unpaid, although employees are entitled to utilize accrued vacation pay, paid sick time, or other paid or unpaid time off negotiated with the District, during such leave. Also, employees may be eligible for Paid Family Leave wage replacement/insurance benefits administered as part of the California State Disability Insurance program during a New Parent Leave.

During New Parent Leaves, the District will continue to pay for employees' participation (if applicable) in the District's group health plan for the duration of the leave but not to exceed 12 weeks over the course of a 12-month period, commencing on the date that the parental leave commenced, at the level and under the conditions that would have been provided if the employee had continued to work in his or her position for the duration of the leave. Thus, the employee must continue to pay his or her share of any group health plan premiums during the leave. If an employee has other voluntary plans and/or dependent medical insurance coverage, he/she also will be required to pay the regular contributions for those benefits while on leave.

The District may recover the premiums that it paid for maintaining coverage for the employee under any group health plans, if (1) the employee fails to return from leave after the expiration of the period of leave to which he/she is entitled, and (2) such failure to return is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control.

### **3210.3 Guaranteed Reinstatement**

Eligible employees who take New Parent Leave should note that they are guaranteed employment in the same or a comparable position upon termination of such leave, subject to any exceptions provided by law.

#### **3210.4 Both Parents as Employees**

If the District employs both parents who are entitled to New Parent Leave, the District is not required to grant leave in an amount beyond that available to one eligible parent.

#### **3210.5 No Discrimination or Interference with Rights**

The District will not discriminate in any way against, an individual because he or she exercised New Parent Leave rights or gave information or testimony as to the employee's or another person's New Parent Leave, and it will not interfere or limit in any way the exercise or attempted exercise of any such rights.

#### **3211. BENEFIT ACCRUALS WHILE ON UNPAID LEAVE**

Employees on family leave, pregnancy disability leave or any other leave, with the exception of Military Leave, do not accrue vacation, sick leave, or other seniority based benefits during any portion of the leave that is unpaid. Upon completion of family leave, pregnancy disability leave or any other leave, any entitlement to benefits shall be governed by the applicable leave policy. Benefit accruals while on Military Leave are provided in accordance with USERRA and the California Military and Veterans Code, Section 395, et seq.

#### **3212. NO RETALIATION & WHISTLEBLOWER PROTECTIONS**

##### **3212.01 No Retaliation**

The District's policy and state and federal laws forbid retaliation against employees because they have exercised their rights under law, protested any violation of law, or participated in any proceeding under law. The U.S. Department of Labor and the California Department of Fair Employment and Housing are authorized to investigate and resolve complaints of any violation of the PDL, FMLA, CFRA, and other laws. Employees also have the right to bring a civil action for violations of the PDL, FMLA, CFRA, and other laws.

##### **3212.02 Whistleblower Protections**

The District is committed to operating in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its Board of Directors, officers, employees, agents, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violate a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to District business and does not relate to private acts of an individual not connected to District business.

If an employee has a reasonable belief that an employee, District officer, or other District agent has engaged in any action that violates any applicable law or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Director of Human Resources. If the employee does not feel comfortable reporting the information to the Director of Human Resources, he or she is expected to report the information to the General Manager. If the employee does not feel comfortable reporting the information to the General Manager, he or she is expected to report the conduct to the Board of Directors, either collectively or by relaying the information to any individual Director to be relayed to the Board. All reports should be submitted in writing to properly characterize the concerns.

The District will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to Human Resources, General Manager, the

Board of Directors or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

The District may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy. The District will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel, or court, truthful information relating to the commission or possible commission by District or any of its employees of a violation of any applicable law or regulation. Supervisors will be trained on this policy and the District's prohibition against retaliation in accordance with this policy.

### **3213. MILITARY LEAVE**

Military leave shall be granted in accordance with State and Federal law.

#### **3213.1 Active Service**

An employee who is engaged in military duty ordered for purposes of active military training or encampment is entitled to military leave with pay for up to 30 days per calendar year.

#### **3213.2 Inactive Service**

An employee who is required to attend scheduled service drill periods or perform other inactive duty reserve obligations is entitled to military leave without pay, not to exceed 180 calendar days per year. Such employee may, at his or her option, elect to use accrued vacation or compensatory time to attend the scheduled reserve drill periods or to perform other inactive drill period obligations.

### **3214. PERSONAL LEAVE OF ABSENCE WITHOUT PAY**

Upon written request, approved by the General Manager's sole discretion, a regular full-time employee may be granted a personal leave of absence without pay not to exceed 30 working days. The General Manager, based on the District's needs and requirements, will determine conditions of such leave of absence. The Board of Directors must approve requests for personal leaves of absence longer than 30 days' duration. This benefit is effective following successful completion of six months of service.

No sick or vacation leave will be accrued during any pay period an employee is absent without pay.

The employee and the District will each continue to pay its share of the premiums in accordance with District policy for qualified employees on authorized personal leave of absence without pay for up to 30 days on such leave. Thereafter, continuing such premium payments will be at the sole discretion of the Board of Directors. Should coverage be terminated under the District's long-term disability plan, coverage may be converted to an individual plan at the expense of the employee. Upon return to work, employees become eligible for reinstatement in accordance with the terms of the agreement with the insurance carrier then in effect.

Refer to the appropriate sections regarding continuation of premium payments for disability, medical, dental, vision and life insurance coverage while on other leaves without pay.

### **3215. UNAUTHORIZED ABSENCE**

Any unauthorized absence from work is considered cause for immediate dismissal. Absence from work without permission and without notification to the District for three consecutive days will be considered a voluntary resignation.

### **3216. DISCRETIONARY EXECUTIVE LEAVE**

At the General Manager's discretion, the District may provide up to five days of paid executive leave to its executive management employees. This leave is meant for business-related purposes as a means of encouraging full-time management employees to participate in and attend meetings, activities, and events on behalf of the District, and to spend time outside of normal working hours otherwise in the service of the District. Paid executive leave is not considered vacation and is a privilege of paid time away from the work place. Employees eligible for paid executive leave are required to obtain approval from the General Manager or designee prior to the scheduled use of paid executive leave. The use of any paid executive leave must be recorded in the District's payroll records for each calendar year. Paid executive leave does not accrue or cash out upon termination.

### **3217. CATASTROPHIC LEAVE**

The District has adopted a program that allows employees who have accrued vacation, CTO or sick leave hours the option to voluntarily donate hours to another employee who has exhausted his/her sick, vacation and CTO leaves, due to a non-work related catastrophic illness or injury to allow the employee to recover from their illness or injury. The calculation for the hours will be based on the number of hours donated times the donor's hourly rate divided by the recipient's hourly rate. The Program guidelines and forms can be obtained from Human Resources.

### **3218. WORKER'S COMPENSATION (WORK-RELATED ILLNESS OR INJURY)**

Whenever an employee sustains an injury or disability arising out of, and in the course of, District employment and requires medical care, the employee shall obtain treatment according to the provisions of the California Labor Code, sections 4600 et seq. and shall receive compensation for hours not worked while obtaining such medical care without loss of accrued leave hours.

**Employees are required to immediately report a work-related injury/incident to their supervisor and Human Resources. The supervisor of the affected employee shall ensure that the report is made.**

Whenever, due to a work-related injury, an employee is compelled by direction of his or her physician to be absent from duty on account of such injury or disability, such employee will be placed on a Medical Leave of Absence under Workers' Compensation Leave. The employee will receive full compensation for the first three (3) calendar working days following the date of the injury without loss of accrued leave hours. Thereafter, the employee may elect to apply pro-rated sick leave first, vacation, or Compensatory Time Off (CTO), if sick leave is exhausted, to such absence to receive compensation in an amount equal to the difference between the compensation to which he/she is entitled under Workers' Compensation Act and his or her regular pay, not to exceed the amount of accrued leave.

Workers' Compensation benefits begin with the fourth full consecutive calendar day of missed work (including weekends); however, if the absence continues beyond fourteen (14) days, Workers' Compensation will then pay the applicable benefits for the first three (3) days of missed work.

When this occurs, the employee will be docked for the first three (3) days the District previously paid him/her in an amount equal to the Workers' Compensation benefits received.

An employee, who is on Workers' Compensation leave of absence and covered by disability insurance when the work related injury occurred, may be eligible for disability benefits. (Compensation to which an employee is entitled from Workers' Compensation and disability shall not exceed an employee's regular pay).

Supervisors are required to complete the required reporting forms whenever an employee is injured and/or placed on Workers' Compensation Leave. A doctor's release must be provided to the District upon the employee's return to work from a Workers' Compensation Leave. See Human Resources for the appropriate forms.

### **3219. RETURN TO WORK (RTW) FROM INDUSTRIAL INJURY OR ILLNESS**

The decision to return an employee to work or place an employee back on the job, with or without modified work, shall be made by the District, independent of any decision made in the Workers' Compensation process, as follows:

- The employee shall submit to a fitness-for-duty assessment.
- Where there is an indication of continued physical or mental limitations, the employee and the District shall engage in the interactive process to determine whether reasonable accommodations to the limitations exist.
- If there is no permanent disability, no work restrictions, and the absence has not been longer than thirty days, the employee shall be returned to work.
- If there is no permanent disability, but temporary work restrictions, or there has been an absence of thirty days or more, a review of the employee's medical records from the Workers' Compensation case and RTW medical evaluation may be conducted. An employee shall be returned to work if the work restrictions are compatible with job demands or modified job demands, if available pursuant to reasonable accommodations.
- If there is a permanent disability, placement of the employee in the position last held by the employee will be considered following a RTW medical evaluation and complete assessment of potential reasonable accommodations.

The employee must obtain a release to work or be properly discharged from the medical provider utilized by the District prior to returning to his or her job. If it is determined that the job demands of the position last held by the employee are not compatible with the employee's restrictions and the employee is willing to return to work, placement in an alternative position, if available, will be considered. The employee shall be reclassified as "medically disqualified" and placed on unpaid leave while alternative positions are being considered. However, the employee may elect to use accrued leave hours, such as vacation, to receive compensation. Placement of an employee in an alternate position requires a pre-placement medical evaluation for the alternative job.

### **3300 INSURANCE PROGRAMS**

#### **3301 MEDICAL INSURANCE**

Group medical insurance is provided to eligible regular full-time District employees or where otherwise required by law (including the Affordable Care Act or the state paid sick leave laws). Coverage is also offered to spouses, dependents and registered domestic partners of eligible

employees in accordance with the terms of the plan documents. The District pays a portion toward the monthly premiums based on employee and dependent status for medical coverage as approved by the Board and in accordance with the District Benefit Administrators policy guidelines. Employees are required to contribute toward their monthly medical insurance premiums. This benefit goes into effect on the first day of the month following 30 days of service.

### **3302 DENTAL INSURANCE**

Group dental insurance is provided for all regular full-time employees and their dependents by the District as specified in the dental insurance policies. The District will pay a portion toward the cost of the monthly premiums based on the amounts approved by the Board and in accordance with the District's Benefit Administrators policy guidelines. Employees are required to contribute a portion toward their monthly dental insurance premiums. This benefit goes into effect on the first day of the month following 30 days of service.

### **3303 VISION INSURANCE**

Group vision insurance is provided for all regular full-time employees and their dependents by the District as specified in the vision insurance policy. The District will pay a portion towards the cost of the monthly premiums based on the amounts approved by the Board and in accordance with the benefit administrator's policy guidelines. This benefit goes into effect on the first day of the month following 30 days of service.

Employees on an authorized medical leave of absence without pay may continue medical, dental, and vision coverage for the duration of any protected leave or, discretionary leave up to four months, with the District paying its share of the premiums and the employee paying their respective portions of the premiums. Thereafter, coverage is terminated under the District's group plans unless continuation coverage is elected as explained below. Upon return to work, employees become eligible for re-enrollment in accordance with the benefit administrator's policy guidelines.

### **3304 FLEXIBLE BENEFITS SPENDING PLAN**

The Flexible Benefits Spending Plan is a voluntary program and is available to all full-time employees. The plan allows eligible participants the opportunity to defer a portion of their compensation to pay for certain health-related and dependent care expenses on a pre-tax basis. The plan also allows for employee contributions for District group health insurance premiums to be deducted from earnings on a pre-tax basis.

### **3305 HEALTH SAVINGS ACCOUNT (HSA)**

A Health Savings Account (HSA) is available to employees who are enrolled in a Consumer Driven Health Plan (CDHP). An employee must be enrolled in a CDHP in order to participate in an HSA. Contributions to the HSA account are tax-free as long as the withdrawals from the account are used for eligible medical expenses. The District makes a contribution to eligible HSA accounts, as determined by the Board of Directors and in compliance with IRS guidelines. Contact Human Resources for additional information about this plan together with enrollment forms. The plan is administered by an outside consultant.

These benefits are available on the first of the month following 30 days of employment.

### **3306 LIFE INSURANCE**

Group life insurance, which may include death and dismemberment benefits, is provided to eligible regular full-time employees. The District will pay a portion toward the cost of the monthly premiums based on the amounts approved by the Board and in accordance with the benefit administrator's policy guidelines. This benefit becomes effective on the first day of the month following 30 days of service. The current coverage is two times the eligible employee's annual salary to a maximum of \$250,000 coverage. See benefit administrator's policy guidelines for details on benefits and restrictions. Voluntary, supplemental life insurance coverage is also available to regular full-time employees as a voluntary benefit with the employee paying 100% of the cost, which may be made through payroll deductions.

Employees on an authorized medical leave of absence without pay may continue basic and supplemental coverage for the period of any protected leave or, if discretionary leave up to four months, with the District paying its share of the premiums and the employee paying their respective share of the premiums for basic coverage only, based on the amounts approved by the Board and in accordance with the benefit's administrator's policy guidelines. Employees are responsible for paying 100% for supplemental life insurance coverage. Thereafter, coverage is terminated under the District's group plan unless individual coverage is elected. Upon return to work, such employees become eligible for re-enrollment in accordance with the terms of agreement with the insurance carriers then in effect.

### **3307 RETIREE MEDICAL BENEFITS**

#### **RETIREE HEALTH AND WELFARE BENEFITS UPON RETIREMENT (Applies to Regular Full-Time employees hired prior to July 1, 2012)**

The District shall provide retiree health and welfare benefits as set forth in this policy for retired employees who are at least 55 years of age, including their spouses or domestic partner registered with the State of California (at the time of retirement), and that have accrued a specified number of years of service.

In order to be eligible for retiree medical benefits, there shall be no lapse in service. Employee must transfer directly from active status directly to retired status.

#### **3307.1 10 Years of Service**

***Employees with a minimum of 10 consecutive years of full-time service with the District shall receive retiree medical benefits on the following terms:***

- Retirees are not eligible for District paid dental and vision benefits.
- Retiree will have the option to continue participation in dental and vision coverage at their own cost in accordance with the Consolidated Omnibus Reconciliation Act (COBRA).
- The District shall pay health coverage premiums for retiree only or couples coverage on the same basis as active employees.
- The District does not make contributions to Health Savings Accounts (HSAs) on behalf of retirees.
- Once the retiree becomes Medicare eligible, coverage will cease for the retiree and any enrolled dependents. COBRA enrollment will be offered at that time.
- Upon becoming Medicare eligible, the retiree must enroll in Medicare in order to obtain reimbursement from the District. The District will not reimburse the retiree for any penalties associated with deferred enrollment in Medicare.

- District will reimburse the retiree, up to \$1,800 per calendar year, for a Medicare Advantage Plan, a supplemental Medigap insurance policy, Medicare Prescription Drug Insurance (Part D) or Medicare Part B coverage covering the retiree only.
- Reimbursement will be made to the retiree on a quarterly basis upon submission of proof of payment.
- In the event a spouse or registered domestic partner survives a retiree before the District-paid group coverage would normally end, the District will continue paying the premium for the surviving spouse or registered domestic partner for retiree only coverage until the earliest to occur of the following: remarriage or enrollment under another plan, or becoming eligible for Medicare.
- If retiree discontinues enrollment in a retiree medical care plan, re-enrollment is not permitted.
- Annual open enrollment is not offered to retirees.

