

REGULAR BOARD MEETING AGENDA

5:30 PM Wednesday May 22, 2024
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.

Board Chambers are open to the public and the following alternative is available to members of the public who wish to participate in the meeting virtually:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 231 098 604 416

Passcode: fgRMdM

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[+1 209-729-7215,484999377#](tel:+12097297215484999377#)

Phone Conference ID: 484 999 377#

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: April 24, 2024 – Regular Meeting
- b. Expenditures - April 2024
- c. Fund Balance Report – April 2024
- d. Balance Sheet & Income Statement – April 2024
- e. YTD Budget to Actuals – April 2024
- f. Legal Fees Year-to-Date Review

5. OLD BUSINESS: None

6. NEW BUSINESS

- a. Discussion/Action Regarding District Policy Updates **RES 2024-010**
(Jenna Mayo, Board Clerk)
- b. Discussion/Action Regarding Legislative Updates
(Jessica Self, General Manager)
- c. Discussion/Action Regarding USDA Authorized Roles and Funding **RES 2024-011**
(Jessica Self, General Manager)
- d. Discussion/Action Regarding Utica Budget and 5-year Financial Plan
(Joel Metzger, Utica Water and Power Authority)

7. UPDATES

- a. Discussion/Potential Direction Regarding UWPA

8. REPORTS

- a. General Manager

9. DIRECTORS COMMENTS

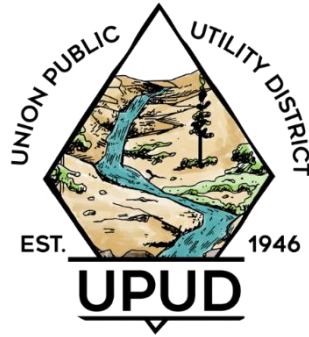
10. CLOSED SESSION:

- a. Pursuant to Government Code § Section 54957(b)(1): Public Employee Performance Evaluations –
Title: General Manager

11. NEXT BOARD MEETINGS & EVENTS

- Wednesday, June 26, 2024 at 5:30 PM - Regular Meeting
- Wednesday, July 24, 2024 at 5:30 PM - Regular Meeting
- Wednesday, August 28, 2024 at 5:30 PM - Regular Meeting

12. ADJOURNMENT



MINUTES

UNION PUBLIC UTILITY DISTRICT REGULAR BOARD MEETING

April 24, 2024

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

Directors Absent: None

Staff Present: Jessica Self, General Manager
Jenna Mayo, Administrative Analyst/Board Clerk

Others Present: Andrew Ramos, Legal Counsel
Rebecca Callen, COA City Administrator
Joel Metzger, UWPA General Manager
Kelly Gerkensmeyer, CCWD External Affairs Manager
John Coleman, CCWD Water Resources Manager
Bertha Underhill, CCWD Director
Gary Conrado, UWPA Director
Public at Large

ORDER OF BUSINESS

CALL TO ORDER & THE PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Bottomley called the Regular Board Meeting to order at 5:30 p.m. and led the Pledge of Allegiance.

2. APPROVAL OF AGENDA

Motion: Director Tallakson
Second: Director Rasmussen

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

MINUTE ENTRY. MOTION TO APPROVE THE AGENDA AS PRESENTED.

3. PUBLIC COMMENT:

No Public Comment.

4. CONSENT AGENDA:

- a. Approval of Minutes: March 27, 2024 – Regular Meeting
- b. Expenditures - March 2024
- c. Fund Balance Report – March 2024
- d. Balance Sheet & Income Statement – March 2024
- e. YTD Budget to Actuals – March 2024
- f. Legal Fees Year-to-Date Review

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

MINUTE ENTRY. MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED WITH ITEM 4 F TO BE PULLED FOR DISCUSSION AND REVIEW.

Director Tallakson drew attention to the total legal fees, which he emphasized does not include staff or engineering time. In the legal matter of Hatfield versus UPUD, the cumulative fees thus far amount to \$80,754.00. In the case of Glanville versus UPUD, legal costs have reached \$20,451.00. Regarding Hatfield versus UPUD – Water Rate Initiative, the current expenditure stands at \$29,573.00. Director Rasmussen sought clarification on Glanville’s legal charges from March 2024. In response, UPUD Legal Counsel Andrew Ramos explained that it pertained to a meeting lasting approximately four hours between Glanville, his attorney, and UPUD representatives regarding a proposed connection.

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

MINUTE ENTRY. MOTION TO APPROVE ITEM 4 F AS PRESENTED.

5. OLD BUSINESS: NONE

6. NEW BUSINESS

- a. Discussion/Action Regarding Consolidation of the 2024 General District Election
(Jenna Mayo, Board Clerk) **RESO NO. 2024-009**

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

RESO NO. 2024-009. TO ADOPT RESOLUTION NO. 2024-009 – CONSOLIDATION OF THE 2024 GENERAL DISTRICT ELECTION, AS PRESENTED.

- b. Discussion/Action Regarding UPUD Fill Station – CEQA Notice of Exemption
(Jessica Self, General Manager)

General Manager, Jessica Self, presented the Water Fill Station CEQA Notice of Exemption. This collaborative effort with the City of Angels Camp targets residents with wells who face dry wells annually. The plan is to locate the fill station at the Murphys Community Park for convenient access. To expedite the project, the District plans to utilize a CEQA exemption under Public Resources Code section 21080.47. The steps to achieve this include notifying the SWRCB to ensure federal funding eligibility, obtaining UPUD Board approval for a CEQA Notice of Exemption (NOE), and filing and posting the NOE for public awareness and legal compliance. The expenses associated with filing the CEQA NOE are covered by grant funds.

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

MINUTE ENTRY. MOTION TO APPROVE THE CEQA NOTICE OF EXEMPTION FOR THE WATER FILL STATION PROJECT.

- c. Discussion/Action Regarding Draft Updates to District Fees
(Paul Steigerwald, Weber Ghio)

Paul Steigerwald from Weber Ghio presented an outline of the draft Connection and Capacity fees. UPUD hadn't adjusted miscellaneous fees since 2016, while connection and capacity fees saw their last update in 2008. It was crucial to review and revise not only the connection and capacity fees but also other incidental charges such as late fees, application review fees, and equipment rental fees. This process was primarily aimed at ensuring that UPUD

adequately covered the costs associated with connections, capacity demands, and other services. The staff of the District, along with legal counsel and Weber Ghio, had examined the fees of neighboring water agencies, updates in regulations, and evaluated the District's assets to propose fee adjustments. Jessica Self, General Manager, provided an overview of recommendations for updating the miscellaneous fees of the District. Updating these fees would promote fairness by aligning them with the actual cost of providing services.

d. Discussion/Action Regarding Highway 4 Water Sustainability Partnership
(Jessica Self, General Manager)

RESO NO. 2024-008

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

RESO NO. 2024-008. TO ADOPT RESOLUTION NO. 2024-008 – SUPPORT FOR THE HIGHWAY 4 REGIONAL WATER SUPPLY PARTNERSHIP, AS PRESENTED.

7. UPDATES

a. Discussion/Potential Direction Regarding UWPA

Board Director Tom Quincy reported that the UWPA meeting is scheduled for the 30th of this month, following their recent budget committee meeting on the 18th. At the outset, they are facing a deficit exceeding \$1.4 million. However, after a lengthy 4-hour discussion, they managed to reduce the shortfall to \$147,000. Our contribution of \$370,000 leaves some remaining adjustments necessary to balance UWPA's budget. Unfortunately, the consultant's presentation revealed that all four proposed options were financially unfeasible. This led to concerns regarding the \$18,000 spent on the study. It was perceived as lacking efforts from the consultant or UWPA to explore avenues such as trimming CIP or reserve funding. Consequently, the study merely highlighted the existing challenge faced by the budget committee – a significant deficit requiring decisive action. These sentiments represent Director Quincy's viewpoint. As the study findings will be shared with the board, they will reflect the collective wishes of the board.

8. REPORTS

a. General Manager

A copy of the General Manager's report was provided to the Board, and General Manager, Jessica Self reviewed the report with the Board.

9. DIRECTORS REPORTS, INFORMATION, FUTURE AGENDA ITEMS

Director Chick expressed his enjoyment at the MCWRA Regional Leaders Reception that was held in Columbia on April 4th. Director Rasmussen expressed his eagerness to begin a project on the irrigation system.

10. **CLOSED SESSION:** The meeting was adjourned into Closed Session at 7:10 PM
- a. Pursuant to Government Code § Section 54957(b)(1): Public Employee Performance Evaluation – General Counsel
11. **RETURN TO OPEN SESSION:** The meeting returned to open session at 7:40 PM
12. **REPORTABLE ACTION FROM CLOSED SESSION:** There was no reportable action.
13. **NEXT BOARD MEETINGS & EVENTS**
- 1. Wednesday, May 22, 2024 at 5:30 PM – Regular Meeting
 - 2. Wednesday, June 26, 2024 at 5:30 PM - Regular Meeting
 - 3. Wednesday, July 24, 2024 at 5:30 PM - Regular Meeting

14. **ADJOURNMENT**

The meeting adjourned at 7:41 PM

Respectfully Submitted:

ATTEST:

