



MAMMOTH COMMUNITY WATER DISTRICT

Post Office Box 597

Mammoth Lakes, California 93546-0597

799th Regular Meeting of the
Mammoth Community Water District
Board of Directors

Thursday, July 20, 2023

Please Note:

This meeting will be conducted both in-person in the District's Boardroom at 1315 Meridian Blvd., Mammoth Lakes, CA 93546 and by video/teleconference using the information provided below.

For members of the public interested in viewing and having the ability to comment at the public meeting via Zoom, an internet enabled computer equipped with a microphone and speaker or a mobile device with a data plan is required.

Use of a webcam is optional. You also may call in to the meeting using teleconference without video. Please use the following information to join the Zoom Videoconference Meeting:

<https://zoom.us/j/7609342596> (meeting ID: 760 934 2596) OR

Join via teleconference by dialing 1-669-900-9128, 760-934-2596#

Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the Agenda below before or during consideration of that item.

Please Note:

*Director Hylton will be participating by video/teleconference from the following location:
11266 Pine Beach Peninsula, Brainerd, MN 56401*

AGENDA

5:30 P.M.

Roll Call

Directors Cage, Domaille, Hylton, Smith, and Thompson

Public Forum

Any member of the public may address the Board relating to any matter within the Board's jurisdiction. This need not be related to any item on the agenda, and presentation should be limited to three (3) minutes. No formal action by the Board will be taken on these items.

Consent Agenda A

All matters listed are considered to be routine by the Board and may be enacted on by one motion. There will be no separate discussion on these items unless requested by the Board. If discussion is requested, that item will be moved and considered separately after adoption of the consent agenda.

A-1 Approve the May and June 2023 Check Disbursements

A-2 Approve the Minutes from the Regular Board Meeting held May 18, 2023

A-3 Approve the Minutes from the Special Board Meeting held June 29, 2023

A-4 Approve a CEQA Notice of Exemption for the 2023 Winter Storm Emergency Repairs

A-5 Acknowledge the Recent 'Certified' Distinction of the District's Investment Policy from California Municipal Treasurers Association (CMTA)

A-6 Accept the FY23 Governance Planning Communication Letter

Consent Agenda B — Department Reports

All matters listed are considered to be routine by the Board and may be acted on by one motion. There will be no separate discussion on these items unless requested by the Board. If discussion is requested, that item will be moved and considered separately after adoption of the consent agenda.

B-1 Operations Department Report

B-2 Maintenance Department Report

B-3 Finance Department Report

B-4 Engineering Department Report

B-5 Information Services Report

B-6 Personnel Services Report

B-7 Regulatory Services Report

B-8 General Manager's Report

Current Business

C-1 Discuss and Consider Reclassifying the Utility Billing Classification of 54 Alpine Circle, Mammoth Lakes, from a Multi-Family Residence to a Single-Family Residence

C-2 Discuss and Consider Adopting the MCWD Personnel Policy Manual and Employer-Employee Relations Policy and Related Documents

1. Adopt the MCWD Personnel Policy Manual and Employer-Employee Relations Policy; and

2. Enact Ordinance No. 07-20-23-16 Repealing Chapter 4 and Chapter 5 of the MCWD District Code; and

3. Adopt the Side Letter of Agreement Between MCWD and IUOE, Local 12 Modifying the 2021-2026 MOU

C-3 Discuss and Consider Designating an Agent and Approving the FEMA and CalOES Reimbursement Authorization Forms for Winter Damage to MCWD's Water Storage Tank T-8 and the Wastewater Treatment Plant EQ Basin Pump Building Roof

C-4 Discuss and Consider Adopting Resolution No. 07-20-23-17 Setting a Public Hearing to Consider Dissolving the MCWD Sewer Improvement District No. 1

C-5 Water Supply Update

C-6 Presentation of the MCWD 2022/23 Annual Report on Key Projects, Programs, and System Improvements

C-7 Discuss and Consider Approving the Revised Policy Regarding District-owned Housing Rental Units

Board Member's Committee Reports

Committee Meetings Held:

Employee Housing Committee – *June 22, 2023 and July 12, 2023*

Ad-Hoc MC Property Tax Negotiating Committee – *July 3, 2023*

Technical Services Committee – *July 19, 2023*

Investment Committee – *July 19, 2023*

Finance Committee – *July 19, 2023*

Directors Comments, Requests, and Reports

Attorney's Report

Closed Session

D-1 Conference with Real Property Negotiators

Pursuant to Government Code Sections 54954.5(e) and 54956.8

Property Description: Mono County APNs – 033-148-005-000 and 033-148-006-000

Under Negotiation: Price and Terms of Payment

MCWD Negotiators: Mark Busby and Garrett Higerd

Property Owner Negotiator: Greg Eckert

D-2 Conference with Real Property Negotiators

Pursuant to Government Code Sections 54954.5(e) and 54956.8

Property Description: 451 Mono Street, Unit No. 1, Mammoth Lakes, CA

Under Negotiation: Price and Terms of Payment

MCWD Negotiators: Mark Busby and Jeff Beatty

Property Owner Negotiator: Mammoth Sierra Properties

Adjournment

NOTE: Items listed on the agenda may be reviewed or acted upon by the Board in any order or sequence. The items are listed for identification purposes only.

The meeting will be held in the conference room at the District facility located one mile east of Old Mammoth Road on Meridian Boulevard, just off Highway 203, Mammoth Lakes, California.



MARK BUSBY
General Manager

Date of Issuance: Friday, July 14, 2023

Posted: MCWD Office
MCWD Website: www.mcwd.dst.ca.us
cc: Members, Board of Directors
Town of Mammoth Lakes
KMMT, KIBS, KSRW Radio

In compliance with the Americans with Disabilities Act, if you need a disability related modification or accommodation to participate in this meeting, please call Stephanie Hake at (760) 934-2596 at least one full day before the meeting.

Documents and material relating to an open session agenda item that are provided to the Mammoth Community Water District Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the District facility located at 1315 Meridian Boulevard, Mammoth Lakes, California.



MAMMOTH COMMUNITY WATER DISTRICT
Post Office Box 597
Mammoth Lakes, California 93546-0597

NOTICE OF A TECHNICAL SERVICES COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that the Technical Services Committee of the Board of Directors of the Mammoth Community Water District will hold a **TECHNICAL SERVICES COMMITTEE MEETING** to be held **WEDNESDAY, JULY 19, 2023** at **8:00 A.M.**

Please Note:

Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the Agenda below before or during consideration of that item.

Please Note:

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The agenda items are:

1. Review of the Operations Department Report (B-1)
2. Discuss the Water Supply Update (C-5)
3. Review of the Maintenance Department Report (B-2)
4. Review of the Engineering Department Report (B-4)
5. Review of the Information Services Report (B-5)
6. Discuss the Request to Reclassify Utility Billing Classification of 54 Alpine Circle, Mammoth Lakes, from a Multi-Family Residence to a Single-Family Residence (C-1)
7. Discussion / Questions Regarding Other Department Reports
 - B-3 Finance Department Report
 - B-6 Personnel Services Report
 - B-7 Regulatory Services Report
 - B-8 General Manager's Report

The meeting will be held in the conference room at the District facility located one mile east of Old Mammoth Road on Meridian Boulevard, just off Highway 203, Mammoth Lakes, California.



MARK BUSBY
General Manager

Date of Issuance: Friday, July 14, 2023

Posted: MCWD Office
MCWD Website: www.mcwd.dst.ca.us
cc: Members, Board of Directors
Town of Mammoth Lakes
KMMT, KIBS, KSRW Radio

If you are an individual with a disability and need assistance or accommodation to participate in this Board meeting at any time, please call Stephanie Hake at (760) 934-2596, ext. 321, or email Ms. Hake at: shake@mcwd.dst.ca.us.

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MAMMOTH COMMUNITY WATER DISTRICT
Post Office Box 597
Mammoth Lakes, California 93546-0597

NOTICE OF AN INVESTMENT COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that the Investment Committee of the Board of Directors of the Mammoth Community Water District will hold an **INVESTMENT COMMITTEE MEETING** on **WEDNESDAY, JULY 19, 2023** at **12:00 P.M.**

Please Note:

This meeting will be conducted both in-person in the District's Boardroom at 1315 Meridian Blvd., Mammoth Lakes, CA 93546 and by video/teleconference using the information provided below.

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Please Note:

*Director Hylton will be participating by video/teleconference from the following location:
11266 Pine Beach Peninsula, Brainerd, MN 56401*

The agenda items are:

1. Discuss the Recent 'Certified' Distinction of the District's Investment Policy from California Municipal Treasurers Association (CMTA) (A-5)
2. Review Management of Investment Accounts with Advisors from Chandler Asset Management, Inc. (CAM)
3. Provide Direction to General Manager to Maintain or Change Current Allocation of Investments, Maintain or Change Specific Investments, or Make a Combination of Changes to Allocations or Investments to Meet Cash Flow Objectives

The meeting will be held in the conference room at the District facility located one mile east of Old Mammoth Road on Meridian Boulevard, just off Highway 203, Mammoth Lakes, California.



MARK BUSBY
General Manager

Date of Issuance: Friday, July 14, 2023

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MAMMOTH COMMUNITY WATER DISTRICT
Post Office Box 597
Mammoth Lakes, California 93546-0597

NOTICE OF A FINANCE COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that the Finance Committee of the Board of Directors of the Mammoth Community Water District will hold a **FINANCE COMMITTEE MEETING** on **WEDNESDAY, JULY 19, 2023** at **1:00 P.M.**

Please Note:

This meeting will be conducted both in-person in the District's Boardroom at 1315 Meridian Blvd., Mammoth Lakes, CA 93546 and by video/teleconference using the information provided below.

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Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the Agenda below before or during consideration of that item.

Please Note:

*Director Hylton will be participating by video/teleconference from the following location:
11266 Pine Beach Peninsula, Brainerd, MN 56401*

The agenda items are:

1. Review and Approve the Board of Director Payment Requests for May and June 2023
2. Review and Approve the Accounts Payable Payment Vouchers for May and June 2023
3. Discuss and Review the May and June 2023 Check Disbursements (A-1)
4. Discuss the Finance Department Report (B-3)
5. Discuss the FY23 Governance Planning Communication Letter (A-6)
6. Discuss Possibly Designating an Agent and Approving the FEMA and CalOES Reimbursement Authorization Forms for Winter Damage to MCWD Facilities (C-3)
7. Discussion / Questions Regarding Other Department Reports
 - B-1 Operations Department Report
 - B-2 Maintenance Department Report
 - B-4 Engineering Department Report

- B-5 Information Services Report
- B-6 Personnel Services Report
- B-7 Regulatory Services Report
- B-8 General Manager's Report

The meeting will be held in the conference room at the District facility located one mile east of Old Mammoth Road on Meridian Boulevard, just off Highway 203, Mammoth Lakes, California.



MARK BUSBY
General Manager

Date of Issuance: Friday, July 14, 2022

Posted: MCWD Office
MCWD Website: www.mcwd.dst.ca.us
cc: Members, Board of Directors
Town of Mammoth Lakes
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Mammoth Community Water District, CA

Board Check Register

By Vendor Name

Payment Dates 5/1/2023 - 5/31/2023

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: 00016 - ACWA / JPIA (HBA)					
05/17/2023	3735	Dental Insurance	10-000-2150		610.67
05/17/2023	3735	Life Insur	10-000-2150		38.84
05/17/2023	3735	Premiums	10-000-2150		8,043.00
05/17/2023	3735	VSP	10-000-2150		122.00
05/17/2023	3735	Dental Insurance	10-000-2150		1,265.92
05/17/2023	3735	Dental Insurance	20-000-2150		1,486.62
05/17/2023	3735	Dental Insurance	30-000-2150		1,556.39
05/17/2023	3735	EAP	10-000-2150		27.28
05/17/2023	3735	EAP	20-000-2150		33.63
05/17/2023	3735	EAP	30-000-2150		33.33
05/17/2023	3735	Life Insurance - Dependent	10-000-2150		3.10
05/17/2023	3735	Life Insurance - Dependent	20-000-2150		2.74
05/17/2023	3735	Life Insurance - Dependent	30-000-2150		2.53
05/17/2023	3735	Life Insurance	10-000-2150		408.00
05/17/2023	3735	Life Insurance	20-000-2150		194.01
05/17/2023	3735	Life Insurance	30-000-2150		175.99
05/17/2023	3735	Life Insurance	10-000-2150		195.74
05/17/2023	3735	Life Insurance	20-000-2150		145.89
05/17/2023	3735	Life Insurance	30-000-2150		146.72
05/17/2023	3735	Life Insurance - Supplemental	20-000-2150		15.00
05/17/2023	3735	Life Insurance - Supplemental	30-000-2150		15.00
05/17/2023	3735	Premiums	10-000-2150		16,668.35
05/17/2023	3735	Premiums	20-000-2150		18,666.34
05/17/2023	3735	Premiums	30-000-2150		19,128.64
05/17/2023	3735	VSP	10-000-2150		292.80
05/17/2023	3735	VSP	20-000-2150		329.53
05/17/2023	3735	VSP	30-000-2150		329.27
05/17/2023	3735	Premium Adjustment	10-000-6020		5,351.77
Vendor 00016 - ACWA / JPIA (HBA) Total:					75,289.10
Vendor: 00025 - AFLAC					
05/31/2023	DFT0000614	AFLAC	20-000-2170		3.65
05/31/2023	DFT0000614	AFLAC	20-000-2170		27.58
05/31/2023	DFT0000614	AFLAC	30-000-2170		27.57
05/31/2023	DFT0000614	AFLAC	30-000-2170		3.65
05/31/2023	DFT0000625	AFLAC	10-000-2170		25.48
05/31/2023	DFT0000625	AFLAC	20-000-2170		6.05
05/31/2023	DFT0000625	AFLAC	20-000-2170		51.57
05/31/2023	DFT0000625	AFLAC	30-000-2170		3.65
05/31/2023	DFT0000625	AFLAC	30-000-2170		27.57
Vendor 00025 - AFLAC Total:					176.77
Vendor: 00039 - Alex Printing					
05/31/2023	3789	FOG Door Hangers	10-310-6190		448.59
Vendor 00039 - Alex Printing Total:					448.59
Vendor: 00054 - Alpine Paint					
05/17/2023	3736	Paint and Supplies to Repair Drywall Damage (1751)	96-000-6115		56.43
Vendor 00054 - Alpine Paint Total:					56.43
Vendor: 00063 - American Business Machines Co.					
05/17/2023	10434	Copier/Printer Agreement	10-000-6180		66.51
05/17/2023	10434	Shipping Charge for Toner Cartridges	10-000-6180		15.00

Board Check Register

Payment Dates: 5/1/2023 - 5/31/2023

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
05/26/2023	10443	Copier Agreement	10-000-6180		53.21
Vendor 00063 - American Business Machines Co. Total:					134.72
Vendor: 00069 - Amerigas (WWTP/Lab)					
05/17/2023	3737	Propane - WWTP/Lab	30-240-6231		1,198.07
05/26/2023	3766	Propane - WWTP/Lab	30-240-6231		1,324.89
Vendor 00069 - Amerigas (WWTP/Lab) Total:					2,522.96
Vendor: 00072 - Amerigas (GWTP 1)					
05/26/2023	3767	Propane GWTP 1	20-220-6231		1,198.45
Vendor 00072 - Amerigas (GWTP 1) Total:					1,198.45
Vendor: 02271 - Amy Campbell					
05/17/2023	10435	Travel Expens...	10-120-6220		29.00
Vendor 02271 - Amy Campbell Total:					29.00
Vendor: 00084 - Andy Holzer					
05/26/2023	3768	HECW Rebate	10-100-6237		400.00
Vendor 00084 - Andy Holzer Total:					400.00
Vendor: 02239 - APGN, Inc.					
05/03/2023	3719	Maintenance Service Plan - 2 Turbo Blowers	30-240-6100		16,225.00
Vendor 02239 - APGN, Inc. Total:					16,225.00
Vendor: 00111 - AT&T Mobility					
05/17/2023	3738	FirstNet Service	10-130-6105		80.48
Vendor 00111 - AT&T Mobility Total:					80.48
Vendor: 00123 - Babcock Laboratories, Inc.					
05/17/2023	3739	Lab Services	20-210-6111		56.61
05/26/2023	3769	Lab Services	20-210-6111		396.27
05/26/2023	3769	Lab Services	20-210-6111		226.44
05/26/2023	3769	Lab Services	10-210-6111		56.62
Vendor 00123 - Babcock Laboratories, Inc. Total:					735.94
Vendor: 00131 - Bartkiewicz, Kronick & Shanahan					
05/17/2023	10436	Legal Services	10-100-6140		1,400.00
Vendor 00131 - Bartkiewicz, Kronick & Shanahan Total:					1,400.00
Vendor: 00139 - Berchtold Equipment Company					
05/17/2023	3740	Repairs - Veh #77	22-340-6155		6,921.36
05/17/2023	3740	Repair - Veh #6	22-340-6155		612.50
05/31/2023	3790	Pump Motor #6 - Bobcat S250	10-310-6155		1,761.77
05/31/2023	3790	Couplings/Harness for Bobcat	10-310-6155		266.93
05/31/2023	3790	Couplings/Harness for Bobcat	10-310-6155		327.90
05/31/2023	3790	Couplings/Harness for Bobcat	10-310-6155		246.17
05/31/2023	3790	Couplings/Harness for Bobcat	10-310-6155		89.77
Vendor 00139 - Berchtold Equipment Company Total:					10,226.40
Vendor: 02162 - BMI Systems Group					
05/17/2023	3741	Desktop and Scanner SW Maintenance Agreement	10-120-6105		590.00
Vendor 02162 - BMI Systems Group Total:					590.00
Vendor: 00189 - Britt's Diesel & Automotive					
05/17/2023	10437	Wheels	10-330-6155		2,092.38
Vendor 00189 - Britt's Diesel & Automotive Total:					2,092.38
Vendor: 00201 - CA Tax Payment ACH					
05/10/2023	DFT0000616	CA SWT and CASDI	10-000-2210		3,051.00
05/10/2023	DFT0000616	CA SWT and CASDI	10-000-2210		522.73
05/10/2023	DFT0000616	CA SWT and CASDI	20-000-2210		1,718.30
05/10/2023	DFT0000616	CA SWT and CASDI	20-000-2210		439.85
05/10/2023	DFT0000616	CA SWT and CASDI	30-000-2210		2,060.11
05/10/2023	DFT0000616	CA SWT and CASDI	30-000-2210		477.02
05/18/2023	DFT0000618	CA SWT and CASDI	10-000-2210		50.00
05/24/2023	DFT0000627	CA SWT and CASDI	10-000-2210		507.34

Board Check Register

Payment Dates: 5/1/2023 - 5/31/2023

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
05/24/2023	DFT0000627	CA SWT and CASDI	10-000-2210		2,938.42
05/24/2023	DFT0000627	CA SWT and CASDI	20-000-2210		451.04
05/24/2023	DFT0000627	CA SWT and CASDI	20-000-2210		1,735.02
05/24/2023	DFT0000627	CA SWT and CASDI	30-000-2210		2,063.76
05/24/2023	DFT0000627	CA SWT and CASDI	30-000-2210		481.80
Vendor 00201 - CA Tax Payment ACH Total:					16,496.39
Vendor: 00205 - California Broadband Cooperative					
05/17/2023	3742	Internet Service	10-130-6105		917.95
Vendor 00205 - California Broadband Cooperative Total:					917.95
Vendor: 00220 - Carmichael Business Technology					
05/26/2023	3770	VOIP Phone Agreement - May	10-000-6210		672.99
05/26/2023	3770	VOIP Phone Agreement - June	10-000-6210		666.74
05/26/2023	3770	IT Agreement - May	10-130-6106		3,356.66
05/26/2023	3770	IT Agreement - June	10-130-6106		3,356.66
05/31/2023	3791	NAS Backup Drives, MCWDDC1 2-Year Warranty Renewal	10-130-6105		860.86
05/31/2023	3791	NAS Backup Drives, MCWDDC1 2-Year Warranty Renewal	10-130-6181		323.23
05/31/2023	3791	DUO Dual Authentication SW Agreement	10-130-6105		1,800.00
Vendor 00220 - Carmichael Business Technology Total:					11,037.14
Vendor: 00237 - Cashman Equipment Co.					
05/31/2023	3792	Repairs to #54	10-310-6155		7,837.15
Vendor 00237 - Cashman Equipment Co. Total:					7,837.15
Vendor: 00281 - Chuck Villar Construction					
05/17/2023	3743	Sludge Hauling	30-240-6100		21,635.00
Vendor 00281 - Chuck Villar Construction Total:					21,635.00
Vendor: 01957 - City of Fallon					
05/26/2023	3771	Sluge Disposal	30-240-6102		4,723.82
Vendor 01957 - City of Fallon Total:					4,723.82
Vendor: 02423 - Conny Bergstrom					
05/03/2023	3720	HEDW Rebate	10-100-6237		200.00
Vendor 02423 - Conny Bergstrom Total:					200.00
Vendor: 00306 - Conriquez Cleaning					
05/03/2023	3721	Janatorial Services	10-000-6150		2,420.00
Vendor 00306 - Conriquez Cleaning Total:					2,420.00
Vendor: 00325 - Cranes Waste Oil, Inc.					
05/17/2023	3744	Waste Oil Disposal	10-000-6100		130.00
Vendor 00325 - Cranes Waste Oil, Inc. Total:					130.00
Vendor: 00326 - Creative Image Embroidery					
05/03/2023	3722	Embroidery	20-220-6124		51.72
05/17/2023	3745	Work Shirts & Hats	10-100-6124		86.20
05/26/2023	3772	Embroidery and Hats	20-220-6124		62.50
05/26/2023	3772	Embroidery	20-220-6124		68.96
Vendor 00326 - Creative Image Embroidery Total:					269.38
Vendor: 00439 - Dewey Pest Control					
05/17/2023	3746	Pest Control Services	10-000-6150		202.00
Vendor 00439 - Dewey Pest Control Total:					202.00
Vendor: 00452 - DIY Home Center					
05/03/2023	10429	RIT Dye	10-330-6180		5.80
05/03/2023	10429	Misc. HW	30-320-6145		13.53
05/03/2023	10429	Stud Anchor	10-330-6150		53.33
05/03/2023	10429	Misc. HW	10-330-6180		46.95
05/03/2023	10429	Misc. HW	20-220-6180		7.75
05/03/2023	10429	Misc. HW	30-330-6150		39.25
05/03/2023	10429	Brass Tee	30-330-6150		13.57
05/03/2023	10429	Connector	30-330-6150		13.57

Board Check Register

Payment Dates: 5/1/2023 - 5/31/2023

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
05/03/2023	10429	Connector	30-330-6150		19.38
05/17/2023	10438	Misc. Supplies	10-330-6180		14.02
05/17/2023	10438	Pilot Bits	10-330-6180		12.20
05/17/2023	10438	Hose and Nozzle	10-330-6120		44.59
05/17/2023	10438	Hose	10-310-6120		82.42
05/17/2023	10438	Adapter	10-330-6180		1.73
05/17/2023	10438	Misc. Supplies	10-330-6180		14.14
05/17/2023	10438	Misc. Operating Tools	10-310-6120		180.28
05/17/2023	10438	Tru Fuel	10-330-6180		8.23
05/17/2023	10438	Pail	10-400-6120		4.35
05/26/2023	10444	Sprinker Valve Boxes	10-330-6150		48.47
05/26/2023	10444	Misc. Supplies	30-240-6180		21.89
05/31/2023	10449	Wrenches, Screwdriver, Vise Grips	10-320-6120		155.10
05/31/2023	10449	Sand Paper	10-310-6180		33.50
05/31/2023	10449	Tape Measures, Bucket	10-320-6120		45.33

Vendor 00452 - DIY Home Center Total: **879.38**

Vendor: 00520 - Electric Motor Shop, Inc.