### **3307.2 25 Years of Service**

#### ***Employees with a minimum of 25 consecutive years of full-time service with the District shall receive retiree medical benefits on the following terms***

- The District shall pay health coverage premiums for retiree only or couples coverage on the same basis as active employees.
- The District does not make contributions to Health Savings Accounts (HSAs) on behalf of retirees.
- Retirees and spouses or registered domestic partners are eligible to participate in the District's Dental and Vision Insurance Plan as follows:
  - Dental
    - Retiree Only Coverage: The District shall pay the monthly insurance premiums on the same basis as active employees.
    - Couples Coverage: The District shall pay 80% of the monthly premium for retiree plus spouse or registered domestic partner.
  - Vision
    - Retiree Only Coverage: The District shall pay the monthly insurance premiums on the same basis as active employees.
    - Couples Coverage: The District shall pay 80% of the monthly insurance premiums.
- Retirees and their spouses are required to enroll in Medicare parts A and B upon eligibility. This must occur when both criteria are met, Medicare eligible and retired. The District will not reimburse the retiree for any penalties associated with deferred enrollment in Medicare.
- The District will reimburse for Medicare Part B for both retiree and his/her eligible spouse or registered domestic partner after submitting verification to the District of official enrollment in Medicare Part B. This results in a reduced premium cost to the District.
- Reimbursement will be made to retiree on a quarterly basis upon submission of proof of payment
- In the event a spouse or domestic partner survives a retiree, the District will continue paying the premium for the surviving spouse or registered domestic partner for retiree only coverage until the earliest to occur of the following: remarriage or enrollment in another group medical plan.
- If a retiree discontinues enrollment in a retiree medical care plan, re-enrollment is not permitted.
- Annual Open Enrollment is not offered to retirees.

Retiree Health and Welfare contribution amounts are established in accordance with benefit administrator's plan Guidelines then in effect and as approved by the MWDOC Board.

Employees hired on or after July 1, 2012 are not eligible to receive District-paid retiree health and welfare benefits.

Any variance from these benefits and requirements requires approval by the MWDOC Board of Directors and is subject to approval by benefits administrator in compliance with its policy guidelines.

### **3308 CONTINUED MEDICAL, DENTAL AND VISION COVERAGE**

Medical, dental and vision coverage may be continued if an individual's group health benefits end due to a "qualifying event" and if the employee elects to continue coverage under the plan. In order to continue coverage, the individual will be required to pay the total monthly premium payment plus two percent for administrative costs.

#### **3308.1 Qualifying Events**

(1) For the employee: Termination of employment (other than for gross misconduct) or reduction of hours worked so as to render the employee ineligible for coverage. (2) For dependents: (a) Death of the employee; (b) Divorce or legal separation; (c) Loss of coverage due to the employee becoming entitled for Medicare, or (d) For a dependent child, ceasing to qualify as a dependent under the plan.

#### **a. Period of Coverage**

If coverage is elected, the continued coverage will end on the earliest of the following:

1. 18 months after the date of termination of employment (other than for gross misconduct) or reduction of hours worked so as to render the employee ineligible for coverage.
2. Up to 29 months after termination of employee due to total disability within the meaning of the Social Security Act at the time of the qualifying event.
3. 36 months after the date of any other qualifying event.
4. The date the employee or dependent fails to make any required premium payment when due.
5. The date the employee or dependent becomes covered under any other group health plan unless the new plan contains any exclusion or limitation with respect to any pre-existing conditions in which event the individual may remain eligible for continued coverage in accordance with the Health Insurance Portability and Accountability Act (HIPAA) as amended.
6. The date the employee or dependent becomes eligible for Medicare.
7. In the case of a divorced or widowed spouse, the date on which the individual remarries and becomes covered by any other group medical plan unless the new plan contains any exclusion or limitation with respect to any pre-existing conditions in which event the individual may remain eligible for continued coverage in accordance with the Health Insurance Portability and Accountability Act (HIPAA), as amended.

The District and third-party Benefits Administrators have the responsibility of billing and collecting premiums for individuals who have terminated from the District's group health plans.

The foregoing is merely a summary of certain rules and regulations concerning COBRA, which are subject to revision at any time. Employees and others participating in the District's group medical plan should contact the District for further information at or before the time of a qualifying event in order to assure they understand the full extent of their rights and obligations under COBRA.

### **3308.3 Cost of Coverage**

The monthly premiums are subject to change whenever the premiums are changed for active employees.

### **3308.4 Notification of Election to Continue Coverage**

Employees are required to notify Human Resources of a qualifying event for themselves or dependents. The District will then begin the appropriate notification procedure. The eligible COBRA participant must provide an election notice and premium payment to the District within 60 days of notification of their right to continue coverage.

## **3400 RETIREMENT PROGRAMS**

### **3401 Medicare Coverage**

All District employees hired after April 1, 1986 are required by the passage of the Consolidated Omnibus Budget Reconciliation Act (COBRA), to contribute to the Medicare portion of the Social Security Program. Those employees shall contribute 1.45% of their salary with the District matching the fund by contributing 1.45% of the employee's salary, unless changed by federal law.

### **3402 Defined Contribution Pension Plan (401a – Money Purchase Pension Plan)**

Effective March 3, 2003, this plan is no longer offered to District employees. The only eligible participants in this Plan are MWDOC Board of Directors, MWDOC/MET Board of Directors and the General Manager.

For details of the plan contact Human Resources.

## **3403 CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM (CALPERS)**

### **3403.1 CalPERS Applicability**

The District became a member of CalPERS effective March 3, 2003. In lieu of Social Security, the District offers to its eligible employees a retirement plan under (CalPERS). This policy is intended to comply with CalPERS regulations and the District's own CalPERS related Resolutions and should be interpreted accordingly. Where in contradiction, the CalPERS regulations and CalPERS interpretation of those regulations supersede.

### **3403.2 Persons Eligible**

Regular full-time employees, and part-time employees reaching the minimum requirement of 1,000 hours in a fiscal year (July 1 to June 30).

### **3403.3 Waiting Period**

Eligible from the first day of employment.

#### **3403.4 Employee/Member Contribution**

The maximum required employee/member contribution amount depends on the employee's hire date in accordance with Board approved policy and the Public Employee Pension Reform Act (PEPRA) as follows:

Per the Public Employees' Pension Reform act of 2012 (PEPRA), "classic members" currently employed in a reciprocal public agency are enrolled in a 2% at 55 CalPERS pension plan with a 7% employee contribution. "New members", either new to the public sector, or whose date of separation was more than 6 months before the start date with the District, are enrolled in a 2% at 62 CalPERS pension plan and fall under the Public Employees Pension Reform Act (PEPRA) with a required employee and employer contribution of approximately 50% of the "normal cost".

Employees working 1,000 or more hours during the plan year (July 1 to June 30) are eligible to participate.

Qualifying employees are eligible immediately upon hire by the District.

#### **3403.5 Vesting Provisions**

Participants become vested after completion of five years of public service, be it with the District or another public employer with reciprocity. Vesting means funds may be left on deposit for future retirement. Upon termination, an employee may withdraw their contributions or leave them with CalPERS. The employer contributions are only paid upon retirement.

#### **3403.6 Benefits Provided**

Employees are eligible to retire upon completing five years of service and having attained the appropriate age based on the retirement formula. Retirement date can be any date the employee chooses; however, the amount of the monthly allowance can be affected. CalPERS will calculate retirement benefits based on three factors, (1) years of service, (2) percentage factor determined by age at retirement, and (3) the final average monthly pay rate based on the CalPERS formula.

Employees nearing retirement are urged to avail themselves of the retirement pre-counseling and planning available to them by CalPERS. CalPERS requires at least 90 days' notice in advance of planned retirement (as does Social Security for any previous services). 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.

For additional information regarding CalPERS Options for the 2%@55 and 2%@62 Contracts, please see Human Resources or the calpers.org website.

#### **3404 DEFERRED COMPENSATION PLAN (457 Plan)**

A voluntary non-qualified deferred compensation Section 457 plan is available to any eligible employee who elects, pursuant to the plan, to defer a portion of his or her compensation and who fulfills the requirements for participation in the plan. Information on the plan is available through Human Resources. The District does not make any contributions to this plan.

#### **3500 ADDITIONAL BENEFITS**

##### **3501 EDUCATION REIMBURSEMENT**

The education reimbursement program is designed to provide financial assistance to regular, full-time employees with one or more years of service; who wish to continue their formal education, training and certification and to assist employees in obtaining skills or knowledge to become better qualified for their current work or for advancement in the District.

Courses must be related to the employee's position, occupation, or advancement within the District as determined by the Supervisor, General Manager and Human Resources. This includes courses that are prerequisites for work-related courses and those that are required to obtain a degree in a work-related field. Eligible courses are those taken at an accredited institution.

Correspondence courses from reputable institutions will be considered when equivalent courses are not available at local accredited schools, or when the employee's circumstances prevent attendance at courses offered locally.

Courses must be taken on the employee's time, unless special circumstances warrant otherwise and prior arrangements have been made with the supervisor and approved by the General Manager.

Requests for tuition reimbursement may be denied based on district budgeting constraints for that particular fiscal year.

Employees may not use District computers to complete classes online or complete homework assignments during working hours.

Eligible expenses are tuition, parking, books, registration fees and laboratory/materials fees. The annual limit each year for educational expenses shall be based on the Cal State Fullerton adopted program fee schedule for undergraduate and graduate programs given the program which the employee is enrolled. Expenses for travel and other incidental costs are not reimbursable. Written approval for reimbursement must be obtained from Human Resources, the employee's supervisor and the General Manager prior to or within 30 days of enrollment in the course.

Funds received from outside sources such as scholarship grants or Veterans educational benefits must be applied toward the cost of the course before the District's reimbursement is applied.

Evidence of successful completion of the course with a minimum grade of "B" or higher and receipts for the allowable expenses must be submitted prior to reimbursement.

Expenses reimbursed may be considered taxable income and subject to tax withholding.

If an employee voluntarily terminates employment or is terminated for cause within 24 months of completing a course in which educational reimbursement has been paid, the employee shall reimburse the District based on the following pro-rated service requirement:

- Voluntary termination or termination for cause within one year of completing a course = 100% reimbursement to the District.
- Voluntary termination or termination for cause within 13 to 24 months of completing a course = 50% reimbursement to the District.

If an employee fails to reimburse the District, the District may sue the employee for breach of Agreement.

### **3500. COMPUTER LOAN PROGRAM**

Interest-free loans to assist employees with the financing of a personal computer system are available to regular full-time employees who have completed one year of service. Loans can be in amounts from \$300 to \$2,000.

### **3501. CELL PHONE ALLOWANCE**

MWDOC has identified a business need for eligible employees to use cell phones for certain business communications while away from the office, for emergency operations and after-hours communications. To meet this business need, MWDOC will provide a cell phone allowance to eligible employees. The policy is intended to define eligibility requirements for assignments of a cell phone allowance based on business necessity, define allowance levels and amounts, terms for usage and responsibility, and accommodate changes and advances in mobile technology. As used in the policy, a cell phone is a smart phone capable of cellular phone calls and data communication. The policy does not cover tablets, such as iPads or surfaces or air cards. No further reimbursement for cell phone costs is available to employees who receive such an allowance. Contact Human Resources for Policy details.

### **3502. UNIFORMS/TOOLS – FIELD PERSONNEL**

The District provides uniforms to employees who are required to wear uniforms as a condition of their employment. The uniforms are provided as a ready substitute for the personal attire employees would otherwise have to acquire and maintain.

- Employees are responsible for laundering the uniforms and are to maintain them so that they are clean, neat and professional when employees are representing the District.
- Employees are responsible for the safekeeping of all uniforms they are furnished.
- Non-District issued shirts, pants, shorts, hats, etc. are not permitted.
- Normal wear and tear is expected; however, abuse or loss of a garment may result in replacement cost to employees and/or may be subject to discipline.
- Upon termination, such furnished clothing and equipment provided to employees must be turned in to the District or the depreciated cost thereof will be deducted from employee's final paycheck or otherwise charged to employees.
- District issued uniforms, tools, equipment, etc. are only for District business related use and may not be used for personal use at any time.
- Employees will be reimbursed per fiscal year for one pair of shoes/boots of each type required based on job requirements. If employees spend less than the amount eligible for reimbursement for each type required, the remaining amount will not be carried forward or accumulated for reimbursement toward future purchases.
- If employees purchase shoes from a store designated by the District, they must first confirm that the shoes meet the job and safety requirements by reviewing with their immediate Supervisor. After obtaining approval from Supervisor, employee must complete a business expense report and submit for reimbursement.
- If for some reason the shoes are worn out due to working conditions before the fiscal year end, the District will consider a request for replacement on an exception basis.
- Employees may submit a request for reimbursement of expenses incurred for the purchase of tools necessary to perform the essential functions of the job duties as pre-approved by the immediate Supervisor.

### **3503. VEHICLE POLICY**

Employees whose job duties require them to drive their own vehicle or are required to drive a District owned vehicle for District business will be required to follow the guidelines as outlined. The employee maintains a duty to notify the District of any license restriction or lapse of adequate insurance coverage. The District requires strict adherence to state and federal laws law regarding the operation of motor vehicles. The District participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job.

#### **3505.01 Driver Responsibility**

The District requires strict adherence to state and federal laws law regarding the operation of motor vehicles.

1. All employees are to possess and maintain a valid California driver's license, as well as automobile insurance.
2. It is the responsibility of all employees who drive vehicles on District business to practice safe and defensive driving and follow all traffic laws.
3. All employees who drive vehicles on District business are to attend, at District cost, a defensive driver training course every four years or more often if driving record so dictates.
4. Employees may not use cellular devices while driving, in accordance with the law. It is against the law to drive while reading, writing, or sending a text message.
5. Employees are responsible for any driving infractions or fines as a result of their driving. Seatbelts must be used by the driver and all passengers. Violation of these or any vehicle code or traffic law is grounds for discipline.

### **3504. USE OF DISTRICT VEHICLES**

Employees that are required to operate a District vehicle to fulfill the responsibilities of their job must comply with all applicable state and federal laws, insurance requirements and District guidelines.

Employees involved in a vehicle accident while operating a District vehicle will report such accident to their immediate Supervisor and the Human Resources Department before leaving the scene of the accident. The District employee-driver is required to provide pertinent information to other non-District drivers involved in the accident.

#### **Employees are forbidden to use District-owned vehicles for personal use at any time.**

District vehicles are subject to remote monitoring. Remote monitoring is intended to provide the District with the ability to account for vehicles at all times. Remote monitoring includes, but is not limited to, the ability to monitor vehicle location, vehicle starts and stops and vehicle speed.

### **3505. Mileage Reimbursement**

Employees may be reimbursed for mileage when using their private automobile while on official District business. Mileage will be reimbursed at the standard rate established by the IRS. Cost of

gasoline or oil purchases, vehicle repairs or maintenance and vehicle insurance are incorporated into the mileage reimbursement rate. No employee who receives an automobile allowance shall receive mileage reimbursement. A business expense report must be completed and submitted in a timely manner in order to be reimbursed for mileage. Mileage should ordinarily be computed between the employee's worksite and the destination. Reimbursable mileage is calculated based on the lesser amount of miles driven from home to event or office to event.

### **3506. AUTOMOBILE ALLOWANCES**

The General Manager and Assistant General Manager receive an automobile allowance in an amount established by resolution of the Board of Directors. The payment of automobile allowance is subject to review during the Total Benchmark and Compensation Study or at the Board's discretion.

#### **3508.1 Exceptions**

The General Manager may authorize exceptions to any of the provisions herein set forth and shall give written notification to the Administration & Finance Committee of such exception within 30 days of the date such exception is authorized. All exceptions shall be reviewed by the General Manager annually to determine whether continuation of such exception is justified.