Tom E. Quincy, Board Secretary

Jenna Mayo, Clerk to the Board

Bank Reconciliation

Expenditures

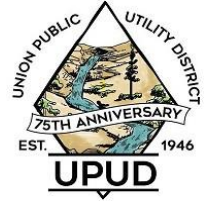
April 2024



Check No	Check Date	Name	Module	Void Date	Clear	Amount
28513	4/4/2024	Alpha Analytical Laboratories, Inc.	AP			2,197.00
28514	4/4/2024	AT&T CALNET	AP			245.16
28515	4/4/2024	Best Best & Krieger Attorneys At Law	AP			612.50
28516	4/4/2024	Carbon Copy	AP			32.43
28517	4/4/2024	City of Angels	AP			4,000.00
28518	4/4/2024	Coneth Solutions, Inc	AP			1,455.00
28519	4/4/2024	DWR	AP			22,475.00
28520	4/4/2024	Haidlen Ford	AP			85,354.91
28521	4/4/2024	SafeTLite	AP			63.59
28522	4/4/2024	Springbrook Holding Company, LLC.	AP			568.00
0	4/12/2024	Anthem Blue Cross	AP			1,526.00
0	4/12/2024	AT&T U-verse	AP			183.44
0	4/12/2024	California Waste Recovery System	AP			193.78
0	4/12/2024	CalPERS	AP			4,387.07
0	4/12/2024	Comcast Business	AP			289.70
0	4/12/2024	De Lage Landen Financial Services, Inc	AP			265.98
0	4/12/2024	EDD	AP			1,442.33
0	4/12/2024	Employment Development Dept	AP			316.72
0	4/12/2024	Farmer's Insurance Exchange	AP			1,503.50
0	4/12/2024	PG&E	AP			766.16
0	4/12/2024	United States Treasury	AP			8,014.22
0	4/12/2024	US Bank	AP			4,353.22
0	4/12/2024	Verizon Wireless	AP			408.06
0	4/12/2024	PR - DD 00601.04.2024	PR			20,454.23
0	4/18/2024	CPPA	AP			3,953.89
28523	4/18/2024	AT&T CALNET	AP			282.18
28524	4/18/2024	Bartkiewicz,Kronick & Shanahan	AP			2,818.75
28525	4/18/2024	Calaveras Lumber	AP			61.39
28526	4/18/2024	Clark Pest Control	AP			180.00
28527	4/18/2024	Ferguson Waterworks #1423	AP			462.38
28528	4/18/2024	Hunt & Sons, Inc	AP			2,607.93
28529	4/18/2024	Mother Lode Answering Service, Inc.	AP			275.00
28530	4/18/2024	Murphys Sanitary District	AP			120.00
28531	4/18/2024	Petty Cash Custodian - Elaine M Urruty	AP			44.82
28532	4/18/2024	Red Store	AP			251.17
28533	4/18/2024	Sierra Hills Market	AP			12.31
28534	4/18/2024	Sweet Pea Ventures, Inc.	AP			440.00
28535	4/18/2024	Top Less Tree Care, Inc.	AP			125.00
28536	4/18/2024	UWPA	AP			72,500.00
0	4/19/2024	Anthem Blue Cross	AP			1,526.00
0	4/19/2024	DocuSign	AP			2,808.00
0	4/19/2024	US Bank	AP			2,389.18
28537	4/25/2024	Calaveras County Environmental Healt	AP			175.00
28538	4/25/2024	Ferguson Waterworks #1423	AP			398.94
28539	4/25/2024	Hammer Down Repair	AP			632.82
28540	4/25/2024	Parcel Quest	AP			2,999.00
28541	4/25/2024	Petty Cash Custodian - Elaine M Urruty	AP			8.73

Check No	Check Date	Name	Module	Void Date	Clear	Amount
28542	4/25/2024	Signal Service	AP			288.00
28543	4/25/2024	USA Vision	AP			165.44
28544	4/25/2024	Valley Springs News	AP			301.50
28545	4/25/2024	Weber, Ghio & Associates	AP			3,327.80
28546	4/25/2024	Bruce Whittle	AP			2,895.76
0	4/26/2024	AT&T U-verse	AP			183.44
0	4/26/2024	CalPERS	AP			4,370.12
0	4/26/2024	CalPERS - Health Benefits	AP			18,194.96
0	4/26/2024	Comcast	AP			383.29
0	4/26/2024	De Lage Landen Financial Services, Inc	AP			265.98
0	4/26/2024	EDD	AP			1,435.98
0	4/26/2024	Employment Development Dept	AP			314.12
0	4/26/2024	Farmer's Insurance Exchange	AP			4,142.49
0	4/26/2024	First Business Specialty Finance, LLC	AP			3,541.67
0	4/26/2024	PG&E	AP			484.14
0	4/26/2024	United Rentals (North America), Inc.	AP			7,478.33
0	4/26/2024	United States Treasury	AP			7,965.13
0	4/26/2024	Verizon Wireless	AP			407.83
0	4/26/2024	PR - DD 00602.04.2024	PR			20,268.72
Total Void Check Count:						0
Total Void Check Amount:						0
Total Void Check Count:						66
Total Void Check Amount:						332,595.19

General Ledger
Fund Balance Report LAIF
April 2024

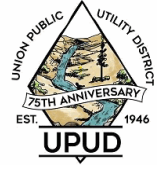


Period 10 - 10
Fiscal Year 2024

Account Number	Description	Beg Bal	Debits	Credits	End Bal
01	Water Fund				
01-00-1400	LAIF-Capital Replc	0.00	0.00	0.00	0.00
01-00-1401	LAIF-Emergency Reserve	743,216.68	7,855.35	745,941.74	5,130.29
01-00-1402	LAIF-Irrigation Reserve	201,495.55	2,125.87	203,621.42	0.00
01-00-1404	LAIF-UWPA Reserve	188,940.06	1,996.25	190,936.31	0.00
01-00-1405	LAIF-District Reserve	0.00	0.00	0.00	0.00
01-00-1406	LAIF-Operations Reserve	627,390.32	46,636.87	674,027.19	0.00
01-00-1407	LAIF-Capital Reserve	693,162.42	7,310.92	700,473.34	0.00
	TOTAL LAIF	2,454,205.03	65,925.26	2,515,000.00	5,130.29
01-00-1501	CA CLASS - Emergency Reserve	413041.29	747879.33	0.00	1160920.62
01-00-1502	CA CLASS - Irrigation Reserve	0.00	203681.14	0.00	203681.14
01-00-1504	CA CLASS - UWPA Reeve	0.00	117970.90	0.00	117970.90
01-00-1506	CA CLASS - Operations Reserve	0.00	634119.35	0.00	634119.35
01-00-1507	CA CLASS - Capital Reserve	0.00	660569.34	0.00	660569.34
	TOTAL CA CLASS	413,041.29	2364220.06	0.00	2,777,261.35
	TOTAL LAIF & CA CLASS RESERVES	2,867,246.32	2430145.32	2,515,000.00	2,782,391.64

General Ledger

Balance Sheet
April 2024

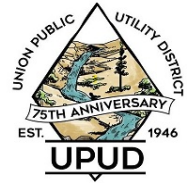


Period: 10
Fiscal Year: 2024

Fund ALFRE

Account Type	Amount
01 - Water Fund	
Assets	
Cash & Investments	3,013,422.88
Accounts Receivable	179,342.38
Inventory	0.00
Fixed Assets	4,672,618.36
Other Long Term Assets	0.00
CalPERS Pension Outflows	318,606.00
Grant Receivable	0.00
Total Assets:	<u>8,183,989.62</u>
Liabilities	
Accounts Payable	0.00
Payroll Liabilities	0.00
Deferred Revenue	2,962.32
Compensated Absences	74,871.35
Bonds/Notes Payable-Current	0.00
CalPERS Pension -Liability Exp	525,941.00
CalPERS Pension - Inflows	43,711.00
Total Liabilities:	<u>647,485.67</u>
Fund Balance	
Fund Balance	7,738,078.15
Total Fund Balance:	<u>7,738,078.15</u>
Total Liabilities and Fund Balance:	<u>8,385,563.82</u>
Total Retained Earnings:	<u>(201,574.20)</u>
Total Fund Balance and Retained Earnings:	<u>7,536,503.95</u>
Total Liabilities, Fund Balance, and Retained Earnings:	<u>8,183,989.62</u>
Totals for Fund 01 - Water Fund:	<u>0.00</u>

General Ledger
Revenues by Category
April 2024



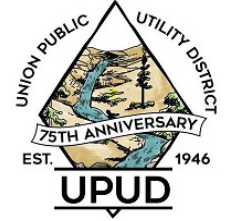
Period 01 - 10
Fiscal Year 2024

Account Number	Description	One Year Prior Actual	Budget	Period Amt	End Bal
01	Water Fund				
01-01-4100	Domestic Water Revenue	-1,509,747.87	-1,583,114.00	-120,723.31	-1,212,856.60
01-01-4105	Irrigation Water Revenue	-95,307.53	-180,000.00	-8,709.25	-144,548.55
01-01-4106	Utica Conveyance Fees	0.00	-370,000.00	-30,868.51	-308,661.31
01-01-4107	Utica Irrigation Water Sales	0.00	-163.00	0.00	-157.22
01-01-4120	Hydrant Meter Revenue	-1,381.40	-2,000.00	-250.00	-939.00
01-01-4160	Penalties	-20,790.00	-10,000.00	-1,920.00	-12,680.00
01-01-4180	Other - Water Related	-4,757.73	-5,000.00	-215.00	-3,628.93
01-01-4189	Meter Reset Fees	-1,000.00	-1,000.00	0.00	-1,000.00
01-01-4190	Meter Connection Fees	-84,000.00	-56,000.00	0.00	-56,000.00
01-01-4195	Non-Operating Income	0.00	-1,500.00	0.00	-878.06
01-01-4200	Interest Earned	-42,021.35	-110,000.00	-28,145.32	-113,367.40
01-01-4300	County Taxes	-80,264.51	-165,000.00	0.00	-97,421.38
01-01-4420	Insurance Refund	-11,142.05	0.00	0.00	-337.06
01-01-4440	Garage Rental Revenue	-1,245.00	-1,200.00	0.00	-1,005.00
01-01-4441	NCPA Facilities Use Agreement	-2,500.00	-2,500.00	0.00	-2,500.00
01-01-4460	Grant Income	-38,500.00	-150,000.00	0.00	0.00
01	Water Fund	-1,892,657.44	-2,637,477.00	-190,831.39	-1,955,980.51
Revenue Total		<u>-1,892,657.44</u>	<u>-2,637,477.00</u>	<u>-190,831.39</u>	<u>-1,955,980.51</u>

