



# REGULAR BOARD MEETING AGENDA

2:00 PM Monday, October 19, 2026

UPUD Headquarters | 339 Main Street, Murphys, CA 95247

## OUR MISSION

*Union Public Utility District is dedicated to protecting, enhancing, and developing our water resources to the highest beneficial use for our customers, while maintaining cost-conscious, reliable service and providing gainful employment through responsible management.*

### **The Board Chambers are open to the public**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-728-3651. Notification in advance of the meeting will enable UPUD to make reasonable arrangements to ensure accessibility to this meeting. Any documents that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at UPUD for review by the public.

## ORDER OF BUSINESS

### **CALL TO ORDER/THE PLEDGE OF ALLEGIANCE**

- 1. ROLL CALL**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENT**

(LIMIT 5 MINUTES PER PERSON) Members of the public may address the Board on items not agendized. The public is encouraged to contact the General Manager or Board of Directors for consideration of items to be placed on the agenda. No action will be taken by the Board unless an item is agendized.

#### 4. **CONSENT AGENDA**

Consent agenda items are expected to be routine and non-controversial. They will be acted upon by the Board at a time, without discussion. Any board member, staff member or interested party may request removal of an item from the consent agenda for later discussion.

- a. Approval of Minutes:
  - o September 21 – Regular Board Meeting
- b. Fund Balance Report – September 2026
- c. Income Statement – September 2026
- d. YTD Budget to Actuals – September 2026

#### 5. **NEW BUSINESS**

- a. Presentation & Discussion Regarding ACWA Updates  
*(Jennifer Rotz, ACWA & Jessica Self, General Manager)*
- b. Discussion/Action Regarding Leak Adjustments  
*(Jessica Self, General Manager)*
- c. Discussion Regarding Customer Request to Change District Water Ordinance  
*(Roger Orman, UPUD Customer)*
- d. Discussion/Action Regarding Revising District Policy 2275 – Electronic Communications  
*(Jessica Self, General Manager)* **RES 2026-015**
- e. Presentation and Discussion of Master Plan Update  
*(Justin Shobe, Shobe Engineering)*

#### 6. **UPDATES**

Discussion and Potential Direction Regarding Utica Water & Power Authority  
*(Erik Holt, UWPA General Manager)*

#### 7. **REPORTS**

- a. Operations Manager
- b. General Manager
- c. Board Updates

#### 8. **CLOSED SESSION**

- a. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Gov. Code § 54956.9(d)(1))  
Name of case: Michael Hatfield v. Union Public Utility District, Case No. 23CV46786

- b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Significant exposure to litigation pursuant to Gov. Code § 54956.9(d)(2)): One Case

**9. NEXT BOARD MEETINGS & EVENTS**

- November 16, 2026 at 2:00 pm
- December 21, 2026 at 2:00 pm
- January 18, 2027 at 2:00 pm

**10. ADJOURNMENT**

*PROCEDURAL NOTICES*

*LEVINE ACT PUBLIC PARTY/APPLICANT DISCLOSURE OBLIGATIONS: Applicants, parties, and their agents who have made campaign contributions totaling more than \$500 (aggregated) to a Board Member over the past 12 months must publicly disclose that fact for the official record of that agenda item. Disclosures must include the amount of the campaign contribution aggregated, and the name(s) of the campaign contributor(s) and Board member(s). The disclosure may be made either in writing to the Clerk prior to the agenda item consideration, or by verbal disclosure at the time of the agenda item consideration. The foregoing statements do not constitute legal advice, nor a recitation of all legal requirements and obligations of parties/applicants and their agents. Parties and agents are urged to consult with their own legal counsel regarding the requirements of the law.*

4 a

The background of the slide features a close-up photograph of water ripples, with a single water droplet captured mid-fall at the top center. Overlaid on this is a large, semi-transparent circle with a horizontal color gradient from light green on the left to light blue on the right. The text 'Agenda Item' is centered within this circle in a dark blue, serif font.

Agenda  
Item

4 a



## MINUTES

### UNION PUBLIC UTILITY DISTRICT REGULAR BOARD MEETING

SEPTEMBER 21, 2026

Directors Present: Greg Rasmussen, President  
Bruce Tallakson, Vice-President  
Tom Quincy, Secretary  
Ralph Chick, Treasurer  
Eric Bottomley, Director

Directors Absent: None

Staff Present: Jessica Self, General Manager  
Joe Darby, Operations Manager  
Jenna Mayo, Clerk to the Board

Others Present: Matt Opsital, WGA  
Justin Shobe and Philip L'Amoreaux of Shobe Engineering  
Public at Large

## ORDER OF BUSINESS

### CALL TO ORDER/THE PLEDGE OF ALLEGIANCE

#### 1. ROLL CALL

Director Rasmussen called the Regular Board Meeting to order at 2:10 PM and led the Pledge of Allegiance.

#### 2. APPROVAL OF AGENDA

Motion: Director Tallakson  
Second: Director Chick

Ayes: Directors Rasmussen, Tallakson, Quincy, Chick, and Bottomley  
Nays: None  
Absent: None  
Abstained: None

**3. PUBLIC COMMENT:**

Julia Hollars addressed the Board regarding concerns related to the recent Utica Water and Power Authority (UWPA) Board meeting, including potential Brown Act violations and the conduct of the meeting.

Joe Darby addressed the Board regarding the history and formation of the Union Public Utility District. He presented a historical timeline of the local water systems, including the formation of the Calaveras Water Users Association, the legal disputes over water rights from 1926 to 1939, and the eventual establishment of UPUD in 1946. He recognized the contributions of local pioneer families who fought to preserve community water access, emphasized the importance of honoring the District's history, and urged continued commitment to the District's founding principle of putting the community's needs first.

Mike Peirano addressed the Board regarding concerns over UWPA's governance and accountability. He stated that he had spoken with several individuals involved in drafting the Joint Powers Association (JPA) to clarify who holds responsibility for overseeing UWPA. According to Mr. Peirano, those individuals confirmed that oversight rests with the participating agencies. He urged the Board to fulfill its responsibilities and expressed frustration with ongoing issues over the past six months.

**4. CONSENT AGENDA:**

- a. Approval of Minutes:
  - o August 17, 2026 – Regular Board Meeting
  - o September 9, 2026 – Special Meeting
- b. Fund Balance Report – July 2026 and August 2026
- c. Balance Sheet & Income Statement – July 2026 and August 2026
- d. Expenditures – July 2026 and August 2026
- e. YTD Budget to Actuals – July 2026 and August 2026

Motion: Director Tallakson  
Second: Director Quincy  
Ayes: Directors Rasmussen, Tallakson, Quincy, Chick, and Bottomley  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED.

**5. NEW BUSINESS**

- a. Presentation and Discussion of Master Plan Update  
(Shobe Engineering)

Justin Shobe and Philip L'Amoreaux of Shobe Engineering presented a progress update on the District's Water Master Plan. The presentation provided an overview of the domestic and raw water systems, hydraulic modeling and calibration efforts, system evaluations, and preliminary findings.

Mr. Shobe reported that data collection and hydraulic model development have been completed for both systems. Preliminary findings indicate adequate water source and storage capacity, with no immediate need for water treatment plant upgrades. The evaluation identified opportunities for targeted improvements to fire flow capacity, system reliability, and aging infrastructure, particularly within the South Ditch portion of the raw water system.

The consultants outlined the next steps, including identifying and prioritizing recommended improvements, developing preliminary cost estimates, and preparing a Capital Improvement Program (CIP) addressing near-term (5-year) and long-term (20-year) infrastructure needs.

Mr. Shobe noted that the findings are still being evaluated in coordination with District staff and that a more detailed presentation of the results and proposed improvements is anticipated at the next Board meeting.

The Board thanked the consultants for their presentation. No formal action was taken.

## 6. **PUBLIC HEARING**

### a. Discussion/Action Regarding Adopting Comprehensive Revisions to the District's Water Ordinance (*Jessica Self, General Manager*) **ORD 2026-001**

General Manager Jessica Self presented the proposed comprehensive revisions to the District's Water Ordinance. During the discussion, the following two amendments were identified:

Section 6.02.4.9 – Minimum Meter Size: Revised to state, "Each service connection will be charged, at a minimum, the rates associated with standard size designated by District policy." The language referencing "typically a one-inch meter" was removed.

Section 7.02: Corrected the section reference in the first sentence from 7.1.4 to 7.1.6.

Following discussion, the Board approved the comprehensive revisions to the District's Water Ordinance, incorporating the amendments identified above and subject to any final non-substantive revisions recommended by District legal counsel.

Motion: Director Tallakson  
Second: Director Quincy  
Ayes: Directors Rasmussen, Tallakson, Quincy, Chick, and Bottomley  
Nays: None  
Absent: None  
Abstained: None

ORDINANCE 2026-001. COMPREHENSIVE REVISIONS TO THE DISTRICT'S WATER ORDINANCE, AS AMENDED.

**b. Discussion/Action Regarding Adopting an Updated Schedule of Miscellaneous Fees and Charges**  
(*Jessica Self, General Manager*) **RES 2026-014**

Motion: Director Tallakson  
Second: Director Chick  
Ayes: Directors Rasmussen, Tallakson, Quincy, Chick, and Bottomley  
Nays: None  
Absent: None  
Abstained: None

RESOLUTION 2026-014. AN UPDATED SCHEDULE OF MISCELLANEOUS FEES AND CHARGES, AS PRESENTED BY DISTRICT STAFF.

**7. UPDATES**

Discussion and Potential Direction Regarding Utica Water & Power Authority  
(*Erik Holt, UWPA General Manager*)

In the absence of UWPA General Manager Erik Holt, District board representatives provided an update on recent UWPA activities and meetings.

The Board discussed UWPA's recent approval of resolutions establishing frameworks for its Capital Improvement Plan (CIP) and long-term Master Plan. Concerns were expressed regarding the lack of specific project details and supporting information within the resolutions. It was clarified that individual projects would be reviewed by the appropriate UWPA committees, with recommendations presented to the full UWPA Board for final approval.

Discussion also addressed a September 18, 2026, UWPA special meeting involving anticipated litigation. The Board expressed concerns regarding meeting notification procedures and the exclusion of UPUD's appointed representatives from the anticipated closed session.

A member of the public expressed concerns regarding the exclusion of UPUD representatives from the special meeting, questioning compliance with the Brown Act and the potential implications for ratepayers and financial oversight. The speaker urged greater transparency and accountability in UWPA's governance and requested that the circumstances surrounding the meeting be formally addressed.

Director Bottomley further expressed frustration regarding requested items being omitted from a recent UWPA meeting agenda and concerns regarding communication and professional conduct among UWPA leadership and Board members.

The Board also discussed an upcoming UWPA agenda item concerning JPA governance and Board member duties and responsibilities. Despite ongoing concerns regarding UWPA's governance and management, the importance of maintaining a cooperative working relationship between the agencies was emphasized.

**8. REPORTS**

**a. Operations Manager**

The Operations Manager's report was presented to the Board by Operations Manager, Joe Darby.

**b. General Manager**

The General Manager's report was presented to the Board by General Manager, Jessica Self.

**c. Board Updates**

During Board updates, Director Bottomley inquired about the status of recruitment efforts. Joe Darby, Operations Manager acknowledged that additional follow-up was needed to advance the hiring process.

Board members expressed appreciation to the District's UWPA representatives for their continued efforts and acknowledged the challenges associated with recent UWPA meetings. The discussion also emphasized the importance of reestablishing a positive and cooperative working relationship between the agencies.