#### **3508.2 Implementation**

The provisions of this policy will be implemented and administered by the General Manager. Annually, the General Manager shall conduct a review of automobile allowances to assure that continuation is justified. During this review, the following should be considered: employee's duties and responsibilities, including "on-call" duties, type of vehicle, classification, location of employee's residence and work station, justification for allowance and average monthly business mileage.

New requests for automobile allowance shall be made through the annual budget process and may be made from time to time as necessary throughout the year following the above review procedures. Requests may be made during the year when required by circumstances. All requests made as the result of the creation of a new position within the District are subject to the approval of the Administration & Finance Committee of the Board.

The General Manager shall submit an annual report to the Administration & Finance Committee listing employees receiving a vehicle allowance for use of privately-owned vehicles as defined in the Operating Rules for Automobile Allowance Section of this policy, and a listing of exceptions to the provisions of this policy authorized under the Exceptions Section of this policy.

The General Manager may authorize the payment of an automobile allowance to others in an amount not to exceed that established by resolution of the Board of Directors for executive use, when the interest of the District would best be served by paying an allowance rather than mileage; providing, however the following criteria are met:

1. Nature of Job Classification: Employee has specific job duties requiring the performance of official District business outside of regular working hours on a recurring basis and who meet the following criteria:
  - a. On-call availability;

- b. Frequent attendance at conferences, seminars, meetings, and community affairs (after normal working hours);
  - c. Frequent participation in public affairs activities, such speaking engagements (after normal working hours);
  - d. Regular and frequent travel during working hours.
2. Nature of Work Activity:  
An automobile allowance may be offered to other management personnel for two-year renewable periods upon a review of the individual personnel requirements for an allowance based upon the criteria indicated in Section (1). This review shall be performed and documented by the Department Manager and approval of an assignment for automobile allowance shall be made only by the General Manager. The assignment shall be effective for a maximum period of two-years and shall be reviewed at that time to determine continued justification.

### **3508.3 Operating Rules for Automobile Allowance**

- 1. Automobile allowance may only be provided to appropriate management positions as defined above.
- 2. An employee receiving an Automobile Allowance must provide a car which is in appropriate condition, well maintained, and capable of comfortably accommodating four adults.
- 3. Employees receiving an Automobile Allowance must maintain insurance to cover their normal private use of the vehicle (pursuant to Insurance Requirements outlined in this section).
- 4. The Automobile Allowance will be provided coinciding with the first pay period of the month following the month of use.
- 5. An employee receiving an Automobile Allowance is expected to use his or her personal automobile on all required District business.
- 6. An employee receiving an Automobile Allowance shall not be entitled to receive any additional remuneration for the cost of gasoline, repairs or maintenance on his/her vehicle. Mileage expense claims of any type are prohibited.

### **3508.4 Insurance requirements**

Employees who are paid an automobile allowance or mileage reimbursement for use of privately-owned automobile for District business, shall possess and maintain insurance on such automobile with liability coverage acceptable to the District. Each employee shall provide private automobile insurance information, which shall be maintained by the Human Resources Department and shall be reviewed and updated annually. The record maintained shall contain the following current information: Name of employee, insurance company, policy number, description of coverage, and license number and expiration date.

The provision of the Automobile Allowance is and shall remain at the discretion of the District.

## **3600 DIRECTOR BENEFITS**

### **3601 MWDOC DIRECTOR BENEFITS**

#### **3602 DISABILITY LEAVE**

##### **3601.1 Short-Term Disability Leave**

The District participates in the State of California, Employment Development Department (EDD) Disability Insurance program. Workers who suffer a loss of wages when they are unable to work due to a non-work-related illness or injury, pregnancy or childbirth, may be eligible for disability insurance benefits. Generally, the program goes into effect on the eighth day of disability (since SDI requires a seven-day waiting period) up to a maximum of 52 weeks (as determined by EDD) based on the requirements of the Plan. Visit <http://edd.ca.gov/> for complete program details, eligibility, weekly benefit amount, exclusions, etc.

The weekly and maximum benefit amounts are based on the wages paid during a specific 12-month base period, which is determined based on the date the claim begins. The program is administered by the EDD, and Directors should seek clarification as to eligibility and scope of benefits from the EDD. EDD guidelines and rulings supersede any statement made herein.

#### **3603 WORKER'S COMPENSATION (WORK-RELATED ILLNESS OR INJURY)**

Whenever a Director sustains an injury or disability arising out of, and in the course of, District employment and requires medical care, the Director shall obtain treatment according to the provisions of the California Labor Code, sections 4600 et seq.. **Directors are required to immediately report a work-related injury/incident to Human Resources. Human Resources shall ensure that the report is made.**

This Program is administered by the Plan Administrator and Directors should seek clarification as to eligibility and scope of Worker's Compensation benefits. Administrator guidelines and rules supersede any statements made herein.

#### **3604 Return to Work (RTW) From Industrial Injury or Illness**

The decision to return a Director to work or place a Director back on the job, with or without modified work, shall be made by the District, independent of any decision made in the Workers' Compensation process.

The Director must obtain a release to work or be properly discharged from the medical provider utilized by the District prior to returning to his or her job.

#### **3605 MEDICAL INSURANCE**

Group medical insurance is provided to eligible Directors or where otherwise required by law (including the Affordable Care Act or the state paid sick leave laws). Coverage is also offered to spouses, dependents and registered domestic partners of eligible Directors in accordance with the terms of the plan documents. The District pays a portion toward the monthly premiums based on Director and dependent status for medical coverage as approved by the Board and in accordance with the District Benefit Administrators policy guidelines. Directors are required to contribute toward their monthly medical insurance premiums. This benefit goes into effect on the first day of the month following 30 days of service.

### **3606 DENTAL INSURANCE**

Group dental insurance is provided for Directors and their dependents by the District as specified in the dental insurance policies. The District will pay a portion toward the cost of the monthly premiums based on the amounts approved by the Board and in accordance with the District's Benefit Administrators policy guidelines. Directors are required to contribute a portion toward their monthly dental insurance premiums. This benefit goes into effect on the first day of the month following 30 days of service.

### **3607 VISION INSURANCE**

Group vision insurance is provided for Directors and their dependents by the District as specified in the vision insurance policy. The District will pay a portion towards the cost of the monthly premiums based on the amounts approved by the Board and in accordance with the benefit administrator's policy guidelines. This benefit goes into effect on the first day of the month following 30 days of service.

Directors on an authorized medical leave of absence without pay may continue medical, dental, and vision coverage for the duration of any protected leave or, discretionary leave up to four months, with the District paying its share of the premiums and the Directors paying their respective portions of the premiums. Thereafter, coverage is terminated under the District's group plans unless continuation coverage is elected as explained below. Upon return to work, employees become eligible for re-enrollment in accordance with the benefit administrator's policy guidelines.

### **3608 FLEXIBLE BENEFITS SPENDING PLAN**

The Flexible Benefits Spending Plan is a voluntary program and is available to Directors. The plan allows eligible participants the opportunity to defer a portion of their compensation to pay for certain health-related and dependent care expenses on a pre-tax basis. The plan also allows for Director contributions for District group health insurance premiums to be deducted from earnings on a pre-tax basis.

### **3609 HEALTH SAVINGS ACCOUNT (HSA)**

A Health Savings Account (HSA) is available to Directors who are enrolled in a Consumer Driven Health Plan (CDHP). A Directors must be enrolled in a CDHP in order to participate in an HSA. Contributions to the HSA account are tax-free as long as the withdrawals from the account are used for eligible medical expenses. The District makes a contribution to eligible HSA accounts, as determined by the Board of Directors and in compliance with IRS guidelines. Contact Human Resources for additional Information about this plan together with enrollment forms. The plan is administered by an outside consultant.

These benefits are available on the first of the month following 30 days of employment.

### **3610 LIFE INSURANCE**

Group life insurance, which may include death and dismemberment benefits, is provided to eligible Directors. The District will pay a portion toward the cost of the monthly premiums based on the amounts approved by the Board and in accordance with the benefit administrator's policy guidelines. This benefit becomes effective on the first day of the month following 30 days of

service. The current coverage the maximum is up to \$25,000, subject to reductions. See benefit administrator's policy guidelines for details on benefits and restrictions.

Directors on an authorized medical leave of absence without pay may continue basic coverage for the period of any protected leave or, if discretionary leave up to four months, with the District paying its share of the premiums and the Director paying their respective share of the premiums for basic coverage only, based on the amounts approved by the Board and in accordance with the benefit's administrator's policy guidelines. Thereafter, coverage is terminated under the District's group plan unless individual coverage is elected. Upon return to work, such Directors become eligible for re-enrollment in accordance with the terms of agreement with the insurance carriers then in effect.

### **3611 CONTINUED MEDICAL, DENTAL AND VISION COVERAGE**

Medical, dental and vision coverage may be continued if an individual's group health benefits end due to a "qualifying event" and if the Director elects to continue coverage under the plan. In order to continue coverage, the individual will be required to pay the total monthly premium payment plus two percent for administrative costs.

#### **3611.1 Qualifying Events**

(2) For the Director: Termination of employment (other than for gross misconduct) or reduction of hours worked so as to render the Director ineligible for coverage. (2) For dependents: (a) Death of the Director; (b) Divorce or legal separation; (c) Loss of coverage due to the Director becoming entitled for Medicare, or (d) For a dependent child, ceasing to qualify as a dependent under the plan.

#### **3611.2 PERIOD OF COVERAGE**

If coverage is elected, the continued coverage will end on the earliest of the following:

1. 18 months after the date of termination of employment (other than for gross misconduct) or reduction of hours worked so as to render the Director ineligible for coverage.
2. Up to 29 months after termination of Director due to total disability within the meaning of the Social Security Act at the time of the qualifying event.
3. 36 months after the date of any other qualifying event.
4. The date the Director or dependent fails to make any required premium payment when due.
5. The date the Director or dependent becomes covered under any other group health plan unless the new plan contains any exclusion or limitation with respect to any pre-existing conditions in which event the individual may remain eligible for continued coverage in accordance with the Health Insurance Portability and Accountability Act (HIPAA) as amended.
6. The date the Director or dependent becomes eligible for Medicare.
7. In the case of a divorced or widowed spouse, the date on which the individual remarries and becomes covered by any other group medical plan unless the new plan contains any exclusion or limitation with respect to any pre-existing conditions in which event the individual may remain eligible for continued coverage in accordance with the Health Insurance Portability and Accountability Act (HIPAA), as amended.

The District and third-party Benefits Administrators have the responsibility of billing and collecting premiums for individuals who have terminated from the District's group health plans.

The foregoing is merely a summary of certain rules and regulations concerning COBRA, which are subject to revision at any time. Directors and others participating in the District's group medical plan should contact the District for further information at or before the time of a qualifying event in order to assure they understand the full extent of their rights and obligations under COBRA.

### **3220.1 Cost of Coverage**

The monthly premiums are subject to change whenever the premiums are changed for active Directors.

### **3220.2 Notification of Election to Continue Coverage**

Directors are required to notify Human Resources of a qualifying event for themselves or dependents. The District will then begin the appropriate notification procedure. The eligible COBRA participant must provide an election notice and premium payment to the District within 60 days of notification of their right to continue coverage.

## **3612 MEDICARE COVERAGE**

All hires after April 1, 1986 are required by the passage of the Consolidated Omnibus Budget Reconciliation Act (COBRA), to contribute to the Medicare portion of the Social Security Program. Directors shall contribute 1.45% of their salary with the District matching the fund by contributing 1.45% of the Director's salary, unless changed by federal law.

## **3613 DEFINED CONTRIBUTION PENSION PLAN (401A – MONEY PURCHASE PENSION PLAN)**

The only eligible participants in this Plan are MWDOC Board of Directors, MWDOC/MET Board of Directors and the General Manager.

Details of the plan are outlined in the Plan Document and Summary Plan Description. Contact Human Resources for additional information.

## **3614 DEFERRED COMPENSATION PLAN (457 Plan)**

A voluntary non-qualified deferred compensation Section 457 plan is available to any eligible Director who elects, pursuant to the plan, to defer a portion of his or her compensation and who fulfills the requirements for participation in the plan. Information on the plan is available through Human Resources. The District does not make any contributions to this plan.

## **3615 COMPUTER LOAN PROGRAM**

Interest-free loans to assist Directors with the financing of a personal computer system are available to Directors who have completed one year of service. Loans can be in amounts from \$300 to \$2,000.

## **3700 MWDOC-MET DIRECTOR BENEFITS**

### **3701 DISABILITY LEAVE**

### **3701.1 Short-Term Disability Leave**

The District participates in the State of California, Employment Development Department (EDD) Disability Insurance program. Workers who suffer a loss of wages when they are unable to work due to a non-work-related illness or injury, pregnancy or childbirth, may be eligible for disability insurance benefits. Generally, the program goes into effect on the eighth day of disability (since SDI requires a seven-day waiting period) up to a maximum of 52 weeks (as determined by EDD) based on the requirements of the Plan. Visit <http://edd.ca.gov/> for complete program details, eligibility, weekly benefit amount, exclusions, etc.

The weekly and maximum benefit amounts are based on the wages paid during a specific 12-month base period, which is determined based on the date the claim begins. Use of sick leave accruals may be coordinated with the SDI benefit to make up the difference between disability benefits and an employee's regular pay. In cases where there is not sufficient sick leave to make up the difference, an employee may elect to use vacation and/or compensatory time off to supplement the difference. The program is administered by the EDD, and Directors should seek clarification as to eligibility and scope of benefits from the EDD. EDD guidelines and rulings supersede any statement made herein.

### **3702 WORKER'S COMPENSATION (WORK-RELATED ILLNESS OR INJURY)**

Whenever a Director sustains an injury or disability arising out of, and in the course of, District employment and requires medical care, the Director shall obtain treatment according to the provisions of the California Labor Code, sections 4600 et seq. Directors **are required to immediately report a work-related injury/incident to Human Resources. Human Resources shall ensure that the report is made.**

This Program is administered by the Plan Administrator and Directors should seek clarification as to eligibility and scope of Worker's Compensation benefits. Administrator guidelines and rules supersede any statements made herein.

### **3703 RETURN TO WORK (RTW) FROM INDUSTRIAL INJURY OR ILLNESS**

The decision to return a Director to work or place a Director back on the job, with or without modified work, shall be made by the District, independent of any decision made in the Workers' Compensation process:

The Director must obtain a release to work or be properly discharged from the medical provider utilized by the District prior to returning to his or her job.

### **3704 MEDICARE COVERAGE**

All hires after April 1, 1986 are required by the passage of the Consolidated Omnibus Budget Reconciliation Act (COBRA), to contribute to the Medicare portion of the Social Security Program. Directors shall contribute 1.45% of their salary with the District matching the fund by contributing 1.45% of the Director's salary, unless changed by federal law.

### **3705 DEFINED CONTRIBUTION PENSION PLAN (401A – MONEY PURCHASE PENSION PLAN)**

The only eligible participants in this Plan are MWDOC Board of Directors, MWDOC/MET Board of Directors and the General Manager.

Details of the plan are outlined in the Plan Document and Summary Plan Description. Contact Human Resources for additional information.

### **3706 DEFERRED COMPENSATION PLAN (457 Plan)**

A voluntary non-qualified deferred compensation Section 457 plan is available to any eligible Director who elects, pursuant to the plan, to defer a portion of his or her compensation and who fulfills the requirements for participation in the plan. Information on the plan is available through Human Resources. The District does not make any contributions to this plan.

## **4000 POLICIES, PROTECTIONS & PROCESSES**

### **4100 EQUAL OPPORTUNITY EMPLOYMENT**

It is the District's policy to provide equal employment opportunity for all applicants and employees. The District does not unlawfully discriminate on the basis of race, color, religion, religious creed (including religious dress and religious grooming practices), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression (including transgender expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning, or is perceived to be transitioning), sex stereotyping, national origin, ancestry, citizenship, age (40 years and over), mental disability and physical disability (including HIV and AIDS), legally protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the California Fair Pay Act, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws.