General Ledger

YTD Budget to Actuals

April 2024



Period 01 - 10
Fiscal Year 2024

Account Number	Description	Prior Yr Actual	YTD Budget	Period Amt	End Bal	YTD Bgt Var	YTD Bgt % Var
01-01-4100	Domestic Water Revenue	1,509,747.87	1,319,261.67	120,723.31	1,212,856.60	106,405.07	-8.07
01-01-4105	Irrigation Water Revenue	95,307.53	150,000.00	8,709.25	144,548.55	5,451.45	-3.63
01-01-4106	Utica Conveyance Fees	0.00	308,333.33	30,868.51	308,661.31	-327.98	0.11
01-01-4107	Utica Irrigation Water Sales	0.00	135.83	0.00	157.22	-21.39	15.75
01-01-4120	Hydrant Meter Revenue	1,381.40	1,666.67	250.00	939.00	727.67	-43.66
01-01-4160	Penalties	20,790.00	8,333.33	1,920.00	12,680.00	-4,346.67	52.16
01-01-4180	Other - Water Related	4,757.73	4,166.67	215.00	3,628.93	537.74	-12.91
01-01-4189	Meter Reset Fees	1,000.00	833.33	0.00	1,000.00	-166.67	20.00
01-01-4190	Meter Connection Fees	84,000.00	46,666.67	0.00	56,000.00	-9,333.33	20.00
01-01-4195	Non-Operating Income	0.00	1,250.00	0.00	878.06	371.94	-29.76
01-01-4200	Interest Earned	42,021.35	91,666.67	28,145.32	113,367.40	-21,700.73	23.67
01-01-4300	County Taxes	80,264.51	137,500.00	0.00	97,421.38	40,078.62	-29.15
01-01-4420	Insurance Refund	11,142.05	0.00	0.00	337.06	-337.06	0.00
01-01-4440	Garage Rental Revenue	1,245.00	1,000.00	0.00	1,005.00	-5.00	0.50
01-01-4441	NCPA Facilities Use Agreement	2,500.00	2,083.33	0.00	2,500.00	-416.67	20.00
01-01-4460	Grant Income	38,500.00	125,000.00	0.00	0.00	125,000.00	-100.00
01-02-6003	Water Purchased	367,500.00	308,333.33	72,500.00	217,500.00	90,833.33	29.46
01-03-6100	Labor	64,484.96	71,916.67	6,346.31	71,495.68	420.99	0.59
01-03-6102	Vacation Pay	6,512.57	0.00	327.69	5,999.95	-5,999.95	0.00
01-03-6103	Overtime	2,301.84	16,666.67	776.01	13,538.46	3,128.21	18.77
01-03-6104	On Call Pay	15,180.00	8,745.00	737.50	8,897.47	-152.47	-1.74
01-03-6105	WT Cert Bonus	0.00	416.67	0.00	500.00	-83.33	-20.00
01-03-6110	FICA 7.65%	6,809.12	7,666.67	626.36	7,683.11	-16.44	-0.21
01-03-6200	Repairs & Maintenance	0.00	4,166.67	0.00	0.00	4,166.67	100.00
01-03-6201	Equipment Repairs	5,983.87	6,250.00	2,895.76	5,383.96	866.04	13.86
01-03-6202	Supplies	74,510.40	62,500.00	29.49	55,081.82	7,418.18	11.87
01-03-6204	Utilities	31,954.94	35,833.33	4,055.52	29,921.86	5,911.47	16.50
01-03-6205	Capital Exp Equip Pur)\$1K	42,054.31	50,000.00	997.50	44,499.95	5,500.05	11.00
01-03-6207	Permits & Fees	27,658.49	25,000.00	22,650.00	29,269.88	-4,269.88	-17.08
01-03-6208	Equipment Rental	0.00	2,083.33	0.00	0.00	2,083.33	100.00
01-03-6209	Uniforms	246.83	416.67	0.00	550.15	-133.48	-32.03
01-03-6212	Water Analysis	15,662.00	18,333.33	2,197.00	16,592.00	1,741.33	9.50
01-03-6215	Equipment Purchase to \$999	3,329.35	6,666.67	0.00	4,826.26	1,840.41	27.61
01-03-6216	Education & Training	225.53	1,250.00	839.28	1,023.28	226.72	18.14
01-03-6220	CV Autogate Expense	765.11	1,250.00	76.37	406.43	843.57	67.49

Account Number	Description	Prior Yr Actual	YTD Budget	Period Amt	End Bal	YTD Bgt Var	YTD Bgt % Var
01-03-6300	Health Insurance	47,371.70	36,666.67	4,140.28	40,048.84	-3,382.17	-9.22
01-03-6301	Worker's Compensation	1,362.63	3,458.33	1,338.10	4,387.32	-928.99	-26.86
01-03-6400	CalPERS PR Expense	16,159.11	16,666.67	1,127.39	18,262.59	-1,595.92	-9.58
01-03-6450	Travel & Mileage	0.00	416.67	0.00	93.01	323.66	77.68
01-03-6500	Telephone	2,137.09	2,916.67	253.33	1,422.06	1,494.61	51.24
01-03-6801	Professional Svc-Engineer	0.00	8,333.33	443.25	467.23	7,866.10	94.39
01-03-6804	Professional Svc-Other	8,346.30	7,916.67	745.54	10,265.73	-2,349.06	-29.67
01-04-6100	Labor	179,199.33	224,166.67	18,926.68	205,946.01	18,220.66	8.13
01-04-6101	Sick Pay	8,885.15	0.00	1,697.27	8,726.97	-8,726.97	0.00
01-04-6102	Vacation Pay	11,974.95	0.00	279.76	14,794.45	-14,794.45	0.00
01-04-6103	Overtime	6,994.00	3,333.33	104.91	1,979.97	1,353.36	40.60
01-04-6104	On Call Pay	9,510.00	8,745.00	737.50	8,900.00	-155.00	-1.77
01-04-6105	TD Cert Bonus	0.00	1,250.00	0.00	500.00	750.00	60.00
01-04-6110	FICA	16,567.15	18,333.33	1,663.59	18,424.84	-91.51	-0.50
01-04-6200	Repairs & Maintenance	0.00	4,166.67	0.00	287.71	3,878.96	93.09
01-04-6201	Equipment Repairs	5,512.85	6,250.00	632.82	2,163.15	4,086.85	65.39
01-04-6202	Supplies	11,330.96	25,000.00	1,325.05	17,642.22	7,357.78	29.43
01-04-6204	Utilities	4,564.84	4,833.33	931.32	4,573.48	259.85	5.38
01-04-6205	Capital ExpEquip Pur) \$1K	51,435.57	416,666.67	96,571.91	313,365.99	103,300.68	24.79
01-04-6206	Memberships	4,284.73	3,750.00	0.00	4,551.56	-801.56	-21.37
01-04-6207	Permits & Fees	139.18	416.67	0.00	0.00	416.67	100.00
01-04-6208	Equipment Rental	0.00	2,083.33	0.00	0.00	2,083.33	100.00
01-04-6209	Uniforms	433.59	1,666.67	0.00	1,814.40	-147.73	-8.86
01-04-6211	Gas, Oil & Fuel	18,180.86	20,000.00	2,607.93	15,562.79	4,437.21	22.19
01-04-6215	Equipment Purchase to \$999	1,215.02	2,500.00	0.00	1,152.18	1,347.82	53.91
01-04-6216	Education & Training	392.06	2,083.33	1,054.29	2,522.29	-438.96	-21.07
01-04-6300	Health Insurance	128,086.11	100,000.00	11,195.74	109,295.66	-9,295.66	-9.30
01-04-6301	Worker's Compensation	5,450.59	10,333.33	4,014.30	13,162.09	-2,828.76	-27.38
01-04-6400	CalPERS PR Expense	38,977.89	47,916.67	3,019.05	44,549.47	3,367.20	7.03
01-04-6450	Travel & Mileage	0.00	250.00	0.00	117.11	132.89	53.16
01-04-6500	Telephone	3,899.38	4,583.33	634.68	3,376.40	1,206.93	26.33
01-04-6801	Professional Svc-Engineer	35,516.21	54,166.67	1,690.05	48,724.00	5,442.67	10.05
01-04-6804	Professional Svc-Other	16,568.34	10,000.00	1,126.81	3,334.00	6,666.00	66.66
01-06-6100	Labor	211,797.26	282,566.67	25,493.49	267,519.82	15,046.85	5.33
01-06-6101	Sick Pay	4,427.79	0.00	0.00	7,705.32	-7,705.32	0.00
01-06-6102	Vacation Pay	20,677.64	0.00	586.31	6,711.61	-6,711.61	0.00
01-06-6103	Overtime	2,181.34	833.33	0.00	555.88	277.45	33.29
01-06-6110	FICA	18,876.14	22,500.00	2,097.24	22,536.29	-36.29	-0.16
01-06-6200	Repairs & Maintenance	3,755.97	4,166.67	230.75	1,159.66	3,007.01	72.17
01-06-6201	Equipment Repairs	0.00	416.67	0.00	0.00	416.67	100.00
01-06-6202	Supplies	1,833.35	4,166.67	385.37	4,000.28	166.39	3.99
01-06-6203	Copier Expense	2,938.71	3,083.33	564.39	3,689.26	-605.93	-19.65
01-06-6204	Utilities	3,746.19	3,750.00	319.68	3,864.29	-114.29	-3.05
01-06-6205	Capital ExpEquip Pur) \$1K	48,906.60	0.00	0.00	0.00	0.00	0.00
01-06-6206	Memberships	15,785.45	18,333.33	563.30	21,343.66	-3,010.33	-16.42
01-06-6207	Permits & Fees	79.30	666.67	4,000.00	4,074.00	-3,407.33	-511.10
01-06-6209	Uniforms	144.43	416.67	0.00	674.20	-257.53	-61.81
01-06-6210	Postage	4,031.39	7,083.33	17.46	6,803.18	280.15	3.96

Account Number	Description	Prior Yr Actual	YTD Budget	Period Amt	End Bal	YTD Bgt Var	YTD Bgt % Var
01-06-6213	Bank Fees	14,463.29	25,000.00	2,313.45	22,575.96	2,424.04	9.70
01-06-6215	Equipment Purchases to \$999	2,256.89	4,166.67	0.00	1,552.50	2,614.17	62.74
01-06-6216	Education & Training	5,438.74	1,250.00	1,174.28	3,735.23	-2,485.23	-198.82
01-06-6300	Health Insurance	73,542.24	60,416.67	7,411.38	72,024.05	-11,607.38	-19.21
01-06-6301	Worker's Compensation	4,542.10	791.67	293.59	962.64	-170.97	-21.60
01-06-6302	General Insurance	43,281.00	20,833.33	0.00	20,200.80	632.53	3.04
01-06-6400	CalPERS PR Expense	49,290.72	62,500.00	3,086.58	49,969.63	12,530.37	20.05
01-06-6450	Travel & Mileage	983.84	8,333.33	0.00	6,570.67	1,762.66	21.15
01-06-6500	Telephone	2,646.44	2,916.67	779.81	3,827.87	-911.20	-31.24
01-06-6802	Professional Svc-Legal	26,797.00	116,666.67	3,431.25	126,040.68	-9,374.01	-8.03
01-06-6803	Professional Svc-Accounting	9,700.00	8,666.67	0.00	10,700.00	-2,033.33	-23.46
01-06-6804	Professional Svc-Other	44,384.29	25,833.33	1,290.01	16,156.51	9,676.82	37.46
01-06-6805	Professional Svs - IT	15,000.00	17,340.83	4,263.00	19,068.00	-1,727.17	-9.96
01-06-6806	Professional Svs - Software	0.00	29,166.67	4,270.28	17,832.90	11,333.77	38.86
01-06-6810	Communications	0.00	4,166.67	452.68	2,116.04	2,050.63	49.22
01-06-6901	Contingencies	<u>0.00</u>	<u>35,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>35,500.00</u>	<u>100.00</u>
Revenue Total		1,892,657.44	2,197,897.50	190,831.39	1,955,980.51	241,916.99	0.1101
Expense Total		1,931,183.02	2,447,897.54	334,340.64	2,157,554.71	290,342.83	0.1186
Grand Total		<u>-38,525.58</u>	<u>-250,000.04</u>	<u>-143,509.25</u>	<u>-201,574.20</u>	<u>-48,425.84</u>	<u>-0.1937</u>
01	Water Fund	-38,525.58	-250,000.00	-143,509.25	-201,574.20	-48,425.80	-19.37
Revenue Total		1,892,657.44	2,197,897.50	190,831.39	1,955,980.51	241,916.99	0.1101
Expense Total		1,931,183.02	2,447,897.54	334,340.64	2,157,554.71	290,342.83	0.1186
Grand Total		<u>-38,525.58</u>	<u>-250,000.04</u>	<u>-143,509.25</u>	<u>-201,574.20</u>	<u>-48,425.84</u>	<u>-0.1937</u>



UPUD legal fees invoiced to date for January 2023 - Present.