**9. CLOSED SESSION:**

The Board recessed to Closed Session at 4:50 pm

**a. CONFERENCE WITH LEGAL COUNSEL – INITIATING LITIGATION**  
(Gov. Code, § 54956.9(d)(4)): One case

**10. RETURN TO OPEN SESSION:** The meeting returned to open session at 5:15 pm

**a. Report on Closed Session**

**11. REPORTABLE ACTION FROM CLOSED SESSION:** There was no reportable action.

**12. NEXT BOARD MEETINGS & EVENTS**

Director Rasmussen clarified that the next regular Board meeting is scheduled for October 19, 2026, rather than October 20, 2026, as incorrectly listed on the agenda.

Upcoming regular Board meetings are scheduled as follows:

- October 19, 2026 at 2:00 pm
- November 16, 2026 at 2:00 pm
- December 21, 2026 at 2:00 pm

**13. ADJOURNMENT**

The meeting adjourned at 5:16 pm

Respectfully Submitted:

ATTEST:

---

Tom E. Quincy, Board Secretary

---

Jenna Mayo, Clerk to the Board

4 b

The background of the slide features a close-up photograph of water ripples, with a single droplet about to hit the surface at the top center. Overlaid on this is a large, circular gradient that transitions from light green on the left to light blue on the right. The text "Agenda Item" is centered within this circle in a dark blue, serif font.

Agenda  
Item

4 b

General Ledger  
Fund Balance Report LAIF  
September 2026

| Account Number | Description     | Beg Bal    | Debits                   | Credits | End Bal    |
|----------------|-----------------|------------|--------------------------|---------|------------|
| 01             | Water Fund      |            |                          |         |            |
| 01-00-1307     | BofS Money Mrkt | 117,264.58 | 246.02 (Interest Earned) | 0.00    | 117,510.60 |
| 01             | Water Fund      | 117,264.58 | 246.02                   | 0.00    | 117,510.60 |
| Asset Total    |                 | 117,264.58 | 246.02                   | 0.00    | 117,510.60 |
|                |                 |            |                          |         |            |

General Ledger  
Fund Balance Report LAIF  
September 2026

| Account Number | Description            | Beg Bal   | Debits | Credits | End Bal   |
|----------------|------------------------|-----------|--------|---------|-----------|
| 01             | Water Fund             |           |        |         |           |
| 01-00-1401     | LAIF-Emergency Reserve | 13,858.74 | 0.00   | 0.00    | 13,858.74 |
| 01             | Water Fund             | 13,858.74 | 0.00   | 0.00    | 13,858.74 |
| Asset Total    |                        | 13,858.74 | 0.00   | 0.00    | 13,858.74 |
|                |                        |           |        |         |           |

4 c

The background of the slide features a close-up photograph of water ripples. A single water droplet is captured mid-fall, just above the surface, creating a series of concentric ripples that spread outwards. The water is a deep blue color. Overlaid on the center of this image is a large, semi-transparent circle with a horizontal gradient from light green on the left to light blue on the right. Inside this circle, the words "Agenda" and "Item" are written in a dark blue, serif font, stacked vertically.

Agenda  
Item

4 c

General Ledger  
Revenues by Category  
September 2026

| Account Number       | Description                   | One Year Prior<br>Actual | Budget               | Period Amt         | End Bal            |
|----------------------|-------------------------------|--------------------------|----------------------|--------------------|--------------------|
| <b>01</b>            | <b>Water Fund</b>             |                          |                      |                    |                    |
| 01-01-4100           | Domestic Water Revenue        | -601,324.58              | -2,196,923.00        | -224,003.52        | -652,425.33        |
| 01-01-4105           | Irrigation Water Revenue      | -62,859.98               | -179,850.00          | -22,620.55         | -66,306.89         |
| 01-01-4106           | Utica Conveyance Fees         | -97,467.84               | -447,000.00          | -35,184.58         | -105,566.00        |
| 01-01-4107           | Utica Irrigation Water Sales  | 0.00                     | -157.00              | 0.00               | 0.00               |
| 01-01-4120           | Hydrant Meter Revenue         | -500.00                  | -2,000.00            | 0.00               | -125.00            |
| 01-01-4160           | Penalties                     | 10.00                    | -10,000.00           | -2,330.00          | -7,300.00          |
| 01-01-4180           | Other - Water Related         | -7,025.00                | -8,000.00            | -75.00             | -7,080.00          |
| 01-01-4189           | Meter Reset Fees              | 0.00                     | -1,000.00            | 0.00               | 0.00               |
| 01-01-4195           | Non-Operating Income          | 0.00                     | -800.00              | 0.00               | 0.00               |
| 01-01-4200           | Interest Earned               | -41,574.76               | -100,000.00          | -7,923.16          | -25,152.60         |
| 01-01-4300           | County Taxes                  | -11,958.66               | -165,000.00          | 0.00               | 0.00               |
| 01-01-4441           | NCPA Facilities Use Agreement | 0.00                     | -2,500.00            | 0.00               | 0.00               |
| <b>01</b>            | <b>Water Fund</b>             | <b>-822,700.82</b>       | <b>-3,113,230.00</b> | <b>-292,136.81</b> | <b>-863,955.82</b> |
| <b>Revenue Total</b> |                               | <b>-822,700.82</b>       | <b>-3,113,230.00</b> | <b>-292,136.81</b> | <b>-863,955.82</b> |

4 d



Agenda  
Item

4 d

# General Ledger

## Budget Status

September 2026

| Account Number |       | Description                 | Budget Amount | Period Amount | YTD Amount | YTD Var    | Encumbered Amount | Available  | % Available |
|----------------|-------|-----------------------------|---------------|---------------|------------|------------|-------------------|------------|-------------|
| Fund           | 01    | Water Fund                  |               |               |            |            |                   |            |             |
| Dept           | 01-02 | Water Purchase              |               |               |            |            |                   |            |             |
| E10            |       | Misc. Operating Expense     |               |               |            |            |                   |            |             |
| 01-02-6000     |       | Prior Period Adjustment     | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
|                |       | E10 Sub Totals:             | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| E13            |       | Purchased Water             |               |               |            |            |                   |            |             |
| 01-02-6001     |       | Source of Supply            | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-02-6003     |       | Water Purchased             | 672,000.00    | 167,628.36    | 269,378.36 | 402,621.64 | 0.00              | 402,621.64 | 59.91       |
|                |       | E13 Sub Totals:             | 672,000.00    | 167,628.36    | 269,378.36 | 402,621.64 | 0.00              | 402,621.64 | 59.91       |
|                |       | Expense Sub Totals:         | 672,000.00    | 167,628.36    | 269,378.36 | 402,621.64 | 0.00              | 402,621.64 | 59.91       |
|                |       | Dept 02 Sub Totals:         | 672,000.00    | 167,628.36    | 269,378.36 | 402,621.64 | 0.00              |            |             |
| Dept           | 01-03 | Treatment                   |               |               |            |            |                   |            |             |
| E1             |       | Salary & Benefits           |               |               |            |            |                   |            |             |
| 01-03-6100     |       | Labor                       | 98,325.00     | 5,972.24      | 22,997.29  | 75,327.71  | 0.00              | 75,327.71  | 76.61       |
| 01-03-6101     |       | Sick Pay                    | 0.00          | 0.00          | 128.90     | -128.90    | 0.00              | -128.90    | 0.00        |
| 01-03-6102     |       | Vacation Pay                | 0.00          | 0.00          | 147.44     | -147.44    | 0.00              | -147.44    | 0.00        |
| 01-03-6103     |       | Overtime                    | 5,000.00      | 765.84        | 3,779.65   | 1,220.35   | 0.00              | 1,220.35   | 24.41       |
| 01-03-6104     |       | On Call Pay                 | 11,330.00     | 837.50        | 2,912.50   | 8,417.50   | 0.00              | 8,417.50   | 74.29       |
| 01-03-6105     |       | WT Cert Bonus               | 500.00        | 0.00          | 0.00       | 500.00     | 0.00              | 500.00     | 100.00      |
| 01-03-6106     |       | TP Out of Class Pay         | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-03-6107     |       | Temp Labor                  | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-03-6108     |       | COVID Bonus Pay             | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-03-6110     |       | FICA 7.65%                  | 14,000.00     | 579.51        | 2,292.42   | 11,707.58  | 0.00              | 11,707.58  | 83.63       |
| 01-03-6299     |       | Health Ins - Retiree PEMHCA | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-03-6300     |       | Health Insurance            | 38,588.00     | 3,244.97      | 6,489.94   | 32,098.06  | 0.00              | 32,098.06  | 83.18       |
| 01-03-6301     |       | Worker's Compensation       | 3,500.00      | 0.00          | 701.31     | 2,798.69   | 0.00              | 2,798.69   | 79.96       |
| 01-03-6400     |       | CalPERS PR Expense          | 41,800.00     | 1,045.27      | 15,284.49  | 26,515.51  | 0.00              | 26,515.51  | 63.43       |
|                |       | E1 Sub Totals:              | 213,043.00    | 12,445.33     | 54,733.94  | 158,309.06 | 0.00              | 158,309.06 | 74.31       |
| E10            |       | Misc. Operating Expense     |               |               |            |            |                   |            |             |