Consistent with the law, the District also makes reasonable accommodations for disabled applicants and employees; for pregnant employees who request an accommodation [with the advice of their health care providers] for pregnancy, childbirth, or related medical conditions; for employees who are victims of domestic violence, sexual assault, or stalking; and for applicants and employees based on their religious beliefs and practices.

The District prohibits sexual harassment and the harassment of any individual on any of the other bases listed above. The District also prohibits retaliation against a person who reports or assists in reporting suspected violations of this policy, cooperates in investigations or proceedings arising from a violation of this policy, or engages in other activities protected under this policy.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any employee having any questions regarding this policy should discuss them with Human Resources.

### **4101 REASONABLE ACCOMMODATION OF DISABILITIES**

The District complies with the Americans with Disabilities Act of 1990, the state Fair Employment and Housing Act, and all laws governing the treatment of employees with disabilities and the provision of protected medical leave when necessary. This policy protects any individual with a physical or mental impairment that limit major life activities - such as walking, seeing, hearing, speaking, communicating, and caring for themselves - provided the individual can perform the essential functions of the job safely and efficiently with or without reasonable accommodations. Depending on the particular employee's condition, this can include not only persons who traditionally have been regarded as disabled - such as those with impaired vision, hearing, or speech - but also those with "invisible" disabilities, such as AIDS or HIV-positive, cancer, or learning disabilities. These protections may apply if the individual currently suffers from a disability, or has a history or record of a disability, or is perceived by the employer to have a disability (even if that is not the case), or associates with persons with disabilities.

In accordance with the relevant laws, the District's policy strictly forbids all forms of intentional discrimination against qualified applicants or employees with disabilities, and requires reasonable accommodation if necessary, for such individuals to perform the essential functions of the job safely and efficiently, without serious risk to health and safety.

#### **4101.1 Confidential Nature of Medical Diagnoses**

Applicant or employee medical diagnoses and conditions are confidential, and the District prohibits any employee from attempting to require disclosure of such private information. Applicants or employees may be questioned only in the context of their ability to perform the essential functions of a particular job, and are not to be asked about specific diagnoses, medications, or if they are "disabled." Applicants or employees who indicate they have a physical or mental impairment that interferes with job performance will be directed to the interactive process and may be asked for medical certification of the purported limitation.

#### **4101.2 The Interactive Process**

The District is committed to making reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. Applicants and employees who have disabilities or limitations affecting their ability to perform the essential functions of their job must inform the District of the issue and request an interactive process meeting to discuss possible accommodations. In many cases, the District will have no way of knowing whether an individual has a limitation unless he or she requests accommodation. Any applicant or employee who has physical or mental limitations that require an accommodation in order to participate in the application process or to perform the essential functions of the job should contact Human Resources and request such an accommodation. Human Resources shall engage the applicant or employee interactively to determine what, if any, reasonable accommodations are available.

The law requires only reasonable accommodation, which does not result in an undue hardship to the District or a direct threat to health and safety, and the individual must be able to perform the essential functions of the position. Whether a certain accommodation meets these standards must be determined on a case-by-case basis, after consultation with the individual and consideration of all the particular facts and circumstances.

#### **4102 PROHIBITION AGAINST DISCRIMINATION AND HARASSMENT**

The District strictly prohibits and has "zero tolerance" for discrimination and harassment in any phase of the employment and will investigate and take action as appropriate, including but not limited to recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination,

rates of pay, benefits, and selection for training. This includes sexual harassment (which includes harassment based on sex, pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), as well as harassment, discrimination, and retaliation based on such factors as race, color, religion, religious creed (including religious dress and religious grooming practices), sex, national origin, ancestry, citizenship, age (40 years and older), mental disability and physical disability (including HIV and AIDS), legally-protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, gender, gender identity (including transgender identity), gender expression (including transgender expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning, or is perceived to be transitioning), sex stereotyping, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the California Fair Pay Act, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by federal, state, or local laws.

The District strongly disapproves of and will not tolerate harassment, discrimination, or retaliation against applicants, employees, interns, or volunteers by managers, supervisors, co-workers or third parties with whom employees come into contact, consistent with applicable law. Similarly, the District will not tolerate harassment, discrimination, or retaliation by its employees directed toward non-employees with whom the District's employees have a business, service, or professional relationship (such as independent contractors, vendors, clients, volunteers, or interns).

#### **4103 TYPES OF HARASSMENT**

##### **4103.1 Harassment includes, but is not limited to, the following:**

- **Verbal Forms of Harassment**  
Epithets, derogatory comments or slurs, propositions based upon a person's protected status.
- **Physical Forms of Harassment**  
Assault, impeding or blocking movement, grabbing, patting, leering, mimicking, taunting or any physical interference with normal work or movement when directed at an individual on the basis of their protected status.
- **Visual Forms of Harassment**  
Derogatory posters, cartoons or drawings or emails based on a person's protected status.
- **Sexual Harassment**  
includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct includes either an explicit or implicit condition of employment; (2) submission to or rejection of such conduct is used as the basis for an employment decision affecting the harassed employee; or (3) the harassment substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Examples include unwelcome sexual propositions, hugging, kissing, or other offensive physical contact of a sexual nature; lewd gestures, remarks or innuendoes, unwelcome discussions

of sexual practices or anatomy, and sexually offensive posters, photographs, drawings, cartoons, jokes, stories, nicknames, or comments about appearance.

#### **4103.2 Examples of Sexual Harassment**

For the purpose of clarification, examples of what may constitute prohibited sexual harassment include, but are not limited to, the following:

- Making unsolicited sexual advances written, verbal, physical, or visual contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: derogatory comments, slurs, jokes, epithets. Physical examples: touching, assault blocking or impeding access, leering gestures, display of sexually suggestive objects or pictures, cartoons or posters.)
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
- Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. (For example, implying or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed.)
- Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, or work environment of another employee.
- Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors. (Similar conduct when applied to other protected classes including but not limited to race, color, creed, national origin, age, disability, medical condition, religion, sexual orientation, or marital status may constitute harassment and a violation of this policy. For example, racial jokes or degrading comments about age or ethnic background can constitute harassment under this policy). Accordingly, in order to avoid the risk of discipline, such acts should be avoided in all circumstances.

#### **4103.3 Internal Complaint Procedure**

Any applicant or employee who believes that he or she has been the victim of sexual or other prohibited discrimination or harassment by co-workers, supervisors, clients or customers, visitors, vendors, Board Members or others must immediately notify his or her supervisor, or depending on which individual the employee feels most comfortable contacting and the Director of Human Resources of the alleged conduct. In the event the complaint is against the Director of Human Resources, then the employee may report the incident to the General Manager or in the event the complaint is against the General Manager, the employee may report the incident to the Board of Directors' Executive Committee or the full Board of Directors. Complaints will be investigated by Human Resources or, where appropriate, a designated neutral party, and the complainant will be advised of the general outcome of the investigation. In each case, the employee reporting the problem will receive an oral or written reply from management on the general results of the investigation and that remedial action has been taken, if any.

#### **4103.4 Option to Report to Outside Administrative Agencies**

Applicants, officials, contractors and employees may file complaints about harassment or other employment discrimination with any of the local offices of the U.S. Equal Employment

Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH), whose addresses may be found in the local telephone directory.

The EEOC and DFEH are authorized to accept and investigate complaints of employment discrimination and to mediate settlements. These agencies have authority to issue accusations against employers, conduct formal hearings, and award reinstatement, back pay, damages, and other affirmative relief. State and federal law also prohibit retaliation against employees because they have filed a complaint with the EEOC, DFEH, or other relevant agency for participating in an investigation, proceeding, or hearing with the agency, or opposing any practice made unlawful by federal or state law.

#### **4103.5 Corrective Action**

If any violation of this policy is found to have occurred, the District will take appropriate corrective action which may include discipline against the individual(s) involved. Violations of this policy will likely result in immediate termination. See Section 5200 for further discussion of corrective actions.

If an employee is not satisfied with the reply presented by the Director of Human Resources, they may file a grievance pursuant to the steps outlined in the Grievance Policy.

#### **4103.6 Cooperation**

All employees are required to cooperate fully and in good faith with the District in any investigation under this policy. Knowingly making a false charge of harassment or a false statement in connection with an investigation, or deliberately interfering with any such investigation, is also a violation of this policy and grounds for discipline, up to and including termination.

#### **4103.7 Confidentiality**

The District will attempt to keep complaints and investigations under this policy confidential to the greatest extent possible, but some disclosure may be necessary to conduct a proper investigation and take appropriate corrective action. Employees are encouraged to use discretion in discussing complaints or investigations under this policy with others since unnecessary disclosure may prevent a fair investigation.

#### **4103.8 No Retaliation**

No employee will be subject to any form of retaliation for reporting any violation or participating in any investigation under this policy truthfully and in good faith. Employees who believe they have been retaliated against in violation of this policy should utilize the same complaint procedure described above.

#### **4103.9 Contractors, Consultants, Vendors, Customers and Other Third Parties**

This policy applies to leased employees and individuals providing service to the District under contract such as consultants and other independent contractors. This policy also applies to vendors, customers and other third parties who are present in any workplace where District employees are performing duties (depending on degree of control that the District has over such individual).

### **4104 CIVILITY POLICY**

This procedure shall serve as the mechanism for ensuring that the employees and Board members of the District are provided a healthy environment in which to work and are treated with respect and

courtesy in the workplace. This procedure shall establish a process for addressing harmful conduct that is inconsistent with the legitimate business interests of the District.

#### **4104.1 Definitions**

*Incivility* means the harmful conduct of an employer or employee in the workplace that a reasonable person would find hostile and offensive considering the severity, nature and frequency of the conduct. Incivility generally is taken to mean a pervasive behavior or series of inappropriate events but in some circumstances, where the incivility is sufficiently severe and egregious, may be proved by a single act. Incivility includes, but is not limited to the following:

- a. Repeated infliction of verbal abuse such as the use of derogatory remarks, insults and epithets; or
- b. Targeting individuals or groups of individuals for negative attention by yelling, screaming, or public displays of temper; or
- c. Verbal or physical conduct that a reasonable person would find threatening, intimidating, demeaning, or humiliating; or
- d. The gratuitous sabotage or undermining of a person's work performance.

#### **4104.2 Internal Complaint Procedure**

Any employee or Board member who believes he/she has been subjected to incivility may notify his or her supervisor, or depending on which individual the employee feels most comfortable contacting and the Director of Human Resources of the alleged conduct. In the event the complaint is against the Director of Human Resources, then the employee may report the incident to the General Manager or in the event the complaint is against the General Manager, the employee may report the incident to Board of Directors' Executive Committee or the full Board of Directors. Complaints will be investigated by Human Resources or, where appropriate, a designated neutral party, and the complainant will be advised of the general outcome of the investigation and the determination as to whether incivility occurred to the appropriate persons, including the complainant, the alleged perpetrator(s) and the department head. Employees are expected to report workplace incivility as soon as possible after the occurrence.

If it is demonstrated that the complainant acted maliciously in making the complaint, disciplinary action may be initiated.

#### **4104.3 Corrective Action**

If workplace incivility, or any other inappropriate behavior that violates this policy, is found to have occurred, the District will take prompt and effective remedial action against the perpetrator(s). The action will be commensurate with the severity of the offense. Reasonable steps will be taken to protect the complainant from further harassment and any retaliation as a result of communicating the complaint. See Section 5200 for further discussion of corrective actions.

If an employee is not satisfied with the reply presented by the Director of Human Resources, they may file a grievance pursuant to the steps outlined in the Grievance Policy.

No person shall retaliate in any manner against an employee because such employee has made a complaint under this procedure that he/she has been subjected to incivility in the workplace or has been the victim of workplace incivility, or has testified, assisted, or participated in any manner in an investigation under this procedure.

## **4200 GRIEVANCE PROCEDURE**

The grievance procedure provides a means for settling grievances or complaints that arise over the application of this manual as quickly as possible and at the lowest possible level of authority. Each step in the procedure must be completed before the next step may be taken. Failure to take the next step within the timeframes allotted herein will result in the conclusion that the prior step resolved the grievance and waiver of the right to continue the grievance. Grievance procedures are not used for contesting disciplinary actions or performance assessments, unless said actions are alleged to be pretextual.

A grievance must be filed within ten (10) calendar days of the occurrence of the event or within ten (10) calendar days following the date the grieving party could have reasonably known of the occurrence of the act or omission giving rise to the grievance. Any supervisor or other member of management who receives a grievance *must* notify the Human Resources of the grievance as soon as practicable. The facts concerning the grievance and the grievance process are to remain confidential, to the extent possible given the requirements of District business.

### **4201 GRIEVANCE STEPS**

The following are the “steps” utilized in grievance reporting. Grievances concerning the General Manager will be immediately reported to the Board of Directors’ Executive Committee or the full Board of Directors pursuant to Step 4 as stated in this policy.

#### ***Step 1***

The employee should initially try to resolve any item of concern informally with his or her direct supervisor. The direct supervisor should hold a conference with the employee as soon as reasonably practicable, following the employee’s request and attempt to informally resolve the issue. If the grievance is against the direct supervisor, the matter shall be taken directly to Step 2.

#### ***Step 2***

If successful resolution is not reached in Step 1, the employee shall reduce his or her concern to writing and submit it to his or her department head. A copy of the formal written grievance must also be provided to Human Resources. This formal written grievance must be submitted within ten (10) calendar days of the date of the occurrence giving rise to the grievance or the right to file a grievance is waived. The manager, or his or her designee, shall meet with the grievant, and after the initial meeting, the manager or his or her designee will investigate the complaint. This investigation may involve separate conversations or meeting of all parties at the manager’s discretion. The manager shall attempt to provide his or her written decision with ten (10) calendar days of the date of the first meeting with the employee.

#### ***Step 3***

If the employee believes the decision of the manager does not adequately resolve the issue, the employee may submit a written appeal of that decision to the General Manager. This appeal must be submitted within ten (10) calendar days of the date of the manager’s written decision or the right to appeal is waived. The General Manager shall meet with the grievant and, after the initial meeting, the General Manager or his or her designee will investigate the complaint. This investigation may involve separate conversations or meeting of all parties, at the General Manager’s discretion. The General Manager shall attempt to provide his or her written decision with ten (10) calendar days of the date of the first meeting with the employee.

#### **Step 4**

In order to submit an appeal to the Executive Committee or full Board of Directors, an employee must first go through Steps 1 through 3. If the employee believes the decision of General Manager does not adequately resolve the issue, the employee may request reconsideration by the District's Executive Committee. The written request must be submitted within ten (10) calendar days of the General Manager's decision. The Executive Committee will be furnished with the then-existing written record. The Executive Committee will meet as soon as practicable to consider the grievance. The Executive Committee may, in its discretion, rely on the existing record or conduct a hearing in whatever way deemed appropriate under the circumstances. The Committee may call any witnesses or parties, if it deems such testimony necessary. If the employee desires, he or she may be represented. The decision of the Executive Committee shall attempt to provide its decision in writing within ten (10) calendar days of the close of the hearing. The action of the Executive Committee is final and binding.

### **4202 PERSONNEL FILES**

The District recognizes the confidentiality of personnel information and its obligation to maintain procedures to ensure the integrity of such files. Employees have the right to inspect or receive a copy of the personnel records. Any request to inspect or copy personnel records must be made in writing to Human Resources. If an employee requests a copy of the contents of their file, they will be charged the actual cost of copying. Employees can obtain a form for making such a written request from Human Resources.

Employees may designate a representative to conduct the inspection of the record or receive a copy of the records. However, any designated representative must be authorized by the employee in writing. MWDOC may take reasonable steps to verify the identity of any representative and the scope of the authorization.

The personnel records may be made available to the employee either at the place where they work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available within the timeframe required by law; typically not later than 21 days.

Unauthorized disclosure of personnel information to outside sources, other than the employee's designated representative is prohibited and may form the basis of discipline. However, MWDOC will cooperate with a request from authorized law enforcement or local, state, or federal agencies conducting official investigations as legally required.