Primary Column	Description	Hours	Total Charge
☐ TOTAL FEES			\$131,247.67
☐ Hatfield v. UPUD		220.47	\$81,222.40
+	February 2023	4.3	\$1,397.50
+	April 2023	8.1	\$2,632.50
+	July 2023	5.32	\$1,787.50
+	August 2023	53.35	\$19,908.30
+	September 2023	18.4	\$7,811.28
+	October 2023	25.8	\$10,115.32
+	November 2023	44.7	\$15,784.06
+	December 2023	39.6	\$14,108.05
+	January 2024	7.85	\$3,506.92
+	February 2024	9.95	\$3,090.25
+	March 2024	2	\$612.50
+	April 2024	1.1	\$468.22
☐ Glanville v. UPUD		64.475	\$20,451.68
+	February 2023	1.6	\$520.00
+	March 2023	7.8	\$2,535.00
+	April 2023	3.6	\$1,170.00
+	May 2023	14.2	\$4,615.00
+	July 2023	5.4	\$1,755.00
+	August 2023	2.25	\$731.25
+	September 2023	3.5	\$1,137.50
+	October 2023	7	\$2,315.63
+	November 2023	10.25	\$2,876.67
+	December 2023	1.5	\$325.00
+	January 2024	3.375	\$1,130.63
+	March 2024	4	\$1,340.00
☐ Hatfield v. UPUD - Water Rate Initiative		80.45	\$29,573.59
+	June 2023	7.7	\$2,502.50
+	July 2023	1.3	\$422.50
+	October 2023	18.4	\$6,684.50
+	November 2023	48.3	\$18,981.45
+	December 2023	4.75	\$982.64

Agenda Item

DATE: May 22, 2024
TO: Jessica Self, General Manager
FROM: Jenna Mayo, Administrative Analyst/Board Clerk
SUBJECT: Discussion/Action Revising and Implementing District Policies

RECOMMENDED ACTION:

Motion: _____ / _____ adopting RESO 2024-010 Revising District Policies 2045 – Family and Medical Leave, 2110 – Health and Welfare Benefits, 2160 – Authorized Leave; and

Creating policy 2235 – Workplace Violence.

SUMMARY:

UPUD staff are in the process of drafting updates to the District’s employee policies. A fully updated and revised Employee Policy Handbook will be brought before the Board for consideration. Accordingly, staff prioritized specific sections and recommend Board approval now.

In addition, UPUD staff are actively pursuing membership in the ACWA JPIA Employee Benefits Programs, requiring updating UPUD’s existing health and welfare benefits in accordance with ACWA JPIA requirements.

Following are the policies that are currently before the Board for updates:

<u>Policy Name</u>	<u>Number</u>
Family and Medical Leave	2045
Health and Welfare Benefits	2110
Authorized Leave	2160

Following is the new policy that is currently before the Board for implementation:

<u>Policy Name</u>	<u>Number</u>
Workplace Violence	2235

FINANCIAL CONSIDERATIONS:

None at this time. All proposed updates have been budgeted for during this current fiscal year (FY24).

Attachments:

- *Resolution No. 2024-010 Adopting Updates to UPUD District Policies*
- *Current Policies*
- *Proposed Policies*

**UNION PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS**

RESOLUTION NO. 2024-010

UPDATING DISTRICT EMPLOYEE POLICIES

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 following policies; and

<u>Policy Name</u>	<u>Number</u>
Family and Medical Leave	2045
Health and Welfare Benefits	2110
Authorized Leave	2160

WHEREAS, the Board of Directors wish to add the following policy;

<u>Policy Name</u>	<u>Number</u>
Workplace Violence	2235

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the Union Public Utility District hereby adopts updated UPUD Employee Policy numbers 2045, 2110, 2160, and 2235 for incorporation into the Employee Policy Handbook effective immediately.

PASSED, APPROVED, AND ADOPTED this 22nd day of May, 2024.

AYES:

NOES:

ABSENT:

ABSTAIN:

Eric Bottomley, 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 22nd day of May 2024.

Jenna Mayo
Clerk to the Board

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Family and Medical Leave
POLICY NUMBER: 2045
DATE ADOPTED: January 16, 2008

PAID FAMILY LEAVE (PFL):

PFL is a component of the SDI program. Workers covered by SDI will also be covered for PFL. These benefits may be available to an employee if unable to work due to the need to care for a seriously ill family member or to bond with a new child. PFL benefits are payable for a maximum of six (6) weeks in a twelve (12) month period.

The Family Medical Leave Act further provides the District continue health plan benefits during the leave. If there is a share of cost for health care benefits, arrangements can be made for payment of the share of cost.

Accrual of vacation and sick time will not be earned during Leave.

2045.1 The purpose of this policy is to clarify how the Union Public Utility District will implement the Family and Medical Leave Act of 1993 (FMLA).

2045.2 Eligibility. To be eligible for leave under the FMLA, an employee must have: (1) been employed by the Union Public Utility District for at least 12 months, which need not be consecutive; (2) worked for the Union Public Utility District at least 1,250 hours during the 12 months immediately preceding the commencement of leave.

2045.3 Leave Benefit.

2045.3.1 Eligible employees will be provided with up to 12 weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a seriously ill child, parent, or spouse. In addition, employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to 12 weeks of unpaid leave. "Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that entails

- (1) inpatient care in a hospital, hospice, or residential medical care facility; or,
- (2) continuing treatment by a health care provider.

2045.3.2 To be eligible for leave under the FMLA, the employee will first be required to use applicable accrued paid leaves permitted by the District, including vacation leave and sick leave for the first part of the 12-week statutory leave. Paid leave may not be added to the end of the 12 weeks of unpaid leave without the approval of the District Manager's or Office Manager's prior approval. If a husband and wife are both employed by Union Public Utility District, the total number of workweeks of leave to which both may be entitled shall be limited to 12 weeks if leave is taken for the birth, adoption, or foster placement of a child or for the purpose of caring for a seriously ill parent.

2045.3.3 Employees on leave who were previously covered by the Union Public Utility District's health benefit shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work.

2045.3.4 At the end of the leave the employee will be reinstated to his/her previous position or to an equivalent job with equivalent pay, benefits, and working conditions. However, the employee will not accrue seniority or employment benefits during the leave period. Union Public Utility District may also require the employee to obtain medical certification that they are able to resume work.

2045.4 Employee Obligations

2045.4.1 If an employee requests leave for the birth, adoption, or the foster placement of a child, and the need for leave is foreseeable, the employee must provide his or her division manager with at least 30 days' prior written notice. However, if the date of the birth, adoption, or foster placement requires that leave begin in less than 30 days, the employee must provide the manager with as much notice as practicable. If the employee requests leave because of a serious health condition, the employee must provide the division manager with 30- days notice, or with as much notice as practicable.

2045.4.2 Employees seeking leave on account of a serious health condition must provide the division manager with medical certification regarding their condition. The District Manager or Office Manager may require employees to obtain, at Union Public Utility District's expense, a second opinion. If the second opinion differs from the first, the District Manager or Office Manager may require a third opinion from a mutually agreed on health care provider.

2045.4.3 For most leaves, employees will not be permitted to take their leave intermittently or on a reduced-leave schedule without the approval of their immediate supervisor. However, intermittent leave or a reduced-leave schedule may, if medically necessary, be taken by the employee because of a serious health condition. An employee who seeks intermittent leave or leave on reduced-leave schedule because of planned medical treatment may be required to transfer temporarily to a different position, with equivalent working conditions, that accommodates recurring periods of leave better than the employee's regular job.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

DATE REVISED:	MANUAL	POLICY NO. 2045
APPROVED BY: Board of Directors	POLICY TITLE Family and Medical Leave	Page 1-2

PAID FAMILY LEAVE (PFL):

PFL is a component of the SDI program. Workers covered by SDI will also be covered for PFL. These benefits may be available to an employee if unable to work due to the need to care for a seriously ill family member or to bond with a new child. PFL benefits are payable for a maximum of six (6) weeks in a twelve (12) month period.

The Family Medical Leave Act further provides the District continue health plan benefits during the leave. If there is a share of cost for health care benefits, arrangements can be made for payment of the share of cost.

Accrual of vacation and sick time will not be earned during Leave.

If employee exhausts his/her protected leave and has still not returned to work, employee will be offered COBRA coverage for continuation of health benefits. If employee enrolls in COBRA, 100% of the cost will be paid for by the employee.

2045.1 The purpose of this policy is to clarify how the Union Public Utility District will implement the Family and Medical Leave Act of 1993 (FMLA).

2045.2 Eligibility. To be eligible for leave under the FMLA, an employee must have: (1) been employed by the Union Public Utility District for at least 12 months, which need not be consecutive; (2) worked for the Union Public Utility District at least 1,250 hours during the 12 months immediately preceding the commencement of leave.

2045.3 Leave Benefit.

2045.3.1 Eligible employees will be provided with up to 12 weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a seriously ill child, parent, or spouse. In addition, employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to 12 weeks of unpaid leave. "Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that entails
(1) inpatient care in a hospital, hospice, or residential medical care facility; or,
(2) continuing treatment by a health care provider.