| Account Number | Description                    | Budget Amount | Period Amount | YTD Amount | YTD Var     | Encumbered Amount | Available   | % Available |
|----------------|--------------------------------|---------------|---------------|------------|-------------|-------------------|-------------|-------------|
| 01-03-6203     | Copier Expense                 | 0.00          | 0.00          | 0.00       | 0.00        | 0.00              | 0.00        | 0.00        |
| 01-03-6209     | Uniforms                       | 700.00        | 1,338.99      | 1,338.99   | -638.99     | 0.00              | -638.99     | 0.00        |
| 01-03-6214     | Other                          | 0.00          | 0.00          | 0.00       | 0.00        | 0.00              | 0.00        | 0.00        |
| 01-03-6220     | CV Autogate Expense            | 1,000.00      | 45.15         | 146.87     | 853.13      | 0.00              | 853.13      | 85.31       |
| 01-03-6303     | Unemployment Insurance         | 0.00          | 0.00          | 0.00       | 0.00        | 0.00              | 0.00        | 0.00        |
|                |                                |               |               |            |             |                   |             |             |
|                | E10 Sub Totals:                | 1,700.00      | 1,384.14      | 1,485.86   | 214.14      | 0.00              | 214.14      | 12.60       |
| E16            | Banking Expense                |               |               |            |             |                   |             |             |
| 01-03-6213     | Bank Fees                      | 0.00          | 0.00          | 0.00       | 0.00        | 0.00              | 0.00        | 0.00        |
|                |                                |               |               |            |             |                   |             |             |
|                | E16 Sub Totals:                | 0.00          | 0.00          | 0.00       | 0.00        | 0.00              | 0.00        | 0.00        |
| E17            | CalPERS Pension - Contra Exp   |               |               |            |             |                   |             |             |
| 01-03-6401     | CalPERS Pension Contra Expense | 0.00          | 0.00          | 0.00       | 0.00        | 0.00              | 0.00        | 0.00        |
|                |                                |               |               |            |             |                   |             |             |
|                | E17 Sub Totals:                | 0.00          | 0.00          | 0.00       | 0.00        | 0.00              | 0.00        | 0.00        |
| E2             | Utilities                      |               |               |            |             |                   |             |             |
| 01-03-6204     | Utilities                      | 45,000.00     | 4,574.22      | 12,703.97  | 32,296.03   | 0.00              | 32,296.03   | 71.77       |
| 01-03-6500     | Telephone                      | 2,500.00      | 137.34        | 442.03     | 2,057.97    | 0.00              | 2,057.97    | 82.32       |
|                |                                |               |               |            |             |                   |             |             |
|                | E2 Sub Totals:                 | 47,500.00     | 4,711.56      | 13,146.00  | 34,354.00   | 0.00              | 34,354.00   | 72.32       |
| E3             | Materials/Supplies             |               |               |            |             |                   |             |             |
| 01-03-6202     | Supplies                       | 90,000.00     | 10,493.07     | 37,320.83  | 52,679.17   | 0.00              | 52,679.17   | 58.53       |
|                |                                |               |               |            |             |                   |             |             |
|                | E3 Sub Totals:                 | 90,000.00     | 10,493.07     | 37,320.83  | 52,679.17   | 0.00              | 52,679.17   | 58.53       |
| E4             | Professional Services          |               |               |            |             |                   |             |             |
| 01-03-6212     | Water Analysis                 | 22,000.00     | 1,915.00      | 4,465.64   | 17,534.36   | 0.00              | 17,534.36   | 79.70       |
| 01-03-6801     | Professional Svc-Engineer      | 15,000.00     | 1,197.50      | 1,197.50   | 13,802.50   | 0.00              | 13,802.50   | 92.02       |
| 01-03-6802     | Professional Svc-Legal         | 0.00          | 0.00          | 0.00       | 0.00        | 0.00              | 0.00        | 0.00        |
| 01-03-6803     | Professional Svc-Accounting    | 0.00          | 0.00          | 0.00       | 0.00        | 0.00              | 0.00        | 0.00        |
| 01-03-6804     | Professional Svc-Other         | 24,500.00     | 1,197.50      | 2,570.69   | 21,929.31   | 0.00              | 21,929.31   | 89.51       |
|                |                                |               |               |            |             |                   |             |             |
|                | E4 Sub Totals:                 | 61,500.00     | 4,310.00      | 8,233.83   | 53,266.17   | 0.00              | 53,266.17   | 86.61       |
| E5             | Vehicles/Equipment             |               |               |            |             |                   |             |             |
| 01-03-6200     | Repairs & Maintenance          | 30,000.00     | 0.00          | 25,280.47  | 4,719.53    | 0.00              | 4,719.53    | 15.73       |
| 01-03-6201     | Equipment Repairs              | 7,500.00      | 0.00          | 0.00       | 7,500.00    | 0.00              | 7,500.00    | 100.00      |
| 01-03-6208     | Equipment Rental               | 2,500.00      | 0.00          | 0.00       | 2,500.00    | 0.00              | 2,500.00    | 100.00      |
| 01-03-6215     | Equipment Purchase to \$999    | 8,000.00      | 219.91        | 662.22     | 7,337.78    | 0.00              | 7,337.78    | 91.72       |
|                |                                |               |               |            |             |                   |             |             |
|                | E5 Sub Totals:                 | 48,000.00     | 219.91        | 25,942.69  | 22,057.31   | 0.00              | 22,057.31   | 45.95       |
| E6             | Capital Expenditure            |               |               |            |             |                   |             |             |
| 01-03-6205     | Capital Exp/ Equip Pur >\$1K   | 69,000.00     | 4,400.00      | 254,425.07 | -185,425.07 | 0.00              | -185,425.07 | 0.00        |

| Account Number | Description             | Budget Amount | Period Amount | YTD Amount | YTD Var     | Encumbered Amount | Available   | % Available |
|----------------|-------------------------|---------------|---------------|------------|-------------|-------------------|-------------|-------------|
|                | E6 Sub Totals:          | 69,000.00     | 4,400.00      | 254,425.07 | -185,425.07 | 0.00              | -185,425.07 | 0.00        |
| E7             | Training/Travel         |               |               |            |             |                   |             |             |
| 01-03-6216     | Education & Training    | 5,000.00      | 112.00        | 112.00     | 4,888.00    | 0.00              | 4,888.00    | 97.76       |
| 01-03-6450     | Travel & Mileage        | 1,000.00      | 0.00          | 264.04     | 735.96      | 0.00              | 735.96      | 73.60       |
|                | E7 Sub Totals:          | 6,000.00      | 112.00        | 376.04     | 5,623.96    | 0.00              | 5,623.96    | 93.73       |
| E8             | Memberships             |               |               |            |             |                   |             |             |
| 01-03-6206     | Memberships             | 8,000.00      | 0.00          | 100.00     | 7,900.00    | 0.00              | 7,900.00    | 98.75       |
|                | E8 Sub Totals:          | 8,000.00      | 0.00          | 100.00     | 7,900.00    | 0.00              | 7,900.00    | 98.75       |
| E9             | Permits/Fees            |               |               |            |             |                   |             |             |
| 01-03-6207     | Permits & Fees          | 30,000.00     | 0.00          | 348.00     | 29,652.00   | 0.00              | 29,652.00   | 98.84       |
|                | E9 Sub Totals:          | 30,000.00     | 0.00          | 348.00     | 29,652.00   | 0.00              | 29,652.00   | 98.84       |
|                | Expense Sub Totals:     | 574,743.00    | 38,076.01     | 396,112.26 | 178,630.74  | 0.00              | 178,630.74  | 31.08       |
|                | Dept 03 Sub Totals:     | 574,743.00    | 38,076.01     | 396,112.26 | 178,630.74  | 0.00              |             |             |
| Dept 01-04     | Distribution            |               |               |            |             |                   |             |             |
| E1             | Salary & Benefits       |               |               |            |             |                   |             |             |
| 01-04-6100     | Labor                   | 350,231.00    | 17,098.37     | 56,982.01  | 293,248.99  | 0.00              | 293,248.99  | 83.73       |
| 01-04-6101     | Sick Pay                | 0.00          | 85.93         | 85.93      | -85.93      | 0.00              | -85.93      | 0.00        |
| 01-04-6102     | Vacation Pay            | 0.00          | 0.00          | 513.09     | -513.09     | 0.00              | -513.09     | 0.00        |
| 01-04-6103     | Overtime                | 8,240.00      | 32.22         | 574.37     | 7,665.63    | 0.00              | 7,665.63    | 93.03       |
| 01-04-6104     | On Call Pay             | 12,360.00     | 837.50        | 2,912.50   | 9,447.50    | 0.00              | 9,447.50    | 76.44       |
| 01-04-6105     | TD Cert Bonus           | 500.00        | 0.00          | 0.00       | 500.00      | 0.00              | 500.00      | 100.00      |
| 01-04-6106     | TD Out of Class Pay     | 0.00          | 0.00          | 0.00       | 0.00        | 0.00              | 0.00        | 0.00        |
| 01-04-6107     | Temp Labor              | 0.00          | 0.00          | 0.00       | 0.00        | 0.00              | 0.00        | 0.00        |
| 01-04-6108     | COVID Bonus Pay         | 0.00          | 0.00          | 0.00       | 0.00        | 0.00              | 0.00        | 0.00        |
| 01-04-6110     | FICA                    | 28,000.00     | 1,381.12      | 4,671.66   | 23,328.34   | 0.00              | 23,328.34   | 83.32       |
| 01-04-6300     | Health Insurance        | 120,024.00    | 5,188.75      | 10,042.04  | 109,981.96  | 0.00              | 109,981.96  | 91.63       |
| 01-04-6301     | Worker's Compensation   | 10,000.00     | 0.00          | 1,882.48   | 8,117.52    | 0.00              | 8,117.52    | 81.18       |
| 01-04-6400     | CalPERS PR Expense      | 73,475.00     | 2,909.82      | 33,926.83  | 39,548.17   | 0.00              | 39,548.17   | 53.83       |
|                | E1 Sub Totals:          | 602,830.00    | 27,533.71     | 111,590.91 | 491,239.09  | 0.00              | 491,239.09  | 81.49       |
| E10            | Misc. Operating Expense |               |               |            |             |                   |             |             |
| 01-04-6203     | Copier Expense          | 0.00          | 0.00          | 0.00       | 0.00        | 0.00              | 0.00        | 0.00        |
| 01-04-6209     | Uniforms                | 3,000.00      | 1,071.20      | 1,071.20   | 1,928.80    | 0.00              | 1,928.80    | 64.29       |
| 01-04-6210     | Postage                 | 0.00          | 0.00          | 0.00       | 0.00        | 0.00              | 0.00        | 0.00        |
| 01-04-6214     | Other                   | 0.00          | 0.00          | 0.00       | 0.00        | 0.00              | 0.00        | 0.00        |
| 01-04-6303     | Unemployment Insurance  | 0.00          | 0.00          | 0.00       | 0.00        | 0.00              | 0.00        | 0.00        |

| Account Number                                                           | Description                    | Budget Amount | Period Amount | YTD Amount | YTD Var   | Encumbered Amount | Available | % Available |
|--------------------------------------------------------------------------|--------------------------------|---------------|---------------|------------|-----------|-------------------|-----------|-------------|
| E16<br>01-04-6213                                                        | E10 Sub Totals:                | 3,000.00      | 1,071.20      | 1,071.20   | 1,928.80  | 0.00              | 1,928.80  | 64.29       |
|                                                                          | Banking Expense                |               |               |            |           |                   |           |             |
|                                                                          | Bank Fees                      | 0.00          | 0.00          | 0.00       | 0.00      | 0.00              | 0.00      | 0.00        |
| E17<br>01-04-6401                                                        | E16 Sub Totals:                | 0.00          | 0.00          | 0.00       | 0.00      | 0.00              | 0.00      | 0.00        |
|                                                                          | CalPERS Pension - Contra Exp   |               |               |            |           |                   |           |             |
|                                                                          | CalPERS Pension Contra Expense | 0.00          | 0.00          | 0.00       | 0.00      | 0.00              | 0.00      | 0.00        |
| E2<br>01-04-6204<br>01-04-6500                                           | E17 Sub Totals:                | 0.00          | 0.00          | 0.00       | 0.00      | 0.00              | 0.00      | 0.00        |
|                                                                          | Utilities                      |               |               |            |           |                   |           |             |
|                                                                          | Utilities                      | 6,000.00      | 357.86        | 1,116.31   | 4,883.69  | 0.00              | 4,883.69  | 81.39       |
| E3<br>01-04-6202                                                         | Telephone                      | 400.00        | 233.64        | 898.72     | -498.72   | 0.00              | -498.72   | 0.00        |
|                                                                          | E2 Sub Totals:                 | 6,400.00      | 591.50        | 2,015.03   | 4,384.97  | 0.00              | 4,384.97  | 68.52       |
|                                                                          | Materials/Supplies             |               |               |            |           |                   |           |             |
| E4<br>01-04-6212<br>01-04-6801<br>01-04-6802<br>01-04-6803<br>01-04-6804 | Supplies                       | 25,088.00     | 3,992.32      | 6,906.18   | 18,181.82 | 0.00              | 18,181.82 | 72.47       |
|                                                                          | E3 Sub Totals:                 | 25,088.00     | 3,992.32      | 6,906.18   | 18,181.82 | 0.00              | 18,181.82 | 72.47       |
|                                                                          | Professional Services          |               |               |            |           |                   |           |             |
| E5<br>01-04-6200<br>01-04-6201<br>01-04-6208<br>01-04-6211<br>01-04-6215 | Water Analysis                 | 0.00          | 0.00          | 0.00       | 0.00      | 0.00              | 0.00      | 0.00        |
|                                                                          | Professional Svc-Engineer      | 60,000.00     | 1,640.05      | 4,821.30   | 55,178.70 | 0.00              | 55,178.70 | 91.96       |
|                                                                          | Professional Svc-Legal         | 0.00          | 0.00          | 0.00       | 0.00      | 0.00              | 0.00      | 0.00        |
| E6<br>01-04-6205                                                         | Professional Svc-Accounting    | 0.00          | 0.00          | 0.00       | 0.00      | 0.00              | 0.00      | 0.00        |
|                                                                          | Professional Svc-Other         | 22,500.00     | 311.23        | 7,242.33   | 15,257.67 | 0.00              | 15,257.67 | 67.81       |
|                                                                          | E4 Sub Totals:                 | 82,500.00     | 1,951.28      | 12,063.63  | 70,436.37 | 0.00              | 70,436.37 | 85.38       |
| E7<br>01-04-6216<br>01-04-6450                                           | Vehicles/Equipment             |               |               |            |           |                   |           |             |
|                                                                          | Repairs & Maintenance          | 8,000.00      | 0.00          | 192.00     | 7,808.00  | 0.00              | 7,808.00  | 97.60       |
|                                                                          | Equipment Repairs              | 7,500.00      | 0.00          | 1,471.28   | 6,028.72  | 0.00              | 6,028.72  | 80.38       |
| E7<br>01-04-6216<br>01-04-6450                                           | Equipment Rental               | 0.00          | 0.00          | 0.00       | 0.00      | 0.00              | 0.00      | 0.00        |
|                                                                          | Gas, Oil & Fuel                | 15,500.00     | 674.28        | 2,872.97   | 12,627.03 | 0.00              | 12,627.03 | 81.46       |
|                                                                          | Equipment Purchase to \$999    | 4,000.00      | 415.07        | 415.07     | 3,584.93  | 0.00              | 3,584.93  | 89.62       |
| E7<br>01-04-6216<br>01-04-6450                                           | E5 Sub Totals:                 | 35,000.00     | 1,089.35      | 4,951.32   | 30,048.68 | 0.00              | 30,048.68 | 85.85       |
|                                                                          | Capital Expenditure            |               |               |            |           |                   |           |             |
|                                                                          | Capital Exp/Equip Pur > \$1K   | 40,000.00     | 0.00          | 3,098.00   | 36,902.00 | 0.00              | 36,902.00 | 92.26       |
| E7<br>01-04-6216<br>01-04-6450                                           | E6 Sub Totals:                 | 40,000.00     | 0.00          | 3,098.00   | 36,902.00 | 0.00              | 36,902.00 | 92.26       |
|                                                                          | Training/Travel                |               |               |            |           |                   |           |             |
|                                                                          | Education & Training           | 7,000.00      | 750.00        | 1,125.00   | 5,875.00  | 0.00              | 5,875.00  | 83.93       |
| E7<br>01-04-6216<br>01-04-6450                                           | Travel & Mileage               | 3,500.00      | 0.00          | 211.23     | 3,288.77  | 0.00              | 3,288.77  | 93.96       |