### **5000 BEHAVIOR & CONSEQUENCES**

#### **5100 STANDARDS OF CONDUCT**

The following examples are given in order to provide some guidance concerning unacceptable behavior. If the District chooses to correct an employee who engages in unacceptable behavior, the employee may be subject to corrective action up to and including 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:

1. Actions contrary to the rules and policies of the District, including but not limited to the safety rules set forth in the District's Illness Injury Prevention Program (IIPP).

2. Inefficiency, incompetence, inattention to or dereliction of duty, failure to perform assigned duties in a satisfactory manner.
3. Insubordination or failure to comply with District rules and policies.
4. Accepting gratuities or tips.
5. Dishonesty.
6. Theft or unauthorized use of District property.
7. Fighting, threat of injury, or horse play while on duty or on District premises.
8. Frequent or habitual tardiness, unexcused absences or unsatisfactory attendance.
9. Conducting non-District business activities during working hours.
10. Harassment or discrimination in any form.
11. Consumption of alcoholic beverages or drugs while on duty or on District premises.
12. Being under the influence of alcohol or drugs while on duty.
13. Use of, possession of, or transfer or sale of, non-prescribed drugs or narcotics while on duty or on District premises.
14. Disorderly, indecent or immoral conduct while on duty or while in District uniform.
15. Discourteous treatment of the public or other District employees.
16. Issuance of defaming or derogatory remarks, unrelated to performance issues, regarding a co-worker's character or personal life.
17. Conviction of any felony or of a misdemeanor involving moral turpitude, dishonesty or immoral conduct.
18. Unauthorized absence from work or excessive absences and tardiness.
19. Neglect of duty.
20. Actions incompatible with or offensive to the image or the goals of the District.
21. Failure to follow safe working practices.
22. Failure to report an injury or accident promptly.
23. Failure to report significant unsafe working practices to supervisor.
24. Misrepresentations in obtaining employment with or promotion within the District.
25. Misuse of District money or resources.
26. Falsification of forms, records, or reports; including, but not limited to, time sheets, employment applications and District documents.
27. Possessing or bringing firearms or weapons onto District property.
28. Destroying or willfully damaging District or employee property, records, or other materials.
29. Unauthorized opening or tampering with locks in desks, doors, cabinets, etc., or unauthorized use or duplication of keys.
30. Failure to immediately report the loss of driving privileges due to suspension, withdrawal, forfeiture, or confiscation by any authorized party, including court of law or the California Department of Motor Vehicles, by employees who must maintain such a license as a condition of employment.
31. Failure to maintain license or certification required for position. An employee will be subject to discipline, up to and including termination without progressive discipline, for the failure to maintain a license or certification required for that employee's job duties.
32. Violation of any established District rule, policy, or procedure.

These rules do not list every imaginable form of misconduct, and employment may be terminated due to lack of work, reorganization, or for any other reason in the discretion of the District or the employee. Corrective action or discipline is left to the sole discretion of the District, and nothing in this Manual requires the District to issue a warning or suspension prior to discharging any employee.

## **5101 CORRECTIVE ACTIONS**

A range of corrective or disciplinary actions are available to the General Manager and the Board of Directors for application to employee cases based on administrative investigation and processes. These include but are not limited to:

- Formal Counseling
- Mandatory Training
- Verbal Warning/Reprimand
- Written Warning/Reprimand
- Formal Improvement Plan
- Suspension with Pay
- Suspension without Pay
- Reassignment
- Demotion
- Dismissal

The focus of the corrective action program is to make a positive improvement on behavior where possible but to impose consequences when necessary. The goal is to maintain a professional, safe, productive, and equitable environment for everyone at MWDOC.

## **5200 DRUG AND ALCOHOL FREE WORKPLACE**

### **5201 GENERAL PROHIBITION AGAINST USE OR POSSESSION**

At no time shall employees use, possess, carry, or transport alcoholic beverages, non-prescribed drugs, narcotics (including marijuana, whether obtained via prescription or not), or any other regulated item during working hours or on District premises, nor shall an employee report for work under the influence of alcoholic beverages, non-prescribed drugs or narcotics (including marijuana, whether obtained via prescription or not). Human Resources may request information in written form from a doctor certifying that any prescribed drugs or medication that an employee is taking will not affect the employee's performance or the safety of the employee or others. Such use or possession is absolutely forbidden and will result in discharge or other discipline as the District deems appropriate.

With prior approval of management and in management's sole discretion, the District may allow employees to consume moderate amounts of alcohol at District-sponsored social events outside of normal business hours where such use is appropriate in the circumstances or possess or transport alcohol for use at District sponsored events.

### **5202 PRESCRIPTION DRUGS**

Where the usage of a drug, even where the drug is prescribed, affects District safety or an employee's ability to perform the essential functions of his or her job, the affected employee must notify the District. In the event there is a question regarding an employee's ability to perform assigned duties safely and effectively while under the influence of prescribed drugs, clearance from a licensed health care provider may be required before the employee is allowed to resume the employee's regular duties.

### **5203 DRUG & ALCOHOL TESTING**

It is the policy of the District to prohibit its employees from using or being under the influence of alcohol or illegal drugs (including, without limitation, marijuana – whether or not the employee maintains a prescription for the same) in connection with their employment, as it constitutes a threat to the safe and efficient performance of employee's duties. At no time shall any

employee be under the influence of any controlled drug or alcohol while on the job. (Employees who are taking medication pursuant to a physician's prescription – other than for medical marijuana – who has also certified that they may perform their duties without jeopardizing the health or safety of others will not be considered to have violated this policy for taking such prescription medicine within the range prescribed.)

### ***Prohibitions***

The following conduct is prohibited and may result in discipline, up to and including termination:

- Using or possessing alcohol or any illegal drug (including marijuana, whether or not the employee maintains a prescription for the same) while on duty;
- Reporting for duty or remaining on duty when the employee used alcohol or controlled substance, except if the use is pursuant to the instructions of a physician who has advised the employee that the substance (other than medical marijuana) does not adversely affect the employee's ability to safely operate a vehicle or otherwise perform the employee's job;
- Reporting for duty or remaining on duty if the employee tests as having a blood alcohol concentration of 0.04 or greater (or a blood alcohol concentration of 0.02 if the employee's duties require him or her to possess a valid Class A driver's license or otherwise be subject to the 0.02 limitation);
- Reporting for duty or remaining on duty if the employee tests positive for controlled substances (including marijuana, whether or not the employee maintains a prescription for the same);
- Refusing to submit to any alcohol or controlled substances test required by this Policy. An employee who refuses to submit to a required drug/alcohol test will be treated in the same manner as an employee who failed a blood alcohol test or tested positively for a controlled substances test. A "refusal to submit" to an alcohol or controlled substances test required by this Policy includes, but is not limited to:
  - An explicit or implied refusal to provide a urine sample for a drug test;
  - An inability to provide a urine sample without a valid medical explanation;
  - A refusal to complete and sign the breath alcohol testing form, or otherwise to cooperate with the testing process in a way that prevents the completion of the test;
  - An inability to provide breath or to provide an adequate amount of breath without a valid medical explanation;
  - Tampering with or attempting to adulterate the urine specimen or collection procedure;
  - Not reporting to the collection site in the time allotted by the supervisor or manager who directs the employee to be tested; or
  - Leaving the scene of an accident without a valid authorization.

Employees are obligated to report violations of this Policy to Human Resources. In addition to the above prohibitions, employees are reminded of their obligations under the Federal Drug Free Workplace Act of 1988. All employees covered by this Policy have previously been provided with a copy of the District's Drug Free Workplace Statement and have signed an acknowledgment that they have read the Statement and agree to comply with it.

### **5204 PRE-EMPLOYMENT TESTING**

Applicants for positions designated as "safety sensitive" will be required to submit to pre-employment drug and/or alcohol testing.

### **5205 REASONABLE SUSPICION TESTING**

All employees may be required to submit to an alcohol or drug test if a supervisor has reasonable suspicion to believe the employee is under the influence of alcohol or controlled substances. Reasonable suspicion shall be reported to Human Resources which shall arrange the testing. The observation should generally be based on short-term indicators, such as behavior that is inconsistent with the normal work status and including, but not limited to, blurry vision, slurred speech or alcohol on the breath. Reasonable suspicion alcohol and drug testing will generally be administered within two (2) hours of the observation. If not, the supervisor should provide written documentation as to why the test was not promptly conducted.

### **5206 POST-ACCIDENT TESTING**

Employees will be required to undergo alcohol or controlled substance testing if they are involved in an on-duty accident and the District has reasonable suspicion to believe the employee is under the influence of alcohol or controlled substances.

In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; or where one or more vehicles incurs disabling damage that requires towing from the site; and the employee receives a citation under State or local laws for a moving traffic violation arising from the accident. Following an accident, the safety-sensitive employee will be tested as soon as practicable (generally within 2 hours), but not to exceed eight (8) hours for alcohol and thirty-two (32) hours for controlled substances. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to controlled substance and alcohol testing will be considered to have refused the test and subject to termination. Post-accident testing of safety-sensitive employees will include not only the operation personnel, but any other covered employees whose performance could have contributed to the accident.

### **5207 RETURN TO DUTY TESTING**

All employees who have failed an alcohol test or tested positive for controlled substances, if retained, are unable and unfit to report to work until it can be verified that they are not under the influence of alcohol or controlled substances. Employees must be certified as being fit for duty and evaluated and released to duty by the Substance Abuse Professional (SAP) before being allowed to return to duty.

#### ***5207.1 Consequences of Failing an Alcohol or Drug Test***

A positive result from a drug or alcohol test may result in disciplinary action, up to and including termination, even for a first offense. The District also reserves the right to discipline or terminate an employee convicted of an offense which involves the use, distribution, or possession of illegal drugs (including medical marijuana). If an employee is not terminated, the employee:

- Must be removed from performing any job function and immediately placed in an unpaid status for 1 day (unless they elect to use paid leave). If the employee does not obtain a fitness for duty certification within that day, or if the employee fails his or her alcohol or drug test, the employee shall remain on unpaid leave (unless they elect to use paid leave) until reinstatement or termination of employment;
- Must submit to an examination by a substance abuse professional. Upon a determination by the substance abuse professional, the employee may be required to undergo treatment for his or her alcohol or drug abuse. The District is not required to pay for this treatment;

- Shall not be returned to his or her former position until the employee submits to a return-to-duty controlled substance or blood alcohol test (depending on which test the employee failed) which indicates an alcohol concentration level of less than 0.02 or a negative result on a controlled substance test; and
- Will be required to submit to unannounced follow-up testing if he or she has been returned to his or her position.

### **5207.2 Compliance with State or Federal Law**

At all times, the District will comply with current applicable state or federal law concerning drug and alcohol testing. Issues or inconsistencies that are not addressed in this Policy will be determined by referring to state or federal law and regulations governing drug and alcohol testing. The District reserves the right to make changes to this Policy at any time, for the purpose of complying with state or federal laws and regulations as it exists now or as it may be amended.

### **5207.3 Procedures for Drug Testing**

The District will refer the applicant or employee to an independent, National Institute on Drug Abuse (NIDA)-certified medical clinic or laboratory, which will administer the test. The District will pay the cost of the test and reasonable transportation costs to the testing facility. The employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that he or she has taken that may affect the outcome of the test. All drug testing will be performed by urinalysis. Initial screening will be done by EMIT II. Positive results will be confirmed by gas chromatography/mass spectrometry. The clinic or laboratory will inform the District as to whether the applicant passed or failed the drug test. If an employee fails the test, he or she will be considered to be in violation of this Policy and will be subject to discipline accordingly.

The District maintains the right to require any employee to re-submit to testing, pursuant to the same terms and procedures as set forth for the initial test, where the employee's initial test results are inconclusive because of a diluted sample or any other reason.

### **5308 DRUG AND ALCOHOL REHABILITATION PROGRAMS**

Employees may not avoid discipline or termination for violation of the District's Drug and Alcohol Free Workplace Policy by seeking leave to attend rehabilitation after a violation has occurred. However, prior to any violation, employees may contact Human Resources for information about the District's Employee Assistance Program.

### **5400 OFFICE EQUIPMENT POLICY**

The District provides a wide variety of office and telecommunications equipment for employee use, including telephones with voice mail, computers with email and internet access, fax machines, photocopiers, postage meters, and other equipment. All employees are expected to comply with this policy when using any of this office equipment.

### **5401 BUSINESS USE ONLY**

All office equipment is intended strictly for business use in the course of performing assigned duties and responsibilities. All office equipment, as well as the content of voicemail, email, and other files, are District property. We recognize that some personal use cannot be avoided, as in the case of family, personal, or medical emergencies, but employees have no expectation of privacy of such messages. All such personal use should be kept to an absolute minimum and must not interfere with work performance.

#### **5402 DISTRICT'S RIGHT OF ACCESS AND EMPLOYEE PRIVACY**

All District voicemail, email, hard drives, and other electronic data storage is solely the property of the District, regardless of the nature of the email, physical location, or how maintained. The District, as owner has at all times the right to access all email, voicemail, or other data, including email protected by security measures. Human Resources may access email within any department or office. When necessary, assistance in obtaining authorized access shall be provided by the IT Administrator. The accessing of a department's email shall be coordinated with the department's Manager, unless Human Resources determines that the access should remain confidential. Email users shall cooperate in the access of email when requested by Human Resources. Employees should be aware that, as a public entity, all communications and data within the District's possession is potentially subject to a Public Records Act request. No employee has an expectation of privacy in any District email account, voicemail, hard drive, or other electronic data storage device.

#### **5403 PASSWORDS AND SECURITY MEASURES**

The District requires employees to use passwords or other security measures on its office equipment in order to channel communications to the proper persons. Unless authorized by Human Resources pursuant to District business, employees are expected to honor passwords and other security measures, and are not to access information unless it was intended for them. The District retains the right to override passwords and other security measures in order to assure full access to all office equipment. Employees must comply with all District requests for access to District-owned equipment, communications, or data.

#### **5404 UNLAWFUL HARASSMENT OR DISCRIMINATION**

Employees are forbidden from using the District's office equipment for any form of unlawful harassment or discrimination based on race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, age, pregnancy or childbirth, religion, political beliefs, disability, marital status, veteran status, or any other criteria prohibited by District policy or applicable law.

#### **5405 OTHER MISCONDUCT**

Use of office and telecommunications systems is subject at all times to all other District rules concerning employee conduct. Under no circumstances are these systems to be used for pornography, gambling, sports, shopping, stock trading, hobbies, criminal or fraudulent activity, buying or selling goods and services, outside activities, or any other non-work related purpose.

#### **5406 CONFIDENTIAL INFORMATION**

Employees are expected to use special caution in handling any confidential or proprietary information. In general, email should not be used to transmit confidential information outside of the District unless extraordinary precautions are taken to assure confidentiality.

#### **5407 GOOD JUDGMENT**

Employees are expected to exercise good judgment and professional demeanor when using the District's voicemail, email, or internet systems, and must resist the temptation to use these systems for any purpose that violates this policy even when a client, applicant, or vendor initiates or welcomes inappropriate messages. Employees should not forward chain letters that are sent by email, even if they appear to be for a legitimate cause. Employees must also be careful in the overall tone and content of all messages they send. Unprofessional messages can prove embarrassing when read by an unintended recipient. Emails should include a clear and concise subject line for easy identification. They should be kept to a minimum in length, and proofread carefully before being sent.

**5408 INTELLECTUAL PROPERTY RIGHTS**

The District's computer systems are not to be used to violate or infringe copyrights, trademarks, or other intellectual property rights of third parties. Employees are forbidden from installing or downloading software on to the District's computer system without authorization of management and the IT Administrator and must refrain from utilizing trademarks or other copyrighted material without proper permission from the owner.

**5409 PENALTIES**

Any violation of this policy can result in immediate termination or other discipline.

**AT-WILL AGREEMENT**  
**And Acknowledgment of Personnel Manual Receipt and Compliance**

I agree that I am employed by the Municipal Water District of Orange County on an at-will basis, and that my employment can be terminated at any time with or without cause or advance notice either by me or the District. I maintain no right to any due process hearing or so-called *Skelly* process prior to separation from employment or discipline.