2045.3.2 To be eligible for leave under the FMLA, the employee will first be required to use applicable accrued paid leaves permitted by the District, including vacation leave and sick leave for the first part of the 12-week statutory leave. Paid leave may not be added to the end of the 12 weeks of unpaid leave without the approval of the District Manager's or Office Manager's prior approval. If

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

a husband and wife are both employed by Union Public Utility District, the total number of workweeks of leave to which both may be entitled shall be limited to 12 weeks if leave is taken for the birth, adoption, or foster placement of a child or for the purpose of caring for a seriously ill parent.

2045.3.3 Employees on leave who were previously covered by the Union Public Utility District's health benefit shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work. **If employee exhausts his/her protected leave and has still not returned to work, employee will be offered COBRA coverage for continuation of health benefits. If employee enrolls in COBRA, 100% of the cost will be paid for by the employee.**

2045.3.4 At the end of the leave the employee will be reinstated to his/her previous position or to an equivalent job with equivalent pay, benefits, and working conditions. However, the employee will not accrued seniority or employment benefits during the leave period. Union Public Utility District may also require the employee to obtain medical certification that they are able to resume work.

2045.4 Employee Obligations

2045.4.1 If an employee requests leave for the birth, adoption, or the foster placement of a child, and the need for leave is foreseeable, the employee must provide his or her division manager with at least 30 days' prior written notice. However, if the date of the birth, adoption, or foster placement requires that leave begin in less than 30 days, the employee must provide the manager with as much notice as practicable. If the employee requests leave because of a serious health condition, the employee must provide the division manager with 30- days notice, or with as much notice as practicable.

2045.4.2 Employees seeking leave on account of a serious health condition must provide the division manager with medical certification regarding their condition. The District Manager or Office Manager may require employees to obtain, at Union Public Utility District's expense, a second opinion. If the second opinion differs from the first, the District Manager or Office Manager may require a third opinion from a mutually agreed on health care provider.

2045.4.3 For most leaves, employees will not be permitted to take their leave intermittently or on a reduced-leave schedule without the approval of their immediate supervisor. However, intermittent leave or a reduced-leave schedule may, if medically necessary, be taken by the employee because of a serious health condition. An employee who seeks intermittent leave or leave on reduced-leave schedule because of planned medical treatment may be required to transfer temporarily to a different position, with equivalent working conditions, that accommodates recurring periods of leave better than the employee's regular job.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Health and Welfare Benefits

POLICY NUMBER: 2110

DATE ADOPTED: December 9, 2008; Revised: November 20, 2019/Effective December 1, 2019

2110.1 Health Insurance. The District currently pays for the cost of health insurance for the full-time employee and their dependents. Part-time employees working less than 20 hours per week are not eligible for health insurance benefits under the current plan. Full-time employees and part-time employees working 30 hours per week or more are eligible for health benefits upon employment per CalPERS contract. Part-time employees working 20-29 hours per week are eligible for health insurance after completion of their 6 month probation period. The District will pay Part-time employees 50% of the cost of health insurance for the employee and their dependents. The scope of coverage and the portion of premiums to be paid by the District are subject to periodic review and revision by the Board of Directors and per CalPERS contract.

2110.2 Dental Insurance. The District currently pays for the cost of dental insurance for the employee and their dependents. Part-time employees working less than 20 hours per week are not eligible for dental insurance benefits under the current plan. Full-time employees and part-time employees working 30 hours per week or more are eligible for dental insurance benefits upon employment per dental insurance contract. Part-time employees working 20-29 hours per week are eligible for dental insurance benefits after completion of their 6 month probation period. The District will pay Part-time employees 50% of the cost of dental insurance for the employee and their dependents. The scope of coverage and the portion of premiums to be paid by the District are subject to periodic review and revision by the Board of Directors.

2110.3 Vision Insurance. The District currently pays for the cost of vision insurance for the employee and their dependents. Part-time employees working less than 20 hours per week are not eligible for health insurance benefits under the current plan. Full-time employees and part-time employees working 30 hours per week or more are eligible for vision insurance benefits upon employment per vision insurance contract. Part-time employees working 20-29 hours per week are eligible for health insurance after completion of their 6 month probation period. The District will pay Part-time employees 50% of the cost of vision insurance for the employee and their dependents. The scope of coverage and the portion of premiums to be paid by the District are subject to periodic review and revision by the Board of Directors.

2110.4 Health Savings Account (HSA). The District currently has no Health Savings Plan.

2110.5 Retirement Plan. Any full-time employee is required to join the Public Employees Retirement System (CalPERS) immediately upon hire per the CalPERS contract. Part-time and temporary employees are eligible once they meet the 1,000 hour threshold or if they are already CalPERS members. Contributions made to the retirement system by the District are in accordance with the current contract with the Board of Administration of the Public Employees Retirement System and the Board of Directors of the Union Public Utility District.

2110.6 Opt Out Option. Employees covered by the insurance of a spouse or Medicare insurance may choose to "opt out" of the provided health, dental and vision insurance and receive a monthly cash payment of in lieu of

benefits. “The “opt out” payment will be the equivalent of 33.333% of the cost of insurance coverage for an employee & spouse. Cash “opt out” pay is paid the first two payrolls of each month on a taxed basis. Part-time employees “opt out” pay will be based on 50% cost. The employee choosing this option must provide proof of other coverage to be kept in their personnel file. This amount is capped and shall not be adjusted without approval by the Board of Directors.

2110.7 457 Savings Plan. District employees may elect to participate in the voluntary 457 Savings Plan. An amount determined by the employee may be deducted from the employee’s regular paycheck on a pre-tax basis and invested in the 457 Plan approved by the District.

2110.8 State Disability Insurance (SDI). The District participates in the voluntary State Disability Plan (SDI). A percentage of the employee’s wages are deducted from the employee’s regular paycheck and paid into the State fund for compensation during non-work related illness or injury.

2110.9 Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

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DATE REVISED:	MANUAL	POLICY NO. 2110
APPROVED BY: Board of Directors	POLICY TITLE Health and Welfare Benefits	Page 1-4

2110.1 Health Insurance. Benefits eligible employees are defined as full-time regular employees scheduled to work 30 or more hours per week. The District currently pays for 100% of the cost of health insurance for full-time eligible employees and their eligible dependents, as defined below:

- Legally married spouse
- CA registered domestic partner
- Employee, spouse or domestic partner's child under age 26 including natural child, stepchild, legally adopted child, child for whom the employee, spouse or domestic partner is the legal guardian.
- Employee, spouse or domestic partner's unmarried child who was enrolled before age 26 and is incapable of self-sustaining employment due to physical or mental condition. A physician must certify in writing within 60 days this condition and it is subject to carrier approval.
- Children eligible for coverage as a result of a valid qualified medical child support order.

For an eligible dependent to be enrolled in coverage, a copy of a marriage certificate, State of California Declaration of Domestic Partnership form (NP/SF DP-1), birth certificate, or other identifying paperwork is required. It is the employee's responsibility to notify the district in writing upon divorce, termination of domestic partnership, over-age dependent, or any event that changes the status of dependency.

The benefits waiting period for full-time eligible employees and their eligible dependents is first of the month following date of hire. Part-time employees working less than 20 30 hours per week are not eligible for health insurance benefits under the current plan. All benefits eligible employees must enroll in medical coverage. No waivers allowed. Full-time employees and part-time employees working 30 hours per week or more are eligible for health benefits upon employment per CalPERS contract. Part-time employees working 20-29 hours per week are eligible for health insurance after completion of their 6-month probation period. The District will pay Part-time employees 50% of the cost of health insurance for the employee and their dependents. The scope of coverage and the portion of premiums to be paid by the District are subject to periodic review and revision by the Board of Directors and per CalPERS ACWA JPIA's Employee Benefits Program participation requirements.

2110.2 Dental Insurance. The District currently pays for 100% of the cost of dental insurance for full-time eligible employees and their eligible dependents (defined in 2110.1). The benefits waiting period is first of the month following date of hire. Part-time employees working less than 20 30 hours per week are not eligible for dental insurance benefits under the current plan. All benefits eligible employees and their eligible dependents must enroll in dental coverage. No waivers allowed. Full-time employees and part-time employees working 30 hours per week or more are eligible for dental insurance benefits upon

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~~employment per dental insurance contract. Part-time employees working 20-29 hours per week are eligible for dental insurance benefits after completion of their 6-month probation period. The District will pay Part-time employees 50% of the cost of dental insurance for the employee and their dependents. The scope of coverage and the portion of premiums to be paid by the District are subject to periodic review and revision by the Board of Directors and per ACWA JPIA's Employee Benefits Program participation requirements.~~

2110.3 Vision Insurance. The District currently pays for 100% of the cost of vision insurance for full-time, eligible employees and their eligible dependents (defined in 2110.1). The benefits waiting period is first of the month following date of hire. Part-time employees working less than 20-30 hours per week are not eligible for health insurance benefits under the current plan. All benefits eligible employees must enroll in vision coverage. No waivers allowed. ~~Full-time employees and part-time employees working 30 hours per week or more are eligible for vision insurance benefits upon employment per vision insurance contract. Part-time employees working 20-29 hours per week are eligible for health insurance after completion of their 6-month probation period. The District will pay Part-time employees 50% of the cost of vision insurance for the employee and their dependents. The scope of coverage and the portion of premiums to be paid by the District are subject to periodic review and revision by the Board of Directors and per ACWA JPIA's Employee Benefits Program participation requirements.~~

2110.4 Benefit Changes. A benefits eligible employee may change their benefit elections during annual Open Enrollment in the Fall. Election changes will be effective January 1st of the upcoming calendar year. Otherwise, changes to benefit elections may not be made unless the employee experiences a qualifying life event.

2110.4.1 Qualifying life events. Qualifying life events include marriage, divorce, birth or adoption of a child, loss or gain of other coverage, and loss of dependent eligibility among others. If you experience a qualifying life event and wish to make a change to your benefits, you must notify the District within 31 days of the event to make the change. Changes take effect on the first of the month following the life event. You then have 31 calendar days from the effective date of the coverage change to provide documentation of the qualifying event. Dependent verification documents, such as a marriage certificate for spouse or a birth certificate for child, must be provided for newly enrolled dependents. Coverage will not be effective until this documentation has been provided. If you do not complete your enrollment and provide documentation before this deadline, your next opportunity to make changes to your benefits will be during Open Enrollment with an effective date of January 1st of the next calendar year.