| Account Number    | Description                    | Budget Amount | Period Amount | YTD Amount | YTD Var    | Encumbered Amount | Available  | % Available |
|-------------------|--------------------------------|---------------|---------------|------------|------------|-------------------|------------|-------------|
| E8<br>01-04-6206  | E7 Sub Totals:                 | 10,500.00     | 750.00        | 1,336.23   | 9,163.77   | 0.00              | 9,163.77   | 87.27       |
|                   | Memberships                    |               |               |            |            |                   |            |             |
|                   | Memberships                    | 8,000.00      | 0.00          | 1,963.97   | 6,036.03   | 0.00              | 6,036.03   | 75.45       |
| E9<br>01-04-6207  | E8 Sub Totals:                 | 8,000.00      | 0.00          | 1,963.97   | 6,036.03   | 0.00              | 6,036.03   | 75.45       |
|                   | Permits/Fees                   |               |               |            |            |                   |            |             |
|                   | Permits & Fees                 | 700.00        | 0.00          | 0.00       | 700.00     | 0.00              | 700.00     | 100.00      |
| Dept 01-05<br>E1  | E9 Sub Totals:                 | 700.00        | 0.00          | 0.00       | 700.00     | 0.00              | 700.00     | 100.00      |
|                   | Expense Sub Totals:            | 814,018.00    | 36,979.36     | 144,996.47 | 669,021.53 | 0.00              | 669,021.53 | 82.19       |
|                   | Dept 04 Sub Totals:            | 814,018.00    | 36,979.36     | 144,996.47 | 669,021.53 | 0.00              |            |             |
| 01-05-6100        | Customer Service               |               |               |            |            |                   |            |             |
|                   | Salary & Benefits              |               |               |            |            |                   |            |             |
|                   | Labor                          | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-05-6101        | Sick Pay                       | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-05-6102        | Vacation Pay                   | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-05-6103        | Overtime                       | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-05-6104        | On Call Pay                    | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-05-6106        | CS Out of Class Pay            | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-05-6107        | Temp Labor                     | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-05-6108        | COVID Bonus Pay                | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-05-6110        | FICA                           | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-05-6300        | Health Insurance               | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-05-6301        | Worker's Compensation          | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-05-6400        | CalPERS PR Expense             | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| E10<br>01-05-6209 | E1 Sub Totals:                 | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
|                   | Misc. Operating Expense        |               |               |            |            |                   |            |             |
|                   | Uniforms                       | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-05-6210        | Postage                        | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-05-6303        | Unemployment Insurance         | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-05-6600        | Maintenance Fees               | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| E17<br>01-05-6401 | E10 Sub Totals:                | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
|                   | CalPERS Pension - Contra Exp   |               |               |            |            |                   |            |             |
|                   | CalPERS Pension Contra Expense | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| E5                | E17 Sub Totals:                | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
|                   | Vehicles/Equipment             |               |               |            |            |                   |            |             |

| Account Number | Description               | Budget Amount | Period Amount | YTD Amount | YTD Var    | Encumbered Amount | Available  | % Available |
|----------------|---------------------------|---------------|---------------|------------|------------|-------------------|------------|-------------|
| 01-05-6211     | Gas, Oil & Fuel           | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
|                | E5 Sub Totals:            | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
|                | Expense Sub Totals:       | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
|                | Dept 05 Sub Totals:       | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              |            |             |
| Dept 01-06     | Administration            |               |               |            |            |                   |            |             |
| E1             | Salary & Benefits         |               |               |            |            |                   |            |             |
| 01-06-6100     | Labor                     | 357,585.00    | 23,269.98     | 80,339.57  | 277,245.43 | 0.00              | 277,245.43 | 77.53       |
| 01-06-6101     | Sick Pay                  | 0.00          | 0.00          | 1,882.62   | -1,882.62  | 0.00              | -1,882.62  | 0.00        |
| 01-06-6102     | Vacation Pay              | 0.00          | 0.00          | 898.44     | -898.44    | 0.00              | -898.44    | 0.00        |
| 01-06-6103     | Overtime                  | 1,000.00      | 0.00          | 0.00       | 1,000.00   | 0.00              | 1,000.00   | 100.00      |
| 01-06-6106     | OM Out of Class Pay       | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-06-6108     | COVID Bonus Pay           | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-06-6110     | FICA                      | 28,419.00     | 1,871.23      | 6,737.90   | 21,681.10  | 0.00              | 21,681.10  | 76.29       |
| 01-06-6300     | Health Insurance          | 96,703.00     | 9,556.13      | 15,140.78  | 81,562.22  | 0.00              | 81,562.22  | 84.34       |
| 01-06-6301     | Worker's Compensation     | 2,711.00      | 0.00          | 505.70     | 2,205.30   | 0.00              | 2,205.30   | 81.35       |
| 01-06-6304     | Health Benefits Adm Fee   | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-06-6400     | CalPERS PR Expense        | 54,473.00     | 2,410.39      | 30,490.76  | 23,982.24  | 0.00              | 23,982.24  | 44.03       |
|                | E1 Sub Totals:            | 540,891.00    | 37,107.73     | 135,995.77 | 404,895.23 | 0.00              | 404,895.23 | 74.86       |
| E10            | Misc. Operating Expense   |               |               |            |            |                   |            |             |
| 01-06-6203     | Copier Expense            | 3,700.00      | 842.13        | 1,185.18   | 2,514.82   | 0.00              | 2,514.82   | 67.97       |
| 01-06-6209     | Uniforms                  | 700.00        | 439.15        | 439.15     | 260.85     | 0.00              | 260.85     | 37.26       |
| 01-06-6210     | Postage                   | 10,000.00     | 925.11        | 3,125.51   | 6,874.49   | 0.00              | 6,874.49   | 68.74       |
| 01-06-6214     | Other                     | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-06-6217     | Late Fees                 | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-06-6302     | General Insurance         | 120,000.00    | 968.11        | 968.11     | 119,031.89 | 0.00              | 119,031.89 | 99.19       |
| 01-06-6303     | Unemployment Insurance    | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-06-6805     | Professional Svs - IT     | 23,000.00     | 1,554.12      | 6,285.00   | 16,715.00  | 0.00              | 16,715.00  | 72.67       |
| 01-06-6810     | Communications            | 5,000.00      | 11.70         | 11.70      | 4,988.30   | 0.00              | 4,988.30   | 99.77       |
| 01-06-6860     | UWPA Contributions        | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-06-6901     | Contingencies             | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
|                | E10 Sub Totals:           | 162,400.00    | 4,740.32      | 12,014.65  | 150,385.35 | 0.00              | 150,385.35 | 92.60       |
| E11            | Bad Debts                 |               |               |            |            |                   |            |             |
| 01-06-6900     | Bad Debts                 | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
|                | E11 Sub Totals:           | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| E12            | Amortization/Depreciation |               |               |            |            |                   |            |             |
| 01-06-6600     | Depreciation Expense      | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |

| Account Number | Description                    | Budget Amount | Period Amount | YTD Amount | YTD Var    | Encumbered Amount | Available  | % Available |
|----------------|--------------------------------|---------------|---------------|------------|------------|-------------------|------------|-------------|
| 01-06-6650     | Amortization Expense           | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
|                |                                |               |               |            |            |                   |            |             |
|                | E12 Sub Totals:                | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| E14            | Elections                      |               |               |            |            |                   |            |             |
| 01-06-6850     | Election Expense               | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
|                |                                |               |               |            |            |                   |            |             |
|                | E14 Sub Totals:                | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| E15            | Interest Expense               |               |               |            |            |                   |            |             |
| 01-06-7102     | Interest Expense-SRLF          | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-06-7103     | Interest Expense-All Points    | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-06-7104     | Interest Expense-West America  | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-06-7105     | Interest Expense-DG            | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-06-7106     | Interest Expense-Everbank      | 0.00          | 0.00          | 33,288.00  | -33,288.00 | 0.00              | -33,288.00 | 0.00        |
|                |                                |               |               |            |            |                   |            |             |
|                | E15 Sub Totals:                | 0.00          | 0.00          | 33,288.00  | -33,288.00 | 0.00              | -33,288.00 | 0.00        |
| E16            | Banking Expense                |               |               |            |            |                   |            |             |
| 01-06-6212     | Water Analysis                 | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-06-6213     | Bank Fees                      | 10,000.00     | 0.00          | 1,426.73   | 8,573.27   | 0.00              | 8,573.27   | 85.73       |
| 01-06-6903     | Customer Transaction Fees      | 19,000.00     | 604.00        | 1,841.00   | 17,159.00  | 0.00              | 17,159.00  | 90.31       |
|                |                                |               |               |            |            |                   |            |             |
|                | E16 Sub Totals:                | 29,000.00     | 604.00        | 3,267.73   | 25,732.27  | 0.00              | 25,732.27  | 88.73       |
| E17            | CalPERS Pension - Contra Exp   |               |               |            |            |                   |            |             |
| 01-06-6401     | CalPERS Pension Contra Expense | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
|                |                                |               |               |            |            |                   |            |             |
|                | E17 Sub Totals:                | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| E2             | Utilities                      |               |               |            |            |                   |            |             |
| 01-06-6204     | Utilities                      | 4,500.00      | 232.62        | 661.10     | 3,838.90   | 0.00              | 3,838.90   | 85.31       |
| 01-06-6500     | Telephone                      | 6,000.00      | 755.23        | 2,041.55   | 3,958.45   | 0.00              | 3,958.45   | 65.97       |
|                |                                |               |               |            |            |                   |            |             |
|                | E2 Sub Totals:                 | 10,500.00     | 987.85        | 2,702.65   | 7,797.35   | 0.00              | 7,797.35   | 74.26       |
| E3             | Materials/Supplies             |               |               |            |            |                   |            |             |
| 01-06-6202     | Supplies                       | 10,000.00     | 473.41        | 1,873.20   | 8,126.80   | 0.00              | 8,126.80   | 81.27       |
|                |                                |               |               |            |            |                   |            |             |
|                | E3 Sub Totals:                 | 10,000.00     | 473.41        | 1,873.20   | 8,126.80   | 0.00              | 8,126.80   | 81.27       |
| E4             | Professional Services          |               |               |            |            |                   |            |             |
| 01-06-6104     | On Call Pay                    | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-06-6700     | Professional Svc-Hydro         | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-06-6801     | Professional Svc-Engineer      | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-06-6802     | Professional Svc-Legal         | 35,000.00     | 16,849.63     | 42,773.08  | -7,773.08  | 0.00              | -7,773.08  | 0.00        |
| 01-06-6803     | Professional Svc-Accounting    | 44,344.00     | 9,662.50      | 50,561.66  | -6,217.66  | 0.00              | -6,217.66  | 0.00        |
| 01-06-6804     | Professional Svc-Other         | 55,000.00     | 2,055.95      | 6,228.64   | 48,771.36  | 0.00              | 48,771.36  | 88.68       |
| 01-06-6806     | Professional Svs - Software    | 36,000.00     | 4,913.71      | 9,885.82   | 26,114.18  | 0.00              | 26,114.18  | 72.54       |