05/31/2023	3793	Switch for Solar Inverter	30-330-6145		13,170.74
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Vendor 00520 - Electric Motor Shop, Inc. Total: **13,170.74**

Vendor: 00569 - Federal Tax Payment ACH

05/10/2023	DFT0000615	Federal Deposit	10-000-2200		1,686.84
05/10/2023	DFT0000615	Federal Deposit	10-000-2200		7,967.49
05/10/2023	DFT0000615	Federal Deposit	20-000-2200		5,054.00
05/10/2023	DFT0000615	Federal Deposit	20-000-2200		1,430.16
05/10/2023	DFT0000615	Federal Deposit	30-000-2200		5,680.67
05/10/2023	DFT0000615	Federal Deposit	30-000-2200		1,551.64
05/18/2023	DFT0000617	Federal Deposit	10-000-2200		272.30
05/18/2023	DFT0000617	Federal Deposit	10-000-2200		200.00
05/18/2023	DFT0000617	Federal Deposit	10-000-2200		63.70
05/24/2023	DFT0000626	Federal Deposit	10-000-2200		1,643.00
05/24/2023	DFT0000626	Federal Deposit	10-000-2200		7,716.65
05/24/2023	DFT0000626	Federal Deposit	20-000-2200		1,463.20
05/24/2023	DFT0000626	Federal Deposit	20-000-2200		5,199.15
05/24/2023	DFT0000626	Federal Deposit	30-000-2200		1,564.34
05/24/2023	DFT0000626	Federal Deposit	30-000-2200		5,819.35

Vendor 00569 - Federal Tax Payment ACH Total: **47,312.49**

Vendor: 00571 - FedEx Freight

05/17/2023	3747	Freight for Poly Patch	30-310-6145		2,488.33
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Vendor 00571 - FedEx Freight Total: **2,488.33**

Vendor: 00572 - Ferguson Enterprises, Inc. 1423

05/26/2023	3773	Mini Collector Repair	20-320-6145		1,500.00
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Vendor 00572 - Ferguson Enterprises, Inc. 1423 Total: **1,500.00**

Vendor: 02416 - Forbis Electric

05/17/2023	3748	Electrical Repairs at Sierra Manors	96-000-6115		1,363.51
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Vendor 02416 - Forbis Electric Total: **1,363.51**

Vendor: 00608 - Frontier

05/03/2023	3723	GWTP Internet Service	10-130-6105		134.98
05/03/2023	3723	Land Line	10-000-6210		104.01
05/03/2023	3723	Land Lines	10-000-6210		193.53
05/26/2023	3774	Internet Access at GWTPs	10-130-6105		149.44
05/31/2023	3794	Land Lines	10-000-6210		194.89
05/31/2023	3794	Land Line	10-000-6210		94.81

Vendor 00608 - Frontier Total: **871.66**

Vendor: 00662 - Grainger, Inc.

05/17/2023	3749	Latex Gloves	10-310-6180		579.13
05/17/2023	3749	Clock	10-120-6120		38.38

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Payment Dates: 5/1/2023 - 5/31/2023

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
05/31/2023	3795	Latex and Coated Gloves	10-000-1200		1,000.77
05/31/2023	3795	Paper Products	10-000-6180		378.78
05/31/2023	3795	Hard Hat and High-Vis Vest for Luis	10-400-6124		35.38
Vendor 00662 - Grainger, Inc. Total:					2,032.44
Vendor: 00666 - Great Basin Unified APCD					
05/17/2023	3750	UGST Annual Renewal Fee	10-000-6205		129.00
Vendor 00666 - Great Basin Unified APCD Total:					129.00
Vendor: 00684 - Haaker Equipment Company					
05/03/2023	10430	Valve - #51	10-320-6155		238.11
05/03/2023	10430	Annual Servie and Repairs - #51	10-320-6155		5,531.45
05/03/2023	10430	Replacement Gauge - #77	10-310-6155		258.48
05/17/2023	10439	Pressure Switch - Veh #77	10-310-6155		261.83
05/17/2023	10439	Repairs - Veh #77	10-310-6155		12,881.57
05/31/2023	10450	Wind Guide for Rodder Hose Reel	10-310-6155		4,310.00
05/31/2023	10450	Repairs to #77	10-310-6155		2,858.95
Vendor 00684 - Haaker Equipment Company Total:					26,340.39
Vendor: 00685 - Hach Company					
05/17/2023	3751	pH Meter	20-220-6120		946.22
05/31/2023	3796	Annual Solitax PM and CAL M&R	30-240-6145		690.51
Vendor 00685 - Hach Company Total:					1,636.73
Vendor: 02388 - Health Equity, Inc.					
05/10/2023	DFT0000612	HSA	10-000-2151		322.86
05/24/2023	DFT0000623	HSA	10-000-2151		322.86
Vendor 02388 - Health Equity, Inc. Total:					645.72
Vendor: 00705 - High Country Lumber, Inc.					
05/17/2023	3752	Adapter	10-330-6180		21.32
05/17/2023	3752	Extension Cord, Power Block	20-230-6145		54.93
05/26/2023	3775	Hose Nozzle	30-240-6180		43.06
05/26/2023	3775	Ammonia	30-240-6180		4.30
Vendor 00705 - High Country Lumber, Inc. Total:					123.61
Vendor: 00725 - Infosend, Inc.					
05/26/2023	10445	UB Statement Processing	10-120-6100		1,902.08
Vendor 00725 - Infosend, Inc. Total:					1,902.08
Vendor: 00728 - International Union of Operating Engineers					
05/17/2023	3753	Union Dues	10-000-2170		88.00
05/17/2023	3753	Union Dues	20-000-2170		165.09
05/17/2023	3753	Union Dues	30-000-2170		164.91
Vendor 00728 - International Union of Operating Engineers Total:					418.00
Vendor: 00732 - Inyo Crude, Inc.					
05/17/2023	3754	Unleaded	10-000-1210		3,524.10
05/17/2023	3754	Diesel	10-000-1210		10,282.58
Vendor 00732 - Inyo Crude, Inc. Total:					13,806.68
Vendor: 00745 - Jack Henry & Associates, Inc.					
05/31/2023	3797	RemitPlus Annual SW License	10-120-6105		2,538.54
Vendor 00745 - Jack Henry & Associates, Inc. Total:					2,538.54
Vendor: 02007 - Jacob Trauscht					
05/17/2023	10440	Renewal of PE License	10-400-6160		180.00
Vendor 02007 - Jacob Trauscht Total:					180.00
Vendor: 00993 - KIBS-FM					
05/31/2023	10451	Summer Season Conservation Advertising	10-100-6190		1,750.00
Vendor 00993 - KIBS-FM Total:					1,750.00

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Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount	
Vendor: 01003 - KMMT-FM						
05/17/2023	3734	March Advertising	10-100-6190		500.00	
					Vendor 01003 - KMMT-FM Total:	500.00
Vendor: 02422 - Lawrence Burns						
05/03/2023	3724	HET Rebate (2)	10-100-6237		400.00	
					Vendor 02422 - Lawrence Burns Total:	400.00
Vendor: 01054 - Liebert Cassidy Whitmore						
05/26/2023	3776	Legal Services	10-110-6140		85.00	
05/26/2023	3776	Personnel Rules Review	10-110-6140		722.50	
					Vendor 01054 - Liebert Cassidy Whitmore Total:	807.50
Vendor: 00052 - Linde Gas & Equipment, Inc.						
05/03/2023	3725	Welding Supplies	10-000-6180		71.90	
05/03/2023	3725	Welding Supplies	10-000-6180		57.52	
05/03/2023	3725	Welding Supplies	10-000-6180		57.52	
					Vendor 00052 - Linde Gas & Equipment, Inc. Total:	186.94
Vendor: 01099 - Mammoth Disposal						
05/17/2023	3755	Trash Service	10-000-6100		1,650.50	
05/17/2023	3755	Recycling Service	10-000-6100		140.00	
05/17/2023	3755	Recycling Service	10-000-6100		130.00	
					Vendor 01099 - Mammoth Disposal Total:	1,920.50
Vendor: 01117 - Mammoth Times						
05/03/2023	3726	Job Ads	10-110-6190		66.76	
05/26/2023	3777	Job Ads	10-110-6190		66.54	
05/31/2023	3798	Job Ads	10-110-6190		157.08	
					Vendor 01117 - Mammoth Times Total:	290.38
Vendor: 01183 - McMaster-Carr Supply Co.						
05/17/2023	3756	Misc. Repair Tools and Supplies	30-330-6145		463.06	
05/17/2023	3756	Nylon Web Slings	10-310-6120		273.13	
					Vendor 01183 - McMaster-Carr Supply Co. Total:	736.19
Vendor: 02323 - Michael Lesiak						
05/03/2023	10431	Reimbursement for Class B License	10-320-6160		85.00	
					Vendor 02323 - Michael Lesiak Total:	85.00
Vendor: 01240 - Mission Linen Supply						
05/03/2023	3727	Linen and Uniform Service	10-000-6180		849.73	
05/03/2023	3727	Linen and Uniform Service	10-000-6180		41.28	
					Vendor 01240 - Mission Linen Supply Total:	891.01
Vendor: 01257 - Mono County Tax Collector						
05/17/2023	3757	Property Tax - 1751 OMR	96-000-6115		35.77	
					Vendor 01257 - Mono County Tax Collector Total:	35.77
Vendor: 01262 - Mountain Meadows HOA						
05/03/2023	3728	Increased Dues and Assessment	96-000-6115		950.00	
05/03/2023	3728	Increased Dues and Assessment	96-000-6115		1,807.00	
					Vendor 01262 - Mountain Meadows HOA Total:	2,757.00
Vendor: 01267 - MULTIQUIP, Inc.						
05/17/2023	3758	T6 Generator	22-000-1317		11,485.78	
05/31/2023	3799	Isuzu Tier 4F Generator and Trailer	23-000-1317		587.45	
05/31/2023	3799	Isuzu Tier 4F Generator and Trailer	23-000-1317		4,680.88	
05/31/2023	3799	Isuzu Tier 4F Generator and Trailer	23-000-1317		34,728.56	
05/31/2023	3799	Isuzu Tier 4F Generator and Trailer	23-000-1317		74.99	
					Vendor 01267 - MULTIQUIP, Inc. Total:	51,557.66

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Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: 02425 - OPW Fuel Managment Systems, Inc.					
05/03/2023	3729	Fuel System Annual Subscription	10-120-6105		900.00
Vendor 02425 - OPW Fuel Managment Systems, Inc. Total:					900.00
Vendor: 00609 - Orion					
05/10/2023	DFT0000608	457B EE Contribution	10-000-2161		4,407.70
05/10/2023	DFT0000608	457B EE Contribution	20-000-2161		2,895.25
05/10/2023	DFT0000608	457B EE Contribution	30-000-2161		3,517.14
05/10/2023	DFT0000609	457b EE Contribution	10-000-2161		1,132.84
05/10/2023	DFT0000609	457b EE Contribution	20-000-2161		1,938.31
05/10/2023	DFT0000609	457b EE Contribution	30-000-2161		2,424.05
05/10/2023	DFT0000613	401A/457 ER	10-000-2160		1,140.50
05/10/2023	DFT0000613	401A/457 ER	10-000-2160		11,616.52
05/10/2023	DFT0000613	401A/457 ER	20-000-2160		9,771.26
05/10/2023	DFT0000613	401A/457 ER	20-000-2160		966.51
05/10/2023	DFT0000613	401A/457 ER	30-000-2160		10,603.44
05/10/2023	DFT0000613	401A/457 ER	30-000-2160		1,049.38
05/24/2023	DFT0000619	457B EE Contribution	10-000-2161		4,407.70
05/24/2023	DFT0000619	457B EE Contribution	20-000-2161		2,895.24
05/24/2023	DFT0000619	457B EE Contribution	30-000-2161		3,517.15
05/24/2023	DFT0000620	457b EE Contribution	10-000-2161		1,087.59
05/24/2023	DFT0000620	457b EE Contribution	20-000-2161		2,173.89
05/24/2023	DFT0000620	457b EE Contribution	30-000-2161		2,519.51
05/24/2023	DFT0000624	401A/457 ER	10-000-2160		1,116.62
05/24/2023	DFT0000624	401A/457 ER	10-000-2160		11,274.34
05/24/2023	DFT0000624	401A/457 ER	20-000-2160		10,017.67
05/24/2023	DFT0000624	401A/457 ER	20-000-2160		997.08
05/24/2023	DFT0000624	401A/457 ER	30-000-2160		10,711.76
05/24/2023	DFT0000624	401A/457 ER	30-000-2160		1,066.20
Vendor 00609 - Orion Total:					103,247.65
Vendor: 02428 - Peter Brandenburg					
05/26/2023	3778	HET Rebate (3)	10-100-6237		500.00
Vendor 02428 - Peter Brandenburg Total:					500.00
Vendor: 01380 - Phenova					
05/26/2023	3779	Reference Lab Services	30-210-6110		1,013.51
05/26/2023	3779	Reference Lab Services	20-210-6110		452.59
Vendor 01380 - Phenova Total:					1,466.10
Vendor: 01394 - Pitney Bowes Global					
05/31/2023	3800	Postage Meter Quarterly Lease	10-000-6185		176.92
Vendor 01394 - Pitney Bowes Global Total:					176.92
Vendor: 01396 - Pitney Bowes-Purchase Power					
05/17/2023	3759	Postage Meter Refill	10-000-6185		503.50
Vendor 01396 - Pitney Bowes-Purchase Power Total:					503.50
Vendor: 02424 - Rachel Lamb					
05/03/2023	3730	HEDW Rebate	10-100-6237		200.00
Vendor 02424 - Rachel Lamb Total:					200.00
Vendor: 01438 - Rich Environmental Services					
05/26/2023	3780	UST Monthly Inspections	10-000-6100		100.00
Vendor 01438 - Rich Environmental Services Total:					100.00
Vendor: 01476 - Robert Gonzalez					
05/26/2023	10446	Mileage Reimbursement	10-310-6220		222.70
Vendor 01476 - Robert Gonzalez Total:					222.70
Vendor: 01508 - Roderick Lenders					
05/03/2023	3731	HET Rebate	10-100-6237		100.00
Vendor 01508 - Roderick Lenders Total:					100.00

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Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount	
Vendor: 01548 - Safety-Kleen Systems, Inc.						
05/26/2023	10447	Parts Washer Fluid	10-000-6180		263.37	
					Vendor 01548 - Safety-Kleen Systems, Inc. Total:	263.37
Vendor: 01635 - SMA America						
05/26/2023	3781	Service and Parts for Inverter 2	30-240-6145		2,236.37	
					Vendor 01635 - SMA America Total:	2,236.37
Vendor: 01639 - Snowcreek Athletic Club						
05/26/2023	3782	Snowcreek Dues	10-000-2170		234.00	
05/26/2023	3782	Snowcreek Dues	20-000-2170		102.51	
05/26/2023	3782	Snowcreek Dues	30-000-2170		182.49	
					Vendor 01639 - Snowcreek Athletic Club Total:	519.00
Vendor: 01650 - Southern California Edison - District						
05/17/2023	3760	Electricity	10-000-6230		6,289.22	
05/17/2023	3760	Electricity	20-220-6230		34,657.90	
05/17/2023	3760	Electricity	20-230-6230		23,069.90	
05/17/2023	3760	Electricity	30-240-6230		1,715.09	
					Vendor 01650 - Southern California Edison - District Total:	65,732.11
Vendor: 01662 - Standard Insurance Company						
05/31/2023	DFT0000610	Disability - Long Term	10-000-2150		297.96	
05/31/2023	DFT0000610	Disability - Long Term	20-000-2150		250.79	
05/31/2023	DFT0000610	Disability - Long Term	30-000-2150		271.81	
05/31/2023	DFT0000611	Disability - Short Term	10-000-2150		46.47	
05/31/2023	DFT0000611	Disability - Short Term	20-000-2150		39.29	
05/31/2023	DFT0000611	Disability - Short Term	30-000-2150		42.21	
05/31/2023	DFT0000621	Disability - Long Term	10-000-2150		289.19	
05/31/2023	DFT0000621	Disability - Long Term	20-000-2150		257.22	
05/31/2023	DFT0000621	Disability - Long Term	30-000-2150		274.47	
05/31/2023	DFT0000622	Disability - Short Term	10-000-2150		45.09	
05/31/2023	DFT0000622	Disability - Short Term	20-000-2150		40.24	
05/31/2023	DFT0000622	Disability - Short Term	30-000-2150		42.67	
					Vendor 01662 - Standard Insurance Company Total:	1,897.41
Vendor: 02005 - State of California Franchise Tax Board						
05/17/2023	3761	Case No. 550198169	10-000-2170		100.00	
05/26/2023	3783	Case No. 550198169	10-000-2170		100.00	
					Vendor 02005 - State of California Franchise Tax Board Total:	200.00
Vendor: 01701 - Steve's Auto & Truck Parts						
05/26/2023	3784	Finance Charge	10-310-6155		1.37	
05/26/2023	3784	Air Filters	10-000-1200		63.59	
05/26/2023	3784	Oil Filter	10-000-6155		5.32	
05/26/2023	3784	Motor Oil, Air and Oil Filters	10-000-1200		506.60	
					Vendor 01701 - Steve's Auto & Truck Parts Total:	576.88
Vendor: 01715 - Surface Pumps, Inc.						
05/17/2023	3762	West Twin Lift Station Rehab	23-000-1301	23WW02CM	34,491.43	
05/17/2023	3762	West Twin Lift Station Rehab	23-000-1301	23WW02CM	2,142.07	
					Vendor 01715 - Surface Pumps, Inc. Total:	36,633.50
Vendor: 01731 - SWRCB-DWOCF						
05/03/2023	3732	D3 Re-Cert - Hannon	20-320-6160		120.00	
05/17/2023	3763	D2 Cert - Solomon	20-220-6160		60.00	
					Vendor 01731 - SWRCB-DWOCF Total:	180.00
Vendor: 01736 - T. Quealy-Schneck Construction & Trust						
05/26/2023	3786	HECW Rebate	10-100-6237		400.00	
					Vendor 01736 - T. Quealy-Schneck Construction & Trust Total:	400.00
Vendor: 01770 - The Sheet, Inc.						
05/03/2023	3733	Well Rehab Request for Bid	10-400-6190		56.00	
05/31/2023	3801	Job Ads	10-110-6190		98.00	
					Vendor 01770 - The Sheet, Inc. Total:	154.00

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Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: 02429 - ThreatTrack Security, Inc.					
05/26/2023	3787	Vipre Antivirus 1 Year Subscription	10-130-6105		1,386.21
Vendor 02429 - ThreatTrack Security, Inc. Total:					1,386.21
Vendor: 02426 - Unbound Renewable Energy, Inc.					
05/05/2023	10433	Replacement Solar Panels	30-240-6145		10,593.25
Vendor 02426 - Unbound Renewable Energy, Inc. Total:					10,593.25
Vendor: 02300 - Unified Field Services Corporation					
05/26/2023	3788	Tank 4 Rehab Retention Payment	22-000-1301	22W06CS	14,956.75
Vendor 02300 - Unified Field Services Corporation Total:					14,956.75
Vendor: 01840 - USA Blue Book					
05/03/2023	10432	Ball Valve for Hypochlorite Pumps	20-220-6145		119.95
05/03/2023	10432	Ball Valve for Hypochlorite Pumps	20-220-6145		28.82
05/17/2023	10441	Hach Sample Cells, Square Glass	20-220-6180		99.08
05/17/2023	10441	Hach Sample Cells, Square Glass	20-220-6180		136.06
05/17/2023	10441	Hach Sample Cells, Square Glass	20-220-6180		265.42
Vendor 01840 - USA Blue Book Total:					649.33
Vendor: 01856 - Verizon Wireless - Data Collectors					
05/17/2023	3765	Meter Data Collector Service	10-320-6210		122.68
Vendor 01856 - Verizon Wireless - Data Collectors Total:					122.68
Vendor: 01854 - Verizon Wireless					
05/17/2023	3764	Cell Phone/iPad Equipment and Data Plans	10-000-6210		41.03
05/17/2023	3764	Cell Phone/iPad Equipment and Data Plans	10-100-6210		98.19
05/17/2023	3764	Cell Phone/iPad Equipment and Data Plans	10-130-6210		173.20
05/17/2023	3764	Cell Phone/iPad Equipment and Data Plans	10-300-6210		-3.26
05/17/2023	3764	Cell Phone/iPad Equipment and Data Plans	10-310-6210		67.76
05/17/2023	3764	Cell Phone/iPad Equipment and Data Plans	10-320-6210		61.94
05/17/2023	3764	Cell Phone/iPad Equipment and Data Plans	10-330-6210		50.51
05/17/2023	3764	Cell Phone/iPad Equipment and Data Plans	10-400-6210		62.18
05/17/2023	3764	Cell Phone/iPad Equipment and Data Plans	20-220-6210		39.47
05/17/2023	3764	Cell Phone/iPad Equipment and Data Plans	30-240-6210		43.05
05/31/2023	3802	Cell Phone/iPad Equipment and Data Plans	10-000-6210		40.63
05/31/2023	3802	Cell Phone/iPad Equipment and Data Plans	10-100-6210		98.18
05/31/2023	3802	Cell Phone/iPad Equipment and Data Plans	10-130-6210		173.00
05/31/2023	3802	Cell Phone/iPad Equipment and Data Plans	10-300-6210		27.41
05/31/2023	3802	Cell Phone/iPad Equipment and Data Plans	10-310-6210		67.76
05/31/2023	3802	Cell Phone/iPad Equipment and Data Plans	10-320-6210		61.94
05/31/2023	3802	Cell Phone/iPad Equipment and Data Plans	10-330-6210		37.45

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Payment Dates: 5/1/2023 - 5/31/2023