2110.5 COBRA. The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) was enacted to protect employees and their eligible family members by allowing them to continue their group health insurance under the employer's plan at affordable group rates. Employees are notified at hiring of their rights under this law and it is the employee's responsibility to notify the Union Public Utilities District of any qualifying event (defined below) within 60 days of the event. Specifics of COBRA include:

1. Qualifications. Any employee/eligible family member who loses regular group eligibility because of a qualifying event is eligible for enrollment under COBRA.
2. Qualifying Event. Qualifying event is defined by COBRA regulations and includes loss of coverage due to: termination of employment; reduction of hours; death of employee;

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employee's Medicare entitlement; divorce or legal separation; child ceasing to be eligible; bankruptcy of employer; and expiration of leave criteria. It is the employee's or eligible family member's responsibility to inform the District within 60 days when a qualifying event takes place or your eligibility for COBRA may be jeopardized.

3. Selection Period. The District will send written notification, upon notification to the District, to the employee/eligible family member of their right to elect continued coverage, the election period, and premium payments.

4. Cost. The employee/eligible family member must pay a full monthly premium for each coverage selected plus a 2% administrative charge to UPUD by the first day of each month that the premium(s) is due.

5. Coverage Available. At the time of the qualifying event, whichever health insurance the employee/dependent is enrolled in will be considered the coverages available.

6. Open Enrollment Purpose. COBRA continues have the same rights under the plan as active employees. This includes rights during open enrollment periods. When an open enrollment period occurs, COBRA continues must be informed of their rights. The Open Enrollment Notification should inform COBRA continues of the open enrollment period, the options available during the open enrollment period and the monthly premium rates for those options. It defines COBRA continues as possible electees, electees and continues. Possible electees are individuals in their 60-day election period; electees are individuals who have elected but have not yet paid; continues are individuals who have elected and paid.

7. Non-Payment of Premiums. Participants in COBRA that have defaulted more than 30 days on their portion of the premium payments will be eliminated from the plan and will not be permitted to reenroll.

8. Cal-COBRA. If the employee has exhausted their COBRA coverage and was entitled to less than 36 months of coverage, then the employee may choose additional continuation coverage under Cal-COBRA up to 18 months. The District will send notification to the COBRA enrollee upon COBRA expiration. Cal-COBRA participants have the same rights and responsibilities as COBRA participants identified above.

~~2110.4~~ **2110.6** Health Savings Account (HSA). The District currently has no Health Savings Plan.

~~2110.5~~ **2110.7** Retirement Plan. Any full-time employee is required to join the Public Employees Retirement System (CalPERS) immediately upon hire per the CalPERS contract. Part-time and temporary employees are eligible once they meet the 1,000 hour threshold or if they are already CalPERS members. Contributions made to the retirement system by the District are in accordance with the current contract with the Board of Administration of the Public Employees Retirement System and the Board of Directors of the Union Public Utility District.

~~2110.6~~ Opt Out Option. ~~Employees covered by the insurance of a spouse or Medicare insurance may choose to "opt out" of the provided health, dental and vision insurance and receive a monthly cash payment of in lieu of 2110—2 benefits. "The "opt out" payment will be the equivalent of 33.333% of the cost of insurance coverage for an employee & spouse. Cash "opt out" pay is paid the first two payrolls of each month on a taxed basis. Part-time employees "opt out" pay will be based on 50% cost. The employee choosing this option must provide proof of other coverage to be kept in their personnel file. This amount is capped and shall not be adjusted without approval by the Board of Directors.~~

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~~2110.7~~ **2110.8** 457 Savings Plan. District employees may elect to participate in the voluntary 457 Savings Plan. An amount determined by the employee may be deducted from the employee's regular paycheck on a pre-tax basis and invested in the 457 Plan approved by the District.

~~2110.8~~ **2110.9** State Disability Insurance (SDI). The District participates in the voluntary State Disability Plan (SDI). A percentage of the employee's wages are deducted from the employee's regular paycheck and paid into the State fund for compensation during non-work related illness or injury.

~~2110.9~~ **2110.10** Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

2110.11 Termination. Upon termination of employment or retirement, employees (and any dependents) enrolled in benefits will be offered COBRA continuation coverage.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Authorized Leave
POLICY NUMBER: 2160
DATE ADOPTED: January 16, 2008

- 2160.1** Permanent employees may take a leave of absence only with the written permission of the Board of Directors.
- 2160.2** Requests for leave of absence must be in writing and will be considered by the Board on an individual basis.
- 2160.3** A leave of absence will only be granted for recovery from a serious illness or accident.
- 2160.4** In compliance with the AB1460 (10/4/93) The California Family Leave Law, eligible employees are given up to twelve (12) weeks of leave per year to take care of a newborn or newly adopted child, or to care for a seriously ill child, spouse or parent. This leave is also granted for the employee's own serious illness. An employee may take up to twelve (12) weeks of family care leave or care for newborns in addition to pregnancy disability up to four (4) months.
- 2160.5** Eligible employees are those who have worked for the District for one (1) year and have worked at least 1,250 hours in the previous twelve (12) months.
- 2160.6** The Family Care Leave Law further provides the District continue to pay the employee's health plan benefit during the leave.
- 2160.7** Regardless of the length or reason for the leave, the employee is expected to return to work as soon as the leave expires. If an employee does not return to work when the leave is over, the employee will be considered voluntarily resigned from the employment of the District.
- 2160.8** An employee will not receive salary during the leave of absence, unless granted by the Board of Directors. The leave of absence will not be included in the employee's period of continuous employment. The usual vacation, sick leave and health benefits will not be earned during the leave.
- 2160.9** Such leave of absence may be taken only after all accumulated vacation time has been exhausted. If the leave of absence is for medical reasons, then all accumulated sick leave time must also be exhausted before a leave of absence can be granted.
- 2160.10** Due to the District's limited work force, maintenance of job classifications for the term of an authorized leave of absence cannot be guaranteed beyond six months. Employees returning from a leave of absence will be reinstated to the first available job classification for which they are qualified.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

DATE REVISED:	MANUAL	POLICY NO. 2160
APPROVED BY: Board of Directors	POLICY TITLE Authorized Leave	Page 1

2160.1 Full-time, regular employees may take a leave of absence only with the written permission of the Board of Directors.

2160.2 Requests for leave of absence must be in writing and will be considered by the Board on an individual basis.

2160.3 A leave of absence will only be granted for recovery from a serious illness or accident.

2160.4 In compliance with the AB1460 (10/4/93) The California Family Leave Law, eligible employees are given up to twelve (12) weeks of leave per year to take care of a newborn or newly adopted child, or to care for a seriously ill child, spouse or parent. This leave is also granted for the employee's own serious illness. An employee may take up to twelve (12) weeks of family care leave or care for newborns in addition to pregnancy disability up to four (4) months.

2160.5 Eligible employees are those who have worked for the District for one (1) year and have worked at least 1,250 hours in the previous twelve (12) months.

2160.6 The Family Care Leave Law further provides the District continue to pay the employee's health plan benefit during the leave. If employee exhausts his/her protected leave and has still not returned to work, employee will be offered COBRA coverage for continuation of health benefits. If employee enrolls in COBRA, 100% of the cost will be paid for by the employee.

2160.7 Regardless of the length or reason for the leave, the employee is expected to return to work as soon as the leave expires. If an employee does not return to work when the leave is over, the employee will be considered voluntarily resigned from the employment of the District.

2160.8 An employee will not receive salary during the leave of absence, unless granted by the Board of Directors. The leave of absence will not be included in the employee's period of continuous employment. The usual vacation, sick leave and health benefits will not be earned during the leave. Employee will be offered COBRA coverage for continuation of health benefits starting the first of the month following the month the leave began. If employee enrolls in COBRA, 100% of the cost will be paid for by the employee.

2160.9 Such leave of absence may be taken only after all accumulated vacation time has been exhausted. If the leave of absence is for medical reasons, then all accumulated sick leave time must also be exhausted before a leave of absence can be granted.

2160.10 Due to the District's limited work force, maintenance of job classifications for the term of an authorized leave of absence cannot be guaranteed beyond six months. Employees returning from a leave of absence will be reinstated to the first available job classification for which they are qualified.

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DATE ADOPTED:	MANUAL	POLICY NO. 2235
APPROVED BY: Board of Directors	POLICY TITLE Workplace Violence	Page 1-12

POLICY

The Union Public Utility District (UPUD) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective plan as required by SB 533. The regulation mandates us to constantly establish, implement, and uphold a workplace violence prevention plan across all our premises, aiming to safeguard employees and other personnel from aggressive and violent conduct in the workplace.

PROHIBITED ACTS

UPUD will not ignore, condone, or tolerate threats of violence or workplace violence by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- Threats of violence include both verbal and non-verbal conduct that causes a person to fear for their safety because there is a reasonable possibility they might be physically injured and that serves no legitimate work-related purpose.
- Workplace violence means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
 1. The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
 2. An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury.

Workplace violence can be categorized into four types:

- Type 1: Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime
- Type 2: Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors
- Type 3: Workplace violence against an employee by a present or former employee, supervisor,

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or manager

Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee

In addition, UPUD prohibits all dangerous weapons not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all UPUD property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on UPUD property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. Dangerous weapons include any instrument capable of inflicting death or serious bodily injury.

RESPONSIBILITY AND AUTHORITY

Workplace Violence Prevention Plan Administrator

The General Manager has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports.

The General Manager shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

The General Manager shall coordinate the implementation of the workplace violence prevention plan, when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on UPUD's WPV plan.

General Manager Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Board regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

Employees Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

COMPLIANCE

The General Manager is responsible for ensuring the plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the

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plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring all employees receive training on this plan;
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the plan;
- Disciplining employees, appointed or elected officials, and volunteers who engage in threats of violent behaviors up to and including dismissal;
- Recognizing employees that follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with the plan; and
- Ensuring training of this plan is conducted on an annual basis.

COMMUNICATION AND TRAINING

The General Manager is responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisor about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined or retaliated against for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to the General Manager they will investigate the incident. The General Manager will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the UPUD's responsibility in complying with hazard correction measures outlined in the WVP plan.