| Account Number | Description                  | Budget Amount | Period Amount | YTD Amount | YTD Var    | Encumbered Amount | Available  | % Available |
|----------------|------------------------------|---------------|---------------|------------|------------|-------------------|------------|-------------|
|                | E4 Sub Totals:               | 170,344.00    | 33,481.79     | 109,449.20 | 60,894.80  | 0.00              | 60,894.80  | 35.75       |
| E5             | Vehicles/Equipment           |               |               |            |            |                   |            |             |
| 01-06-6200     | Repairs & Maintenance        | 15,000.00     | 0.00          | 301.16     | 14,698.84  | 0.00              | 14,698.84  | 97.99       |
| 01-06-6201     | Equipment Repairs            | 500.00        | 0.00          | 0.00       | 500.00     | 0.00              | 500.00     | 100.00      |
| 01-06-6208     | Equipment Rental             | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-06-6211     | Gas, Oil & Fuel              | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-06-6215     | Equipment Purchases to \$999 | 7,000.00      | 0.00          | 3,513.16   | 3,486.84   | 0.00              | 3,486.84   | 49.81       |
|                | E5 Sub Totals:               | 22,500.00     | 0.00          | 3,814.32   | 18,685.68  | 0.00              | 18,685.68  | 83.05       |
| E6             | Capital Expenditure          |               |               |            |            |                   |            |             |
| 01-06-6205     | Capital Exp/Equip Pur > \$1K | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
|                | E6 Sub Totals:               | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| E7             | Training/Travel              |               |               |            |            |                   |            |             |
| 01-06-6216     | Education & Training         | 6,000.00      | 3,074.00      | 4,718.00   | 1,282.00   | 0.00              | 1,282.00   | 21.37       |
| 01-06-6450     | Travel & Mileage             | 15,000.00     | 1,681.82      | 4,254.21   | 10,745.79  | 0.00              | 10,745.79  | 71.64       |
|                | E7 Sub Totals:               | 21,000.00     | 4,755.82      | 8,972.21   | 12,027.79  | 0.00              | 12,027.79  | 57.28       |
| E8             | Memberships                  |               |               |            |            |                   |            |             |
| 01-06-6206     | Memberships                  | 15,000.00     | 0.00          | 200.00     | 14,800.00  | 0.00              | 14,800.00  | 98.67       |
|                | E8 Sub Totals:               | 15,000.00     | 0.00          | 200.00     | 14,800.00  | 0.00              | 14,800.00  | 98.67       |
| E9             | Permits/Fees                 |               |               |            |            |                   |            |             |
| 01-06-6207     | Permits & Fees               | 800.00        | 0.00          | 0.00       | 800.00     | 0.00              | 800.00     | 100.00      |
|                | E9 Sub Totals:               | 800.00        | 0.00          | 0.00       | 800.00     | 0.00              | 800.00     | 100.00      |
|                | Expense Sub Totals:          | 982,435.00    | 82,150.92     | 311,577.73 | 670,857.27 | 0.00              | 670,857.27 | 68.29       |
|                | Dept 06 Sub Totals:          | 982,435.00    | 82,150.92     | 311,577.73 | 670,857.27 | 0.00              |            |             |
| Dept 01-07     | Other Water Related Revenue  |               |               |            |            |                   |            |             |
| R2             | Meter Connection Fees        | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-07-4190     |                              |               |               |            |            |                   |            |             |
|                | R2 Sub Totals:               | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
|                | Revenue Sub Totals:          | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| E1             | Salary & Benefits            |               |               |            |            |                   |            |             |
| 01-07-6100     | Labor                        | 87,558.00     | 3,807.82      | 14,049.45  | 73,508.55  | 0.00              | 73,508.55  | 83.95       |
| 01-07-6101     | Sick Pay                     | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-07-6102     | Vacation Pay                 | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |

| Account Number | Description                   | Budget Amount | Period Amount | YTD Amount | YTD Var    | Encumbered Amount | Available  | % Available |
|----------------|-------------------------------|---------------|---------------|------------|------------|-------------------|------------|-------------|
| 01-07-6103     | Overtime                      | 1,545.00      | 96.67         | 96.67      | 1,448.33   | 0.00              | 1,448.33   | 93.74       |
| 01-07-6104     | On Call Pay                   | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-07-6105     | TD Cert Bonus                 | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-07-6107     | Temp Labor                    | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-07-6110     | FICA                          | 6,700.00      | 298.84        | 1,082.43   | 5,617.57   | 0.00              | 5,617.57   | 83.84       |
| 01-07-6300     | Health Insurance              | 30,006.00     | 1,297.19      | 2,510.52   | 27,495.48  | 0.00              | 27,495.48  | 91.63       |
| 01-07-6301     | Worker's Compensation         | 2,500.00      | 0.00          | 470.62     | 2,029.38   | 0.00              | 2,029.38   | 81.18       |
| 01-07-6400     | CalPERS PR Expense            | 14,864.00     | 530.57        | 5,970.53   | 8,893.47   | 0.00              | 8,893.47   | 59.83       |
|                |                               |               |               |            |            |                   |            |             |
|                | E1 Sub Totals:                | 143,173.00    | 6,031.09      | 24,180.22  | 118,992.78 | 0.00              | 118,992.78 | 83.11       |
| E10            | Misc. Operating Expense       |               |               |            |            |                   |            |             |
| 01-07-6209     | Uniforms                      | 600.00        | 267.80        | 267.80     | 332.20     | 0.00              | 332.20     | 55.37       |
|                |                               |               |               |            |            |                   |            |             |
|                | E10 Sub Totals:               | 600.00        | 267.80        | 267.80     | 332.20     | 0.00              | 332.20     | 55.37       |
| E2             | Utilities                     |               |               |            |            |                   |            |             |
| 01-07-6204     | Utilities                     | 1,500.00      | 89.46         | 279.06     | 1,220.94   | 0.00              | 1,220.94   | 81.40       |
| 01-07-6500     | Telephone                     | 1,000.00      | 58.41         | 224.68     | 775.32     | 0.00              | 775.32     | 77.53       |
|                |                               |               |               |            |            |                   |            |             |
|                | E2 Sub Totals:                | 2,500.00      | 147.87        | 503.74     | 1,996.26   | 0.00              | 1,996.26   | 79.85       |
| E3             | Materials/Supplies            |               |               |            |            |                   |            |             |
| 01-07-6202     | Supplies                      | 5,000.00      | 288.67        | 610.35     | 4,389.65   | 0.00              | 4,389.65   | 87.79       |
|                |                               |               |               |            |            |                   |            |             |
|                | E3 Sub Totals:                | 5,000.00      | 288.67        | 610.35     | 4,389.65   | 0.00              | 4,389.65   | 87.79       |
| E4             | Professional Services         |               |               |            |            |                   |            |             |
| 01-07-6801     | Professional Svc-Engineer     | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-07-6804     | Professional Svc-Other        | 4,700.00      | 77.81         | 1,758.92   | 2,941.08   | 0.00              | 2,941.08   | 62.58       |
|                |                               |               |               |            |            |                   |            |             |
|                | E4 Sub Totals:                | 4,700.00      | 77.81         | 1,758.92   | 2,941.08   | 0.00              | 2,941.08   | 62.58       |
| E5             | Vehicles/Equipment            |               |               |            |            |                   |            |             |
| 01-07-6200     | Repairs & Maintenance         | 2,000.00      | 444.52        | 492.52     | 1,507.48   | 0.00              | 1,507.48   | 75.37       |
| 01-07-6201     | Equipment Repairs             | 1,500.00      | 0.00          | 367.82     | 1,132.18   | 0.00              | 1,132.18   | 75.48       |
| 01-07-6208     | Equipment Rental              | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 01-07-6211     | Gas, Oil & Fuel               | 5,000.00      | 168.57        | 718.23     | 4,281.77   | 0.00              | 4,281.77   | 85.64       |
| 01-07-6215     | Equipment Purchase to \$999   | 600.00        | 103.76        | 103.76     | 496.24     | 0.00              | 496.24     | 82.71       |
|                |                               |               |               |            |            |                   |            |             |
|                | E5 Sub Totals:                | 9,100.00      | 716.85        | 1,682.33   | 7,417.67   | 0.00              | 7,417.67   | 81.51       |
| E6             | Capital Expenditure           |               |               |            |            |                   |            |             |
| 01-07-6205     | Capital Exp/Equip Pur >\$1000 | 50,000.00     | 0.00          | 774.49     | 49,225.51  | 0.00              | 49,225.51  | 98.45       |
|                |                               |               |               |            |            |                   |            |             |
|                | E6 Sub Totals:                | 50,000.00     | 0.00          | 774.49     | 49,225.51  | 0.00              | 49,225.51  | 98.45       |
| E7             | Training/Travel               |               |               |            |            |                   |            |             |
| 01-07-6216     | Education & Training          | 1,300.00      | 0.00          | 0.00       | 1,300.00   | 0.00              | 1,300.00   | 100.00      |