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
05/31/2023	3802	Cell Phone/iPad Equipment and Data Plans	10-400-6210		62.18
05/31/2023	3802	Cell Phone/iPad Equipment and Data Plans	20-220-6210		39.47
05/31/2023	3802	Cell Phone/iPad Equipment and Data Plans	30-240-6210		43.05
Vendor 01854 - Verizon Wireless Total:					1,285.14
Vendor: 01886 - Watson Marlow, Inc.					
05/31/2023	10452	Bredel Endurance Hose and Hose Lubricant	30-240-6145		2,649.69
05/31/2023	10452	Bredel Endurance Hose and Hose Lubricant	30-240-6145		350.00
Vendor 01886 - Watson Marlow, Inc. Total:					2,999.69
Vendor: 01890 - Wells Fargo VISA					
05/15/2023	DFT0000628	7-ELEVEN	10-310-6220		10.00
05/15/2023	DFT0000628	7-ELEVEN	10-320-6220		10.00
05/15/2023	DFT0000628	BUS. ESSENTIALS	20-320-6145		568.30
05/15/2023	DFT0000628	CAFE BERNARDO	30-240-6220		36.35
05/15/2023	DFT0000628	CARHARTT	10-310-6124		436.26
05/15/2023	DFT0000628	CARHARTT	10-310-6124		383.69
05/15/2023	DFT0000628	CARHARTT	10-320-6124		193.92
05/15/2023	DFT0000628	CARHARTT	20-220-6124		403.93
05/15/2023	DFT0000628	CARHARTT	20-220-6124		290.82
05/15/2023	DFT0000628	CARSON VALLEY INN	10-310-6220		18.49
05/15/2023	DFT0000628	CARSON VALLEY INN	10-320-6220		18.50
05/15/2023	DFT0000628	CARSON VALLEY INN	30-320-6220		20.50
05/15/2023	DFT0000628	CHEVRON	10-210-6220		39.73
05/15/2023	DFT0000628	CHEVRON	10-210-6220		43.58
05/15/2023	DFT0000628	CHEVRON	10-300-6125		75.01
05/15/2023	DFT0000628	CHEVRON	10-310-6155		50.00
05/15/2023	DFT0000628	CHICKIES & PETES	30-320-6220		63.05
05/15/2023	DFT0000628	COUNTRY VIEW	10-320-6124		239.95
05/15/2023	DFT0000628	CREATIVE IMAGE	30-240-6124		73.27
05/15/2023	DFT0000628	CUSTOMINK	10-320-6124		303.10
05/15/2023	DFT0000628	CWEA	30-310-6160		105.00
05/15/2023	DFT0000628	ADOBE	10-100-6105		19.99
05/15/2023	DFT0000628	ADOBE	10-100-6105		19.99
05/15/2023	DFT0000628	ADOBE	10-210-6105		12.99
05/15/2023	DFT0000628	ADOBE	30-240-6105		12.99
05/15/2023	DFT0000628	DIRECTV	10-000-6123		134.99
05/15/2023	DFT0000628	EBAY	30-330-6145		107.55
05/15/2023	DFT0000628	FASTRAK	10-310-6220		7.00
05/15/2023	DFT0000628	FLAG AND BANNER	10-330-6150		439.57
05/15/2023	DFT0000628	FOGO DE CHAO	10-310-6220		88.64
05/15/2023	DFT0000628	FOGO DE CHAO	10-320-6220		88.64
05/15/2023	DFT0000628	GOTTS ROADSIDE	30-240-6220		39.57
05/15/2023	DFT0000628	GRAND SIERRA	30-320-6220		25.00
05/15/2023	DFT0000628	GRAND SIERRA	30-320-6220		112.53
05/15/2023	DFT0000628	GROUPETAQDI	20-220-6120		58.77
05/15/2023	DFT0000628	HAMPTON INNS	10-330-6220		131.39
05/15/2023	DFT0000628	HARBOR FREIGHT	10-310-6120		200.93
05/15/2023	DFT0000628	ALLTIMETRADING	10-100-6180		76.67
05/15/2023	DFT0000628	HODADS	10-210-6220		16.35
05/15/2023	DFT0000628	HUCKLEBERRYS	10-320-6220		32.98
05/15/2023	DFT0000628	HUCKLEBERRYS	10-320-6220		32.99
05/15/2023	DFT0000628	HYATT REGENCY	10-400-6220		1,077.17
05/15/2023	DFT0000628	KEENFOOTWEAR	20-220-6124		139.61
05/15/2023	DFT0000628	LAZ PARKING	10-310-6220		66.00
05/15/2023	DFT0000628	LAZ PARKING	10-320-6220		66.00
05/15/2023	DFT0000628	LIBERTY	10-200-6123		110.48

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Payment Dates: 5/1/2023 - 5/31/2023

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
05/15/2023	DFT0000628	MAD SCOMA'S	10-310-6220		64.09
05/15/2023	DFT0000628	MAD SCOMA'S	10-320-6220		64.09
05/15/2023	DFT0000628	MARRIOTT	10-210-6220		867.75
05/15/2023	DFT0000628	MARRIOTT	10-210-6220		37.19
05/15/2023	DFT0000628	MARRIOTT	10-310-6220		795.63
05/15/2023	DFT0000628	MARRIOTT	10-310-6220		65.21
05/15/2023	DFT0000628	MARRIOTT	10-320-6220		65.21
05/15/2023	DFT0000628	MARRIOTT	10-320-6220		795.62
05/15/2023	DFT0000628	MARRIOTT	30-240-6220		867.75
05/15/2023	DFT0000628	MINDEN MEAT & DELI	10-210-6220		18.00
05/15/2023	DFT0000628	MINDEN MEAT & DELI	30-240-6220		10.47
05/15/2023	DFT0000628	MINDEN MEAT & DELI	30-320-6220		24.00
05/15/2023	DFT0000628	MOUSER ELECTRONICS	10-330-6145		609.99
05/15/2023	DFT0000628	ALPINE SMITH	22-340-6155		275.77
05/15/2023	DFT0000628	NAPA	20-220-6155		20.03
05/15/2023	DFT0000628	NEKTER JUICE	10-210-6220		13.98
05/15/2023	DFT0000628	NIK-N-WILLIES	10-300-6123		121.23
05/15/2023	DFT0000628	OLIVE GARDEN	10-330-6220		34.91
05/15/2023	DFT0000628	OPENTIP	20-320-6145		2,198.40
05/15/2023	DFT0000628	OWPSACSTATE	10-200-6215		202.25
05/15/2023	DFT0000628	OWPSACSTATE	30-310-6192		210.25
05/15/2023	DFT0000628	PANDA EXPRESS	30-240-6220		12.13
05/15/2023	DFT0000628	PIEOLOGY	10-400-6220		13.47
05/15/2023	DFT0000628	PRESSURE WASHERS	30-240-6120		304.92
05/15/2023	DFT0000628	RAMEN FASHION	10-210-6220		19.24
05/15/2023	DFT0000628	RAMEN FASHION	30-240-6220		23.47
05/15/2023	DFT0000628	AMAZON.COM	10-000-6180		75.22
05/15/2023	DFT0000628	AMAZON.COM	10-000-6180		49.89
05/15/2023	DFT0000628	AMAZON.COM	10-000-6180		45.09
05/15/2023	DFT0000628	AMAZON.COM	10-000-6180		25.43
05/15/2023	DFT0000628	AMAZON.COM	10-000-6180		56.53
05/15/2023	DFT0000628	AMAZON.COM	10-100-6150		6.42
05/15/2023	DFT0000628	AMAZON.COM	10-120-6181		95.88
05/15/2023	DFT0000628	AMAZON.COM	10-320-6181		95.88
05/15/2023	DFT0000628	AMAZON.COM	96-000-6115		25.67
05/15/2023	DFT0000628	RC WILLEY	30-240-6150		2,370.49
05/15/2023	DFT0000628	REDWOOD VALERO	30-240-6220		52.91
05/15/2023	DFT0000628	ROBERTOS CAFE	10-100-6123		63.10
05/15/2023	DFT0000628	SHELL OIL	10-310-6220		30.96
05/15/2023	DFT0000628	SHELL OIL	10-320-6220		30.95
05/15/2023	DFT0000628	SHEPLERS	10-320-6124		258.55
05/15/2023	DFT0000628	SIRIUSXM	10-100-6155		276.65
05/15/2023	DFT0000628	SMITHS-FUEL	10-330-6220		29.31
05/15/2023	DFT0000628	SNACK BONCHON	10-310-6220		21.99
05/15/2023	DFT0000628	SNACK BONCHON	10-320-6220		22.00
05/15/2023	DFT0000628	SPEEDWAY	10-210-6220		60.11
05/15/2023	DFT0000628	SPRINKLER WHSE	10-000-1200		51.70
05/15/2023	DFT0000628	AMAZON.COM	10-000-6180		-13.98
05/15/2023	DFT0000628	APPLE.COM	10-100-6210		0.99
05/15/2023	DFT0000628	STAPLES	10-000-6180		49.20
05/15/2023	DFT0000628	STAPLES	10-000-6180		452.33
05/15/2023	DFT0000628	STAPLES	10-000-6180		345.95
05/15/2023	DFT0000628	STAPLES	10-000-6180		151.87
05/15/2023	DFT0000628	STAPLES	10-000-6180		168.37
05/15/2023	DFT0000628	STAPLES	10-000-6180		17.23
05/15/2023	DFT0000628	STARBUCKS	30-240-6220		20.65
05/15/2023	DFT0000628	STARLINK	10-130-6105		110.00
05/15/2023	DFT0000628	SUBWAY	10-100-6215		45.29
05/15/2023	DFT0000628	SUSHI LOUNGE	10-210-6220		34.48
05/15/2023	DFT0000628	SUSHI LOUNGE	30-240-6220		23.47

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Payment Dates: 5/1/2023 - 5/31/2023

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
05/15/2023	DFT0000628	SUSHI PIER	10-330-6220		28.66
05/15/2023	DFT0000628	TARLA MEDITERRANEAN	10-210-6220		52.81
05/15/2023	DFT0000628	THAI KITCHEN	10-210-6220		49.50
05/15/2023	DFT0000628	TIRE RACK	10-000-6155		1,512.63
05/15/2023	DFT0000628	TIRE RACK	10-310-6155		1,196.52
05/15/2023	DFT0000628	TIRE RACK	10-310-6155		298.84
05/15/2023	DFT0000628	TOCKIFY	10-130-6105		8.08
05/15/2023	DFT0000628	ATLANTIS RESORT	10-310-6220		294.67
05/15/2023	DFT0000628	TOWN AND COUNTRY	10-210-6220		13.99
05/15/2023	DFT0000628	TOWN AND COUNTRY	10-210-6220		21.24
05/15/2023	DFT0000628	TOWN AND COUNTRY	10-210-6220		699.98
05/15/2023	DFT0000628	TOWN AND COUNTRY	30-240-6220		930.53
05/15/2023	DFT0000628	TOWN AND COUNTRY	30-240-6220		19.99
05/15/2023	DFT0000628	TOWN AND COUNTRY	30-240-6220		26.71
05/15/2023	DFT0000628	TOWN AND COUNTRY	30-240-6220		12.44
05/15/2023	DFT0000628	TRUEWERK	10-310-6124		317.82
05/15/2023	DFT0000628	TRUEWERK	10-320-6124		321.10
05/15/2023	DFT0000628	TRUEWERK	10-320-6124		127.16
05/15/2023	DFT0000628	TRUEWERK	30-240-6124		198.75
05/15/2023	DFT0000628	UBER	10-100-6180		56.06
05/15/2023	DFT0000628	UBER	10-100-6180		11.21
05/15/2023	DFT0000628	UPS	10-000-6185		30.00
05/15/2023	DFT0000628	UPS	10-000-6185		30.00
05/15/2023	DFT0000628	UPS	10-000-6185		30.00
05/15/2023	DFT0000628	UPS	10-000-6185		30.00
05/15/2023	DFT0000628	UPS	10-210-6185		399.77
05/15/2023	DFT0000628	UPS	10-210-6185		109.62
05/15/2023	DFT0000628	UPS	10-210-6185		52.35
05/15/2023	DFT0000628	UPS	10-210-6185		52.31
05/15/2023	DFT0000628	USPS	10-000-6185		146.34
05/15/2023	DFT0000628	VONS	10-000-6123		65.59
05/15/2023	DFT0000628	VONS	10-000-6180		13.38
05/15/2023	DFT0000628	VONS	10-100-6215		56.41
05/15/2023	DFT0000628	VONS	10-310-6123		45.63
05/15/2023	DFT0000628	VONS	10-310-6123		105.16
05/15/2023	DFT0000628	WALMART	10-000-6180		145.72
05/15/2023	DFT0000628	WARMING HUT	10-120-6124		56.42
05/15/2023	DFT0000628	WATERACADEMY	30-240-6215		200.00
05/15/2023	DFT0000628	WOLVERINE	20-220-6124		187.75
05/15/2023	DFT0000628	AWWA	10-310-6215		180.00
05/15/2023	DFT0000628	WORKBOOTS	30-240-6124		117.04
05/15/2023	DFT0000628	ZOOM	10-000-6215		2,089.98
05/15/2023	DFT0000628	ZOOM	10-000-6215		163.90
05/15/2023	DFT0000628	ZORO TOOLS	10-000-1200		46.20
05/15/2023	DFT0000628	BURGERS	10-200-6123		82.49
				Vendor 01890 - Wells Fargo VISA Total:	30,022.62
Vendor: 01900 - Western Nevada Supply Company					
05/17/2023	10442	Gate Valves	20-320-6145		805.84
05/17/2023	10442	Repair Parts	20-320-6145		189.53
05/17/2023	10442	Return of Brass Nipples	10-000-6180		-638.32
05/26/2023	10448	4" Gate Valve for Parcel	32-000-6165		892.23
05/26/2023	10448	PE Pipe for Meter Issues from WH	32-000-6165		100.75
				Vendor 01900 - Western Nevada Supply Company Total:	1,350.03
				Grand Total:	636,307.51

Report Summary

Fund Summary

Fund	Payment Amount
10 - Administration	216,343.49
20 - Water Operations	139,485.17
22 - Water Capital Replacement	34,252.16
23 - Wastewater Capital Replacement	76,705.38
30 - Wastewater Operations	164,289.95
32 - Water Capital Expansion	992.98
96 - New Enterprise	4,238.38
Grand Total:	636,307.51

Account Summary

Account Number	Account Name	Payment Amount
10-000-1200	Inventory - Warehouse	1,668.86
10-000-1210	Inventory - Fuel Stock	13,806.68
10-000-2150	Ee Insurance Benefits Pa...	28,354.41
10-000-2151	Health Saving Acct. Paya...	645.72
10-000-2160	Pension Contribution Pa...	25,147.98
10-000-2161	Ee Deferred Comp Contr...	11,035.83
10-000-2170	Employee Deductions - ...	547.48
10-000-2200	Payroll Taxes - Federal	19,549.98
10-000-2210	Payroll Taxes - State	7,069.49
10-000-6020	Employee Benefits - Gro...	5,351.77
10-000-6100	Outside Services	2,150.50
10-000-6123	Employee Engagement	200.58
10-000-6150	M & R - Buildings	2,622.00
10-000-6155	M & R - Vehicles	1,517.95
10-000-6180	Operating Supplies	2,798.73
10-000-6185	Postage/Freight	946.76
10-000-6205	Permits & Licensing	129.00
10-000-6210	Telephone	2,008.63
10-000-6215	Training & Meetings	2,253.88
10-000-6230	Utilities - Electric	6,289.22
10-100-6105	Software Licenses/Agre...	39.98
10-100-6123	Employee Engagement	63.10
10-100-6124	Employee PPE/Uniform	86.20
10-100-6140	Legal Services	1,400.00
10-100-6150	M & R - Buildings	6.42
10-100-6155	M & R - Vehicles	276.65
10-100-6180	Operating Supplies	143.94
10-100-6190	Advertising Publications...	2,250.00
10-100-6210	Telephone	197.36
10-100-6215	Training & Meetings	101.70
10-100-6237	Water Conservation	2,200.00
10-110-6140	Legal Services	807.50
10-110-6190	Advertising Publications...	388.38
10-120-6100	Outside Services	1,902.08
10-120-6105	Software Licenses/Agre...	4,028.54
10-120-6120	Operating Tools/Equipm...	38.38
10-120-6124	Employee PPE/Uniform	56.42
10-120-6181	Computer Systems/Equi...	95.88
10-120-6220	Travel Expenses	29.00
10-130-6105	Software Licenses/Agre...	5,448.00
10-130-6106	IT Services	6,713.32
10-130-6181	Computer Systems/Equi...	323.23
10-130-6210	Telephone	346.20
10-200-6123	Employee Engagement	192.97
10-200-6215	Training & Meetings	202.25
10-210-6105	Software Licenses/Agre...	12.99

Account Summary

Account Number	Account Name	Payment Amount
10-210-6111	Outside Lab Services	56.62
10-210-6185	Postage/Freight	614.05
10-210-6220	Travel Expenses	1,987.93
10-300-6123	Employee Engagement	121.23
10-300-6125	Gasoline	75.01
10-300-6210	Telephone	24.15
10-310-6120	Operating Tools/Equipm...	736.76
10-310-6123	Employee Engagement	150.79
10-310-6124	Employee PPE/Uniform	1,137.77
10-310-6155	M & R - Vehicles	32,647.25
10-310-6180	Operating Supplies	612.63
10-310-6190	Advertising Publications...	448.59
10-310-6210	Telephone	135.52
10-310-6215	Training & Meetings	180.00
10-310-6220	Travel Expenses	1,685.38
10-320-6120	Operating Tools/Equipm...	200.43
10-320-6124	Employee PPE/Uniform	1,443.78
10-320-6155	M & R - Vehicles	5,769.56
10-320-6160	Memberships/Certificati...	85.00
10-320-6181	Computer Systems/Equi...	95.88
10-320-6210	Telephone	246.56
10-320-6220	Travel Expenses	1,226.98
10-330-6120	Operating Tools/Equipm...	44.59
10-330-6145	M & R - Line Repair/Equi...	609.99
10-330-6150	M & R - Buildings	541.37
10-330-6155	M & R - Vehicles	2,092.38
10-330-6180	Operating Supplies	124.39
10-330-6210	Telephone	87.96
10-330-6220	Travel Expenses	224.27
10-400-6120	Operating Tools/Equipm...	4.35
10-400-6124	Employee PPE/Uniform	35.38
10-400-6160	Memberships/Certificati...	180.00
10-400-6190	Advertising Publications...	56.00
10-400-6210	Telephone	124.36
10-400-6220	Travel Expenses	1,090.64
20-000-2150	Ee Insurance Benefits Pa...	21,461.30
20-000-2160	Pension Contribution Pa...	21,752.52
20-000-2161	Ee Deferred Comp Contr...	9,902.69
20-000-2170	Employee Deductions - ...	356.45
20-000-2200	Payroll Taxes - Federal	13,146.51
20-000-2210	Payroll Taxes - State	4,344.21
20-210-6110	Professional Services	452.59
20-210-6111	Outside Lab Services	679.32
20-220-6120	Operating Tools/Equipm...	1,004.99
20-220-6124	Employee PPE/Uniform	1,205.29
20-220-6145	M & R - Line Repair/Equi...	148.77
20-220-6155	M & R - Vehicles	20.03
20-220-6160	Memberships/Certificati...	60.00
20-220-6180	Operating Supplies	508.31
20-220-6210	Telephone	78.94
20-220-6230	Utilities - Electric	34,657.90
20-220-6231	Utilities - Propane	1,198.45
20-230-6145	M & R - Line Repair/Equi...	54.93
20-230-6230	Utilities - Electric	23,069.90
20-320-6145	M & R - Line Repair/Equi...	5,262.07
20-320-6160	Memberships/Certificati...	120.00
22-000-1301	Construction in Progress	14,956.75
22-000-1317	Equipment	11,485.78

Account Summary

Account Number	Account Name	Payment Amount
22-340-6155	M & R - Vehicles	7,809.63
23-000-1301	Construction in Progress	36,633.50
23-000-1317	Equipment	40,071.88
30-000-2150	Ee Insurance Benefits Pa...	22,019.03
30-000-2160	Pension Contribution Pa...	23,430.78
30-000-2161	Ee Deferred Comp Contr...	11,977.85
30-000-2170	Employee Deductions - ...	409.84
30-000-2200	Payroll Taxes - Federal	14,616.00
30-000-2210	Payroll Taxes - State	5,082.69
30-210-6110	Professional Services	1,013.51
30-240-6100	Outside Services	37,860.00
30-240-6102	Sludge Disposal	4,723.82
30-240-6105	Software Licenses/Agre...	12.99
30-240-6120	Operating Tools/Equipm...	304.92
30-240-6124	Employee PPE/Uniform	389.06
30-240-6145	M & R - Line Repair/Equi...	16,519.82
30-240-6150	M & R - Buildings	2,370.49
30-240-6180	Operating Supplies	69.25
30-240-6210	Telephone	86.10
30-240-6215	Training & Meetings	200.00
30-240-6220	Travel Expenses	2,076.44
30-240-6230	Utilities - Electric	1,715.09
30-240-6231	Utilities - Propane	2,522.96
30-310-6145	M & R - Line Repair/Equi...	2,488.33
30-310-6160	Memberships/Certificati...	105.00
30-310-6192	Books & Subscriptions	210.25
30-320-6145	M & R - Line Repair/Equi...	13.53
30-320-6220	Travel Expenses	245.08
30-330-6145	M & R - Line Repair/Equi...	13,741.35
30-330-6150	M & R - Buildings	85.77
32-000-6165	Permit Meters	992.98
96-000-6115	Employee Housing Expe...	4,238.38
	Grand Total:	636,307.51

Project Account Summary

Project Account Key	Payment Amount
None	584,717.26
22W06CS	14,956.75
23WW02CM	36,633.50
	Grand Total:
	636,307.51

<u>Merchant Name</u>	<u>Fund GL Acct</u>	<u>Cardholder</u>	<u>Amount</u>	<u>Description</u>
7-ELEVEN	10-320-6220	A. DERUE	10.00	Fuel
7-ELEVEN	10-310-6220	A. DERUE	10.00	Fuel
7-ELEVEN Total			20.00	
ADOBE	10-100-6105	M. BUSBY	19.99	PDF editing
ADOBE	10-210-6105	R. MEDHURST	12.99	Adobe Creative Cloud
ADOBE	10-100-6105	S. HAKE	19.99	Document Editing - Monthly
ADOBE	30-240-6105	S. SORNOSO	12.99	Monthly Subscription
ADOBE Total			65.96	
ALLTIMETRADING	10-100-6180	M. DRAPER	76.67	Conservation Give Aways
ALLTIMETRADING Total			76.67	
ALPINE SMITH	22-340-6155	A. CAMPBELL	275.77	#6 Bobcat parts
ALPINE SMITH Total			275.77	
AMAZON.COM	10-000-6180	M. VENDORS	56.53	Bathroom Cleaner
AMAZON.COM	10-000-6180	M. VENDORS	75.22	Coffee
AMAZON.COM	10-000-6180	M. VENDORS	45.09	Handsoap
AMAZON.COM	10-000-6180	M. VENDORS	49.89	Laundry Detergent
AMAZON.COM	96-000-6115	M. VENDORS	25.67	Pellet Stove Igniter - Timberline
AMAZON.COM	10-000-6180	M. VENDORS	(13.98)	Refund for Damaged Merchandise
AMAZON.COM	10-120-6181	M. VENDORS	95.88	Wireless Keyboard/Mouse Set
AMAZON.COM	10-320-6181	M. VENDORS	95.88	Wireless Keyboard/Mouse Set
AMAZON.COM	10-100-6150	S. HAKE	6.42	Allen keys for Admin Doors
AMAZON.COM	10-000-6180	S. HAKE	25.43	File Folder Labels
AMAZON.COM Total			462.03	
APPLE.COM	10-100-6210	M. BUSBY	0.99	Cell phone data storage
APPLE.COM Total			0.99	
ATLANTIS RESORT	10-310-6220	R. GONZALEZ	294.67	Hotel for Robert for D3 test
ATLANTIS RESORT Total			294.67	
AWWA	10-310-6215	R. GONZALEZ	180.00	Training class for Robert
AWWA Total			180.00	
BURGERS	10-200-6123	C. MURRAY	82.49	Employee engagement
BURGERS Total			82.49	
BUS. ESSENTIALS	20-320-6145	J. BURKHART	568.30	Shipping of Timber Ridge Collector
BUS. ESSENTIALS Total			568.30	
CAFE BERNARDO	30-240-6220	K. BURNETT	36.35	Breakfast - Kyle and Sarah
CAFE BERNARDO Total			36.35	
CARHARTT	20-220-6124	D. SCHNEIDER	403.93	Uniforms
CARHARTT	20-220-6124	E. SOLOMON	290.82	uniforms 4 pair pants and 4 shirts
CARHARTT	10-310-6124	K. WEILAND	383.69	Shirts for LM Staff
CARHARTT	10-310-6124	R. GONZALEZ	436.26	Work Clothes
CARHARTT	10-320-6124	T. ENGLISH	193.92	work pants
CARHARTT Total			1,708.62	
CARSON VALLEY INN	30-320-6220	A. DERUE	20.50	Dining for C3 test
CARSON VALLEY INN	10-310-6220	A. DERUE	18.49	Meal for Aaron and Robert
CARSON VALLEY INN	10-320-6220	A. DERUE	18.50	Meal for Aaron and Robert
CARSON VALLEY INN Total			57.49	
CHEVRON	10-310-6155	A. CAMPBELL	50.00	#70 - computer scan
CHEVRON	10-300-6125	R. MOTLEY	75.01	fuel for 90
CHEVRON	10-210-6220	S. MINICH	43.58	Fuel
CHEVRON	10-210-6220	S. MINICH	39.73	gas for company vehicle
CHEVRON Total			208.32	
CHICKIES & PETES	30-320-6220	A. DERUE	63.05	Dining for C3 test
CHICKIES & PETES Total			63.05	