I also acknowledge that I have received a copy of the Personnel Manual and have read, understood, and agree to comply with all of its provisions. I acknowledge that the District retains the right and sole discretion to modify, delete, or add to any of the policies set forth in the Personnel Manual, though I will be apprised of any such changes. I acknowledge that this agreement for employment at-will can be amended or modified only in a written contract signed by me and an authorized representative of the Board of Directors. I understand that no other party or entity has the authority to modify, delete, or add to the policies in the Personnel Manual or to change the at-will nature of my employment, and that in the event of a conflict between the terms of the Personnel Manual and anything told to me by a supervisor or co-employee, the terms of the Personnel Manual shall control.

Employee's Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

Dated: \_\_\_\_\_

NOTE: This original signed document is to be filed in the employee's personnel file.

**APPENDIX "A" - EMPLOYEE DESIGNATIONS  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

The designations of employees into the following categories shall be in accordance with the FLSA and with the approval of the General Manager. The General Manager shall revise the designations as necessary in compliance with the FLSA and District policy.

**(NON-EXEMPT; Overtime paid at time and one-half)**

Accountant  
Accounting Technician  
Administrative Assistant  
Assoc. Water Resources Analyst  
Database Coordinator  
Executive Assistant  
Office Assistant  
Public Affairs Assistant  
Public Affairs Specialist  
Public Affairs Coordinator  
Student Intern  
Records Coordinator  
Senior Accountant  
Senior Administrative Assistant  
Senior Executive Assistant  
Sr. WUE Analyst  
WEROE Emergency Coordinator  
WEROE Specialist  
Water Loss Control Prog Technician  
WUE Analyst I  
WUE Analyst II

**(EXEMPT; Not eligible for overtime)**

Accounting Manager  
Accounting Supervisor  
Administrative Services Manager  
Assistant General Manager  
Associate General Manager  
Director of Emergency Management  
Director of Finance/IS  
Director of Human Resources/Administration  
Director of Public Affairs  
Director of Water Use Efficiency  
Financial Analyst/Database Analyst  
General Manager  
Governmental Affairs Manager  
Network Systems Engineer  
Principal Engineer  
Principal Water Resources Analyst

**(EXEMPT; Not eligible for overtime)**

Public Affairs Manager  
Public Affairs Supervisor  
Senior Engineer  
Sr. Executive Assistant to the Board  
Sr. Financial Analyst/Database Analyst  
Sr. Water Resources Analyst  
WEROC Programs Manager  
Water Loss Control Programs Supervisor  
Water Resources Analyst  
WUE Program Manager  
WUE Program Supervisor

**APPENDIX “B” – DISTRICT PAY STRUCTURE**  
**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

These documents can be found on the Districts website or contact Human Resources.

**APPENDIX “C” – DISTRICT ORGANIZATIONAL CHART**  
**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

These documents can be found on the Districts website or contact Human Resources.

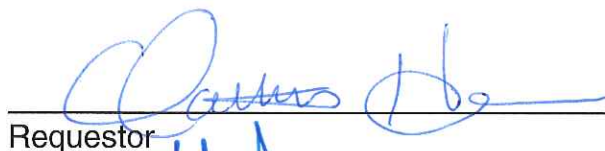
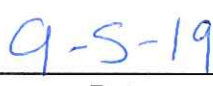
# MUNICIPAL WATER DISTRICT OF ORANGE COUNTY


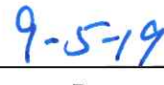
*Fiscal Year 2019-20*

## ***Sole Source Procurement Justification for Projects under \$25,000\****



- A. Supplier Information/Name of Company and Prime Contact at the Supplier and at MWD OC: Law Office of Amy Osborne
- B. Contract awards to Supplier over prior 36-months: No
- C. Product(s) or Service(s) to be provided and Deliverables: Review of Personnel Matters.
- D. Justification Definition\*\*  
Special expertise by Consultant related to urgent and confidential personnel matters.
- E. Narrative Explanation: Special Counsel to review personnel matters, to include meetings with staff members and management and provide report on findings.
- F. Budget Line Item Reference & Amount: 2000-13-7020, amount of \$15,500
- G. Core or Choice designation: Core
- H. Signature/Approvals:

   
Requestor Date

   
General Manager Date

\* Projects over \$25,000 must go to a Committee of the Board.

\*\* Possible justifications include but are not limited to: Only qualified bidder; Proprietary item; Urgent necessity; Bid process did not produce competitors; Governmental agency, association or Utility; Prior phase of professional services contract completed successfully by same Consultant; and Special technical expertise by Consultant for tasks desired.



**Administration Activities Report  
August 9, 2019 to September 4, 2019**

Activity	Summary
<b>Administration/Board</b>	<p>Staff worked on the following:</p> <ul style="list-style-type: none"> <li>• Scheduled meetings for Rob Hunter, Karl Seckel and other various meetings of the Board members.</li> <li>• Assisted Rob/Karl with various write-ups and follow-up for the Committees and Board.</li> <li>• Continue to send the Water Supply Reports to the member agencies.</li> <li>• Processed and reviewed agreements for appropriate Board approval and insurance requirements.</li> <li>• Review Insurance documents for all District Agreements.</li> <li>• Continue review of Administrative Code for requirements and potential changes; consulted with Legal Counsel.</li> <li>• Received confirmation that the District received the Transparency award through CSDA's Special District Leadership Foundation; responded to requests for further information regarding the District of Distinction award</li> <li>• Responded to two Public Records Act Requests</li> <li>• Continued review of Laserfiche filing system improvements</li> <li>• Registration and travel arrangements for ACWA 2019 Fall Conference, Bond Buyers Conference. Advocacy trips, AMWA Fall Meeting and monthly OCWA Meetings.</li> <li>• Assisted Engineering with contract processing.</li> <li>• Assisted with formatting the America's Water Infrastructure Act document for WEROC.</li> <li>• Scheduled several conference calls.</li> <li>• Reformatting the Administrative Code document.</li> </ul>
<b>Records Management</b>	<ul style="list-style-type: none"> <li>• The WORM backup system for Laserfiche was installed and running smoothly.</li> <li>• Iron Mountain recently increased their monthly storage rates. Staff is meeting with a rep at Corodata to determine if it would be cost effective to move the paper documents that are stored at Iron Mountain to the Corodata facility in Corona instead.</li> <li>• Review and reorganization of electronic documents in Laserfiche continues.</li> <li>• Laserfiche training has been scheduled for four new staff members.</li> </ul>
<b>Recruitment /Departures</b>	<ul style="list-style-type: none"> <li>• Kevin Kelly, Water Loss Control Supervisor and Jason Thorsell, Water Loss Control Technician began work with the District on August 15<sup>th</sup>.</li> </ul>



	<ul style="list-style-type: none"> <li>• Leslie Schwene was hired on July 23<sup>rd</sup> as Emergency Coordinator to assist with the America Water Infrastructure Act (AWIA) program.</li> <li>• The recruitment process for Sr. Engineer position is in process and candidate testing is currently underway.</li> <li>• The recruitment process to fill the Director of Emergency Management is underway and applications are being reviewed and evaluated.</li> <li>• Water Use Efficiency is in the process of hiring 2 new interns to fill 1 current vacancy as well as an upcoming departure.</li> </ul>
<b>Other</b>	
<b>Projects and Activities</b>	<ul style="list-style-type: none"> <li>• Coordination efforts continue with IDS Consultants, and Engineering, regarding building improvements and seismic retrofits.</li> <li>• Electrical upgrades to the building are near completion and preparation for installation of a new IT Server Air Conditioning unit is underway.</li> <li>• Personnel Manual updates will be presented for discussion in August.</li> <li>• Staff is working with The Municipal Resource Group (MRG) to review and provide input on the District's current Performance Management process. MRG is currently evaluating survey results and will present recommendations for Management to consider for implementation.</li> <li>• A lunch and learn is scheduled for September 5 on "Common Food Traps and How to Avoid Them" which will be hosted via resources from JPA and Anthem. The funds that The District received through a Wellness Grant from ACWA/JPIA will offset the cost of the lunch and learn.</li> <li>• Traffic Control Coning &amp; Flagging was held on August 20<sup>th</sup> for the new Water Loss Control positions and several other staff members attended the session as well.</li> <li>• Additional safety and training sessions were scheduled and completed by the Water Loss Control staff.</li> <li>• The OCWD Health Fair is scheduled for October 10<sup>th</sup>. Staff will coordinate those efforts and schedule flu shots for October as well. An update will be provided as soon information is available.</li> </ul>

**INFORMATION ITEM**

September 11, 2019

**TO:** Administration & Finance Committee  
(Directors Thomas, Finnegan, McVicker)

**FROM:** Robert J. Hunter, General Manager

Staff Contact: Jeff Stalvey

**SUBJECT:** Finance and IT Pending Items Report

**SUMMARY**

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The following list details the status of special projects that are in-progress or to be completed during FY 2019-20.

Description	% of Completion	Estimated Completion date	Status
<b><u>Finance</u></b>			
Further Implementation of WUE Landscape Programs Databases and Web Site.	On-going	On-going	In Progress
2019 W-9 collection for water rebates. Currently holding 0 rebate checks awaiting W-9 form.	On-going	On-going	In Progress
Year End procedures; Prepare Annual Financials and Final Audit week of 09-16-19.	<b>50%</b>	09-20-19	In Progress
Government Compensation in California Report 2019	<b>0%</b>	03-30-20	Not Started
State Controller Report preparation FY18-19	<b>0%</b>	11-30-19	Not Started
State Tax filing for Water Facilities FY18-19	<b>90%</b>	11-30-19	Not Started
Preparation of documents for FY20-21 budget process.	<b>0%</b>	04-30-20	Not Started

Description	% of Completion	Estimated Completion date	Status
<b><u>Information Technology</u></b>			
Network security issues (hackers, viruses and spam emails)	On-going	On-going	Continuous system monitoring
Purchase and upgrade Conference room 101 with Interactive board, sound system and microphones.	0%	06-30-20	Not Started
Upgrade Wi-Fi Network equipment	100%	09-30-19	Completed
Upgrade software for Data Server	10%	12-31-19	In Progress
Upgrade 5 computers and monitors for Staff	10%	12-31-19	In Progress
Disposal of non-functional and obsolete electronic equipment	0%	03-31-20	Not Started
Replace network color printer and 2 Department printers	0%	03-31-20	Not Started
Upgrade Network Attached Storage devices for Backups	0%	06-30-20	Not Started

Description	% of Completion	Estimated Completion date	Status
<b><u>FY 2019-20 Completed Special Tasks</u></b>			
<b><u>Finance</u></b>			
RFP for Actuarial Services sent out 06-03-19. We have been with Demsey Filliger for 5 years. Pending contract signatures.	100%	06-30-19	Completed
Prepare for Interim Audit the week of 07-08-19	100%	07-12-19	Completed
<b><u>Information Technology</u></b>			

**INFORMATION ITEM**  
September 11, 2019

**TO:** Administration & Finance Committee  
(Directors Thomas, McVicker, Finnegan)

**FROM:** Robert Hunter, General Manager      Staff Contact: Kevin Hostert

**SUBJECT:** Monthly Water Usage Data, Imported Water Projections, and Water Supply Info.

**STAFF RECOMMENDATION**

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Staff recommends the Administration & Finance Committee receive and file this information.

**COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

**REPORT**

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The attached figures show the recent trend of water consumption in Orange County (OC), an estimate of Imported Water Sales for MWD OC, and selected water supply information.

- OC Water Usage, Monthly by Supply **OCWD Groundwater was the main supply in July.**
- OC Water Usage, Monthly, Comparison to Previous Years Water usage in **July 2019 was below average compared to the last 5 years.** We are projecting a slight increase in overall water usage compared to FY 2018-19. It has been 29 months since all mandatory water restrictions were lifted by the California State Water Resources Control Board.
- Historical OC Water Consumption Orange County M & I water consumption is estimated to be **516,000 AF in FY 2018-19** (this includes ~15 TAF of agricultural usage and non-retail water agency usage). This is about **24,000 AF less than FY 2017-18** and is about **2,000 AF less than FY 2016-17**. Water usage per person is projected to be slightly higher in **FY 2018-19 for Orange County at 142 gallons per day** (This includes recycled water). Although OC population has increased 20% over the past two decades, water usage has not increased, on average. A long-

Budgeted (Y/N): N	Budgeted amount: N/A	Core <u>X</u>	Choice <u>  </u>
Action item amount: N/A	Line item:		
Fiscal Impact (explain if unbudgeted):			

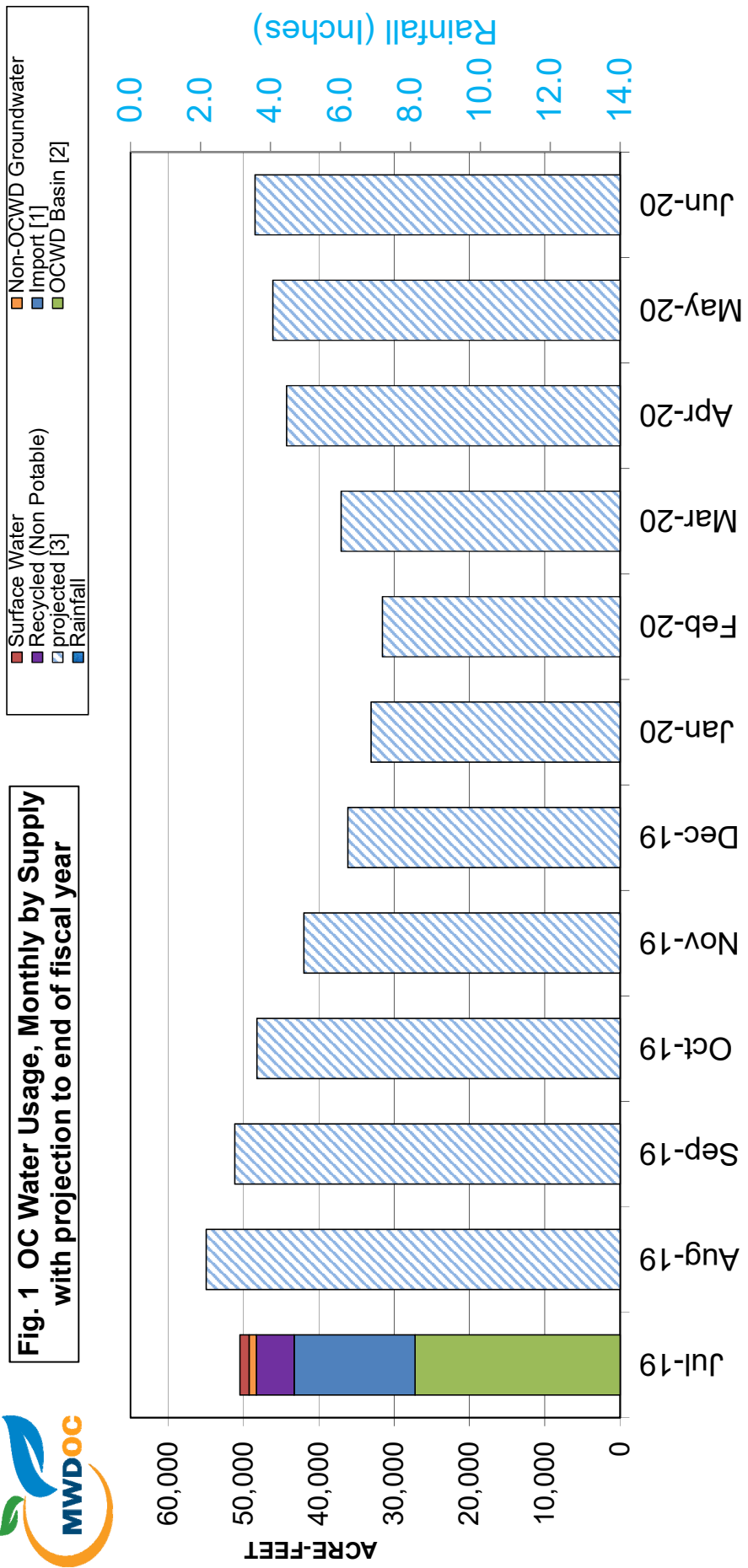
term decrease in per-capita water usage is attributed mostly to Water Use Efficiency (water conservation) efforts. ***O.C. Water Usage for the last four Fiscal Years is the lowest since the 1982-83 Fiscal Year*** (FY 1982-83 was the third wettest year on record).