| Account Number | Description              | Budget Amount | Period Amount | YTD Amount   | YTD Var      | Encumbered Amount | Available    | % Available |
|----------------|--------------------------|---------------|---------------|--------------|--------------|-------------------|--------------|-------------|
| 01-07-6450     | Travel & Mileage         | 150.00        | 0.00          | 52.81        | 97.19        | 0.00              | 97.19        | 64.79       |
|                |                          |               |               |              |              |                   |              |             |
|                | E7 Sub Totals:           | 1,450.00      | 0.00          | 52.81        | 1,397.19     | 0.00              | 1,397.19     | 96.36       |
| E8             | Memberships              |               |               |              |              |                   |              |             |
| 01-07-6206     | Memberships              | 900.00        | 0.00          | 466.00       | 434.00       | 0.00              | 434.00       | 48.22       |
|                |                          |               |               |              |              |                   |              |             |
|                | E8 Sub Totals:           | 900.00        | 0.00          | 466.00       | 434.00       | 0.00              | 434.00       | 48.22       |
| E9             | Permits/Fees             |               |               |              |              |                   |              |             |
| 01-07-6207     | Permits & Fees           | 0.00          | 0.00          | 0.00         | 0.00         | 0.00              | 0.00         | 0.00        |
|                |                          |               |               |              |              |                   |              |             |
|                | E9 Sub Totals:           | 0.00          | 0.00          | 0.00         | 0.00         | 0.00              | 0.00         | 0.00        |
|                |                          |               |               |              |              |                   |              |             |
|                | Expense Sub Totals:      | 217,423.00    | 7,530.09      | 30,296.66    | 187,126.34   | 0.00              | 187,126.34   | 86.07       |
|                |                          |               |               |              |              |                   |              |             |
|                | Dept 07 Sub Totals:      | 217,423.00    | 7,530.09      | 30,296.66    | 187,126.34   | 0.00              |              |             |
|                |                          |               |               |              |              |                   |              |             |
|                | Fund Revenue Sub Totals: | 0.00          | 0.00          | 0.00         | 0.00         | 0.00              | 0.00         | 0.00        |
|                |                          |               |               |              |              |                   |              |             |
|                | Fund Expense Sub Totals: | 3,260,619.00  | 332,364.74    | 1,152,361.48 | 2,108,257.52 | 0.00              | 2,108,257.52 | 64.66       |
|                |                          |               |               |              |              |                   |              |             |
|                | Fund 01 Sub Totals:      | 3,260,619.00  | 332,364.74    | 1,152,361.48 | 2,108,257.52 | 0.00              |              |             |
|                |                          |               |               |              |              |                   |              |             |
|                | Revenue Totals:          | 0.00          | 0.00          | 0.00         | 0.00         | 0.00              | 0.00         | 0.00        |
|                |                          |               |               |              |              |                   |              |             |
|                | Expense Totals:          | 3,260,619.00  | 332,364.74    | 1,152,361.48 | 2,108,257.52 | 0.00              | 2,108,257.52 | 64.66       |
|                |                          |               |               |              |              |                   |              |             |
|                | Report Totals:           | 3,260,619.00  | 332,364.74    | 1,152,361.48 | 2,108,257.52 | 0.00              |              |             |
|                |                          |               |               |              |              |                   |              |             |

5 a

The background of the slide features a close-up photograph of water ripples, with a single water droplet captured mid-fall at the top center. Overlaid on this is a large, circular gradient that transitions from a light green on the left to a light blue on the right. The text 'Agenda Item' is centered within this circle in a dark blue, serif font.

Agenda  
Item

5 a

# Agenda Item



**DATE:** October 19, 2026

**TO:** UPUD Board of Directors

**FROM:** Jessica Self, General Manager

**SUBJECT:** Association of California Water Agencies (ACWA) Program Updates

---

## **RECOMMENDED ACTION:**

District staff will provide a presentation, and the Board will provide direction to staff, if desired.

## **BACKGROUND**

General Manager Jessica Self will provide the Board of Directors with an update on current programs and policy initiatives of the Association of California Water Agencies (ACWA), including Vision for Our Water Future and the Projects of Statewide Significance (POSS) Task Force.

Jessica Self serves as Vice Chair of the ACWA Region 3 Board and, in that capacity, serves on the ACWA Board of Directors. She is also the appointed Region 3 representative on the POSS Task Force. These roles provide UPUD with an opportunity to remain informed about statewide water policy discussions and to contribute a regional perspective on issues affecting local water agencies.

## **VISION FOR OUR WATER FUTURE**

ACWA's Vision for Our Water Future is a statewide initiative intended to elevate water as a priority for California's next governor, legislative leadership, and state officials. The initiative is focused on developing a resilient and reliable water system that supports California's economy, communities, and environment.

The initiative identifies four primary priorities:

1. Elevate water as a statewide leadership priority.
2. Protect water affordability for Californians.
3. Strengthen and modernize water infrastructure.
4. Modernize water management, regulatory, and permitting systems.

The presentation will provide an overview of the initiative, its relevance to local water agencies, and opportunities for agencies such as UPUD to support and participate in ACWA's statewide advocacy efforts.

## PROJECTS OF STATEWIDE SIGNIFICANCE

The ACWA Board established the Projects of Statewide Significance Task Force to evaluate whether and under what conditions ACWA should consider advocacy positions on individual water infrastructure projects that may have broad statewide significance.

The Task Force is evaluating whether project-specific advocacy is consistent with ACWA's mission and role as a statewide, member-driven organization. Its work includes consideration of potential benefits, risks, organizational implications, governance principles, and a possible framework for future ACWA Board consideration of projects with statewide significance.

As the appointed Region 3 representative, Jessica Self participates in the Task Force's discussions and provides input reflecting the interests and perspectives of Region 3 agencies.

## DISCUSSION

The presentation will update the Board on the status of these initiatives, their potential importance to UPUD and other local, rural water agencies, and the ways in which regional participation can help inform ACWA's statewide policy and advocacy efforts.

# VISION

FOR OUR WATER FUTURE

## CALIFORNIA THRIVES WITH WATER

Water is the foundation upon which California is built. As the world's fourth-largest economy, the nation's breadbasket, a global technology leader, and home to extraordinary ecosystems, the prosperity of the Golden State depends on safe, resilient, and affordable water supply — now and into the future.

### WATER IS AN ESSENTIAL RESOURCE

Catastrophic wildfires, prolonged droughts, more intense storms, land subsidence, and aging infrastructure are reshaping California's risk landscape. Meeting these challenges demands that we acknowledge the seriousness of the threat, act with urgency and intention, and work together to advance our shared priorities.

### IT STARTS WITH A VISION

The Association of California Water Agencies' (ACWA) Vision for Our Water Future seeks to elevate water as a top priority for California's next governor, legislative leadership, and state officials. It provides a clear, focused framework to secure a reliable, affordable, and modern water system that supports California's economy, communities, and environment.



### BOLD LEADERSHIP IS NEEDED NOW

State and local water suppliers are on the front lines of California's water management to sustain communities, agricultural land and economy.

Water managers across the state are already pursuing local, practical and innovative solutions, but long term, meaningful progress requires a strong state partnership to achieve these shared goals. Bold leadership is needed to set a unified direction, accelerate action and deliver results that prepare California for an increasingly uncertain future.



# VISION FOR OUR WATER FUTURE

Securing California's water future requires more than incremental fixes — it demands a fundamental shift in how the state leads, invests, and operates. The Vision for Our Water Future provides an essential framework for our next administration to:

## 1. LEAD ON WATER

Recognize water as an essential resource and the infrastructure that underpins California's economy, housing growth, food production, environmental health, and community resilience. Sustained executive leadership is needed to improve water supply reliability, accelerate climate resilience, and ensure coordinated action across state government.

## 3. DELIVER CRITICAL INFRASTRUCTURE

Future-proof California's critical water infrastructure to ensure reliable supplies in the face of climate change, growing economic and community demands, and escalating emergency risks. This requires strengthening the statewide water system, including both built and natural infrastructure, while advancing regional resilience to maximize systemwide reliability.

## 2. PROTECT AFFORDABILITY

Ensure safe and reliable water remains affordable by strengthening sustained state investment and funding partnerships with local, regional, and federal agencies to address rising infrastructure, climate, and regulatory costs. California's ratepayers fund more than 85 percent of the system. Without predictable investment, these costs will increasingly fall on households, businesses, and farmers.

## 4. MODERNIZE WATER MANAGEMENT

Improve California's regulatory and operational systems so water projects can move forward reliably and efficiently, infrastructure can be operated more flexibly, and agencies can respond more rapidly to changing conditions. California's regulatory framework should deliver clear, coordinated decisions grounded in the best available science, while maintaining environmental protections, public transparency, and California's existing water rights priority system.

## KEY ELEMENTS OF A MODERN WATER SYSTEM



Designed and  
upgraded for  
the future



Flexible and  
responsive to  
changing climate  
conditions



Supported by aligned  
state permitting,  
regulatory, & investment  
frameworks



Informed by  
technology,  
data, & science



Grounded in long-term  
affordability-term



5 b

The background of the slide features a close-up photograph of water ripples, with a single droplet captured mid-fall at the top center. Overlaid on this is a large, circular gradient that transitions from a light green on the left to a light blue on the right. The text "Agenda Item" is centered within this circle in a dark blue, serif typeface.

Agenda  
Item

5 b

# Agenda Item



**DATE:** October 19, 2026

**TO:** Jessica Self, General Manager

**FROM:** Lisa Biedinger, Customer Service Representative

**SUBJECT:** Refund Requests under Ordinance 15.13 *Adjustment, Leakage or Loss*

---

## **RECOMMENDED ACTION:**

Motion: \_\_\_\_\_ / \_\_\_\_\_ approving the refund requests under Ordinance 15.13 Adjustment, Leakage or Loss

## **SUMMARY:**

Note: This is the final leak adjustment request requiring Board review. Beginning October 20, 2026, the District's newly adopted Water Ordinance will take effect, and Board approval of leak adjustments will no longer be required.

Ordinance 15.13 allows for adjustments to water bills when a verified leak or water loss results in unusually high water usage. Customers who meet the applicable criteria may receive a refund or credit.

Staff received and reviewed two requests for an adjustment under Ordinance 15.13. The customers submitted the required documentation, and staff determined that the request is consistent with the provisions and intent of the ordinance.

Staff has calculated the appropriate refund amounts in accordance with the provisions of Ordinance 15.13.

*Attachments:*                      *Supporting Documents for the requests*

# UNION PUBLIC UTILITY DISTRICT

## LEAK ADJUSTMENT CALCULATION

|                               |    |             |
|-------------------------------|----|-------------|
| ACCOUNT #:                    |    | 008382-000  |
| APN #:                        |    | 068-035-005 |
| DATE OF LEAK: (Billing Cycle) |    | 8/31/2026   |
| BILLED CONSUMPTION:           | \$ | 1,154.91    |
| THREE YEAR CONSUMPTION AVG:   | \$ | 176.96      |
| DIFFERENCE:                   | \$ | 977.95      |
| CREDIT: (50% OF DIFFERENCE)   | \$ | 488.98      |

# UNION PUBLIC UTILITY DISTRICT

## LEAK ADJUSTMENT CALCULATION

|                               |    |             |
|-------------------------------|----|-------------|
| ACCOUNT #:                    |    | 005055-000  |
| APN #:                        |    | 066-006-007 |
| DATE OF LEAK: (Billing Cycle) |    | 8/19/2026   |
| BILLED CONSUMPTION:           | \$ | 98.54       |
| THREE YEAR CONSUMPTION AVG:   | \$ | 41.24       |
| DIFFERENCE:                   | \$ | 57.30       |
| CREDIT: (50% OF DIFFERENCE)   | \$ | 28.65       |

5 c

The background of the slide features a close-up photograph of water ripples, with a single droplet captured mid-fall at the top center. Overlaid on this is a large, circular gradient that transitions from a light green on the left to a light blue on the right. The text "Agenda Item" is centered within this circle in a dark blue, serif typeface.