COUNTRY VIEW	10-320-6124	T. ENGLISH	239.95	Wrong size boots waiting on refund
COUNTRY VIEW Total			239.95	
CREATIVE IMAGE	30-240-6124	S. SORNOSO	73.27	MCWD Hats for Steven and Tyler
CREATIVE IMAGE Total			73.27	
CUSTOMINK	10-320-6124	T. ENGLISH	303.10	Mike, Aaron, Trevor summer shirts
CUSTOMINK Total			303.10	
CWEA	30-310-6160	K. WEILAND	105.00	C3 Renewal
CWEA Total			105.00	
DIRECTV	10-000-6124	M. VENDORS	134.99	Satellite Service
DIRECTV Total			134.99	
EBAY	30-330-6145	R. MOTLEY	107.55	new safety switch for wwtp
EBAY Total			107.55	
FASTRAK	10-310-6220	M. VENDORS	7.00	Toll - Gonzalez, DeRue
FASTRAK Total			7.00	
FLAG AND BANNER	10-330-6150	R. MOTLEY	439.57	replacement flags and rope
FLAG AND BANNER Total			439.57	
FOGO DE CHAO	10-310-6220	R. GONZALEZ	88.64	Food - AMA Training
FOGO DE CHAO	10-320-6220	R. GONZALEZ	88.64	Food - AMA Training
FOGO DE CHAO Total			177.28	
GOTTS ROADSIDE	30-240-6220	K. BURNETT	39.57	Dinner - Kyle and Sarah
GOTTS ROADSIDE Total			39.57	
GRAND SIERRA	30-320-6220	A. DERUE	25.00	Lodging for C3
GRAND SIERRA	30-320-6220	A. DERUE	112.53	Lodging for C3 test
GRAND SIERRA Total			137.53	
GROUPEAQDI	20-220-6120	C. MONROE	58.77	shipping cost for snowshoes
GROUPEAQDI Total			58.77	
HAMPTON INNS	10-330-6220	H. LEWIS	131.39	Hotel for Mech 2 test
HAMPTON INNS Total			131.39	
HARBOR FREIGHT	10-310-6120	K. WEILAND	200.93	Oil catch basin with tranfer pump
HARBOR FREIGHT Total			200.93	
HODADS	10-210-6220	S. MINICH	16.35	Lunch conference
HODADS Total			16.35	
HUCKLEBERRYS	10-320-6220	A. DERUE	32.98	Meal for Aaron and Robert
HUCKLEBERRYS	10-320-6220	A. DERUE	32.99	Meal for Aaron and Robert
HUCKLEBERRYS Total			65.97	
HYATT REGENCY	10-400-6220	G. HIGERD	1,077.17	Hotel - AWWA/WEF Conference
HYATT REGENCY Total			1,077.17	
KEENFOOTWEAR	20-220-6124	C. MONROE	139.61	boots allowance
KEENFOOTWEAR Total			139.61	
LAZ PARKING	10-320-6220	A. DERUE	66.00	Parking - AMA Class
LAZ PARKING	10-310-6220	A. DERUE	66.00	Parking - AMA Class
LAZ PARKING Total			132.00	
LIBERTY	10-200-6123	C. MURRAY	110.48	Employee engagement ops
LIBERTY Total			110.48	
MAD SCOMA'S	10-310-6220	R. GONZALEZ	64.09	Food for Robert - AMA Training
MAD SCOMA'S	10-320-6220	R. GONZALEZ	64.09	Food for Aaron - AMA Training
MAD SCOMA'S Total			128.18	
MARRIOTT	10-320-6220	A. DERUE	795.62	Hotel - AMA Training
MARRIOTT	10-310-6220	A. DERUE	795.63	Hotel - AMA Training
MARRIOTT	30-240-6220	K. BURNETT	867.75	Hotel
MARRIOTT	10-310-6220	R. GONZALEZ	65.21	Food for Robert- AMA Training
MARRIOTT	10-320-6220	R. GONZALEZ	65.21	Food for Aaron - AMA Training
MARRIOTT	10-210-6220	S. MINICH	37.19	Breakfast Kyle and Sarah
MARRIOTT	10-210-6220	S. MINICH	867.75	Hotel for WW Biology Course

MARRIOTT Total			3,494.36	
MINDEN MEAT & DELI	30-320-6220	A. DERUE	24.00	Dining for C3 test
MINDEN MEAT & DELI	30-240-6220	K. BURNETT	10.47	lunch - Kyle and Sarah
MINDEN MEAT & DELI	10-210-6220	S. MINICH	18.00	Lunch - WW Biology class
MINDEN MEAT & DELI Total			52.47	
MOUSER ELECTRONICS	10-330-6145	M. VENDORS	609.99	Antennae
MOUSER ELECTRONICS Total			609.99	
NAPA	20-220-6155	E. SOLOMON	20.03	rear wiper blade for 2017 CR-V
NAPA Total			20.03	
NEKTER JUICE	10-210-6220	S. MINICH	13.98	Breakfast conference
NEKTER JUICE Total			13.98	
NIK-N-WILLIES	10-300-6123	R. MOTLEY	121.23	lunch for T5 snow removal party
NIK-N-WILLIES Total			121.23	
OLIVE GARDEN	10-330-6220	H. LEWIS	34.91	Travel Dinner
OLIVE GARDEN Total			34.91	
OPENTIP	20-320-6145	R. MOTLEY	2,198.40	new antenna for r450 collector
OPENTIP Total			2,198.40	
OWPSACSTATE	10-200-6215	C. MURRAY	202.25	CEUs for cert renewals
OWPSACSTATE	30-310-6192	R. GONZALEZ	210.25	Collection 1 Course For Tim
OWPSACSTATE Total			412.50	
PANDA EXPRESS	30-240-6220	T. NELSON	12.13	Lunch CWEA Conference
PANDA EXPRESS Total			12.13	
PIEOLOGY	10-400-6220	G. HIGERD	13.47	Meal - AWWA/WEF Conference
PIEOLOGY Total			13.47	
PRESSURE WASHERS	30-240-6120	A. CAMPBELL	304.92	pressure washer
PRESSURE WASHERS Total			304.92	
RAMEN FASHION	10-210-6220	S. MINICH	19.24	Dinner conference
RAMEN FASHION	30-240-6220	T. NELSON	23.47	Lunch CWEA Conference
RAMEN FASHION Total			42.71	
RC WILLEY	30-240-6150	M. VENDORS	2,370.49	Washer/Dryer Combo
RC WILLEY Total			2,370.49	
REDWOOD VALERO	30-240-6220	K. BURNETT	52.91	Gas
REDWOOD VALERO Total			52.91	
ROBERTOS CAFE	10-100-6123	M. BUSBY	63.10	IS department lunch
ROBERTOS CAFE Total			63.10	
SHELL OIL	10-320-6220	A. DERUE	30.95	Fuel - AMA Training
SHELL OIL	10-310-6220	A. DERUE	30.96	Fuel - AMA Training
SHELL OIL Total			61.91	
SHEPLERS	10-320-6124	T. ENGLISH	258.55	work boots
SHEPLERS Total			258.55	
SIRIUSXM	10-100-6155	M. BUSBY	276.65	Vehicle 84 annual XM subscription
SIRIUSXM Total			276.65	
SMITHS-FUEL	10-330-6220	H. LEWIS	29.31	Travel Gas
SMITHS-FUEL Total			29.31	
SNACK BONCHON	10-310-6220	A. DERUE	21.99	Meal for Aaron and Robert
SNACK BONCHON	10-320-6220	A. DERUE	22.00	Meal for Aaron and Robert
SNACK BONCHON Total			43.99	
SPEEDWAY	10-210-6220	S. MINICH	60.11	Gas for company vehicle
SPEEDWAY Total			60.11	
SPRINKLER WHSE	10-000-1200	A. CAMPBELL	51.70	PVC glue
SPRINKLER WHSE Total			51.70	
STAPLES	10-000-6180	S. HAKE	168.37	Office Supplies
STAPLES	10-000-6180	S. HAKE	345.95	Office Supplies
STAPLES	10-000-6180	S. HAKE	49.20	Office Supplies

STAPLES	10-000-6180	S. HAKE	452.33	Office Supplies
STAPLES	10-000-6180	S. HAKE	151.87	Office Supplies
STAPLES	10-000-6180	S. HAKE	17.23	Office Supplies
STAPLES Total			1,184.95	
STARBUCKS	30-240-6220	K. BURNETT	20.65	Breakfast - Kyle and Sarah
STARBUCKS Total			20.65	
STARLINK	10-130-6105	M. VENDORS	110.00	Starlink Service
STARLINK Total			110.00	
SUBWAY	10-100-6215	S. HAKE	45.29	Lunch for Inv Committee
SUBWAY Total			45.29	
SUSHI LOUNGE	10-210-6220	S. MINICH	34.48	Lunch conference
SUSHI LOUNGE	30-240-6220	T. NELSON	23.47	Lunch CWEA Conference
SUSHI LOUNGE Total			57.95	
SUSHI PIER	10-330-6220	H. LEWIS	28.66	Travel Lunch
SUSHI PIER Total			28.66	
TARLA MEDITERRANEAN	10-210-6220	S. MINICH	52.81	Dinner for Kyle and Sarah
TARLA MEDITERRANEAN Total			52.81	
THAI KITCHEN	10-210-6220	S. MINICH	49.50	Dinner Kyle and Sarah
THAI KITCHEN Total			49.50	
TIRE RACK	10-310-6155	M. VENDORS	298.84	Tires
TIRE RACK	10-000-6155	M. VENDORS	1,512.63	Tires - #63 and #104
TIRE RACK	10-310-6155	M. VENDORS	1,196.52	Tires - #78
TIRE RACK Total			3,007.99	
TOCKIFY	10-130-6105	J. MULBAY	8.08	MCWD Web Calendar
TOCKIFY Total			8.08	
TOWN AND COUNTRY	10-210-6220	S. MINICH	13.99	Breakfast conference
TOWN AND COUNTRY	10-210-6220	S. MINICH	21.24	Breakfast/Lunch conference
TOWN AND COUNTRY	10-210-6220	S. MINICH	699.98	Hotel for conference
TOWN AND COUNTRY	30-240-6220	T. NELSON	12.44	Breakfast CWEA Conference
TOWN AND COUNTRY	30-240-6220	T. NELSON	19.99	Breakfast CWEA Conference
TOWN AND COUNTRY	30-240-6220	T. NELSON	26.71	Dinner CWEA Conference
TOWN AND COUNTRY	30-240-6220	T. NELSON	930.53	Lodging CWEA Conference
TOWN AND COUNTRY Total			1,724.88	
TRUEWERK	10-320-6124	A. DERUE	127.16	Work clothes
TRUEWERK	30-240-6124	K. BURNETT	198.75	Uniform
TRUEWERK	10-310-6124	K. WEILAND	317.82	pants for Tim Brooks
TRUEWERK	10-320-6124	T. ENGLISH	321.10	Aaron and Trevor Work Bibs
TRUEWERK Total			964.83	
UBER	10-100-6180	M. REEVES	11.21	personal by error
UBER	10-100-6180	M. REEVES	56.06	personal by error
UBER Total			67.27	
UPS	10-000-6185	M. VENDORS	30.00	Service Fee
UPS	10-000-6185	M. VENDORS	30.00	Service Fee
UPS	10-000-6185	M. VENDORS	30.00	Service Fee
UPS	10-000-6185	M. VENDORS	30.00	Service Fee
UPS	10-210-6185	M. VENDORS	52.31	Shipping Charges
UPS	10-210-6185	M. VENDORS	52.35	Shipping Charges
UPS	10-210-6185	M. VENDORS	109.62	Shipping Charges
UPS	10-210-6185	M. VENDORS	399.77	Shipping Charges
UPS Total			734.05	
USPS	10-000-6185	M. VENDORS	146.34	Tax Roll Certified/Return Receipt Postage
USPS Total			146.34	
VONS	10-000-6180	C. MURRAY	13.38	water for snow shovelers
VONS	10-310-6123	K. WEILAND	45.63	Lunch for T4 shoveling

VONS	10-310-6123	K. WEILAND	105.16	Lunch for T4 shoveling
VONS	10-000-6123	M. REEVES	65.59	Food for Staff Meeting
VONS	10-100-6215	S. HAKE	56.41	Meeting Snacks
VONS Total			286.17	
WALMART	10-000-6180	M. VENDORS	145.72	Misc. Cleaning Supplies
WALMART Total			145.72	
WARMING HUT	10-120-6124	M. BRETZ	56.42	Lunch with Amy Campbell
WARMING HUT Total			56.42	
WATERACADEMY	30-240-6215	K. BURNETT	200.00	D2 Class
WATERACADEMY Total			200.00	
WOLVERINE	20-220-6124	E. SOLOMON	187.75	one pair of boots
WOLVERINE Total			187.75	
WORKBOOTS	30-240-6124	K. BURNETT	117.04	Boots
WORKBOOTS Total			117.04	
ZOOM	10-000-6215	J. MULBAY	163.90	MCWD Zoom Accounts
ZOOM	10-000-6215	S. HAKE	2,089.98	Annual Subscription for Virtual Meetings
ZOOM Total			2,253.88	
ZORO TOOLS	10-000-1200	A. CAMPBELL	46.20	brake parts cleaner
ZORO TOOLS Total			46.20	
April Visa Transactions Total			30,022.62	



Mammoth Community Water District, CA

Board Check Register

By Vendor Name

Payment Dates 6/1/2023 - 6/30/2023

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: 00016 - ACWA / JPIA (HBA)					
06/07/2023	3806	Dental Insurance	10-000-2150		610.67
06/07/2023	3806	Life Insur	10-000-2150		38.84
06/07/2023	3806	Premiums	10-000-2150		8,043.00
06/07/2023	3806	VSP	10-000-2150		122.00
06/07/2023	3806	Dental Insurance	10-000-2150		1,360.03
06/07/2023	3806	Dental Insurance	20-000-2150		1,439.64
06/07/2023	3806	Dental Insurance	30-000-2150		1,509.26
06/07/2023	3806	EAP	10-000-2150		29.76
06/07/2023	3806	EAP	20-000-2150		32.55
06/07/2023	3806	EAP	30-000-2150		31.93
06/07/2023	3806	Life Insurance - Dependent	10-000-2150		3.41
06/07/2023	3806	Life Insurance - Dependent	20-000-2150		2.64
06/07/2023	3806	Life Insurance - Dependent	30-000-2150		2.32
06/07/2023	3806	Life Insurance	10-000-2150		408.00
06/07/2023	3806	Life Insurance	20-000-2150		195.07
06/07/2023	3806	Life Insurance	30-000-2150		176.93
06/07/2023	3806	Life Insurance	10-000-2150		207.26
06/07/2023	3806	Life Insurance	20-000-2150		140.35
06/07/2023	3806	Life Insurance	30-000-2150		141.12
06/07/2023	3806	Life Insurance - Supplemental	20-000-2150		15.01
06/07/2023	3806	Life Insurance - Supplemental	30-000-2150		14.99
06/07/2023	3806	Premiums	10-000-2150		18,091.89
06/07/2023	3806	Premiums	20-000-2150		17,954.63
06/07/2023	3806	Premiums	30-000-2150		18,416.81
06/07/2023	3806	VSP	10-000-2150		317.20
06/07/2023	3806	VSP	20-000-2150		317.47
06/07/2023	3806	VSP	30-000-2150		316.93
06/07/2023	3806	Premium Adjustment	10-000-6020		1,163.35
Vendor 00016 - ACWA / JPIA (HBA) Total:					71,103.06
Vendor: 00017 - ACWA / JPIA					
06/28/2023	3870	Annual Excess Crime Policy	10-000-6130		782.00
Vendor 00017 - ACWA / JPIA Total:					782.00
Vendor: 00025 - AFLAC					
06/30/2023	DFT0000635	AFLAC	10-000-2170		25.48
06/30/2023	DFT0000635	AFLAC	20-000-2170		51.58
06/30/2023	DFT0000635	AFLAC	20-000-2170		6.06
06/30/2023	DFT0000635	AFLAC	30-000-2170		3.64
06/30/2023	DFT0000635	AFLAC	30-000-2170		27.56
06/30/2023	DFT0000649	AFLAC	10-000-2170		25.48
06/30/2023	DFT0000649	AFLAC	20-000-2170		51.57
06/30/2023	DFT0000649	AFLAC	20-000-2170		6.05
06/30/2023	DFT0000649	AFLAC	30-000-2170		3.65
06/30/2023	DFT0000649	AFLAC	30-000-2170		27.57
Vendor 00025 - AFLAC Total:					228.64
Vendor: 00039 - Alex Printing					
06/20/2023	3832	Business Cards	10-100-6180		45.68
06/20/2023	3832	Business Cards	10-400-6180		45.67
Vendor 00039 - Alex Printing Total:					91.35
Vendor: 00063 - American Business Machines Co.					
06/20/2023	10458	Printer/Copier Agreement	10-000-6180		66.51
06/20/2023	10458	Ops Printer/Copier Agreement	10-000-6180		53.21
Vendor 00063 - American Business Machines Co. Total:					119.72

Board Check Register

Payment Dates: 6/1/2023 - 6/30/2023

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: 00123 - Babcock Laboratories, Inc.					
06/07/2023	3807	Lab Services	30-210-6111		276.02
06/28/2023	3871	Lab Services	20-210-6111		113.22
06/28/2023	3871	Lab Services	10-210-6111		56.62
06/28/2023	3871	Lab Services	30-210-6111		336.17
06/28/2023	3871	Lab Services	20-210-6111		396.27
06/28/2023	3871	Lab Services	20-210-6111		113.22
Vendor 00123 - Babcock Laboratories, Inc. Total:					1,291.52
Vendor: 00125 - Backgrounds Online					
06/07/2023	10453	Background Checks	10-110-6100		443.62
Vendor 00125 - Backgrounds Online Total:					443.62
Vendor: 00131 - Bartkiewicz, Kronick & Shanahan					
06/20/2023	10459	Legal Services	10-100-6140		5,075.00
Vendor 00131 - Bartkiewicz, Kronick & Shanahan Total:					5,075.00
Vendor: 02432 - Blue-White Industries					
06/20/2023	3833	Blue-White M3S Series Peristaltic Pumps (Small)	20-230-6145		12,326.33
Vendor 02432 - Blue-White Industries Total:					12,326.33
Vendor: 02446 - Britta Bushnell					
06/28/2023	3872	HET Rebate (2)	10-100-6237		400.00
Vendor 02446 - Britta Bushnell Total:					400.00
Vendor: 00189 - Britt's Diesel & Automotive					
06/20/2023	10460	BIT Inspection - #1	30-240-6155		236.00
06/20/2023	10460	Travel Charge for BIT Inspections	10-000-6155		825.00
06/20/2023	10460	BIT Inspection - #93	10-310-6155		236.00
06/20/2023	10460	BIT Inspection - #53	22-340-6155		236.00
06/20/2023	10460	BIT Inspection - #107	10-310-6155		236.00
06/20/2023	10460	BIT Inspection - #51	10-320-6155		236.00
06/20/2023	10460	BIT Inspection - #77	10-310-6155		236.00
06/20/2023	10460	BIT Inspection - #87	22-340-6155		236.00
06/20/2023	10460	BIT Inspection - #105	22-340-6155		236.00
06/20/2023	10460	BIT Inspection - #108	30-240-6155		118.00
06/20/2023	10460	BIT Inspection - #109	30-240-6155		118.00
06/20/2023	10460	BIT Inspection and Repair- #114	30-240-6155		46.08
06/20/2023	10460	BIT Inspection and Repair- #114	30-240-6155		118.00
Vendor 00189 - Britt's Diesel & Automotive Total:					3,113.08
Vendor: 00201 - CA Tax Payment ACH					
06/07/2023	DFT0000637	CA SWT and CASDI	10-000-2210		554.87
06/07/2023	DFT0000637	CA SWT and CASDI	10-000-2210		3,087.52
06/07/2023	DFT0000637	CA SWT and CASDI	20-000-2210		424.85
06/07/2023	DFT0000637	CA SWT and CASDI	20-000-2210		1,640.16
06/07/2023	DFT0000637	CA SWT and CASDI	30-000-2210		454.00
06/07/2023	DFT0000637	CA SWT and CASDI	30-000-2210		1,931.54
06/08/2023	DFT0000640	CA SWT and CASDI	10-000-2210		50.00
06/21/2023	DFT0000651	CA SWT and CASDI	10-000-2210		592.28
06/21/2023	DFT0000651	CA SWT and CASDI	10-000-2210		3,320.21
06/21/2023	DFT0000651	CA SWT and CASDI	20-000-2210		441.29
06/21/2023	DFT0000651	CA SWT and CASDI	20-000-2210		1,662.44
06/21/2023	DFT0000651	CA SWT and CASDI	22-000-2210		9.50
06/21/2023	DFT0000651	CA SWT and CASDI	22-000-2210		15.22
06/21/2023	DFT0000651	CA SWT and CASDI	23-000-2210		9.49
06/21/2023	DFT0000651	CA SWT and CASDI	23-000-2210		15.22
06/21/2023	DFT0000651	CA SWT and CASDI	30-000-2210		1,929.08
06/21/2023	DFT0000651	CA SWT and CASDI	30-000-2210		454.43
Vendor 00201 - CA Tax Payment ACH Total:					16,592.10