Employee training on workplace violence will include:

- This plan and how to participate in its development and implementation;
- The definitions and requirements of section 6401.9 of the Labor Code;
- Workplace violence risks that employees may encounter in their specific roles;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- UPUD alerts, alarms, or systems that are in place to warn of emergencies;
- How to obtain copies of this plan; records of workplace violence hazard identification, evaluation, and correction; training records; and violent incident logs;
- How to complete and submit a violent incident log;
- How to seek assistance and/or report incidents to staff or law enforcement;
- Evacuation routes and sheltering locations;
- An opportunity for interactive questions and answers with a person knowledgeable about the plan; and

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- Provide additional training on new or previously unrecognized workplace violence hazards and/or updates to the plan.

PROCEDURES

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, the General Manager will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- Direct contact, phone call, or text message.

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the management and colleagues through phone or text message.

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees shall call 911 to report the incident and request assistance from law enforcement.

Emergencies and Reporting a Crime

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their supervisor, and the General Manager as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience threats of violence or workplace violence can report the incident through their chain of command or directly to the General Manager. Employees may report a violent incident, threat, or other workplace violence concern anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

Restraining Orders

Employees or other personnel affiliated with the UPUD who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the General Manager. Supervisors who receive notification of a restraining order that includes the workplace will meet with the General Manager to decide what actions, if any, need to be initiated.

HAZARD ASSESSMENT

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

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The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

HAZARD CORRECTION

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

POST-INCIDENT RESPONSE AND INVESTIGATION

The General Manager will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Investigate the incident and the circumstances leading up to its materialization;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.

RECORDKEEPING

- Records of workplace violence hazard identification, evaluation, and correction will be maintained

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for five years per the recordkeeping requirements of the UPUD's Injury and Illness Prevention Program.

- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of three years.
- Workplace Violent Incident Logs will be maintained for a minimum of five years at the District's Office.
- Records of violent incidents investigations will be maintained for a minimum of five years at the District's Office.

PLAN REVIEW

UPUD's Workplace Violence Prevention Plan will be reviewed annually, upon a violent incident, or when a plan deficiency becomes known. UPUD staff will update the plan as needed. UPUD will request the active involvement of employees and authorized employee representatives in reviewing the plan. Any review of the plan will consider the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

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Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

Incident ID#:	Date and Time of Incident:
Specific Location of Incident:	

*Do not identify employee by name, employee #, or SSI. The Incident must not reflect the employee's identity

Describe Incident (Include additional pages if needed:

Assailant Information: (circle)

Partner/Spouse of Victim	Animal	Other
Former Partner/Spouse of Victim	Passenger	
Robber Burglar	Customer	
Client	Family of Friend of Customer	
Family or Friend of Client	Co-Worker/Supervisor/Manager	
Parent/Relative of Victim	Stranger	

Circumstances at time of incident: (circle)

Employee Performing Normal Duties	Working in a Community Setting
Employee Isolated or Alone	Employee Rushed
Unable to Get Help or Assistance	Low Staffing Level
Poor Lighting	Unfamiliar or New Location
High Crime Area	Other

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Location of Incident: (circle)

Personal Residence	Hallway
Restroom or Bathroom	Parking Lot or Outside Building
Office	Other

Type of Incident (circle as many apply):

Robbery	Assault with a Weapon or Object	Vandalism
Verbal Threat or Harassment	Grabbed	Pushed
Sexual Threat, Harassment, or Assault	Kicked	Scratched
Animal Attack	Hit with an Object	Bitten
Threat of Physical Force	Shot (or Attempted)	Slapped
Threat of Use of Weapon or Object	Bomb Threat	Hit with Fist
Knifed (or Attempted)	Other	

Consequences of Incident:

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No
Security Contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Days lost from work (if any) _____
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Actions taken by the employer to protect employees from a continuing threat <input type="checkbox"/> Yes <input type="checkbox"/> No	

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:		

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Appendix B

**WORKPLACE VIOLENT INCIDENT LOG
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

- Step 1: Identify risk factors that may increase UPUD’s vulnerability to workplace violence events.
- Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities
- Step 3: Develop a corrective action plan with measurable

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

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STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are clients and visitors clearly informed so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belongings?	

Building Exterior

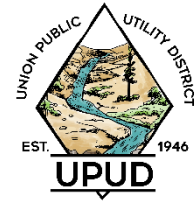
Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

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UNION PUBLIC UTILITY DISTRICT

Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and customers)	
		Are there security cameras?	
		Are there alarm systems?	
		Do doors lock?	
		Are telephones with an outside line programmed for 911?	
		Is there a secured entry?	

Agenda Item



DATE: May 22, 2024

TO: UPUD Board of Directors

FROM: Jessica Self, General Manager

SUBJECT: Authorization for the General Manager to take positions on State Legislation on behalf of Union Public Utility District

RECOMMENDED ACTION:

Motion: _____ / _____ authorize the General Manager to formally support proposed legislative bills SB 1088, SB 470, AB 1255, AB2257, SB 1072, and advocacy for the Climate Resilience Bond on behalf of Union Public Utility District.

SUMMARY:

SB 1088 (Alvarado-Gil) Water Infrastructure Improvements to Enhance Fire Resilience in Rural Communities. This bill is aimed to establish a Rural and Small Community Fire Resilience Program within the Office of Emergency Services to work in coordination with the Department of Water Resources, the State Water Resources Control Board, and other appropriate state entities to develop a program for the distribution of state matching funds to communities within the Wildland Urban Interface (WUI), to improve water system infrastructure, including upgrading and upsizing waterlines, installing additional fire hydrants of water systems, and enhancing water system delivery to ensure adequate water flow for fire prevention and suppression activities.

Staff Recommendation: SUPPORT

SB 470 (Alvarado-Gil) Establish in the Department of Water Resources the Urban Water Community Drought Relief program and the Small Community Drought Relief program to provide grants for similar interim or immediate drought relief. These programs, upon a specified appropriation, would authorize funding for benefits in addition to drought relief, including, among other projects, projects that reduce the risk of wildfire for entire neighborhoods and communities through water delivery system improvements for fire suppression purposes in high fire hazard severity zone communities or very high fire hazard severity zone communities, as designated by the State Fire Marshal or by a local agency.

Staff Recommendation: SUPPORT

AB 2257 (Wilson) The California Constitution specifies various requirements with respect to the levying of assessments and property-related fees and charges by a local agency. The California Constitution includes a public notice and a majority protest procedure in the case of assessments and procedures for submitting property-related fees and charges for approval by property owners subject to the fee or charge or to the electorate residing in the affected area following a public hearing. Current law, known as the Proposition 218 Omnibus Implementation Act, prescribes specific procedures and parameters for local jurisdictions to comply with these requirements. This bill would prohibit, if a local agency complies with specified procedures, a person or entity from bringing a judicial action or proceeding alleging noncompliance with the constitutional provisions for any new, increased, or extended fee or assessment, as defined, unless that person or entity has timely submitted to the local agency a written objection to that fee or assessment that specifies the grounds for alleging noncompliance, as specified.

Staff Recommendation: SUPPORT

AB 1255 (Durazo): Water Affordability: includes an assessment of the funds necessary to provide a 20% discount for low-income households served by community water systems with fewer than 3,000 service connections. It also aims to help communities with fewer than 3,000 connections meet a specified affordability threshold.

Staff Recommendation: SUPPORT

SB 1072 (Padilla) No Refunds without Statute: If a court determines that a fee for services such as water or sewer violates Proposition 218, the local agency must adjust the fee in the next rate review. They'll subtract the amount found to be in violation from the total revenue needed for those services. However, if a law specifically allows refunds, then refunds will be given.

Staff Recommendation: SUPPORT

Climate Resilience Bond: The California Legislature is currently considering placing a general obligation bond measure on the Nov. 5, 2024, ballot to fund investments that will support California's climate resilience, including infrastructure investments in water and drought preparedness, wildfire protection and forest resilience, coastal resilience, and other natural resources issues.

Staff Recommendation: SUPPORT advocacy for water infrastructure funding for rural California.

UPDATES ON ADDITIONAL LEGISLATIVE ITEMS:

AB 460 (Bauer-Kahan) would grant the State Water Resources Control Board new, sweeping authority to issue interim relief orders without hearing and impose new costly requirements. It gives the State Water Board the ability to curtail diversions, impose new minimum streamflow requirements allowing the State Water Board to increase fish flows, direct reservoir operations, require new technical studies and more.

UPUD OPPOSED (June, 2023)

AB 1337 (Wicks) would authorize State Water Board to adopt wide-ranging regulations enforceable by curtailing diversions and water use under any claim of right (including senior water rights). It also gives the State Water Board an avenue to eliminate hearings before issuing curtailments as they see fit, effectively eliminating due process.

UPUD OPPOSED (June, 2023)

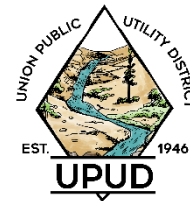
Ballot Initiative 21-0042A1: Taxpayer Protection & Government Accountability Act

The purported "Taxpayer Protection and Government Accountability Act," a statewide initiative measure to amend the California Constitution sponsored by the California Business Roundtable ("CBRT"), is the most consequential proposal to limit the ability of the state and local governments to enact, modify, or expand taxes, assessments, fees, and property-related charges since the passage of Proposition 218 (1996) and Proposition 26 (2010). If enacted, public agencies would face a drastic rise in litigation that could severely restrict their ability to meet essential services and infrastructure needs. Ballot Initiative 21-0042A1 includes the following:

- ❖ Change of Proposition 218 Fees: redefined to be the minimum amount necessary to provide services. Potentially preventing the ability to save for the future, including reserves and planned projects scheduled for implementation in the next 3-5 years.
- ❖ Must provide clear and convincing evidence for the need for services, with a higher legal threshold.
- ❖ Fees must be "reasonable" to the ratepayers. The term is currently undefined.

UPUD OPPOSED (March, 2023)

Agenda Item



DATE: May 22, 2024

TO: UPUD Board of Directors

FROM: Jessica Self, General Manager

SUBJECT: Support for Staff to Obtain USDA's Level 2 E-Authorization and Roles in Order to Apply for Predevelopment Planning Funding Opportunities.

RECOMMENDED ACTION:

Motion: _____ / _____ approving RESO 2024-011, support for obtaining USDA Level 2 E-authorization and roles to seek funding through USDA's Special Evaluation Assistance for Rural Communities and Households or the Water and Waste Disposal Predevelopment Planning grant funding opportunities.

BACKGROUND INFORMATION:

The Union Public Utility District is currently exploring alternative avenues for funding to support various portions of the District's Capital Improvement Plan (CIP). By diversifying our sources of funding, we aim to alleviate the financial strain on our ratepayers. This proactive approach not only ensures the continued development and maintenance of essential infrastructure but also lessens the direct impact on the community's utility bills.