Water Supply Information Includes data on Rainfall in OC; the OCWD Basin overdraft; Northern California and Colorado River Basin hydrologic data; the State Water Project (SWP) Allocation, and regional storage volumes. The data have implications for the magnitude of supplies from the three watersheds that are the principal sources of water for OC. Note that a hydrologic year is Oct. 1<sup>st</sup> through Sept. 30<sup>th</sup>.

- Orange County's accumulated rainfall through ***early September*** was above average for this period. Water year to date rainfall in Orange County is ***20.45 inches***, which is ***160% of normal***.
- Northern California accumulated precipitation through ***early September*** was ***139% of normal for this period***. Water Year 2018 was 82% of normal while water year 2017 was 187% of normal. The ***Northern California snowpack*** was ***172% of normal*** as of April 1<sup>st</sup>. ***As of late August, 1.09%*** of California is experiencing ***moderate drought conditions*** while 9.06% of the state is experiencing abnormally dry conditions. The State Water Project Contractors Table A Allocation was increased to 75% in June 2019.
- Colorado River Basin accumulated precipitation through ***late August*** was ***114% of normal*** for this period. The ***Upper Colorado Basin snowpack*** was ***128% of normal*** as of April 15<sup>th</sup>. ***Lake Mead and Lake Powell*** combined have about ***65% of their average storage volume*** for this time of year and are at ***47.6% of their total capacity***. If Lake Mead's ***level falls below a "trigger" limit 1,075 ft. at the end of a calendar year***, then a shortage will be declared by the US Bureau of Reclamation (USBR), impacting Colorado River water deliveries to the Lower Basin states. As of late June, Lake Mead levels were ***8.51' above the "trigger" limit***. The USBR predicts that the start of 2019 will not hit the "trigger" level but there is ***a 0% chance that the trigger level will be hit in 2020 and a 6% chance in 2021***.



**Fig. 1 OC Water Usage, Monthly by Supply  
with projection to end of fiscal year**



[1] Imported water for consumptive use. Includes "In-Lieu" deliveries and CUP water extraction. Excludes "Direct Replenishment" deliveries of spreading water and deliveries into Irvine Lake.

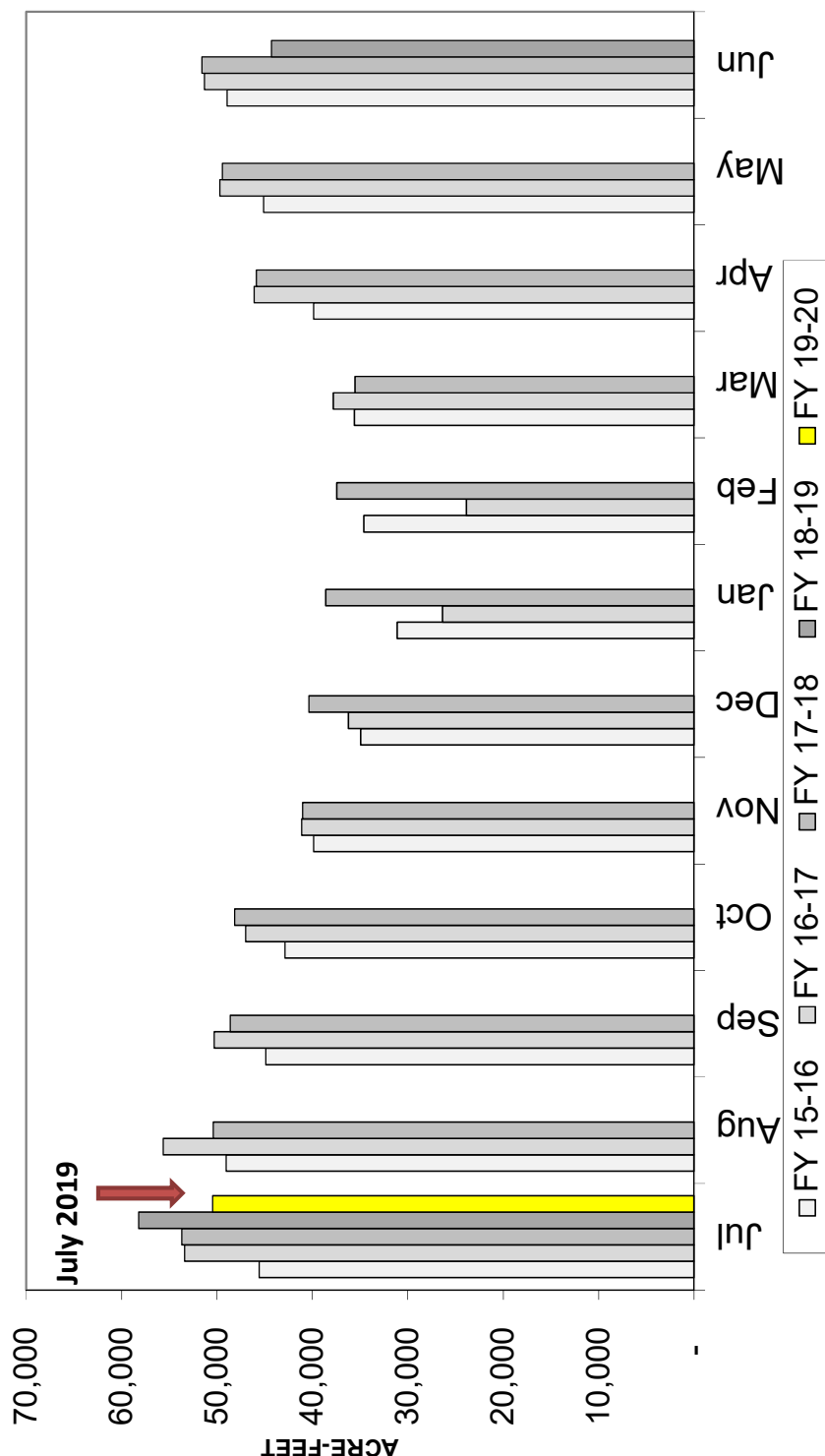
[2] GW for consumptive use only. Excludes In-Lieu water deliveries and CUP water extraction that are counted with Import. BPP in FY '19-20 is 77%.

[3] MWD OC's estimate of monthly demand is based on the projected 5 Year historical retail water demand and historical monthly demand patterns.

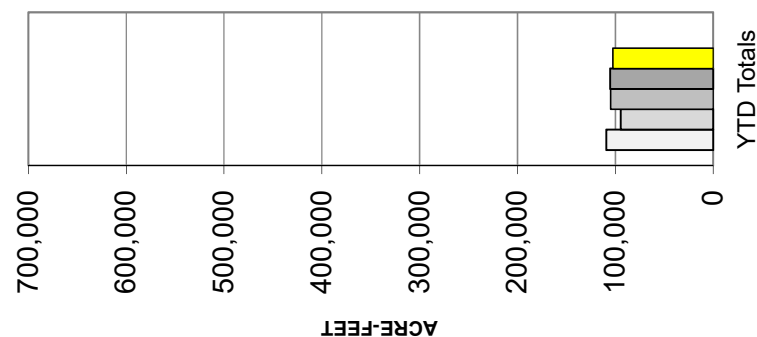
[4] Total water usage includes IRWD groundwater agricultural use and usage by non-retail water agencies.



**Fig. 2 OC Monthly Water Usage [1]: Comparison to Last 4 Fiscal Years**



**Partial Year Subtotals**



[1] Sum of Imported water for consumptive use (includes "In-Lieu" deliveries; excludes "Direct Replenishment" and "Barrier Replenishment") and Local water for consumptive use (includes recycled and non-potable water and excludes GWRS production) Recent months numbers include some estimation.

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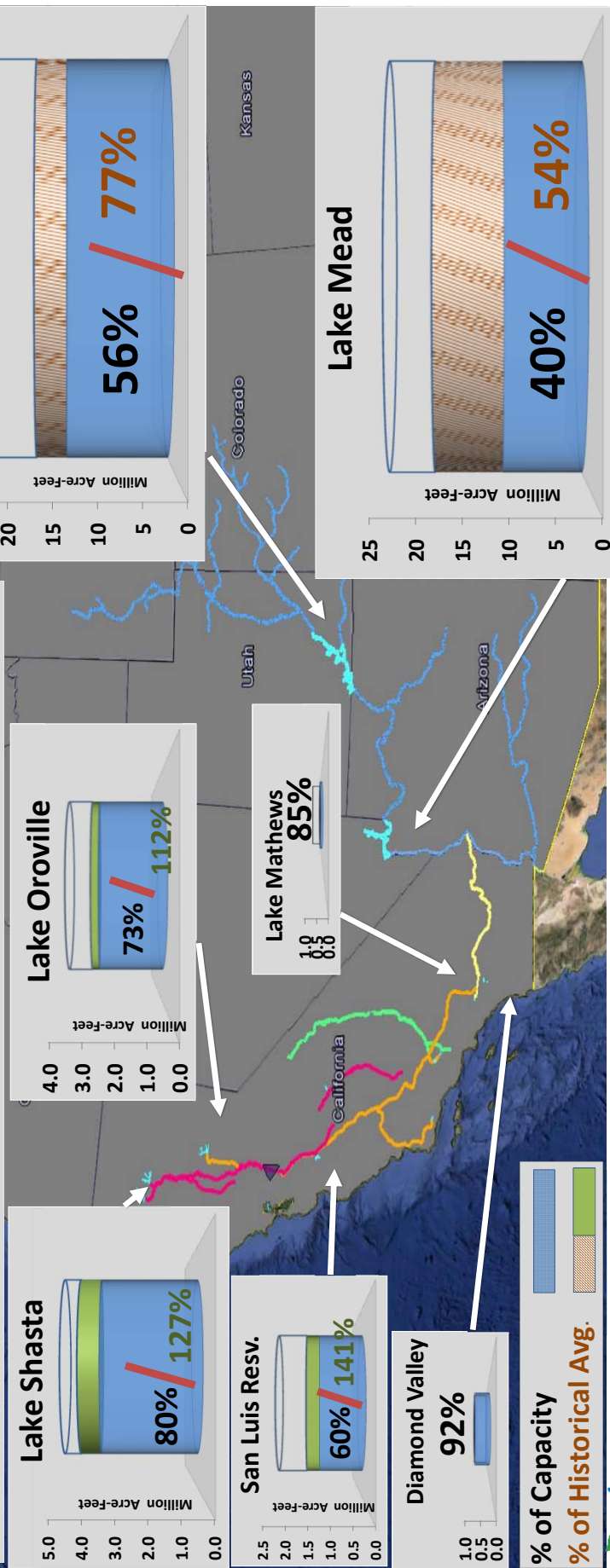
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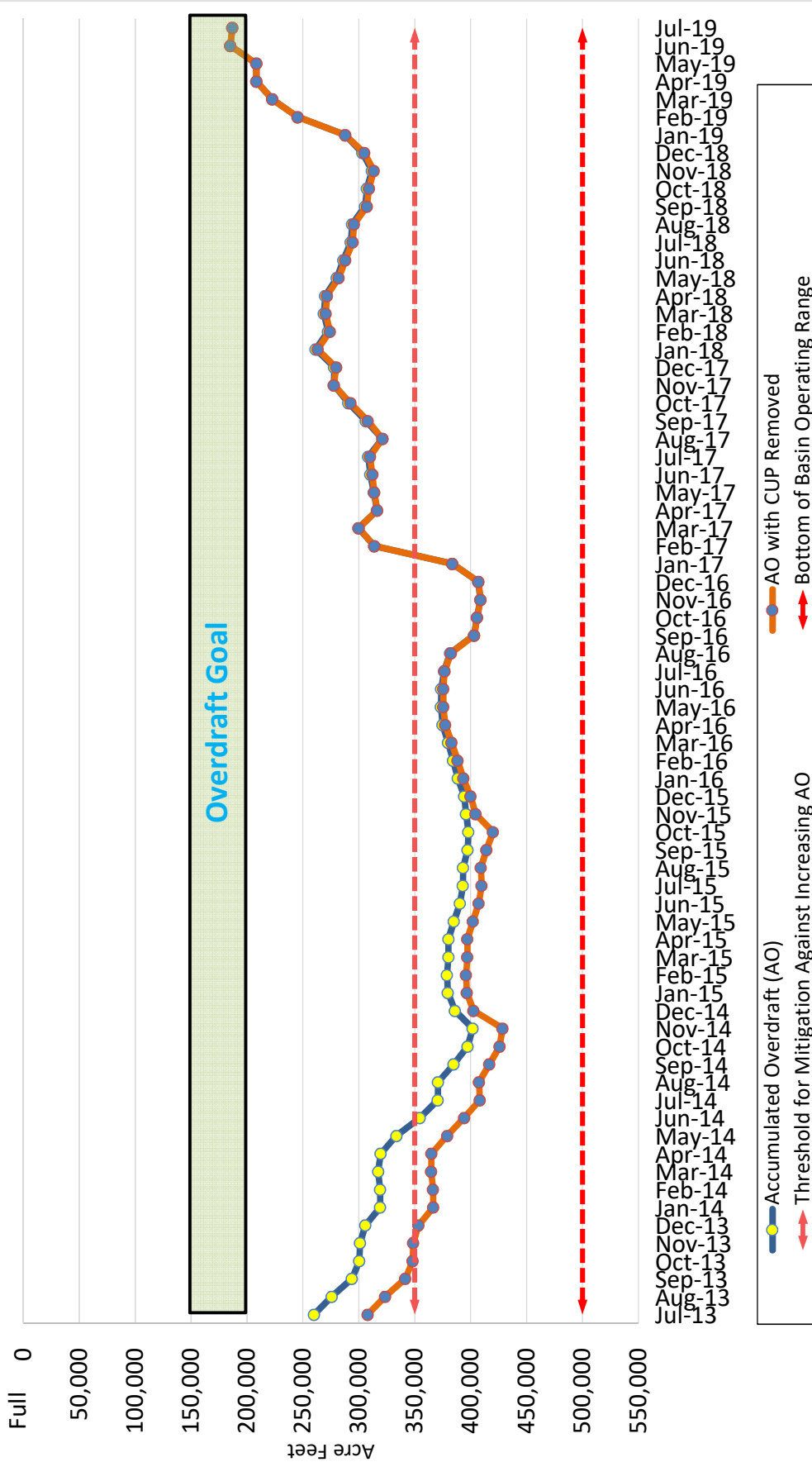
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# **State Water Project, Colorado River, and MWD Reservoir Storage** as of September 3, 2019