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Payment Dates: 6/1/2023 - 6/30/2023

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount	
Vendor: 00205 - California Broadband Cooperative						
06/20/2023	3834	Internet Service	10-130-6105		917.95	
					Vendor 00205 - California Broadband Cooperative Total:	917.95
Vendor: 02179 - California State Disbursement Unit						
06/21/2023	DFT0000644	Ca. Child Support	20-000-2170		46.16	
06/21/2023	DFT0000644	Ca. Child Support	30-000-2170		46.14	
					Vendor 02179 - California State Disbursement Unit Total:	92.30
Vendor: 00220 - Carmichael Business Technology						
06/28/2023	3873	VOIP Service	10-000-6210		665.43	
06/28/2023	3873	Monthly IT Agreement	10-130-6106		3,356.66	
					Vendor 00220 - Carmichael Business Technology Total:	4,022.09
Vendor: 00244 - Cavanaugh & Associates, P.A.						
06/07/2023	3808	Consulting Service	20-200-6110		2,500.00	
					Vendor 00244 - Cavanaugh & Associates, P.A. Total:	2,500.00
Vendor: 00281 - Chuck Villar Construction						
06/20/2023	3835	Equipment Hauling Service	20-230-6100		525.00	
06/28/2023	3874	Hauling	22-340-6180		173.30	
					Vendor 00281 - Chuck Villar Construction Total:	698.30
Vendor: 01957 - City of Fallon						
06/20/2023	3836	Sludge Disposal	30-240-6102		583.43	
					Vendor 01957 - City of Fallon Total:	583.43
Vendor: 00306 - Conriquez Cleaning						
06/07/2023	3809	Janatorial Services	10-000-6150		2,420.00	
					Vendor 00306 - Conriquez Cleaning Total:	2,420.00
Vendor: 00326 - Creative Image Embroidery						
06/20/2023	3837	Hats	10-000-1200		413.76	
06/20/2023	3837	T Shirts for Construction Crew	10-000-1200		448.24	
06/28/2023	3875	Embroidery	10-300-6124		25.86	
					Vendor 00326 - Creative Image Embroidery Total:	887.86
Vendor: 00338 - CWEA						
06/28/2023	3876	Lab Analyst Grade 2 Exam - Minich	10-210-6160		200.00	
					Vendor 00338 - CWEA Total:	200.00
Vendor: 02438 - Dalia Hunt						
06/20/2023	3838	HET Rebate	10-100-6237		200.00	
					Vendor 02438 - Dalia Hunt Total:	200.00
Vendor: 02444 - Dean Bok						
06/28/2023	3877	HET Rebate	10-100-6237		200.00	
					Vendor 02444 - Dean Bok Total:	200.00
Vendor: 00439 - Dewey Pest Control						
06/20/2023	3839	Pest Control	10-000-6150		202.00	
					Vendor 00439 - Dewey Pest Control Total:	202.00
Vendor: 00452 - DIY Home Center						
06/07/2023	10454	Fan	96-000-6115		33.93	
06/07/2023	10454	Lopper	20-220-6120		22.29	
06/07/2023	10454	Door Knob, Keys	96-000-6115		39.71	
06/07/2023	10454	Bushings	10-310-6180		52.09	
06/20/2023	10461	D Bateriaes	10-310-6180		21.31	
06/20/2023	10461	Hose Nozzle, Quick Connectors	10-310-6180		25.18	
06/20/2023	10461	LED Bulbs	10-330-6150		16.47	
06/20/2023	10461	LED Bulbs	10-330-6150		72.72	
06/20/2023	10461	Door Stop	10-330-6150		9.69	
06/20/2023	10461	Spring Snap Links	10-310-6180		4.84	
06/20/2023	10461	Hoses	10-310-6120		120.23	
06/20/2023	10461	Yard Tools	10-310-6120		46.53	
06/20/2023	10461	PVC Pipe, Coupling, Adapters	20-310-6145		25.59	

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Payment Dates: 6/1/2023 - 6/30/2023

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
06/28/2023	10465	C Batteries	10-310-6180		21.31
06/28/2023	10465	SS Clamps	10-330-6150		14.70
06/28/2023	10465	Paint Markers	10-310-6180		20.73
06/28/2023	10465	Screwdriver	10-330-6120		38.77
06/28/2023	10465	Plug	10-330-6150		3.48
Vendor 00452 - DIY Home Center Total:					589.57

Vendor: 00569 - Federal Tax Payment ACH

06/07/2023	DFT0000636	Federal Deposit	10-000-2200		248.00
06/07/2023	DFT0000636	Federal Deposit	10-000-2200		8,336.75
06/07/2023	DFT0000636	Federal Deposit	10-000-2200		1,796.26
06/07/2023	DFT0000636	Federal Deposit	20-000-2200		4,776.68
06/07/2023	DFT0000636	Federal Deposit	20-000-2200		1,380.20
06/07/2023	DFT0000636	Federal Deposit	30-000-2200		1,476.14
06/07/2023	DFT0000636	Federal Deposit	30-000-2200		5,284.12
06/08/2023	DFT0000639	Federal Deposit	10-000-2200		200.00
06/08/2023	DFT0000639	Federal Deposit	10-000-2200		49.56
06/08/2023	DFT0000639	Federal Deposit	10-000-2200		211.78
06/21/2023	DFT0000650	Federal Deposit	10-000-2200		248.00
06/21/2023	DFT0000650	Federal Deposit	10-000-2200		1,918.28
06/21/2023	DFT0000650	Federal Deposit	10-000-2200		8,659.87
06/21/2023	DFT0000650	Federal Deposit	20-000-2200		1,435.38
06/21/2023	DFT0000650	Federal Deposit	20-000-2200		4,841.89
06/21/2023	DFT0000650	Federal Deposit	20-000-2200		146.64
06/21/2023	DFT0000650	Federal Deposit	22-000-2200		130.78
06/21/2023	DFT0000650	Federal Deposit	22-000-2200		54.47
06/21/2023	DFT0000650	Federal Deposit	22-000-2200		30.60
06/21/2023	DFT0000650	Federal Deposit	23-000-2200		54.46
06/21/2023	DFT0000650	Federal Deposit	23-000-2200		30.56
06/21/2023	DFT0000650	Federal Deposit	23-000-2200		130.74
06/21/2023	DFT0000650	Federal Deposit	30-000-2200		1,479.44
06/21/2023	DFT0000650	Federal Deposit	30-000-2200		146.62
06/21/2023	DFT0000650	Federal Deposit	30-000-2200		5,268.10
Vendor 00569 - Federal Tax Payment ACH Total:					48,335.32

Vendor: 00571 - FedEx Freight

06/20/2023	3840	Shipping	22-000-1301	21W03CM	458.29
Vendor 00571 - FedEx Freight Total:					458.29

Vendor: 00608 - Frontier

06/28/2023	3878	Internet Service for GWTPs	10-130-6105		134.98
06/28/2023	3878	Land Line	10-000-6210		99.06
06/28/2023	3878	Land Lines	10-000-6210		194.89
Vendor 00608 - Frontier Total:					428.93

Vendor: 02445 - George Ward

06/28/2023	3879	HET Rebate (3)	10-100-6237		458.00
Vendor 02445 - George Ward Total:					458.00

Vendor: 00662 - Grainger, Inc.

06/07/2023	3810	Mech. Maint. Misc. Operating Supplies	10-320-6180		979.25
06/07/2023	3810	Hard Hat, Gloves	10-000-1200		258.02
06/07/2023	3810	Gloves	10-000-1200		160.01
06/07/2023	3810	Smoke Alarm L'Abri #6	96-000-6115		66.88
06/07/2023	3810	Operating Tools, Battery Packs, Wrenches, etc.	10-320-6120		1,506.86
06/20/2023	3841	Motor Start Capacitor	10-330-6145		86.89
06/20/2023	3841	Carabiners	30-320-6180		20.33
06/20/2023	3841	Hydraulic Oil	30-320-6180		61.39
06/20/2023	3841	Recycle Bin	10-000-6180		11.77
06/28/2023	3897	Tubing: Flexelene, Polyethylene, Light Blue	20-230-6145		115.42
06/28/2023	3880	Hydraulic Oil	30-320-6180		299.11

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Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
06/28/2023	3880	Shipping Boxes, Glass Disposal Container	10-210-6180		183.98
Vendor 00662 - Grainger, Inc. Total:					3,749.91
Vendor: 00663 - Granite Construction					
06/20/2023	3842	Construction Material	10-310-6180		831.84
06/20/2023	3842	Construction Material	10-320-6180		831.84
06/28/2023	3881	Sand	22-340-6180		689.85
06/28/2023	3881	Sand	22-340-6180		697.46
Vendor 00663 - Granite Construction Total:					3,050.99
Vendor: 00684 - Haaker Equipment Company					
06/07/2023	10455	Gas Monitor and Extra Hoses	10-320-6200		431.00
06/07/2023	10455	Gas Monitor and Extra Hoses	10-320-6200		1,362.61
Vendor 00684 - Haaker Equipment Company Total:					1,793.61
Vendor: 00685 - Hach Company					
06/28/2023	3882	Lab Supplies	30-210-6180		610.91
Vendor 00685 - Hach Company Total:					610.91
Vendor: 02388 - Health Equity, Inc.					
06/07/2023	DFT0000633	HSA	10-000-2151		322.86
06/21/2023	DFT0000647	HSA	10-000-2151		322.86
Vendor 02388 - Health Equity, Inc. Total:					645.72
Vendor: 00705 - High Country Lumber, Inc.					
06/07/2023	3811	Sanding Discs	10-310-6180		36.27
06/07/2023	3811	Utility Hook, Lumber	10-310-6180		52.24
06/07/2023	3811	Cutting Disc	10-310-6180		116.68
06/07/2023	3811	Operating Tools	10-320-6120		74.30
06/20/2023	3843	Ball Valve	20-310-6145		30.16
06/20/2023	3843	LED Bulb	10-330-6150		19.38
Vendor 00705 - High Country Lumber, Inc. Total:					329.03
Vendor: 02430 - Highway Specialty Company, Inc.					
06/28/2023	3898	Flagger Certification Training	10-110-6200		2,020.00
Vendor 02430 - Highway Specialty Company, Inc. Total:					2,020.00
Vendor: 00723 - Idexx Distribution, Inc.					
06/28/2023	3883	Lab Supplies	30-210-6180		172.32
Vendor 00723 - Idexx Distribution, Inc. Total:					172.32
Vendor: 00725 - Infosend, Inc.					
06/20/2023	10462	Consumer Confidence Inserts	10-120-6100		351.75
06/28/2023	10466	UB Statement Processing	10-120-6100		1,894.70
Vendor 00725 - Infosend, Inc. Total:					2,246.45
Vendor: 00728 - International Union of Operating Engineers					
06/07/2023	3812	Union Dues	10-000-2170		88.00
06/07/2023	3812	Union Dues	20-000-2170		165.15
06/07/2023	3812	Union Dues	30-000-2170		164.85
Vendor 00728 - International Union of Operating Engineers Total:					418.00
Vendor: 02439 - Juan Lugo					
06/20/2023	3844	HET Rebate	10-100-6237		200.00
Vendor 02439 - Juan Lugo Total:					200.00
Vendor: 00823 - Judith Schwartzkopf					
06/07/2023	3813	HET Rebate (2)	10-100-6237		300.00
Vendor 00823 - Judith Schwartzkopf Total:					300.00
Vendor: 00949 - Kaysie Williams					
06/28/2023	3884	HET Rebate	10-100-6237		200.00
Vendor 00949 - Kaysie Williams Total:					200.00
Vendor: 01003 - KMMT-FM					
06/07/2023	3814	Advertising	10-000-6190		500.00
Vendor 01003 - KMMT-FM Total:					500.00

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Payment Dates: 6/1/2023 - 6/30/2023

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: 02441 - Laura DeRosa					
06/28/2023	3885	HECW and HEDW Rebates	10-100-6237		200.00
06/28/2023	3885	HECW and HEDW Rebates	10-100-6237		400.00
					Vendor 02441 - Laura DeRosa Total: 600.00
Vendor: 01054 - Liebert Cassidy Whitmore					
06/07/2023	3815	Legal Services	10-110-6160		2,600.00
06/28/2023	3886	Legal Services	10-110-6140		127.50
06/28/2023	3886	Personnel Rules Review	10-110-6140		552.50
					Vendor 01054 - Liebert Cassidy Whitmore Total: 3,280.00
Vendor: 00052 - Linde Gas & Equipment, Inc.					
06/07/2023	3816	Weldin Supplies	10-000-6180		71.90
06/07/2023	3816	Welding Supplies	10-000-6180		57.52
06/07/2023	3816	Welding Supplies	10-000-6180		57.52
					Vendor 00052 - Linde Gas & Equipment, Inc. Total: 186.94
Vendor: 01099 - Mammoth Disposal					
06/20/2023	3845	Trash Service	10-000-6100		1,650.50
06/20/2023	3845	Recycling	10-000-6100		140.00
06/20/2023	3845	Recycling	10-000-6100		130.00
					Vendor 01099 - Mammoth Disposal Total: 1,920.50
Vendor: 01102 - Mammoth Lakes Contractors Association, Inc.					
06/28/2023	3887	2023 Annual Dues - Kristina Roberts	10-400-6160		175.00
					Vendor 01102 - Mammoth Lakes Contractors Association, Inc. Total: 175.00
Vendor: 01109 - Mammoth Mountain Ski Area, LLC					
06/07/2023	3817	Diesel Fuel	20-230-6126		4,761.33
					Vendor 01109 - Mammoth Mountain Ski Area, LLC Total: 4,761.33
Vendor: 01112 - Mammoth Ready Mix					
06/20/2023	3846	Construction Material	20-310-6145		769.97
					Vendor 01112 - Mammoth Ready Mix Total: 769.97
Vendor: 01117 - Mammoth Times					
06/20/2023	3847	Subscription Renewal	10-100-6192		55.00
					Vendor 01117 - Mammoth Times Total: 55.00
Vendor: 01179 - Maverick Signs					
06/20/2023	3848	Dump Station Signs	10-000-6150		177.79
					Vendor 01179 - Maverick Signs Total: 177.79
Vendor: 01183 - McMaster-Carr Supply Co.					
06/20/2023	3849	Fire Hose Fittings for Hydrant Meters	20-320-6145		222.01
					Vendor 01183 - McMaster-Carr Supply Co. Total: 222.01
Vendor: 01193 - Melissa Reeves					
06/28/2023	10467	Accidental Use of Personal Card	10-110-6180		73.42
					Vendor 01193 - Melissa Reeves Total: 73.42
Vendor: 02435 - Michael Knerr					
06/07/2023	3818	HET Rebate (3)	10-100-6237		500.00
					Vendor 02435 - Michael Knerr Total: 500.00
Vendor: 01240 - Mission Linen Supply					
06/07/2023	3819	Linen and Uniform Service	10-000-6180		857.17
06/07/2023	3819	Linen and Uniform Service	10-000-6180		42.45
					Vendor 01240 - Mission Linen Supply Total: 899.62
Vendor: 01251 - Mono County LAFCO					
06/20/2023	3850	Annual LAFCO Budget - MCWD Portion	10-000-6100		1,857.33
					Vendor 01251 - Mono County LAFCO Total: 1,857.33

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Payment Dates: 6/1/2023 - 6/30/2023

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount	
Vendor: 02434 - Nancy Ott						
06/07/2023	3820	HET Rebate (3)	10-100-6237		500.00	
					Vendor 02434 - Nancy Ott Total:	500.00
Vendor: 02062 - NCL of Wisconsin, Inc.						
06/07/2023	3821	Lab Supplies	30-210-6180		143.90	
					Vendor 02062 - NCL of Wisconsin, Inc. Total:	143.90
Vendor: 02443 - Nona Green						
06/28/2023	3888	HET Rebate	10-100-6237		200.00	
					Vendor 02443 - Nona Green Total:	200.00
Vendor: 00609 - Orion						
06/07/2023	DFT0000629	457B EE Contribution	10-000-2161		4,407.70	
06/07/2023	DFT0000629	457B EE Contribution	20-000-2161		2,895.28	
06/07/2023	DFT0000629	457B EE Contribution	30-000-2161		3,517.11	
06/07/2023	DFT0000630	457b EE Contribution	10-000-2161		1,285.95	
06/07/2023	DFT0000630	457b EE Contribution	20-000-2161		1,925.80	
06/07/2023	DFT0000630	457b EE Contribution	30-000-2161		2,300.53	
06/07/2023	DFT0000634	401A/457 ER	10-000-2160		11,930.41	
06/07/2023	DFT0000634	401A/457 ER	10-000-2160		1,193.05	
06/07/2023	DFT0000634	401A/457 ER	20-000-2160		938.99	
06/07/2023	DFT0000634	401A/457 ER	20-000-2160		9,436.05	
06/07/2023	DFT0000634	401A/457 ER	30-000-2160		10,093.76	
06/07/2023	DFT0000634	401A/457 ER	30-000-2160		1,004.33	
06/21/2023	DFT0000642	457B EE Contribution	10-000-2161		7,453.85	
06/21/2023	DFT0000642	457B EE Contribution	20-000-2161		2,870.24	
06/21/2023	DFT0000642	457B EE Contribution	30-000-2161		3,492.15	
06/21/2023	DFT0000643	457b EE Contribution	10-000-2161		1,285.95	
06/21/2023	DFT0000643	457b EE Contribution	20-000-2161		2,111.42	
06/21/2023	DFT0000643	457b EE Contribution	30-000-2161		2,311.45	
06/21/2023	DFT0000648	401A/457 ER	10-000-2160		1,276.21	
06/21/2023	DFT0000648	401A/457 ER	10-000-2160		12,761.98	
06/21/2023	DFT0000648	401A/457 ER	20-000-2160		9,566.68	
06/21/2023	DFT0000648	401A/457 ER	20-000-2160		956.85	
06/21/2023	DFT0000648	401A/457 ER	30-000-2160		9,865.13	
06/21/2023	DFT0000648	401A/457 ER	30-000-2160		986.39	
					Vendor 00609 - Orion Total:	105,867.26
Vendor: 02440 - Parra Environmental Training						
06/20/2023	3851	AC Pipe Initial Training	10-110-6200		2,250.00	
					Vendor 02440 - Parra Environmental Training Total:	2,250.00
Vendor: 01360 - PDM Steel Service Centers, Inc.						
06/20/2023	3852	200 Feet of 4" Steel Pipe	30-310-6145		3,857.28	
					Vendor 01360 - PDM Steel Service Centers, Inc. Total:	3,857.28
Vendor: 01380 - Phenova						
06/28/2023	3889	Lab Services	20-210-6110		255.25	
06/28/2023	3889	Lab Services	30-210-6110		255.25	
					Vendor 01380 - Phenova Total:	510.50
Vendor: 02424 - Rachel Lamb						
06/20/2023	3853	HECW Rebate	10-100-6237		400.00	
					Vendor 02424 - Rachel Lamb Total:	400.00
Vendor: 01438 - Rich Environmental Services						
06/28/2023	3890	Monthly Tank Inspections	10-000-6100		100.00	
					Vendor 01438 - Rich Environmental Services Total:	100.00
Vendor: 01484 - Robert Larson						
06/07/2023	10456	Mileage Reimbursement	10-310-6220		217.46	
					Vendor 01484 - Robert Larson Total:	217.46
Vendor: 01605 - Shields Harper & Co.						
06/28/2023	3891	Replacement Sump Sensor	10-000-6145		426.78	
					Vendor 01605 - Shields Harper & Co. Total:	426.78

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Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: 02245 - SHL US, LLC					
06/20/2023	3854	AnnualPre-Empoyment Skills Assessment Subscription	10-110-6100		1,772.31
Vendor 02245 - SHL US, LLC Total:					1,772.31
Vendor: 01611 - Sierra Carpet Cleaning					
06/07/2023	3822	Carpet Cleaning - Admin Buidling	10-000-6150		755.00
06/07/2023	3822	Carpet Cleaning - Engineering Building	10-000-6150		795.00
Vendor 01611 - Sierra Carpet Cleaning Total:					1,550.00
Vendor: 01639 - Snowcreek Athletic Club					
06/20/2023	3855	Snowcreek Dues	10-000-2170		234.00
06/20/2023	3855	Snowcreek Dues	20-000-2170		67.00
06/20/2023	3855	Snowcreek Dues	30-000-2170		147.00
Vendor 01639 - Snowcreek Athletic Club Total:					448.00
Vendor: 01650 - Southern California Edison - District					
06/27/2023	3869	Electricity	10-000-6230		5,324.58
06/27/2023	3869	Electricity	20-220-6230		15,967.01
06/27/2023	3869	Electricity	20-230-6230		588.54
06/27/2023	3869	Electricity	30-240-6230		3,167.04
Vendor 01650 - Southern California Edison - District Total:					25,047.17
Vendor: 01648 - Southern California Edison - WWTP					
06/20/2023	3856	Electricity	30-240-6230		16,573.72
Vendor 01648 - Southern California Edison - WWTP Total:					16,573.72
Vendor: 01662 - Standard Insurance Company					
06/05/2023	DFT0000638	Premium Adjustment	10-000-6020		16.82
06/30/2023	DFT0000631	Disability - Long Term	10-000-2150		306.01
06/30/2023	DFT0000631	Disability - Long Term	20-000-2150		243.79
06/30/2023	DFT0000631	Disability - Long Term	30-000-2150		260.10
06/30/2023	DFT0000632	Disability - Short Term	10-000-2150		47.72
06/30/2023	DFT0000632	Disability - Short Term	20-000-2150		38.24
06/30/2023	DFT0000632	Disability - Short Term	30-000-2150		40.35
06/30/2023	DFT0000645	Disability - Long Term	10-000-2150		327.34
06/30/2023	DFT0000645	Disability - Long Term	20-000-2150		245.55
06/30/2023	DFT0000645	Disability - Long Term	30-000-2150		252.87
06/30/2023	DFT0000646	Disability - Short Term	10-000-2150		51.04
06/30/2023	DFT0000646	Disability - Short Term	20-000-2150		38.47
06/30/2023	DFT0000646	Disability - Short Term	30-000-2150		39.27
Vendor 01662 - Standard Insurance Company Total:					1,907.57
Vendor: 02005 - State of California Franchise Tax Board					
06/07/2023	3823	Case No. 550198169	10-000-2170		100.00
06/20/2023	3857	Case No. 550198169	10-000-2170		100.00
Vendor 02005 - State of California Franchise Tax Board Total:					200.00
Vendor: 01701 - Steve's Auto & Truck Parts					
06/07/2023	3824	Motor Oil, Filters	10-000-1200		573.90
06/07/2023	3824	Mototr Oil	10-320-6155		81.85
06/07/2023	3824	Battery, Battery Cleaner	10-310-6155		362.48
06/20/2023	3858	Parts Cleaner	10-310-6155		43.83
06/28/2023	3892	Pin Clip	10-330-6155		15.91
06/28/2023	3892	Battery	30-240-6155		186.24
06/28/2023	3892	Oil Filter - #106	10-000-6155		10.04
06/28/2023	3892	Oil Filter Wrenches	10-310-6120		20.75
Vendor 01701 - Steve's Auto & Truck Parts Total:					1,295.00
Vendor: 02427 - Streamline					
06/07/2023	3825	Government Website Software	10-130-6105		2,988.00
Vendor 02427 - Streamline Total:					2,988.00
Vendor: 01731 - SWRCB-DWOCF					
06/07/2023	3828	D3 Cert - Monroe	20-220-6160		90.00