Agenda  
Item

5 c

5 d

The background of the slide features a close-up photograph of water ripples. A single water droplet is captured mid-fall at the top center, creating a series of concentric ripples that spread outwards. The water is a vibrant blue color. In the center of the slide, there is a circular area with a light blue to green gradient. Overlaid on this circle is the text 'Agenda Item' in a dark blue, serif font.

Agenda  
Item

5 d

# Agenda Item



**DATE:** October 19, 2026

**TO:** UPUD Board of Directors

**FROM:** Jessica Self, General Manager

**SUBJECT:** Discussion/Action Revising District Policies – Electronic Communications Policy

---

## **RECOMMENDED ACTION:**

Motion: \_\_\_\_\_ / \_\_\_\_\_ adopting Resolution No. 2026-015, Revising District Policy 2275 - Electronic Communications Policy.

## **SUMMARY:**

UPUD staff are currently in the process of reviewing and updating the District's employee policies. Once this comprehensive review is complete, a fully revised Employee Policy Handbook will be presented to the Board for consideration and approval.

In the interim, staff have identified certain policies that warrant more immediate updates and recommend that the Board consider these policies separately.

As part of this effort, staff have updated the District's existing Cellular Telephone Policy to more broadly address electronic communications and technology use. The proposed policy includes provisions related to:

- District-issued cellular phones, laptops, and other electronic devices;
- District internet use;
- District website use;
- Generative artificial intelligence (AI) use; and
- District social media and public communications
- Electronic communications retention.

The following policy is presented to the Board for approval and will replace the District's existing Cellular Telephone Policy: Policy No. 2275: Electronic Communications

In developing the proposed policy, District staff incorporated language and guidance provided by ACWA JPIA, the District's insurance provider. The proposed policy has also undergone legal review.

**FINANCIAL CONSIDERATIONS:**

None at this time.

*Attachments:*

- *Resolution No. 2026-015 Adopting Updates to UPUD District Policies*
- *Current Policy* (Cellular Telephone - 2275)
- *Proposed Policy* (Electronic Communications – 2275)

**UNION PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS**

**RESOLUTION NO. 2026-015**

**UPDATING DISTRICT EMPLOYEE POLICIES  
Electronic Communications Policy**

**WHEREAS**, The Board of Directors of the Union Public Utility District has the authority to change existing policies and implement new policies; and

**WHEREAS**, the Board of Directors and District staff aim to provide competitive benefits in order to retain and support employees; and

**WHEREAS**, the Board of Directors and District staff wish to modify the current District Cellular Telephone Policy and replace it with the Electronic Communications policy:

New Policy Name

Electronic Communications

Number

2275

**NOW, THEREFORE, BE IT RESOLVED** the Board of Directors of the Union Public Utility District hereby adopts updated UPUD Employee Policy number 2275 for incorporation into the Employee Policy Handbook effective immediately.

**PASSED, APPROVED, AND ADOPTED** this 19<sup>h</sup> day of October, 2026

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Greg Rasmussen, President  
Union Public Utility District

I hereby certify that the within and foregoing is a full, true, and correct copy of the Resolution which was duly passed and adopted at a regular meeting of the Board of Directors of the Union Public Utility District on the 19<sup>th</sup> day of October, 2026.

---

Jenna Mayo  
Clerk to the Board

---

## ELECTRONIC COMMUNICATIONS POLICY

Communications via computers, email, telephones, mobile devices (including mobile and smart phones), collaboration platforms and text messaging. All electronic communications are official UPUD records and are the property of the District. The District reserves the right to access and disclose all messages sent through its system for any purpose.

Messages transmitted using UPUD systems must relate to UPUD business functions, administrative operations, or authorized work activities.

The following general policies apply:

- Computers and all data transmitted through UPUD systems are UPUD property owned by UPUD for the purpose of conducting UPUD business. These items must be maintained according to UPUD rules and regulations. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any UPUD property may be removed from the premises.
- All electronic communications also remain the sole property of UPUD and are to be used for UPUD business. For example, email messages are considered UPUD records.
- Electronic information created by an employee using UPUD systems or devices remains the property of UPUD.
- Information stored in UPUD computers, servers, or cloud platforms is the property of the District and may not be distributed outside the District in any form whatsoever without the written permission of the UPUD General Manager.
- Violation of any of the provisions of this policy, whether intentional or not, will subject UPUD employees to disciplinary action up to, and including, termination.

---

## PERSONAL USE OF ELECTRONIC COMMUNICATIONS SYSTEMS

The District provides computers, electronic communications, and information technology resources, including the Internet, to its employees to support employees in fulfilling their job responsibilities. Generally, these resources should be used only for business related purposes; however, there are a few exceptions. Limited, occasional, or incidental use of electronic communications for personal use may be permitted under the following circumstances:

- Personal use may not interfere with the productivity of the employee or his/her co-workers;
- Personal use may not involve any prohibited activity described in this Policy;

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

---

## RETENTION OF E-MAIL

The District's record retention is regulated by various record retention laws. No e-mail messages shall be considered by the District to be retained in the ordinary course of business. However, the content of some e-mail messages could be classified as a record pursuant to the guidelines established by management and to the following criteria:

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

The District's email system applies automated retention policies based on message type and folder. Most emails are archived or permanently deleted in accordance with system rules, including a default permanent deletion as defined in the District's retention policy. Employees are responsible for ensuring that emails classified as official records are preserved before automated deletion occurs.

---

## ACCESS OF ANOTHER PERSON'S ELECTRONIC COMMUNICATIONS

Employees may not intercept, eavesdrop on, record, read, alter, retrieve, receive, send, or use another person's Electronic Communications and/or storage without proper authorization from the General Manager. Employees, including system administrators and Supervisors, may not, without authorization, peruse Electronic Communications and/or Electronic Storage of other employees.

---

## USE OF THE UPUD WEBSITE

The District maintains an external website to support public engagement.

- UPUD’s website is for official use only. All content published must relate to the duties, responsibilities, and functions of the District and its departments.
- The California Public Records Act applies to information processed, sent, and stored on the Internet. Confidential information should not be posted on the District’s website. Management must approve all information that is posted on the website.
- No UPUD employee or official may use the UPUD website for campaign-related purposes. Such campaign-related purposes include, but are not limited to, the following: statements in support or opposition to any candidate or ballot measure; requests for campaign funds or references to any solicitations of campaign funds; and references to the campaign schedule or activities of any candidate. The District’s official website may not be linked to any private website related to a candidate’s campaign for elective office, but it may link directly to the home page of the election-related pages where general election and candidate information can be found.

---

## ARTIFICIAL INTELLIGENCE APPROPRIATE USE

Generative Artificial Intelligence (AI) is a category of artificial intelligence capable of creating new content, including text, images, audio, video, computer code, summaries, and analyses, based on prompts or instructions provided by a user. Generative AI differs from more conventional or task-specific AI systems that primarily analyze existing information, recognize patterns, classify data, make predictions, or automate predefined processes. Because generative AI creates new material rather than simply retrieving or processing existing information, its output may contain inaccurate, incomplete, misleading, fabricated, outdated, or otherwise inappropriate information.

The District may permit the use of generative AI as a productivity tool when used in accordance with this policy and all other applicable District policies. Generative AI shall not be treated as an authoritative source, a substitute for employee judgment, or an independent decisionmaker. Employees are responsible for independently reviewing and verifying AI-generated output before using it for District business. The employee using generative AI remains accountable for the accuracy, appropriateness, confidentiality, legal compliance, and final disposition of the resulting work product. An employee may not rely on the fact that information was generated, summarized, recommended, or reviewed by an AI system as justification for an error, omission, policy violation, or improper District action.

This policy outlines the acceptable and unacceptable uses of AI. It is intended to promote safe and responsible use within UPUD, while also protecting privacy and security.

## Acceptable Use

Employees may use District-approved Generative AI for legitimate District business, including:

- **Research and brainstorming:** Conducting preliminary research, explaining concepts, and generating ideas. AI-generated information must be independently verified before reliance.
- **Drafting and editing:** Assisting with correspondence, reports, presentations, procedures, and other documents, subject to employee review and approval.
- **Public communications:** Assisting with outreach, educational, social media, or other public-facing materials, subject to normal District review and *clearly disclose the use of Generative AI for transparency*.
- **Administrative tasks:** Organizing or summarizing non-confidential information, developing templates, and improving routine workflows.
- **Technical assistance:** Assisting with preliminary analysis, formulas, code, or technical concepts, provided the work is independently reviewed by qualified staff or consultants.
- **Other District business:** Other appropriate uses authorized by a supervisor and consistent with this policy.

Generative AI can supplement, not replace, employee judgment, expertise, review, or accountability.

## Unacceptable Use

Employees shall not use Generative AI to:

- **Integrate with District systems** through applications, plug-ins, extensions, or other connections without prior authorization from the District General Manager and the District's IT provider.
- **Disclose confidential or sensitive information**, including customer/member data, personnel information, personally identifiable information, passwords, security information, privileged communications, or other nonpublic District information, through an unapproved AI system.
- **Upload nonpublic District records** to an AI system unless the system and intended use have been specifically authorized.
- **Make final decisions** regarding employment, personnel, customers, finances, contracting, regulatory matters, or other matters requiring District discretion or professional judgment.
- **Substitute AI for professional expertise**, including legal, engineering, financial, regulatory, or other professional review.

- **Present AI-generated information as verified fact** without confirming material facts, citations, quotations, calculations, or other information through reliable sources.
- **Violate intellectual property rights**, including copyright, trademark, licensing, contractual, or other restrictions.
- **Engage in unlawful or inappropriate conduct**, including discrimination, harassment, deception, malicious activity, or conduct prohibited by District policy.
- **Use AI as the primary or sole author** of significant District policies, staff reports, technical analyses, regulatory documents, or similar official work products without meaningful employee analysis, review, and verification.
- **Circumvent District controls** by using personal accounts, devices, applications, or other means to avoid AI restrictions or approval requirements.

### **Employee Responsibility**

You are expected to use AI tools responsibly and in accordance with this policy to ensure that AI is used to enhance, not replace, human decision-making. You are to maintain accountability for your work. You must safeguard confidential information when using AI, adhere to data security protocols as referenced in this policy, and report any misuse or issues with AI systems. Additionally, you should seek training to stay informed on the ethical and effective use of AI in your role.

### **Manager Responsibility**

Managers are responsible for ensuring that their teams use AI tools ethically, effectively, and in alignment with UPUD policies. They should provide guidance on appropriate AI usage and ensure that AI tools are not used to replace critical human judgment. It is also the manager's duty to ensure that staff are properly using AI technologies and to address any misuse promptly.

### **Security Vetting**

IT under the direction of Management, must review and approve the use of AI tools prior to employees using them. This includes reviewing the tool's security features, terms of service, and privacy policy. The IT team will verify the reputation of the tool developer and any third-party services used by the tool.

---

## **INTERNET**

Access to the Internet has been provided to staff members for the benefit of UPUD and its staff. It allows employees to connect to information resources around the world. Every staff member has the responsibility to maintain and enhance the organization's public image and to use the Internet in a productive manner. Employees accessing the Internet are representing UPUD. Employees

are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. To ensure that all employees are responsible, productive Internet users and are protecting UPUD's public image, the following guidelines have been established:

### **Unacceptable Use of the Internet**

All existing UPUD policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of UPUD assets or resources. It is a violation of District policy to use computers, electronic communications, electronic information, or the Internet, in a manner that is: discriminatory, harassing, or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against UPUD policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

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

- Never use an account assigned to another user;
- Never make an unauthorized attempt to access any computer, server, network, or system;
- Never post, send, or provide access to any confidential Employer materials or information;
- Never post or send publications of discriminatory, offensive, harassing, defamatory, or confidential remarks about other employees;
- Never access or send sexually-suggestive material;
- No gambling;
- No trademark, copyright, and licensing stipulation infringements;
- No proprietary and confidential information;
- No solicitation, according to the UPUD's policy;
- Do not create, host, or manage personal websites using UPUD resources or systems.
- No threatening or inappropriate blogs.