# **Accumulated Overdraft of the OCWD Groundwater Basin as of July 2019**

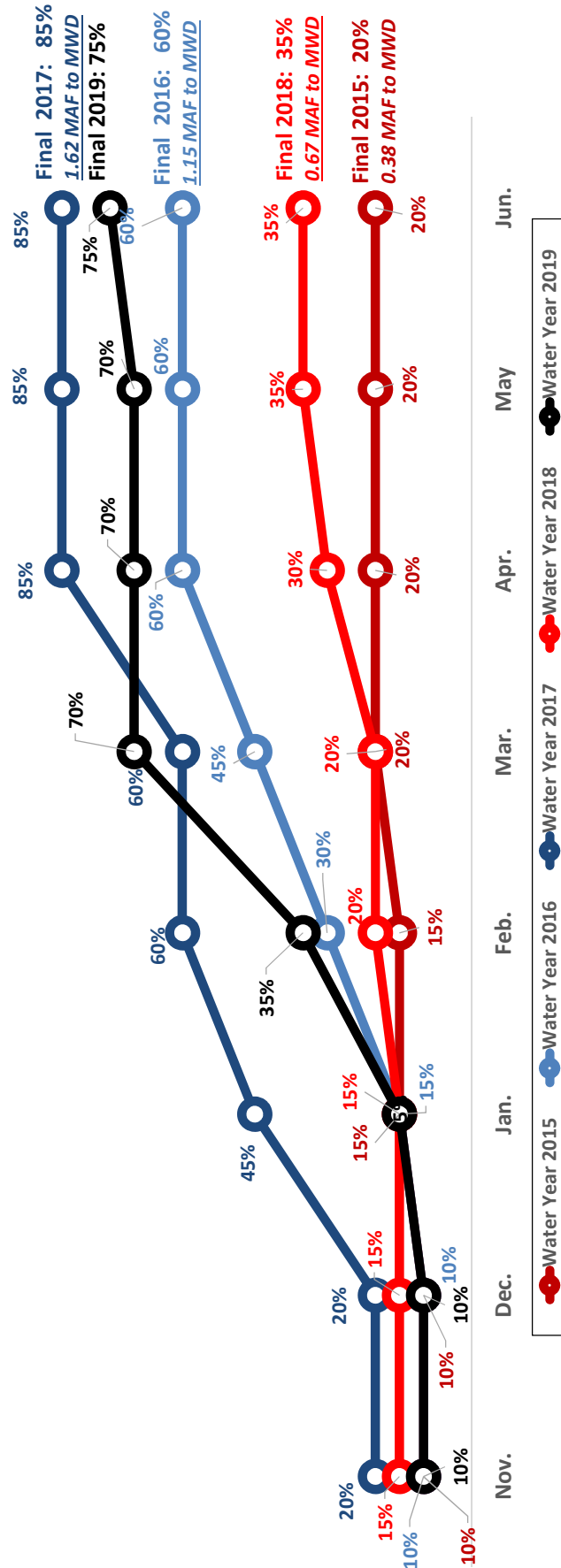


	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
AO (AF)	292,869	294,090	305,572	307,374	311,765	303,249	287,800	245,452	222,625	208,424	208,417	185,069
AO w/CUP removed (AF)	294,572	295,790	307,271	309,072	313,460	304,943	287,800	245,452	222,625	208,424	208,417	185,069
AO (AF)	187,052											
AO w/CUP removed (AF)	187,052											

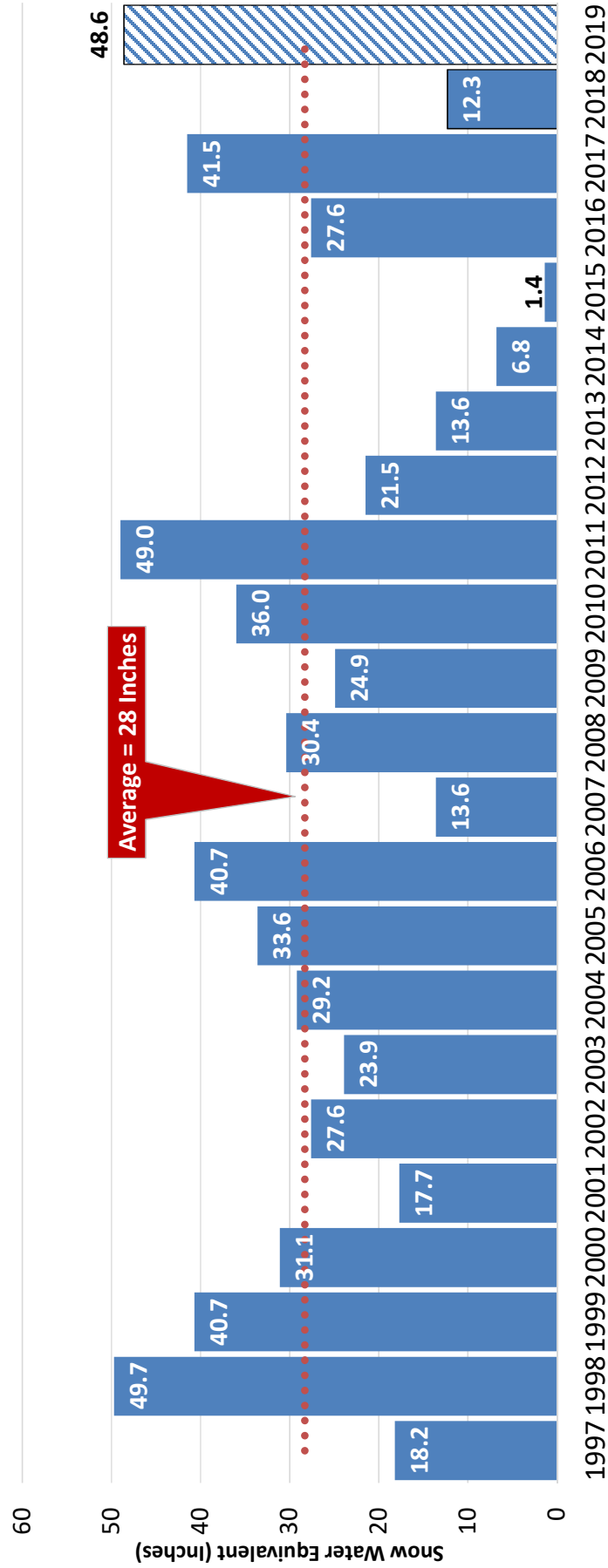


## SWP TABLE A ALLOCATION

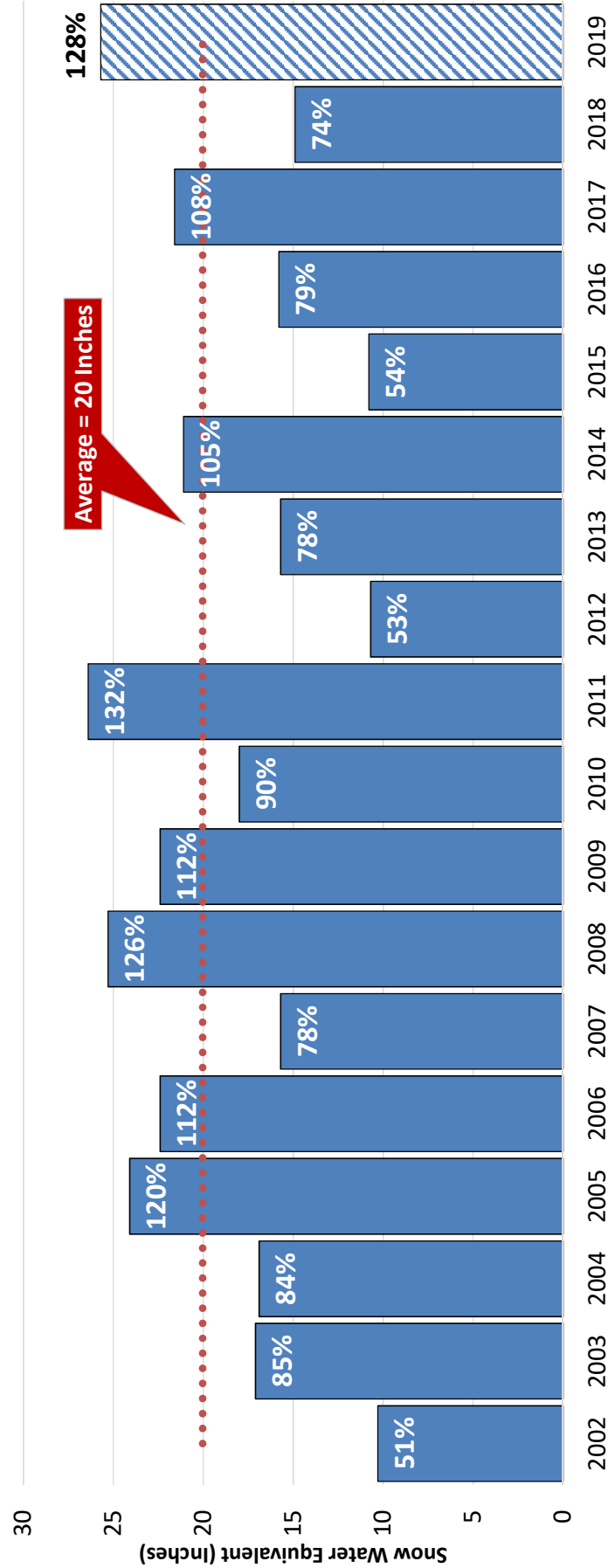
FOR STATE WATER PROJECT CONTRACTORS

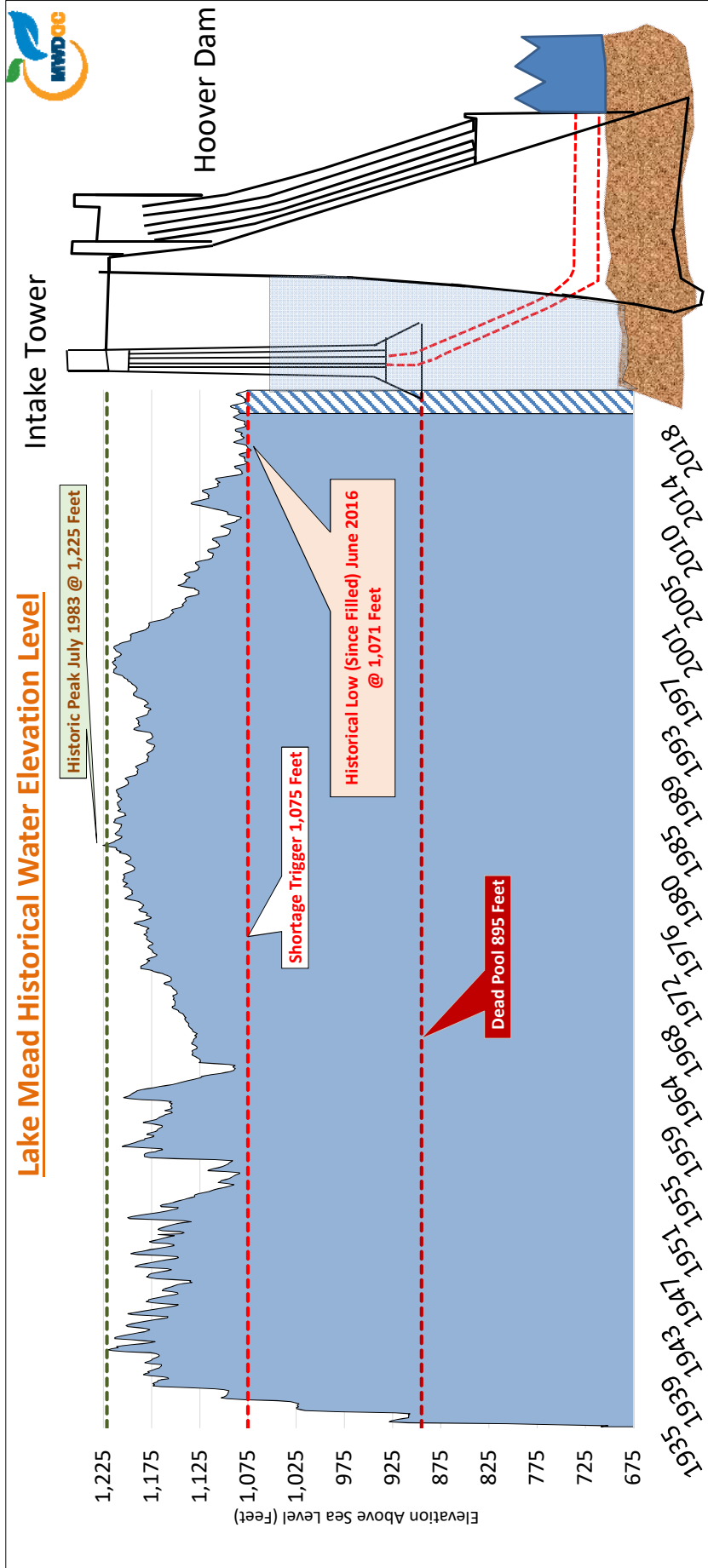


# Historical Northern California April 1st Peak Snow Water Equivalent



# Historical Colorado Basin April 15th Peak Snow Water Equivalent

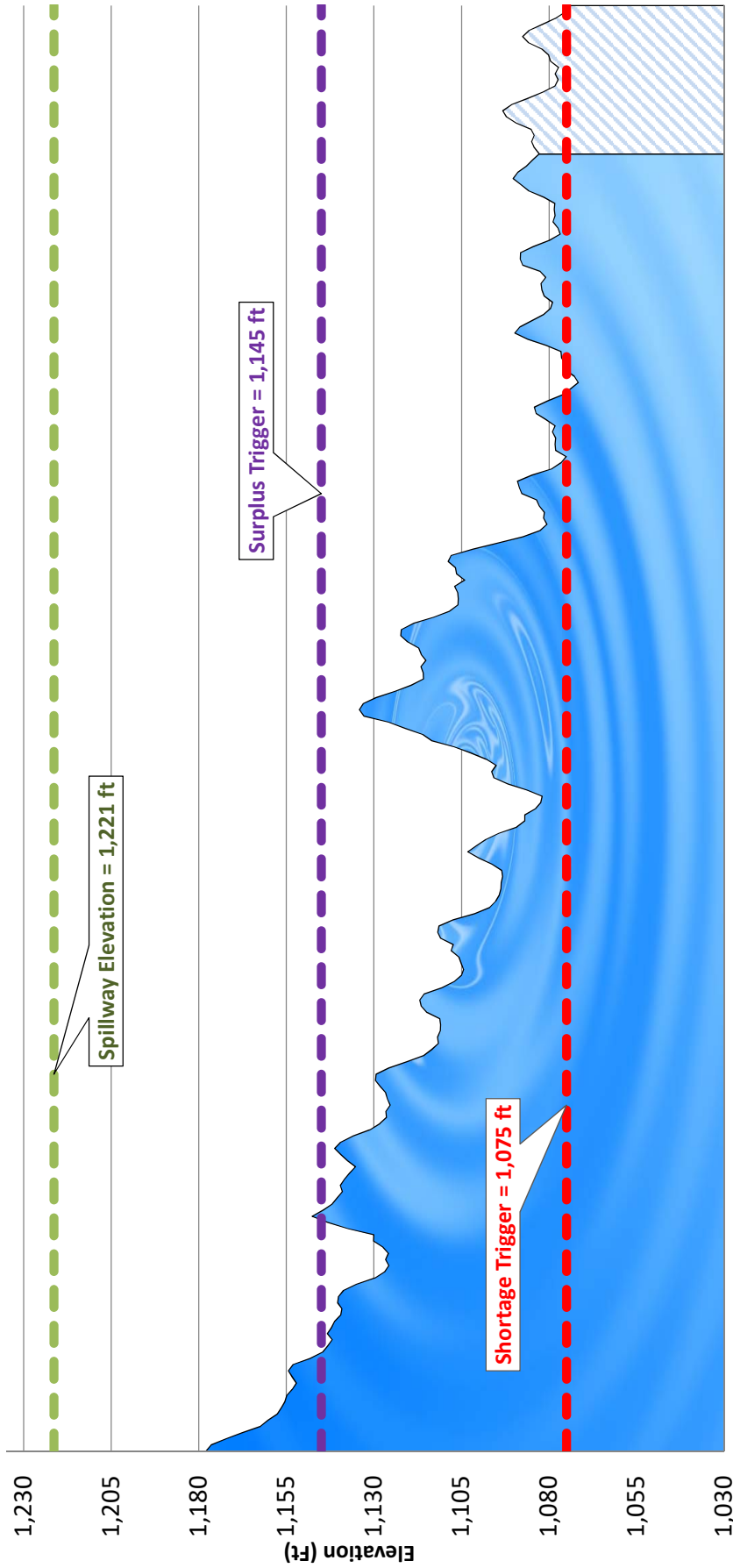






# Lake Mead Levels: Historical and Projected projection per USBR 24-Month Study

■ Historical    □ Projected





## Lake Powell Levels: Historical and Projected projection per USBR 24-Month Study

■ Historical    □ Projected