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Payment Dates: 6/1/2023 - 6/30/2023

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
06/07/2023	3829	D2 Renewal - Nelson	30-240-6160		60.00
06/07/2023	3827	T4 Cert. Renewal - Murray	20-200-6160		155.00
06/07/2023	3826	D3 Cert. Renewal - Murray	20-200-6160		140.00
06/20/2023	3859	D2 Cert. Renewal - Gonzalez	20-310-6160		80.00
06/20/2023	3860	WW OIT Cert. - Lewis	10-330-6160		95.00
06/28/2023	3893	D3 Cert. - Larson	20-310-6160		120.00
Vendor 01731 - SWRCB-DWOCP Total:					740.00
Vendor: 01740 - Tamarack Owners Association					
06/20/2023	3861	Special Assessment	96-000-6115		2,400.00
Vendor 01740 - Tamarack Owners Association Total:					2,400.00
Vendor: 01750 - Telstar Instruments					
06/20/2023	3862	Parts for Chlorine Sensor	20-230-6145		2,060.18
Vendor 01750 - Telstar Instruments Total:					2,060.18
Vendor: 02442 - Terri Wilson					
06/28/2023	3894	HECW Rebate	10-100-6237		400.00
Vendor 02442 - Terri Wilson Total:					400.00
Vendor: 01762 - Tesco Controls, LLC					
06/20/2023	3863	Terminal Boards	20-230-6145		853.38
Vendor 01762 - Tesco Controls, LLC Total:					853.38
Vendor: 01770 - The Sheet, Inc.					
06/07/2023	3830	Advertisement	10-000-6190		412.00
06/20/2023	3864	Notice of Resolution	10-100-6190		336.00
06/20/2023	3864	Notice of Resolution	10-100-6190		392.00
06/20/2023	3864	Job Ads	10-110-6190		147.00
06/28/2023	3895	Notice of Ordinance	10-100-6190		84.00
06/28/2023	3895	Notice or Ordinance	10-100-6190		56.00
Vendor 01770 - The Sheet, Inc. Total:					1,427.00
Vendor: 02431 - The Writing Company					
06/20/2023	10463	Staff Writing Workshops	10-000-6215		2,500.00
06/20/2023	10463	Staff Writing Workshops	10-000-6215		4,500.00
Vendor 02431 - The Writing Company Total:					7,000.00
Vendor: 01792 - Timberline HOA					
06/20/2023	3865	Special Assessment, Dues Increase (beg. 7/1/23)	96-000-6115		3,375.00
06/20/2023	3865	Special Assessment, Dues Increase (beg. 7/1/23)	96-000-6115		540.00
Vendor 01792 - Timberline HOA Total:					3,915.00
Vendor: 02381 - ULINE					
06/20/2023	3866	Tyvek 800J Suits	30-240-6200		392.12
06/20/2023	3866	Tyvek 800J Suits	30-240-6200		392.13
Vendor 02381 - ULINE Total:					784.25
Vendor: 01840 - USA Blue Book					
06/28/2023	10468	Smoke Candles	30-310-6145		465.00
06/28/2023	10468	Lab Supplies	30-210-6180		174.84
Vendor 01840 - USA Blue Book Total:					639.84
Vendor: 01856 - Verizon Wireless - Data Collectors					
06/20/2023	3867	Cell Service for Data Collectors	10-320-6210		120.88
Vendor 01856 - Verizon Wireless - Data Collectors Total:					120.88
Vendor: 01877 - VWR International					
06/28/2023	3896	Lab Supplies	30-210-6180		653.72
06/28/2023	3896	Lab Supplies	30-210-6180		155.11
06/28/2023	3896	Lab Supplies	30-210-6180		163.60
Vendor 01877 - VWR International Total:					972.43

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Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: 01884 - Watersmart Software, Inc.					
06/20/2023	3868	Annual WaterSmart Software Agreement	10-130-6105		11,410.70
Vendor 01884 - Watersmart Software, Inc. Total:					11,410.70
Vendor: 02433 - WellnessMart MD					
06/07/2023	3831	Pre Employment Physical	10-110-6100		101.50
Vendor 02433 - WellnessMart MD Total:					101.50
Vendor: 01890 - Wells Fargo VISA					
06/15/2023	DFT0000641	ADOBE	10-100-6105		239.88
06/15/2023	DFT0000641	ADOBE	10-100-6105		19.99
06/15/2023	DFT0000641	ADOBE	10-100-6105		19.99
06/15/2023	DFT0000641	ADOBE	10-120-6105		239.88
06/15/2023	DFT0000641	ADOBE	10-120-6105		19.99
06/15/2023	DFT0000641	ADOBE	10-120-6105		19.99
06/15/2023	DFT0000641	ADOBE	10-130-6105		239.88
06/15/2023	DFT0000641	ADOBE	10-210-6105		12.99
06/15/2023	DFT0000641	ADOBE	20-220-6105		14.99
06/15/2023	DFT0000641	ADOBE	30-240-6105		12.99
06/15/2023	DFT0000641	AWWA.ORG	10-400-6192		98.00
06/15/2023	DFT0000641	BEST WESTERN	30-310-6220		112.42
06/15/2023	DFT0000641	BROWN/CALDWELL	10-110-6190		200.00
06/15/2023	DFT0000641	BRUNT WEAR	10-310-6124		75.33
06/15/2023	DFT0000641	BURGERS	10-100-6123		156.96
06/15/2023	DFT0000641	CADILLAC CAFE	10-120-6220		23.29
06/15/2023	DFT0000641	CARHARTT	20-220-6124		339.33
06/15/2023	DFT0000641	CARHARTT	20-220-6124		-64.60
06/15/2023	DFT0000641	CAROLINASHOE	10-310-6124		233.80
06/15/2023	DFT0000641	CHARM THAI	10-120-6220		21.00
06/15/2023	DFT0000641	CMTA	10-120-6160		175.00
06/15/2023	DFT0000641	ALL TOOL	10-310-6120		143.81
06/15/2023	DFT0000641	COURTYARD	30-240-6220		10.96
06/15/2023	DFT0000641	COURTYARD	30-240-6220		221.84
06/15/2023	DFT0000641	CREATIVE IMAGE	30-240-6124		34.48
06/15/2023	DFT0000641	CVS	10-120-6220		3.18
06/15/2023	DFT0000641	CVS	10-120-6220		30.16
06/15/2023	DFT0000641	CWEA	10-110-6190		305.00
06/15/2023	DFT0000641	CWEA	10-210-6160		202.00
06/15/2023	DFT0000641	CWEA	10-300-6160		205.00
06/15/2023	DFT0000641	CWEA	20-220-6215		185.00
06/15/2023	DFT0000641	CWEA	20-220-6215		235.00
06/15/2023	DFT0000641	CWEA	30-200-6160		302.00
06/15/2023	DFT0000641	CWEA	30-240-6160		202.00
06/15/2023	DFT0000641	CWEA	30-310-6160		202.00
06/15/2023	DFT0000641	CWEA	30-310-6160		95.00
06/15/2023	DFT0000641	CWEA	30-320-6160		387.00
06/15/2023	DFT0000641	CWEA	30-320-6160		202.00
06/15/2023	DFT0000641	DANNER-LACROSSE	10-310-6124		344.80
06/15/2023	DFT0000641	DENNY'S	10-120-6220		13.28
06/15/2023	DFT0000641	DENNY'S	10-120-6220		18.87
06/15/2023	DFT0000641	DENNY'S	10-120-6220		40.88
06/15/2023	DFT0000641	DIRECTV	10-000-6123		134.99
06/15/2023	DFT0000641	DIY	10-100-6120		27.99
06/15/2023	DFT0000641	DIY	10-100-6120		26.60
06/15/2023	DFT0000641	DIY	10-100-6180		16.14
06/15/2023	DFT0000641	ENGINEERS	10-400-6160		180.00
06/15/2023	DFT0000641	FASTRAK	10-310-6220		7.00
06/15/2023	DFT0000641	FIREHOSEDIR	10-320-6120		413.16
06/15/2023	DFT0000641	FIUME	10-120-6220		116.34
06/15/2023	DFT0000641	FIUME	10-120-6220		69.46
06/15/2023	DFT0000641	GFOA	10-120-6160		160.00

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Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
06/15/2023	DFT0000641	GOVCONNECT	10-130-6181		76.89
06/15/2023	DFT0000641	GOVCONNECT	10-130-6181		785.59
06/15/2023	DFT0000641	GREEN BEANS	10-120-6220		55.91
06/15/2023	DFT0000641	HAMPTON INN	30-240-6220		142.44
06/15/2023	DFT0000641	HIGH COUNTRY	10-100-6150		1.08
06/15/2023	DFT0000641	HIGH COUNTRY	10-100-6150		23.67
06/15/2023	DFT0000641	HILTON	10-120-6220		12.50
06/15/2023	DFT0000641	HILTON	10-120-6220		20.00
06/15/2023	DFT0000641	HILTON	10-120-6220		24.00
06/15/2023	DFT0000641	HILTON	10-120-6220		23.00
06/15/2023	DFT0000641	HILTON	10-120-6220		1,496.76
06/15/2023	DFT0000641	HILTON	10-120-6220		23.00
06/15/2023	DFT0000641	HING'S	10-100-6215		38.32
06/15/2023	DFT0000641	AMAZON	10-000-6180		25.64
06/15/2023	DFT0000641	AMAZON	10-000-6180		9.45
06/15/2023	DFT0000641	AMAZON	10-100-6180		60.03
06/15/2023	DFT0000641	AMAZON	10-100-6181		25.85
06/15/2023	DFT0000641	AMAZON	10-130-6120		364.18
06/15/2023	DFT0000641	AMAZON	10-130-6181		91.59
06/15/2023	DFT0000641	AMAZON	10-310-6120		95.10
06/15/2023	DFT0000641	AMAZON	10-310-6181		31.02
06/15/2023	DFT0000641	AMAZON	10-310-6181		274.77
06/15/2023	DFT0000641	HOLLINGSWOR	22-340-6155		81.95
06/15/2023	DFT0000641	IN N OUT	10-310-6220		11.30
06/15/2023	DFT0000641	KEEN	10-400-6124		210.12
06/15/2023	DFT0000641	LATIN MARKET	10-000-6123		600.00
06/15/2023	DFT0000641	MARRIOTT	10-120-6220		1,483.55
06/15/2023	DFT0000641	MARRIOTT	10-120-6220		15.63
06/15/2023	DFT0000641	MARRIOTT	10-120-6220		16.34
06/15/2023	DFT0000641	MARRIOTT	10-120-6220		7.50
06/15/2023	DFT0000641	MARRIOTT	10-120-6220		17.97
06/15/2023	DFT0000641	MARRIOTT	10-120-6220		1,483.55
06/15/2023	DFT0000641	MARRIOTT	10-120-6220		15.07
06/15/2023	DFT0000641	MARRIOTT	10-120-6220		8.85
06/15/2023	DFT0000641	MARRIOTT	10-120-6220		8.58
06/15/2023	DFT0000641	MARRIOTT	10-120-6220		7.58
06/15/2023	DFT0000641	MARRIOTT	10-120-6220		15.07
06/15/2023	DFT0000641	MARRIOTT	10-120-6220		4.87
06/15/2023	DFT0000641	MARRIOTT	10-120-6220		15.07
06/15/2023	DFT0000641	MARRIOTT	10-120-6220		1,306.00
06/15/2023	DFT0000641	MARRIOTT	10-120-6220		30.26
06/15/2023	DFT0000641	MARRIOTT	10-120-6220		36.39
06/15/2023	DFT0000641	MCDONALD'S	10-120-6220		22.79
06/15/2023	DFT0000641	MINDEN MEAT	30-240-6220		13.94
06/15/2023	DFT0000641	MULTIQUIP	10-330-6145		996.40
06/15/2023	DFT0000641	NAAG TAG	10-000-6180		95.55
06/15/2023	DFT0000641	NAPA	20-220-6155		9.54
06/15/2023	DFT0000641	AMERICAN AIR	10-120-6220		30.30
06/15/2023	DFT0000641	AMERICAN AIR	10-120-6220		30.00
06/15/2023	DFT0000641	AMERICAN WE	10-310-6120		1,128.84
06/15/2023	DFT0000641	PANDA EXPRESS	30-310-6220		19.11
06/15/2023	DFT0000641	PARKING	10-120-6220		102.00
06/15/2023	DFT0000641	PARKINGCOM	10-120-6220		72.00
06/15/2023	DFT0000641	PC CONNECT	10-130-6180		30.06
06/15/2023	DFT0000641	PC CONNECT	10-310-6181		53.86
06/15/2023	DFT0000641	PC CONNECT	10-310-6181		277.65
06/15/2023	DFT0000641	PINKBERRY	10-120-6220		2.99
06/15/2023	DFT0000641	PLATT ELECTRIC	22-000-1301		3,510.26
06/15/2023	DFT0000641	POPEYES	30-310-6220		23.47
06/15/2023	DFT0000641	RED WING SHOE	10-310-6124		475.00

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Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
06/15/2023	DFT0000641	REPUBLIC	10-120-6220		66.05
06/15/2023	DFT0000641	RITE AID	10-320-6180		23.68
06/15/2023	DFT0000641	APPLE.COM	10-100-6210		0.99
06/15/2023	DFT0000641	RNO	10-120-6220		5.99
06/15/2023	DFT0000641	RNO	10-120-6220		15.42
06/15/2023	DFT0000641	RNO	10-120-6220		64.09
06/15/2023	DFT0000641	ROBERTOS	10-400-6123		106.50
06/15/2023	DFT0000641	SAFEWAY	10-120-6220		3.49
06/15/2023	DFT0000641	SAFEWAY	10-120-6220		10.01
06/15/2023	DFT0000641	SHAMSUDIN	10-120-6220		52.30
06/15/2023	DFT0000641	SISTERS STORE	10-120-6220		6.48
06/15/2023	DFT0000641	SMART AND FINAL	10-000-6180		20.49
06/15/2023	DFT0000641	STAPLES	10-000-6180		108.40
06/15/2023	DFT0000641	STAPLES	10-000-6180		46.74
06/15/2023	DFT0000641	STAPLES	10-000-6180		29.99
06/15/2023	DFT0000641	STAPLES	10-000-6180		113.14
06/15/2023	DFT0000641	STAPLES	10-310-6120		1,002.01
06/15/2023	DFT0000641	STARBUCKS	30-310-6220		12.50
06/15/2023	DFT0000641	STARLINK	10-130-6105		120.00
06/15/2023	DFT0000641	TGI FRIDAYS	10-120-6220		53.96
06/15/2023	DFT0000641	ARCO	10-120-6220		25.25
06/15/2023	DFT0000641	TIME1LESS	30-330-6150		24.78
06/15/2023	DFT0000641	TOCKIFY	10-130-6105		8.08
06/15/2023	DFT0000641	TRADER JOE'S	10-120-6220		6.48
06/15/2023	DFT0000641	TRUEWERK	20-220-6124		135.56
06/15/2023	DFT0000641	TWO CHICKS	10-310-6220		23.26
06/15/2023	DFT0000641	UBER	10-120-6220		35.05
06/15/2023	DFT0000641	UBER	10-120-6220		4.93
06/15/2023	DFT0000641	UBER	10-120-6220		32.93
06/15/2023	DFT0000641	UBER	10-120-6220		21.94
06/15/2023	DFT0000641	UBER	10-120-6220		7.01
06/15/2023	DFT0000641	UBER	10-120-6220		4.38
06/15/2023	DFT0000641	UEI	10-200-6215		25.00
06/15/2023	DFT0000641	UPLIFT DESK	10-130-6120		1,011.77
06/15/2023	DFT0000641	UPS	10-000-6185		30.00
06/15/2023	DFT0000641	UPS	10-000-6185		30.00
06/15/2023	DFT0000641	UPS	10-000-6185		30.00
06/15/2023	DFT0000641	UPS	10-000-6185		30.00
06/15/2023	DFT0000641	UPS	10-000-6185		30.00
06/15/2023	DFT0000641	UPS	10-210-6185		130.40
06/15/2023	DFT0000641	UPS	10-210-6185		17.06
06/15/2023	DFT0000641	VONS	10-000-6123		49.91
06/15/2023	DFT0000641	VONS	10-000-6123		23.76
06/15/2023	DFT0000641	VONS	10-000-6123		13.09
06/15/2023	DFT0000641	VONS	10-100-6215		134.87
06/15/2023	DFT0000641	AT&T	10-200-6210		35.00
06/15/2023	DFT0000641	WATER COLLEGE	10-320-6215		229.99
06/15/2023	DFT0000641	WINDOWTINT	10-330-6150		277.78
06/15/2023	DFT0000641	WOLVERINE	10-330-6124		193.95
06/15/2023	DFT0000641	WOLVERINE	10-330-6124		-193.95
06/15/2023	DFT0000641	YARD HOUSE	10-120-6220		44.77
06/15/2023	DFT0000641	ZOOM	10-000-6215		163.90
06/15/2023	DFT0000641	ZOOM	10-000-6215		41.00
06/15/2023	DFT0000641	ZOOM	10-110-6190		299.00
06/15/2023	DFT0000641	ZORO TOOLS	10-000-1200		52.62
06/15/2023	DFT0000641	ZORO TOOLS	10-310-6120		355.80
06/15/2023	DFT0000641	ATLANTIS	10-310-6220		45.20
06/15/2023	DFT0000641	ATLANTIS	10-310-6220		47.61
				Vendor 01890 - Wells Fargo VISA Total:	28,057.65

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Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: 01900 - Western Nevada Supply Company					
06/07/2023	10457	Pipe Stands	20-310-6145		560.30
06/07/2023	10457	Shovels	10-310-6180		74.35
06/07/2023	10457	1 1/2" Meter Pits	10-000-1200		32,289.09
06/20/2023	10464	Shovels	10-310-6120		297.39
06/20/2023	10464	Tee, Adapter	20-310-6145		1,898.80
				Vendor 01900 - Western Nevada Supply Company Total:	35,119.93
				Grand Total:	468,734.00

Report Summary

Fund Summary

Fund	Payment Amount
10 - Administration	236,154.17
20 - Water Operations	114,051.91
22 - Water Capital Replacement	6,559.68
23 - Wastewater Capital Replacement	240.47
30 - Wastewater Operations	105,272.25
96 - New Enterprise	6,455.52
Grand Total:	468,734.00

Account Summary

Account Number	Account Name	Payment Amount
10-000-1200	Inventory - Warehouse	34,195.64
10-000-2150	Ee Insurance Benefits Pa...	29,964.17
10-000-2151	Health Saving Acct. Paya...	645.72
10-000-2160	Pension Contribution Pa...	27,161.65
10-000-2161	Ee Deferred Comp Contr...	14,433.45
10-000-2170	Employee Deductions - ...	572.96
10-000-2200	Payroll Taxes - Federal	21,668.50
10-000-2210	Payroll Taxes - State	7,604.88
10-000-6020	Employee Benefits - Gro...	1,180.17
10-000-6100	Outside Services	3,877.83
10-000-6123	Employee Engagement	821.75
10-000-6130	Insurance	782.00
10-000-6145	M & R - Line Repair/Equi...	426.78
10-000-6150	M & R - Buildings	4,349.79
10-000-6155	M & R - Vehicles	835.04
10-000-6180	Operating Supplies	1,667.45
10-000-6185	Postage/Freight	150.00
10-000-6190	Advertising Publications...	912.00
10-000-6210	Telephone	959.38
10-000-6215	Training & Meetings	7,204.90
10-000-6230	Utilities - Electric	5,324.58
10-100-6105	Software Licenses/Agre...	279.86
10-100-6120	Operating Tools/Equipm...	54.59
10-100-6123	Employee Engagement	156.96
10-100-6140	Legal Services	5,075.00
10-100-6150	M & R - Buildings	24.75
10-100-6180	Operating Supplies	121.85
10-100-6181	Computer Systems/Equi...	25.85
10-100-6190	Advertising Publications...	868.00
10-100-6192	Books & Subscriptions	55.00
10-100-6210	Telephone	0.99
10-100-6215	Training & Meetings	173.19
10-100-6237	Water Conservation	4,558.00
10-110-6100	Outside Services	2,317.43
10-110-6140	Legal Services	680.00
10-110-6160	Memberships/Certificati...	2,600.00
10-110-6180	Operating Supplies	73.42
10-110-6190	Advertising Publications...	951.00
10-110-6200	Safety	4,270.00
10-120-6100	Outside Services	2,246.45
10-120-6105	Software Licenses/Agre...	279.86
10-120-6160	Memberships/Certificati...	335.00
10-120-6220	Travel Expenses	7,184.52
10-130-6105	Software Licenses/Agre...	15,819.59
10-130-6106	IT Services	3,356.66
10-130-6120	Operating Tools/Equipm...	1,375.95
10-130-6180	Operating Supplies	30.06

Account Summary

Account Number	Account Name	Payment Amount
10-130-6181	Computer Systems/Equi...	954.07
10-200-6210	Telephone	35.00
10-200-6215	Training & Meetings	25.00
10-210-6105	Software Licenses/Agre...	12.99
10-210-6111	Outside Lab Services	56.62
10-210-6160	Memberships/Certificati...	402.00
10-210-6180	Operating Supplies	183.98
10-210-6185	Postage/Freight	147.46
10-300-6124	Employee PPE/Uniform	25.86
10-300-6160	Memberships/Certificati...	205.00
10-310-6120	Operating Tools/Equipm...	3,210.46
10-310-6124	Employee PPE/Uniform	1,128.93
10-310-6155	M & R - Vehicles	1,114.31
10-310-6180	Operating Supplies	1,256.84
10-310-6181	Computer Systems/Equi...	637.30
10-310-6220	Travel Expenses	351.83
10-320-6120	Operating Tools/Equipm...	1,994.32
10-320-6155	M & R - Vehicles	317.85
10-320-6180	Operating Supplies	1,834.77
10-320-6200	Safety	1,793.61
10-320-6210	Telephone	120.88
10-320-6215	Training & Meetings	229.99
10-330-6120	Operating Tools/Equipm...	38.77
10-330-6124	Employee PPE/Uniform	0.00
10-330-6145	M & R - Line Repair/Equi...	1,083.29
10-330-6150	M & R - Buildings	414.22
10-330-6155	M & R - Vehicles	15.91
10-330-6160	Memberships/Certificati...	95.00
10-400-6123	Employee Engagement	106.50
10-400-6124	Employee PPE/Uniform	210.12
10-400-6160	Memberships/Certificati...	355.00
10-400-6180	Operating Supplies	45.67
10-400-6192	Books & Subscriptions	98.00
20-000-2150	Ee Insurance Benefits Pa...	20,663.41
20-000-2160	Pension Contribution Pa...	20,898.57
20-000-2161	Ee Deferred Comp Contr...	9,802.74
20-000-2170	Employee Deductions - ...	393.57
20-000-2200	Payroll Taxes - Federal	12,580.79
20-000-2210	Payroll Taxes - State	4,168.74
20-200-6110	Professional Services	2,500.00
20-200-6160	Memberships/Certificati...	295.00
20-210-6110	Professional Services	255.25
20-210-6111	Outside Lab Services	622.71
20-220-6105	Software Licenses/Agre...	14.99
20-220-6120	Operating Tools/Equipm...	22.29
20-220-6124	Employee PPE/Uniform	410.29
20-220-6155	M & R - Vehicles	9.54
20-220-6160	Memberships/Certificati...	90.00
20-220-6215	Training & Meetings	420.00
20-220-6230	Utilities - Electric	15,967.01
20-230-6100	Outside Services	525.00
20-230-6126	Diesel Fuel	4,761.33
20-230-6145	M & R - Line Repair/Equi...	15,355.31
20-230-6230	Utilities - Electric	588.54
20-310-6145	M & R - Line Repair/Equi...	3,284.82
20-310-6160	Memberships/Certificati...	200.00
20-320-6145	M & R - Line Repair/Equi...	222.01
22-000-1301	Construction in Progress	3,968.55