### **Communications**

Each employee is responsible for the content they create, transmit, or publish over the Internet, including text, images, audio, and other digital media, whether through email,

collaboration platforms, or other internet-based systems. Fraudulent, harassing, or obscene messages are prohibited. All communications transmitted over the Internet or other electronic systems must clearly identify the sender. No messages should be transmitted under an assumed name. Employees may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language is transmitted through the system.

### **Monitoring of Communications and Passwords**

The District reserves the right to inspect all UPUD property, systems, and resources to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. UPUD computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. The District may, without prior notice, monitor, access, review, or audit any electronic communications or information transmitted, received, stored, or accessed using UPUD systems. This includes, but is not limited to, email, instant messaging (e.g., Microsoft Teams), text messages, video conferencing (e.g., Zoom), internet browsing history, files stored on shared drives, browser-based apps (such as SharePoint and webmail), and other digital services. Employees should assume that all communications on UPUD systems may be accessed, viewed, or forwarded by authorized individuals. Even communications marked as 'private' or 'confidential' may be subject to monitoring for compliance, legal, or operational purposes.

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

All passwords created by the user or issued to the user are for authorized UPUD use only and must not be shared, given, or otherwise disclosed to any other person unless securely managed through the UPUD-approved password management system. Passwords must not be shared unless managed through the UPUD-approved password management system. UPUD staff may periodically update or reset passwords to maintain security. All security features contained within the UPUD's Electronic Communications Systems such as passwords, codes, or delete functions will not prevent the District from accessing employees' business or personal Electronic Communications, stored or otherwise, on the Electronic Communications Systems.

### **No Right of Privacy**

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

All systems, communications, and data stored or transmitted using UPUD resources are the property of the District, regardless of content, and are intended for business purposes.

The District reserves the right to monitor, audit, and disclose any activity, messages, or content transmitted or stored within its communication systems, without prior notice.

Accordingly, employees should have no expectation of privacy when using UPUD's communication or storage systems, whether for business or personal use.

Employees should be aware that Electronic Communications and/or Electronic Storage can be copied, modified, and/or forwarded to others without the express permission of the original author. Therefore, employees must use caution in the storage, transmission, and dissemination of Electronic Communications outside of the District and must comply with all state and federal laws. UPUD Electronic Communications and Electronic Storage may be considered official records and must be retained and protected in accordance with applicable California laws and the UPUD's Records Retention Policy. All e-mail and Internet messages are subject to state and federal laws, including but not limited to the California Public Records Act, open meeting laws, and the federal Electronic Communications Privacy Act.

The California Public Records Act (CPRA), Government Code Section 6250, *et seq.* requires the District to make all public records available for inspection and to provide copies upon request. A public record is any writing (which includes electronic documents) related to the conduct of the public's business prepared, owned, used, or retained by the District. The CPRA includes a number of exceptions from the disclosure requirement. Any information on the District's information system may be subject to disclosure under the CPRA. If there is some doubt, the employee should contact the General Counsel for advice as to whether the information is public record. All public records must be retained in accordance with the District's Record Retention Policy.

---

## SOCIAL NETWORKING

The District recognizes social media platforms, including, but not limited to Facebook, YouTube, and LinkedIn as important public communication tools. As such, we hold all of our employees who engage in social networking to the same standards we hold for any public communications. Therefore, all employees have an obligation to UPUD to ensure that any public communication they make, including social networking communications, must not negatively impact the reputation of the UPUD or bring disrepute in any way to UPUD, its partners, customers, suppliers, etc. Further, only a select group of employees are authorized to publicly speak on behalf of UPUD. Violations of this policy will result in discipline, which may include termination, depending on the severity of the situation and its impact on UPUD.

Additionally, engaging in social networking during your workday can negatively impact your productivity and work performance. Therefore, it is your responsibility to regulate your

social networking so that it does not impact your productivity or cause performance issues.

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

### **General Guidelines and Examples of Prohibited Communications:**

- You may not use UPUD's logo on your posts unless given written consent by the CEO.
- All UPUD policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, non-competition, protecting confidential and/or proprietary information. Violation of this policy may lead to discipline up to and including termination.

---

## **SOFTWARE**

To reduce the risk of malware or system vulnerabilities, employees are prohibited from downloading or installing unauthorized software or applications. All software and application installations must be coordinated through the IT Department to ensure proper licensing, compatibility, and security

---

## **PERSONAL COMPUTING DEVICES**

To ensure the security and integrity of UPUD systems and data, the use of personal computers to perform UPUD work is strictly prohibited. All employees are issued UPUD-managed laptops, which are configured, tested, and secured with organization-approved software and controls.

Employees must use only UPUD-issued computers to access UPUD systems, whether on-site or remotely. Computers not configured by IT pose a significant security risk, including potential exposure to malware, unauthorized access, and non-compliance with regulatory requirements.

In the event an employee forgets their UPUD-issued laptop, they must return to the office to retrieve it or request a pre-configured loaner device from IT. Personal devices, even temporarily, are not permitted as substitutes.

---

## **MOBILE DEVICE POLICY**

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

### **Policy and Guidelines for UPUD-Provided Mobile Device**

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

### **Use of UPUD-Provided Hotspots**

As some UPUD employees defined job duties frequently require them to provide in-person training at member facilities at which there may be weak or unreliable internet, those employees may be issued mobile hotspots for business use to provide them with a more reliable, secure internet connection.

### **Usage Requirements:**

- **Mandatory Use on Untrusted Networks:**  
Employees issued a UPUD hotspot must use it whenever accessing the internet from public, unsecured, or untrusted Wi-Fi networks (e.g., airports, hotels, coffee shops) while using UPUD-issued equipment.
- **Business Use Only:**  
UPUD hotspots are intended for business purposes only. Personal use is not permitted. Non-UPUD devices (such as personal laptops, tablets, or phones) may not connect to UPUD hotspots unless pre-approved by the IT Department.
- **Data Protection and Bandwidth Management:**  
Employees must avoid data-heavy, non-business activities (such as streaming personal videos or large file downloads) to prevent overage charges and maintain available bandwidth for business needs. The District reserves the right to monitor data usage to ensure appropriate use and adherence to service plan limits.

### **The District expects mobile-device users to:**

- Protect their UPUD-issued device from theft, damage, abuse, and unauthorized use;
- If the device is lost or stolen, the user will notify their supervisor within one hour, or as soon as practical after you notice the device is missing. Upon notification, the

District will lock and disable the device. A lost or stolen device will be replaced a maximum of three times, pending availability of devices and funding;

- Maintain usage within the data plan parameters.
- Abide by the law governing the use of mobile cell phones and/or smartphones while driving (e.g., hands-off use and/or texting).

### **Privacy Expectations:**

UPUD employees do not have a right, nor should they have an expectation, of privacy while conducting UPUD business or utilizing a District provided or subsidized device, including accessing the Internet and using e-mail and voice communications. To the extent that employees wish that their private activities remain private, they should avoid using the UPUD provided device for personal use. By acceptance of the District provided or subsidized devices, employees imply their consent to disclosing and/or monitoring of device usage, including the contents of any files or information maintained or transmitted through that device. Regardless of the device used, any UPUD business conducted may be subject to being turned over to the District in order to comply with a request under the California Public Records Act.

### **Additional Guidelines:**

- UPUD General Manager has complete oversight and management of device usage and expenses.
- The District-provided devices are being provided as a productivity tool for business use. UPUD reserves the right to terminate services for non-use, limited business use, or excessive personal use. The policy for terminating voice and data services for non-usage is 30 days.
- Assistance or support is handled by the District's IT support.
- UPUD reserves the right to recall/disconnect UPUD-provided mobile devices due to budget restrictions or changes to deployment priorities.

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

---

## **VIOLATIONS**

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

---

# Union Public Utility District

## POLICY HANDBOOK

POLICY TITLE: Cellular Telephone Usage

POLICY NUMBER: 2275

DATE ADOPTED: October 21, 2009

**2275.1** Personal cellular telephones may be used by employees during hours of work for essential personal calls, or for an occasional personal business call.

**2275.1.1** Essential personal calls are defined as calls of minimal duration and frequency that are urgent in nature and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble, etc.

**2275.1.2** To the extent possible, personal cellular telephone usage should be confined to rest and lunch breaks, and in locations such that the conversation is not disrupting to other employees or District business.

**2275.2** Personal and District-owned cellular telephone usage will not be permitted by employees who are engaged in a continuous operation, such as a member on a utility crew engaged in the construction or repair of District facilities.

**2275.3** Personal and District-owned cellular telephones will be turned off or set to vibration mode during meetings, training sessions or during work hours if the employee's work station is in close proximity to others.

**2275.4** Employees are expected to operate District vehicles and equipment in a safe and prudent manner. Therefore, if use of a cellular telephone is necessary while driving a District vehicle or operating potentially hazardous equipment, hands-free cellular telephone accessories shall be used whenever possible to maximize the employee's attentiveness. Refraining from using cellular telephones in a hand-held position while operating District vehicles and equipment will lower the employee's risk of causing or becoming involved in an accident.

**2275.5** Camera phones shall not be used in situations where any individual may have an expectation of privacy. This includes but is not limited to restrooms, locker rooms and training rooms.

**2275.6** Text messaging devices shall not be used by employees to communicate with each other during working hours unless specifically authorized for District purposes by a supervisor.

5 e

The background of the slide is a close-up photograph of water ripples. A single water droplet is captured mid-fall, just above the surface, creating a series of concentric ripples that spread outwards. The water is a deep blue color, and the ripples create a textured, wavy pattern. In the center of the slide, there is a large, semi-transparent circle with a horizontal gradient from light green on the left to light blue on the right. Inside this circle, the words "Agenda" and "Item" are written in a dark blue, serif font, stacked vertically.

Agenda  
Item

5 e

# Agenda Item



**DATE:** October 19, 2026

**TO:** Jessica Self, General Manager

**FROM:** Justin Shobe, Shobe Engineering

**SUBJECT:** Water Master Plan Progress Update

---

## **RECOMMENDED ACTION:**

Receive the Water Master Plan progress update and provide comments as appropriate. No formal Board action is requested.

## **SUMMARY:**

At the September Board meeting, Shobe Engineering provided a high-level update on the District's Water Master Plan, including an overview of the development and calibration of the Domestic and Raw water system hydraulic models. Since that presentation, Shobe Engineering and District staff have completed a review of the system evaluation under Technical Memorandum No. 3 and are in the process of developing a Capital Improvement Program (CIP).

Shobe Engineering will present a summary of the system evaluation findings and demonstrate how the calibrated hydraulic models are being used to evaluate system performance, targeted improvements, and longer-term infrastructure renewal. The presentation will also introduce the preliminary CIP framework and provide a modeling demonstration of example improvement projects being considered for the 5-year and 20-year planning periods. Project scopes, costs, priorities, sequencing, and potential funding opportunities will continue to be refined as the CIP and final Water Master Plan are completed.

The background of the slide features a close-up, high-speed photograph of water ripples. Two distinct water droplets are visible at the top center, just above the central circle. The ripples create a series of concentric, wavy lines across the entire frame. A large, semi-transparent circle with a horizontal gradient from light green on the left to light blue on the right is centered over the image. The text 'Agenda Item' is written in a dark blue, serif font within this circle.

# Agenda Item

UPDATES



# Agenda Item

# REPORTS