SUMMARY:

United States Department of Agriculture offers financial assistance to help small, financially distressed rural communities pay for predevelopment feasibility studies, design, and technical assistance for water and wastewater projects.

To apply for a grant application, the Union Public Utility District Board of Directors must approve support for staff to attain Level 2 E-Authorization status as well as identify specific roles for staff when compiling the application. Staff recommend the following:

E-Authorization:

- Jessica Self, General Manager
- Jenna Mayo, Administrative Analyst & Board Clerk
- Matt Ospital, District Engineer

Security Roles

- Administrator: Jessica Self, General Manager
- Representative-Signature-Certify: Jenna Mayo, Administrative Analyst & Board Clerk
- Engineering Consultant: Matt Ospital, District Engineer

FINANCIAL CONSIDERATIONS:

If the District is awarded funding through USDA, the financial assistance will cover Engineering costs related to predevelopment feasibility and design, up to \$30,000. Once completed, the District can move forward with applying for project implementation financial assistance.

**UNION PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS**

RESOLUTION 2024-011

**SUPPORT FOR OBTAINING USDA LEVEL 2 E-AUTHORIZATION AND
SECURITY ROLES TO SEEK FUNDING THROUGH USDA'S GRANT
FUNDING OPPORTUNITIES**

WHEREAS, the Board of Directors of the Union Public Utility District aims to find alternative sources of funding to finance critical water infrastructure upgrades. The United States Department of Agriculture (USDA) provides funding opportunities for small water agencies located in Disadvantaged Communities

WHEREAS, the USDA requires District staff to obtain Level 2 E-Authorization.

WHEREAS, the UPUD Board of Directors supports the General Manager, Jessica Self, Administrative Analyst & Board Clerk (Jenna Mayo) and the District Engineer (Matt Ospital) to obtain Level-2 E-Authorization.

WHEREAS, the UPUD Board of Directors supports the following security roles:

- **Administrator:** Jessica Self, General Manager
- **Representative-Signature-Certify:** Jenna Mayo, Administrative Analyst & Board Clerk
- **Engineering Consultant:** Matt Ospital, District Engineer

WHEREAS, the UPUD Board of Directors supports District staff to seek funding through USDA's Special Evaluation Assistance for Rural Communities and Households grant or the Water and Waste Disposal Predevelopment Planning grant opportunities to pay for predevelopment feasibility studies, design, and technical assistance for water projects.

NOW THEREFORE BE IT RESOLVED, the Union Public Utility District Board of Directors supports the above staff to obtain Level 2 E-Authorization and obtain the specified security roles needed to seek funding through USDA's Special Evaluation Assistance for Rural Communities and Households or the Water and Waste Disposal Predevelopment Planning grant funding opportunities.

PASSED, APPROVED, AND ADOPTED this 22nd day of May 2024

AYES:

NOES:

ABSENT:

ABSTAIN:

Eric Bottomley, 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 22nd day of May 2024.

Jenna Mayo
Clerk to the Union Public Utility District Board

Special Evaluation Assistance for Rural Communities and Households Grants

What does this program do?

This program helps small, financially-distressed rural communities pay for predevelopment feasibility studies, design, and technical assistance for proposed water and waste disposal projects.

Who can apply?

- **Most state and local governments**
- **Nonprofit organizations**
- **Federally-recognized Tribes**

What is an eligible area?

Eligible service areas must be rural, considered financially distressed, and:

- Be located in cities, towns, or unincorporated areas with populations of 2,500 or fewer, according to the most recent U.S. Census data
- Have median household incomes either below the poverty line - or less than 80 percent of the statewide, nonmetropolitan median household income - using 2006 - 2010 American Community Survey data.

How can funds be used?

Grant funds can be used to pay for eligible predevelopment planning costs and activities, including:

- Feasibility studies to support applications for funding water or waste disposal projects
- Preliminary design and engineering analysis
- Technical assistance to develop applications for financial assistance

Are there additional requirements?

Yes. Predevelopment planning costs must be related to a proposed project that:

- Builds, enlarges, extends, or improves rural water, wastewater, solid waste, or storm water disposal facilities

- Builds or relocates public or private buildings, roads, bridges, fences, or utilities, or makes other improvements necessary for the successful operation or protection of facilities

How do we get started?

- Applications are accepted year-round through your local USDA Rural Development office. A list is available at this link: <https://go.usa.gov/xtpEe>.
- Program resources such as guidance, forms, certifications, and so on, are available at this link: <https://go.usa.gov/xzBQD>.

What governs this program?

- Code of Federal Regulations, Title 7, Part 1774, available at this link: <https://tinyurl.com/52byeruf>
- Section 306 of the Consolidated Farm and Rural Development Act, available at this link: <https://go.usa.gov/xMT4s>

NOTE: Because information changes, always consult official program instructions or contact your local Rural Development office for help. A list is available at this link: <https://go.usa.gov/xJHPE>. You will find additional resources, forms, and program information at <https://rd.usda.gov>. USDA is an equal opportunity provider, employer, and lender.

Water and Waste Disposal Predevelopment Planning Grants

What does this program do?

This program helps eligible low-income communities plan and develop applications for proposed USDA Rural Development water or waste disposal projects.

Who can apply?

- **Most state and local governments**
- **Nonprofit organizations**
- **Federally recognized Tribes**
(A list is available at this link: <https://tinyurl.com/4vfb3n4m>)

What is an eligible area?

- Rural areas and towns with populations of 10,000 or fewer. (Check your eligibility at this link: <https://go.usa.gov/xhWZ2>)
- Federally-recognized Tribal lands
- Colonias

NOTE: The area must have a median household income below the poverty line or less than 80 percent of the statewide non-metropolitan median household income.

How can funds be used?

This program helps eligible low-income communities plan and develop applications for proposed USDA Rural Development water or waste disposal projects.

What are the grant terms?

- Grants cannot be used to pay for work already completed.
- The amount of the grant will be subtracted from the total grant eligibility if a USDA grant is awarded for part of the water or waste disposal project.
- These grants do not have to be paid back if the application for the USDA direct loan or loan and grant combination is not successful.
- Grants are based on demonstrated need and availability of funds.

- Partnerships with other federal, state, and local organizations are encouraged, and grants are awarded only when the applicant cannot afford to borrow the needed funds.

Is there a maximum grant amount?

The maximum grant award is \$60,000 — or 75 percent of predevelopment planning costs.

Are matching funds required?

Yes. At least 25 percent of the project cost must come from the applicant or third-party sources. In-kind contributions do not count toward this minimum.

How do we get started?

Applications are accepted year-round through your local Rural Development office. (A list of offices is available at: <https://tinyurl.com/2p9ewras>)

Program resources — forms needed, guidance, certifications and more — are available online at this link: <https://go.usa.gov/xzBym>.

Who can answer questions?

- Help is always available through your local Rural Development office. (A list of offices is available at: <https://tinyurl.com/2p9ewras>)
- Participating nonprofit associations also offer assistance and training. You can work with your local Rural Development staff to learn about available help in your area.

What governs this program?

- Code of Federal Regulations, 7 CFR 1780. (Information is available at this link: <https://tinyurl.com/5t4ds79e>)
- Section 306 of the Consolidated Farm and Rural Development Act (information is available at this link: <https://tinyurl.com/23hjt2et>)

Forms and Resources

NOTE: Please speak to a program specialist in the state in which your proposed project is located before you attempt to complete your application. (A list of offices is available at this link: <https://tinyurl.com/2p9ewras>)



USDA's Water and Waste Disposal
Predevelopment Planning Grant website

NOTE: Because information changes, always consult official program instructions or contact your local Rural Development office for help. A list is available at this link: <https://go.usa.gov/xJHPE>. You will find additional resources, forms, and program information at <https://rd.usda.gov>.

USDA is an equal opportunity provider, employer, and lender.

Last Updated May 2023

Agenda Item

DATE: May 22, 2024

TO: UPUD Board of Directors

FROM: Joel Metzger, Utica Water and Power Authority

SUBJECT: Discussion / Direction Regarding Joint Powers Authority Member Entity 5-Year Funding Agreement for the Utica Water and Power Authority

RECOMMENDED ACTION:

Discussion / direction regarding the Joint Powers Authority (JPA) Member Entity 5-Year Funding Agreement for the Utica Water and Power Authority (Utica).

SUMMARY:

Utica hired HDR Engineering, Inc., in early 2024 to conduct a financial analysis and build a model that provides budget projections for Utica's revenues and expenses over the next 5-10 years. The purpose of this analysis was for Utica to work with a qualified rate study and Proposition 218 consultant to develop responsible and defensible budget projections that could be provided to the JPA member agencies and incorporated into the JPA member entities' rate studies that are being conducted in 2024. The model was used to develop funding scenarios for consideration.

Agreeing on a pre-determined JPA funding plan for five years will allow Utica to have a concrete number of how much funding is coming in each year from JPA member entities, and it gives the JPA members a certainty for their annual payments. This will make the annual budgeting process much more efficient.

UTICA FINANCIAL ANALYSIS SCENARIOS:

Scenarios assume Utica's projected hydropower revenues will be at a Water Year 2.5 level, which is based on the average water year Utica has experienced over the past 10 years. Hydropower revenues range from about \$600,000 in a Water Year 6 to \$1.8 million in a Water Year 1. Utica's annual budget has been between \$3 and \$4 million over the past few years.

The scenarios range from full funding of Utica's operations and maintenance, reserve contributions, and capital improvements to other approaches that include taking on debt, deferring capital improvement projects, and reducing reserve contributions.

An overview of the financial analysis findings will be presented to the UPUD Board.

NEXT STEPS:

- Following the presentation and discussion at the May 22 Board meeting, it would be helpful if the UPUD Board of Directors could provide direction on their position on the Utica 5-year Funding Agreement.
- The Utica Water and Power Authority Board will discuss the 5-Year Funding Agreement on Tuesday May 28, 2024.
- The City of Angels Council plans to discuss the 5-Year Funding Agreement Tuesday June 4, 2024.
- Once a 5-Year Funding Agreement is reached, Utica, UPUD, and COA should consider formally approving and adopting the agreement in June 2024.

FINANCIAL CONSIDERATIONS:

UPUD currently charges all customers a Utica fee that is \$18 per month. With 1,700 customers, that fee generates about \$370,000 on an annual basis. Any changes to this fee would need to be considered and included in the rate study UPUD is conducting in 2024.