Account Summary

Account Number	Account Name	Payment Amount
22-000-2200	Payroll Taxes - Federal	215.85
22-000-2210	Payroll Taxes - State	24.72
22-340-6155	M & R - Vehicles	789.95
22-340-6180	Operating Supplies	1,560.61
23-000-2200	Payroll Taxes - Federal	215.76
23-000-2210	Payroll Taxes - State	24.71
30-000-2150	Ee Insurance Benefits Pa...	21,202.88
30-000-2160	Pension Contribution Pa...	21,949.61
30-000-2161	Ee Deferred Comp Contr...	11,621.24
30-000-2170	Employee Deductions - ...	420.41
30-000-2200	Payroll Taxes - Federal	13,654.42
30-000-2210	Payroll Taxes - State	4,769.05
30-200-6160	Memberships/Certificati...	302.00
30-210-6110	Professional Services	255.25
30-210-6111	Outside Lab Services	612.19
30-210-6180	Operating Supplies	2,074.40
30-240-6102	Sludge Disposal	583.43
30-240-6105	Software Licenses/Agre...	12.99
30-240-6124	Employee PPE/Uniform	34.48
30-240-6155	M & R - Vehicles	822.32
30-240-6160	Memberships/Certificati...	262.00
30-240-6200	Safety	784.25
30-240-6220	Travel Expenses	389.18
30-240-6230	Utilities - Electric	19,740.76
30-310-6145	M & R - Line Repair/Equi...	4,322.28
30-310-6160	Memberships/Certificati...	297.00
30-310-6220	Travel Expenses	167.50
30-320-6160	Memberships/Certificati...	589.00
30-320-6180	Operating Supplies	380.83
30-330-6150	M & R - Buildings	24.78
96-000-6115	Employee Housing Expe...	6,455.52
	Grand Total:	468,734.00

Project Account Summary

Project Account Key	Payment Amount
None	468,275.71
21W03CM	458.29
	Grand Total:
	468,734.00

<u>Merchant Name</u>	<u>Fund GL Acct</u>	<u>Cardholder</u>	<u>Amount</u>	<u>Description</u>
ADOBE	10-120-6105	M. BRETZ	19.99	Adobe
ADOBE	10-120-6105	M. BRETZ	19.99	Adobe
ADOBE	10-100-6105	M. DRAPER	239.88	Adobe - Annual
ADOBE	10-120-6105	H. CHRISTENSEN	239.88	Adobe Annual
ADOBE	10-210-6105	R. MEDHURST	12.99	Adobe
ADOBE	20-220-6105	E. SOLOMON	14.99	adobe license
ADOBE	10-100-6105	M. BUSBY	19.99	Adobe
ADOBE	10-130-6105	J. BURKHART	239.88	Adobe
ADOBE	10-100-6105	S. HAKE	19.99	Document Editing Software
ADOBE	30-240-6105	S. SORNOSO	12.99	monthly subscription
ADOBE Total			840.57	
ALL TOOL	10-310-6120	R. GONZALEZ	143.81	Tire supplies for garage
ALL TOOL Total			143.81	
AMAZON	10-100-6180	S. HAKE	60.03	Baskets for Kitchen Cabinets
AMAZON	10-130-6120	M. VENDORS	364.18	Computer Desks
AMAZON	10-310-6120	M. VENDORS	95.10	Dual Monitor Arms
AMAZON	10-100-6181	M. VENDORS	25.85	Ergonomic Mouse
AMAZON	10-000-6180	M. VENDORS	25.64	Hershey Kisses
AMAZON	10-310-6181	M. VENDORS	31.02	Keyboard and Mouse Writs Rests
AMAZON	10-000-6180	M. VENDORS	9.45	Letter Openers
AMAZON	10-130-6181	M. VENDORS	91.59	Wireless Keyboard and Mouse
AMAZON	10-310-6181	M. VENDORS	274.77	Wireless Keyboards and Mice
AMAZON Total			977.63	
AMERICAN AIR	10-120-6220	M. BRETZ	30.30	Luggage Fee
AMERICAN AIR	10-120-6220	H. CHRISTENSEN	30.00	Melissas Bag Check Fee - Tyler Connect
AMERICAN AIR Total			60.30	
AMERICAN WE	10-310-6120	K. WEILAND	1,128.84	2 welding helmets, assorted gloves
AMERICAN WE Total			1,128.84	
APPLE.COM	10-100-6210	M. BUSBY	0.99	Cell phone data management/storage
APPLE.COM Total			0.99	
ARCO	10-120-6220	J. BEATTY	25.25	Fuel - travel to/from airport
ARCO Total			25.25	
AT&T	10-200-6210	M. VENDORS	35.00	iPad - Clay
AT&T Total			35.00	
ATLANTIS	10-310-6220	R. GONZALEZ	47.61	Dinner for Robert G for D3 test
ATLANTIS	10-310-6220	R. GONZALEZ	45.20	Hotel for Robert G for D3 test
ATLANTIS Total			92.81	
AWWA.ORG	10-400-6192	G. HIGERD	98.00	AWWA Welded Steel Tank standards
AWWA.ORG Total			98.00	
BEST WESTERN	30-310-6220	R. LARSON	112.42	Bobby hotel C2 test
BEST WESTERN Total			112.42	
BROWN/CALDWELL	10-110-6190	C. WEIBERT	200.00	RandE 23-007
BROWN/CALDWELL Total			200.00	
BRUNT WEAR	10-310-6124	R. GONZALEZ	75.33	Pants for Robert Larson
BRUNT WEAR Total			75.33	
BURGERS	10-100-6123	M. BUSBY	156.96	Ee lunch for the Line Maintenance
BURGERS Total			156.96	
CADILLAC CAFE	10-120-6220	J. BEATTY	23.29	Meals - GFOA conference
CADILLAC CAFE Total			23.29	
CARHARTT	20-220-6124	E. SOLOMON	(64.60)	Returned by UPS
CARHARTT	20-220-6124	C. MONROE	339.33	work shirts/sweatshirts

CARHARTT Total			274.73	
CAROLINASHOE	10-310-6124	J. RUIZ	233.80	work boots
CAROLINASHOE Total			233.80	
CHARM THAI	10-120-6220	J. BEATTY	21.00	Meals - GFOA conference
CHARM THAI Total			21.00	
CMTA	10-120-6160	J. BEATTY	175.00	CMTA annual membership fee
CMTA Total			175.00	
COURTYARD	30-240-6220	T. NELSON	10.96	Breakfast NTT training
COURTYARD	30-240-6220	T. NELSON	221.84	Lodging NTT training
COURTYARD Total			232.80	
CREATIVE IMAGE	30-240-6124	K. BURNETT	34.48	Uniform
CREATIVE IMAGE Total			34.48	
CVS	10-120-6220	A. CAMPBELL	3.18	water
CVS	10-120-6220	M. BRETZ	30.16	Water and Protein Shakes for Bkfst
CVS Total			33.34	
CWEA	30-320-6160	M. LESIAK	387.00	C1 Cert Application
CWEA	30-310-6160	J. RUIZ	95.00	C1 renewal
CWEA	30-200-6160	C. MURRAY	302.00	C2 renewal
CWEA	10-300-6160	R. MOTLEY	205.00	cert renewal
CWEA	30-240-6160	K. BURNETT	202.00	CWEA Membership
CWEA	30-310-6160	J. RUIZ	202.00	CWEA Membership Collections
CWEA	10-210-6160	S. MINICH	202.00	CWEA membership renewal
CWEA	20-220-6215	E. SOLOMON	235.00	electrical and instrumentation training
CWEA	20-220-6215	C. MONROE	185.00	electrical/instrumentation
CWEA	30-320-6160	A. DERUE	202.00	membership renewal for CWEA
CWEA	10-110-6190	C. WEIBERT	305.00	RandE 23-007
CWEA Total			2,522.00	
DANNER-LACROSSE	10-310-6124	K. WEILAND	344.80	Boots for Keith
DANNER-LACROSSE Total			344.80	
DENNY'S	10-120-6220	H. CHRISTENSEN	40.88	Breaky last day - Tyler Connect
DENNY'S	10-120-6220	J. BEATTY	13.28	Meals - GFOA conference
DENNY'S	10-120-6220	J. BEATTY	18.87	Meals - GFOA conference
DENNY'S Total			73.03	
DIRECTV	10-000-6123	M. VENDORS	134.99	Satellite Service
DIRECTV Total			134.99	
DIY	10-100-6120	M. BUSBY	27.99	Electrical extension cord and adapter
DIY	10-100-6120	C. BUNDESEN	26.60	paint mixers,headlamp
DIY	10-100-6180	M. BUSBY	16.14	Shoe goo/repair
DIY Total			70.73	
ENGINEERS	10-400-6160	G. HIGERD	180.00	Biannual Prof. Engineer license renewal
ENGINEERS Total			180.00	
FASTRAK	10-310-6220	M. VENDORS	7.00	Toll
FASTRAK Total			7.00	
FIREHOSEDIR	10-320-6120	A. DERUE	413.16	Fire hoses-vector/hydrant meter testing
FIREHOSEDIR Total			413.16	
FIUME	10-120-6220	M. BRETZ	69.46	Dinner - AC, HC, MB
FIUME	10-120-6220	H. CHRISTENSEN	116.34	Dinner for 3 Tyler -Connect
FIUME Total			185.80	
GFOA	10-120-6160	J. BEATTY	160.00	GFOA annual membership fee
GFOA Total			160.00	
GOVCONNECT	10-130-6181	J. MULBAY	785.59	Four Monitors, and HDMI Cables
GOVCONNECT	10-130-6181	J. MULBAY	76.89	HDMI and Display Port adapters
GOVCONNECT Total			862.48	

GREEN BEANS	10-120-6220	H. CHRISTENSEN	55.91	Bkfst x 3 - Tyler Connect
GREEN BEANS Total			55.91	
HAMPTON INN	30-240-6220	T. NELSON	142.44	Lodging NTT training
HAMPTON INN Total			142.44	
HIGH COUNTRY	10-100-6150	S. HAKE	1.08	Kitchen Shelf
HIGH COUNTRY	10-100-6150	S. HAKE	23.67	Kitchen Shelf
HIGH COUNTRY Total			24.75	
HILTON	10-120-6220	J. BEATTY	1,496.76	Conference hotel
HILTON	10-120-6220	J. BEATTY	12.50	Meals - GFOA conference
HILTON	10-120-6220	J. BEATTY	20.00	Meals - GFOA conference
HILTON	10-120-6220	J. BEATTY	23.00	Meals - GFOA conference
HILTON	10-120-6220	J. BEATTY	23.00	Meals - GFOA conference
HILTON	10-120-6220	J. BEATTY	24.00	Meals - GFOA conference
HILTON Total			1,599.26	
HING'S	10-100-6215	M. BUSBY	38.32	Food for General Staff meeting
HING'S Total			38.32	
HOLLINGSWOR	22-340-6155	H. LEWIS	81.95	air filters
HOLLINGSWOR Total			81.95	
IN N OUT	10-310-6220	R. GONZALEZ	11.30	lunch for Robert G for D3 test
IN N OUT Total			11.30	
KEEN	10-400-6124	M. VENDORS	210.12	Boots - Vaca
KEEN Total			210.12	
LATIN MARKET	10-000-6123	S. HAKE	600.00	May Staff Lunch
LATIN MARKET Total			600.00	
MARRIOTT	10-120-6220	H. CHRISTENSEN	15.07	Breakfast and Coffee - Tyler connect
MARRIOTT	10-120-6220	H. CHRISTENSEN	15.07	Breakfast-coffee-Tyler Connect
MARRIOTT	10-120-6220	A. CAMPBELL	8.85	coffee
MARRIOTT	10-120-6220	H. CHRISTENSEN	15.07	Coffee - Breakfast -Tyler Connect
MARRIOTT	10-120-6220	H. CHRISTENSEN	7.50	Coffee - Tyler Connect
MARRIOTT	10-120-6220	H. CHRISTENSEN	7.58	Coffee - Tyler Connect
MARRIOTT	10-120-6220	H. CHRISTENSEN	8.58	coffee- Tyler Connect.
MARRIOTT	10-120-6220	A. CAMPBELL	1,483.55	hotel
MARRIOTT	10-120-6220	M. BRETZ	1,483.55	Hotel
MARRIOTT	10-120-6220	H. CHRISTENSEN	1,306.00	Hotel 5 Nights - Tyler Connect
MARRIOTT	10-120-6220	A. CAMPBELL	16.34	meal
MARRIOTT	10-120-6220	A. CAMPBELL	17.97	meal
MARRIOTT	10-120-6220	A. CAMPBELL	30.26	meal x 2
MARRIOTT	10-120-6220	H. CHRISTENSEN	4.87	PM coffee - Tyler Connect
MARRIOTT	10-120-6220	M. BRETZ	15.63	Snack
MARRIOTT	10-120-6220	H. CHRISTENSEN	36.39	Dinner at Hotel - Tyler Connect
MARRIOTT Total			4,472.28	
MCDONALD'S	10-120-6220	A. CAMPBELL	22.79	meal x 3
MCDONALD'S Total			22.79	
MINDEN MEAT	30-240-6220	T. NELSON	13.94	Lunch NTT training
MINDEN MEAT Total			13.94	
MULTIQUIP	10-330-6145	H. LEWIS	996.40	MQ generators oil, air, fuel filters.
MULTIQUIP Total			996.40	
NAAG TAG	10-000-6180	S. HAKE	95.55	Name Plates and Meeting Signs
NAAG TAG Total			95.55	
NAPA	20-220-6155	E. SOLOMON	9.54	Oil filter for vehicle #69
NAPA Total			9.54	
PANDA EXPRESS	30-310-6220	R. LARSON	19.11	Bobby lunch C2 test
PANDA EXPRESS Total			19.11	

PARKING	10-120-6220	J. BEATTY	102.00	Airport parking
PARKING Total			102.00	
PARKINGCOM	10-120-6220	M. BRETZ	72.00	Parking
PARKINGCOM Total			72.00	
PC CONNECT	10-130-6180	J. BURKHART	30.06	HDMI to DVI Adapters
PC CONNECT	10-310-6181	K. WEILAND	53.86	Keyboard
PC CONNECT	10-310-6181	K. WEILAND	277.65	Monitor
PC CONNECT Total			361.57	
PINKBERRY	10-120-6220	H. CHRISTENSEN	2.99	Water, airport - Tyler Connect
PINKBERRY Total			2.99	
PLATT ELECTRIC	22-000-1301	R. MOTLEY	3,510.26	parts for well 32 power
PLATT ELECTRIC Total			3,510.26	
POPEYES	30-310-6220	R. LARSON	23.47	Bobby Dinner C2 test
POPEYES Total			23.47	
RED WING SHOE	10-310-6124	R. LARSON	475.00	Boots Larson & Brooks Waterproofing oil
RED WING SHOE Total			475.00	
REPUBLIC	10-120-6220	M. BRETZ	66.05	Lunch - AC, HC, MB
REPUBLIC Total			66.05	
RITE AID	10-320-6180	A. DERUE	23.68	cotton balls and sunscreen
RITE AID Total			23.68	
RNO	10-120-6220	H. CHRISTENSEN	5.99	Coffee - Airport - Tyler Connect
RNO	10-120-6220	A. CAMPBELL	15.42	coffee/water
RNO	10-120-6220	M. BRETZ	64.09	Lunch - AC, HC, MB
RNO Total			85.50	
ROBERTOS	10-400-6123	G. HIGERD	106.50	Engineering team lunch
ROBERTOS Total			106.50	
SAFEWAY	10-120-6220	J. BEATTY	3.49	Meals - GFOA conference
SAFEWAY	10-120-6220	J. BEATTY	10.01	Meals - GFOA conference
SAFEWAY Total			13.50	
SHAMSUDIN	10-120-6220	J. BEATTY	52.30	Taxi - airport to conference
SHAMSUDIN Total			52.30	
SISTERS STORE	10-120-6220	A. CAMPBELL	6.48	waters
SISTERS STORE Total			6.48	
SMART AND FINAL	10-000-6180	S. HAKE	20.49	Kitchen Supplies
SMART AND FINAL Total			20.49	
STAPLES	10-310-6120	S. HAKE	1,002.01	Office Chairs - LM Office
STAPLES	10-000-6180	S. HAKE	113.14	Office Supplies
STAPLES	10-000-6180	S. HAKE	108.40	Office Supplies
STAPLES	10-000-6180	S. HAKE	46.74	Office Supplies
STAPLES	10-000-6180	S. HAKE	29.99	Office Supplies
STAPLES Total			1,300.28	
STARBUCKS	30-310-6220	R. LARSON	12.50	Bobby Breakfast C2 Test
STARBUCKS Total			12.50	
STARLINK	10-130-6105	M. VENDORS	120.00	Starlink
STARLINK Total			120.00	
TGI FRIDAYS	10-120-6220	M. BRETZ	53.96	Lunch - AC, HC, MB
TGI FRIDAYS Total			53.96	
TIME1LESS	30-330-6150	D. CARLSON	24.78	Asbestos test kit for EQ building
TIME1LESS Total			24.78	
TOCKIFY	10-130-6105	J. MULBAY	8.08	Tockify Web Calendar
TOCKIFY Total			8.08	
TRADER JOE'S	10-120-6220	H. CHRISTENSEN	6.48	Lunch - Tyler Connect
TRADER JOE'S Total			6.48	

TRUEWERK	20-220-6124	C. MONROE	135.56	work pants
TRUEWERK Total			135.56	
TWO CHICKS	10-310-6220	R. GONZALEZ	23.26	Breakfast for Robert G for D3 test
TWO CHICKS Total			23.26	
UBER	10-120-6220	M. BRETZ	21.94	Airport to Hotel
UBER	10-120-6220	M. BRETZ	35.05	Hotel to Airport
UBER	10-120-6220	J. BEATTY	32.93	Uber - conf to airport
UBER	10-120-6220	J. BEATTY	4.93	Uber - conference to airport
UBER	10-120-6220	M. BRETZ	7.01	Uber Tip
UBER	10-120-6220	M. BRETZ	4.38	Uber Tip
UBER Total			106.24	
UEI	10-200-6215	C. MURRAY	25.00	CEUs for certifications
UEI Total			25.00	
UPLIFT DESK	10-130-6120	J. MULBAY	1,011.77	New IS Specialist Desk
UPLIFT DESK Total			1,011.77	
UPS	10-000-6185	M. VENDORS	30.00	Service Fee
UPS	10-000-6185	M. VENDORS	30.00	Service Fee
UPS	10-000-6185	M. VENDORS	30.00	Service Fee
UPS	10-000-6185	M. VENDORS	30.00	Service Fee
UPS	10-000-6185	M. VENDORS	30.00	Service Fee
UPS	10-210-6185	M. VENDORS	17.06	Shipping Charge
UPS	10-210-6185	M. VENDORS	130.40	Shipping Charges
UPS Total			297.46	
VONS	10-000-6123	S. HAKE	13.09	Ice for Lunch
VONS	10-000-6123	S. HAKE	23.76	Meeting Snacks
VONS	10-000-6123	S. HAKE	49.91	Meeting Snacks
VONS	10-100-6215	S. HAKE	134.87	Meeting Snacks
VONS Total			221.63	
WATER COLLEGE	10-320-6215	M. VENDORS	229.99	Exam Prep Grade 2
WATER COLLEGE Total			229.99	
WINDOWTINT	10-330-6150	K. WEILAND	277.78	Window tint for Line Maint office
WINDOWTINT Total			277.78	
WOLVERINE	10-330-6124	H. LEWIS	(193.95)	yearly work boots
WOLVERINE	10-330-6124	H. LEWIS	193.95	yearly work boots returned
WOLVERINE Total			-	
YARD HOUSE	10-120-6220	A. CAMPBELL	44.77	Meal x 3
YARD HOUSE Total			44.77	
ZOOM	10-000-6215	S. HAKE	41.00	Cloud Recordings for Meetings
ZOOM	10-000-6215	J. MULBAY	163.90	MCWD Zoom Accounts
ZOOM	10-110-6190	C. WEIBERT	299.00	RandE 23-007
ZOOM Total			503.90	
ZORO TOOLS	10-000-1200	A. CAMPBELL	52.62	clear safety glasses
ZORO TOOLS	10-310-6120	K. WEILAND	355.80	Dummy Ball Bearing Extractor
ZORO TOOLS Total			408.42	
May Visa Transactions Total			28,057.65	

MINUTES

Thursday, May 18, 2023
Mammoth Community Water District
Regular Board Meeting

The Board of Directors convened in session at the hour of 5:31 p.m. There was a brief recess taken and the meeting was adjourned at 6:36 p.m.

Prepared by:

Stephanie Hake
Executive Assistant

ATTEST:

Mark Busby
Board Secretary

THE REGULAR MEETING of the Board of Directors of the Mammoth Community Water District was held on Thursday, May 18, 2023 at 5:31 p.m.

ROLL CALL

Board Present

Director: Tom Cage
Director: Dennis Domaille
Director: Elizabeth Hylton (*remote attendance AB 361*)
Director: Tom Smith
Director: Gary Thompson

Board Absent

None

Staff Present

General Manager: Mark Busby
District Engineer: Garrett Higerd
Finance Manager: Jeff Beatty (*remote attendance*)
Operations Superintendent: Clay Murray
Maintenance Superintendent: Rob Motley
Information Services Manager: Justin Mulbay
Human Resources Manager: Chris Weibert
Principal Administrative Analyst: Michael Draper
Executive Assistant: Stephanie Hake
Legal Counsel: Josh Horowitz (*remote attendance*)

Guests Present

Kathleen Stewart (*remote attendance*)

Some items were taken out of order to facilitate the meeting.

PUBLIC FORUM

President Smith opened the public forum at 5:31 p.m.

Mark Busby addressed the Board to say that due to several conflicting schedules and lack of a quorum, staff recommend cancelling all regularly scheduled June Board activity. The board concurred and directed staff to post notices of cancellation for the June Board meeting and associated committee meetings.

Stephanie Hake reported that a customer recently called and wanted his comments shared with the Board. He was very appreciative of the professional and thorough response from maintenance staff members Bobby Larsen and Keith Weiland after he called late in the workday with a report of no water at his home.

No one else addressed the Board and President Smith closed the public forum at 5:34 p.m.

PUBLIC HEARINGS

President Smith next opened the public hearings at 5:34 p.m. to receive comments concerning the filing of reports on secured and unsecured delinquent water and sewer charges as of March 31, 2023.

Kathleen Stewart addressed the Board regarding her property at 54 Alpine Circle. She requested an item be put on the agenda for the next board meeting to consider reclassifying her property as a Single-Family Residence instead of a Multi-Family Residence.

President Smith thanked her for her comments and directed staff to include a discussion item for the July 20 board meeting.

No one else addressed the Board and President Smith closed the public hearings at 5:42 p.m.

CONSENT AGENDA A

A-1 Consider finding under Gov. Code, section 54953, subd. (e)(1)(B) that as a result of the Governor's proclaimed state of emergency: (i) meeting in person would present imminent risks to the health or safety of attendees: and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, section 54953, subd. (e)(1)(C)

A-2 Approve the April 2023 Check Disbursements

A-3 Approve the Minutes from the Regular Board Meeting held April 20, 2023

A-4 Adopt a Notice of Exemption (NOE) for the 2023 Water and Wastewater System Improvements

A-5 Adopt Resolution No. 05-18-23-14 Confirming Collection and Requesting Inclusion of Secured Delinquent Rates, Charges, and Penalties for Water and Sewer Service on the Mono County Tax Roll for the Forthcoming Fiscal Year in the Same Manner as the District's General Taxes

A-6 Adopt Resolution No. 05-18-23-15 Confirming Collection and Requesting Inclusion of Unsecured Delinquent Rates, Charges, and Penalties for Water and/or Sewer Service on the Mono County Tax Roll for the Forthcoming Fiscal Year in the Same Manner as the District's General Taxes

President Smith said that since the board packet was published on May 12, partial payments had been received from two account holders on the Secured Report (A-5) and the report should be updated to reflect the reduction in amount owed.

Stephanie Hake noted an error in the April 20 minutes, item A-3. The names of the Directors voting to adjourn the meeting were incorrectly listed in the posted version but have since been corrected.

President Smith called for a motion.

BOARD ACTION – To approve Consent Agenda A with the amendment to the minutes from April 20, 2023, item A-3

{00300688.1}

MOVED BY: Director Cage
SECONDED BY: Director Domaille
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None

CONSENT AGENDA B – DEPARTMENT REPORTS

- | | |
|--|---|
| B-1 Operations Department Report | B-5 Information Services Report |
| B-2 Maintenance Department Report | B-6 Personnel Services Report |
| B-3 Finance Department Report | B-7 Regulatory Support Services Report |
| B-4 Engineering Department Report | B-8 General Manager’s Report |

Director Domaille made a motion.

BOARD ACTION – To approve Consent Agenda B

MOVED BY: Director Domaille
SECONDED BY: Director Cage
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None

CURRENT BUSINESS

C-1 Discuss and Consider Adopting Resolution No. 05-18-23-11 Revising the Appropriations Limitation for the Fiscal Year 2023-2024

Jeff Beatty briefly described the annual process of adopting the appropriations limit.

There was no discussion and President Smith called for a motion.

BOARD ACTION – To adopt Resolution No. 05-18-23-11 revising the appropriations limitation for the Fiscal Year 2024

MOVED BY: Director Domaille
SECONDED BY: Director Thompson
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None

C-2 Discuss and Consider Enacting Ordinance No. 05-18-23-12 Amending Chapter 12, Divisions III and VI of the Mammoth Community Water District Code Regarding the Temporary Use of Hydrant Meters

Rob Motley said all the information for the item could be found in the staff report.

There was no discussion and President Smith called for a motion.

BOARD ACTION – To enact Ordinance No. 05-18-23-12 amending Chapter 12, Divisions III and VI of the Mammoth Community Water District Code regarding the temporary use of hydrant meters

{00300688.1}

MOVED BY: Director Domaille
SECONDED BY: Director Thompson
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None

C-3 Revised Recycled Water Policy and Amend Chapter 11, Division XV of the MCWD Code (Ordinance No. 05-18-23-13)

- 1. Adopt the Title 22 Engineering Report**
- 2. Discuss and Consider Enacting Ordinance No. 05-18-23-13 Amending Chapter 11, Division XV of the MCWD Code**

Garrett Higerd described the revisions as mostly administrative. He added that the District's water quality regulator, Lahontan Regional Water Quality Control Board, rescinded the original recycled water permit issued in 2009 and replaced it with the updated version presented here. He highlighted the significant changes in the updated permit.

Following a brief discussion, President Smith called for a motion and vote for each item.

BOARD ACTION – To adopt the Title 22 Engineering Report

MOVED BY: Director Domaille
SECONDED BY: Director Thompson
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None

BOARD ACTION – To enact Ordinance No. 05-18-23-13 amending Chapter 11, Division XV of the MCWD Code

MOVED BY: Director Cage
SECONDED BY: Director Thompson
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None

C-4 Appoint an Ad-Hoc Committee to Facilitate Discussions with Mono County Representatives Regarding Property Tax Allocation to District Related to Annexation of Snowcreek VIII Property

President Smith requested that Directors Cage and Thompson be the ad-hoc committee members to work with the Mono County ad-hoc committee on the property tax allocation topic. President Smith said that since Directors Cage and Thompson are members of LAFCO, this appointment would create continuity for discussions moving forward.

Director Cage and Director Thompson accepted the appointments.

BOARD ACTION – None

COMMITTEE MEETINGS HELD DURING THE MONTH

Mono County LAFCO – April 24, 2023

Tom Cage

Technical Services Committee – May 17, 2023

Dennis Domaille

Gary Thompson

Finance Committee – May 17, 2023

Tom Cage

Elizabeth Hylton (*remote attendance AB 361*)

Mono County LAFCO:

Director Cage reported the following topics were discussed at the Mono LAFCO meeting:

- ✓ *Staff have started updating Municipal Service Reviews (MSR) of the 26 special districts in Mono County.*
- ✓ *A new Executive Officer will be taking over in the next month or two.*
- ✓ *Staff is hopeful that the annual budget along with a reserve fund policy will be ready for adoption at the next LAFCO meeting in early June.*

~

Technical Services Committee:

Director Domaille reported the committee meeting was short; topics discussed included work on District wells and insurance coverage and FEMA funding for T-8 tank and WWTP EQ Building roof collapses.

~

Finance Committee:

Director Cage reported the Finance Committee meeting was uneventful being only the first month of the fiscal year.

Director Hylton added that the committee discussed the potential impacts to the District's vehicle fleet due to the new CARB (California Air Resources Board) regulations being imposed in the next few years.

DIRECTOR COMMENTS, REQUESTS, AND REPORTS

Director Cage complimented Clay Murray and Michael Draper on their recent interview representing the MCWD with the Sierra Wave radio.

ATTORNEY REPORT

Attorney Horowitz reported that the 2023 legislature is back in session and considering three bills that would impact the water rights system: AB 460, AB 1337, and SB 389. He said he would report updates as they become available.

CLOSED SESSION

D-1 Conference with Real Property Negotiators

Pursuant to Government Code Sections 54954.5(e) and 54956.8

Property Description: Mono County APNs – 033-148-005-000 and 033-148-006-000

Under Negotiation: Price and Terms of Payment

MCWD Negotiators: Mark Busby and Garrett Higerd

Property Owner Negotiator: Greg Eckert

REPORT OUT AND ADJOURNMENT

There was no report from closed session and President Smith adjourned the meeting at 6:28 p.m.

DRAFT

MINUTES

Thursday, June 29, 2023
Mammoth Community Water District
Special Board Meeting

The Board of Directors convened in session at the hour of 3:01 p.m. No recess was taken, and the meeting was adjourned at 3:50 p.m.

Prepared by:

Stephanie Hake
Executive Assistant

ATTEST:

Mark Busby
Board Secretary

THE SPECIAL MEETING of the Board of Directors of the Mammoth Community Water District held on Thursday, June 29, 2023 at 3:01 p.m.

ROLL CALL

Board Present *

Director: Tom Cage
Director: Dennis Domaille
Director: Elizabeth Hylton
Director: Gary Thompson

Board Absent

None

Staff Present *

Finance Manager: Jeff Beatty
Operations Superintendent: Clay Murray
Executive Assistant: Stephanie Hake

Guests Present

None

CURRENT BUSINESS

A-1 Consider finding by a majority vote under Gov. Code, section 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees: and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, section 54953, subd. (e)(1)(C)

There was no discussion and Director Domaille made a motion.

BOARD ACTION – To authorize the meeting to be held by teleconference pursuant to Gov. Code, section 54953, subd. (e)(1)(C)

MOVED BY: Director Domaille
SECONDED BY: Director Thompson
AYES: Directors Cage, Domaille, Hylton, and Thompson
NAYS: None
ABSENT: None

CLOSED SESSION

B-1 Conference with Real Property Negotiators

Pursuant to Government Code Sections 54954.5(e) and 54956.8

Property Description: 165 Old Mammoth Road, Unit No. 55, Mammoth Lakes, CA

Under Negotiation: Price and Terms of Payment

MCWD Negotiators: Mark Busby, Jeff Beatty, and Clay Murray

Property Owner Negotiator: Coldwell Banker Mammoth

B-2 Conference with Real Property Negotiators

Pursuant to Government Code Sections 54954.5(e) and 54956.8

Property Description: 451 Mono Street, Unit No. 1, Mammoth Lakes, CA

Under Negotiation: Price and Terms of Payment

MCWD Negotiators: Mark Busby, Jeff Beatty, and Clay Murray

Property Owner Negotiator: Mammoth Sierra Properties

The Board returned from closed session and Vice President Cage reported that staff were directed to proceed with negotiations for potentially purchasing the property at 165 Old Mammoth Road. He also reported that staff were directed to do more research on the property at 451 Mono Street before the Board would consider making an offer.

ADJOURNMENT

BOARD ACTION – To adjourn the Special Board meeting

MOVED BY: Director Domaille

SECONDED BY: Director Hylton

AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson

NAYS: None

ABSENT: None

Vice President Cage adjourned the meeting at 3:50 p.m.

AGENDA ITEM

Subject: Notice of Exemption (NOE) for 2023 Winter Storm Emergency Repairs

Information Provided By: Garrett Higerd, District Engineer

Background

The historic snow during the winter of 2023 damaged MCWD infrastructure and staff is working to make necessary repairs. A Design-Build Request for Proposals (RFP) has been prepared and advertised for the Tank T-8 Forest Trail Tank. The Wastewater Treatment Plant Equalization Basin Pump Building roof may be repaired by in-house crews or outside contractors depending on staffing availability, equipment requirements, and whether the work requires specialty skill and/or equipment.

Discussion

The 2023 Winter Storm Emergency Repairs includes work at two locations:

- Tank T-8 (Forest Trail Tank)
- Wastewater Treatment Plant Equalization Basin Pump Building Roof

See the attached Notice of Exemption for details on project location, nature, purpose, beneficiaries, and CEQA exemption status.

Financial Impact

The 2023 Winter Storm Emergency Repairs are included in the amended FY 24 Capital Budget. There is no financial impact of filing the Notice of Exemption.

Requested Action

Staff recommends that the Board of Directors approve the Notice of Exemption for the 2023 Winter Storm Emergency Repairs Project and direct staff to file the attached Notice of Exemption with the CA Office of Planning and Research and the Mono County Clerk-Recorder's office.



Notice of Exemption

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, Ca 95812-3044

From: Mammoth Community Water District
P.O. Box 597
Mammoth Lakes, CA 93546

Mono County Clerk-Recorder
P.O. Box 237
Bridgeport, CA 93517

Project Title: 2023 Winter Storm Emergency Repairs

Project Location:

The project occurs in the Town of Mammoth Lakes in Mono County, at two different locations:

- Tank T-8 (Forest Trail Tank)
- Wastewater Treatment Plant Equalization Basin Pump Building Roof

Description of Nature, Purpose, and Beneficiaries of Project:

This project will occur at two locations in the Town of Mammoth Lakes, with the purpose of repairing and replacing existing infrastructure that was damaged during the historic winter of 2023.

Tank T-8 (Forest Trail Tank) – The existing 1,000,000 gallon bolted steel tank failed during the winter of 2023 under heavy snow loads. The existing tank will be demolished and replaced with a new 1,000,000 gallon welded steel potable water tank.

Wastewater Treatment Plant Equalization Basin Pump Building Roof – The existing flat truss roof system failed during the winter of 2023 under heavy snow loads. The existing roof will be demolished and replaced.

Name of Public Agency Approving and Carrying Out the Project:

The Mammoth Community Water District

Exempt Status:

Section 15269 (a) provides a CEQA exemption for projects to maintain, repair, restore, demolish, or replace property or facilities damaged or destroyed as a result of a disaster in a disaster stricken area in which a state of emergency has been proclaimed by the Governor pursuant to the California Emergency Services Act.

Lead Agency Contact Person:
General Manager

Phone (760) 934-2596

Signature _____
Mark Busby, General Manager

Date _____



CMTA

News Release

FOR IMMEDIATE RELEASE

Date: June 5, 2023

For more information contact:
Shaun L. Farrell, Chairperson
CMTA Investment Policy Certification
Phone: 209-712-0428
Email: sfarrell@cityofgalt.org

(Sacramento, California) – The California Municipal Treasurers Association (CMTA) Investment Policy Certification has been granted to the **Mammoth Community Water District**.

This Investment Policy Certification recognizes that CMTA has validated that the Mammoth Community Water District’s Investment Policy adheres with the State of California Government Code and meets the program requirements within 18 different topics areas deemed to be best practices for investment policies. Those topics include: Scope, Prudence, Objective, Delegation of Authority, Ethics and Conflicts of Interest, Authorized Financial Dealers and Institutions, Authorized and Suitable Investments, Review of Investment Portfolio, Investment Pools/Mutual Funds, Collateralization, Safekeeping and Custody, Diversification, Maximum Maturities, Internal Controls, Performance Standards, Reporting, Investment Policy Adoption and Glossary. Once a policy is received by CMTA, it is independently evaluated using a scoring matrix by three separate CMTA professionals. When the agency receives a passing score, the Investment Policy earns the ‘Certified’ distinction.

To enhance the municipal treasurer’s role, CMTA has developed a number of certification programs to reflect best practices and increase an individual’s knowledge of fixed income instruments. The Investment Policy Certification program began in 2012 with the support from the California Debt and Investment Advisory Commission. It is open to all government agencies within the State of California including special districts, cities and counties.

CMTA was founded in 1958 by a handful of Municipal Treasurers from both Northern and Southern California whose primary interest was to improve their function in local Government. CMTA is a professional organization governed by active public officials who are representatives of their own local governmental units.

June 21, 2023

Board of Directors
Mammoth Community Water District
Mammoth Lakes, CA

We are engaged to audit the financial statements of the Mammoth Community Water District (the “District”) for the year ended March 31, 2023. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

As stated in our engagement letter dated June 7, 2023, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the system of internal control of the District. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the District’s compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to *management’s discussion and analysis*, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the supplementary schedules, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the

financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

As part of the audit, we will assist with the preparation of the financial statements, related notes and State Controllers Report. However, this assistance does not constitute an audit under *Government Auditing Standards* and is considered nonaudit services. Management is responsible for overseeing and accepting responsibility for these services.

Planned Scope, Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the District and its environment, including the system of internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risk(s) of material misstatement as part of our auditing planning

1. Management Override of Controls
2. Capital Assets Construction in Progress is tracked by a spreadsheet.
3. Billing process has a large volume of transactions.
4. Improper revenue recognition due to fraud.
5. Property taxes cutoff due to a different fiscal year end from the County.
6. Implementation of GASB 87, *Leases*.

We began our final audit fieldwork on approximately June 7, 2023 and expect to issue our report approximately in August 2023. Richard A. Teaman is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors and management of the Mammoth Community Water District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

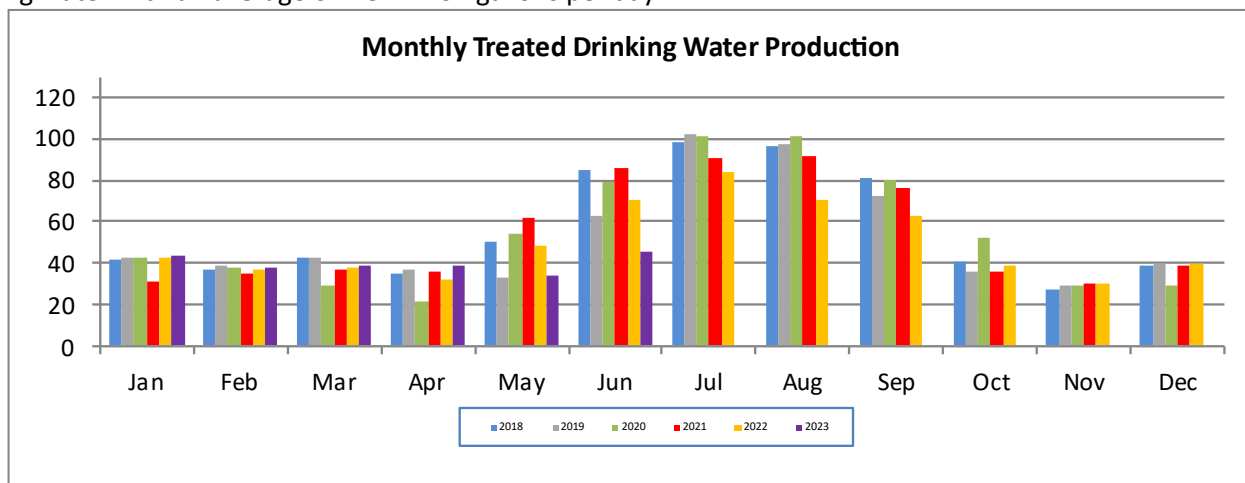
Teaman Ramirez & Smith, Llc.

Report Summary			
June Production Data (In Million Gallons)	2013	2022	2023
Treated Surface Water	43.9	69.3	35.2
Treated Groundwater	53.2	0.8	10.0
Untreated Groundwater	13.8	0.0	0.0
Reclaimed Wastewater	5.7	19.2	2.6
Totals	116.5	89.4	47.8
Non-Revenue Water	9.8	3.1	2.7
Treated Wastewater	31.6	33.9	60.3
Photovoltaic Power Produced (kWh)	256,045	213,603	192,376
Photovoltaic Solar Irradiance (kW/m ²)	1,222	1,047	950

Monthly - Water Treatment, Production & Supply Management

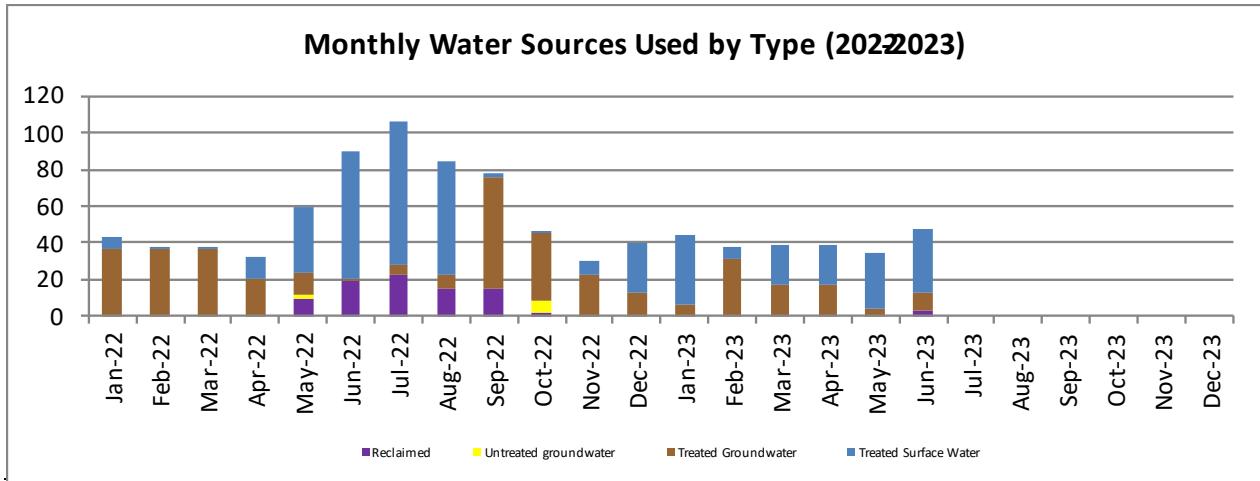
- **Drinking Water Treatment**

Routine samples for clarity, chlorine residual, and bacteriological analysis of the District’s drinking water were conducted during the month. The results of all sampling for the month were in compliance with the standards set by the State Water Resources Control Board Drinking Water Division. A total of 45,154,000 gallons were treated for drinking water with an average of 1.5 million gallons per day.



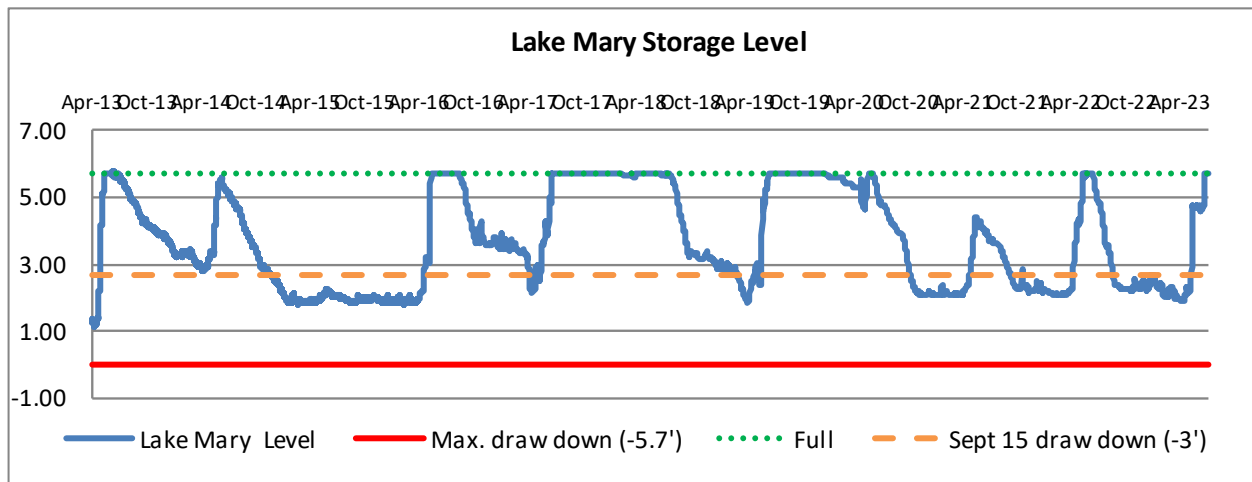
- **Water Supply Production and Management**

Drinking water provided to the community was produced from the District’s surface water (78%) and groundwater (22%) treatment plants.



• **Surface Water**

The minimum daily stream flow requirement for the month of June was 20.8 cfs for Mammoth Creek, as measured at Old Mammoth Road. Flow rates in the creek ranged from 107.9 cfs to 243.4 cfs with an average flow of 159 cfs. The average flow for June 2022 was 28.3 cfs. The flow requirement for July decreases to 9.9 cfs and current flows are above the requirement. Lake Mary was filled as of June 30th and currently remains full. Surface water will continue to be the primary source of supply while stream flows are above the requirement.



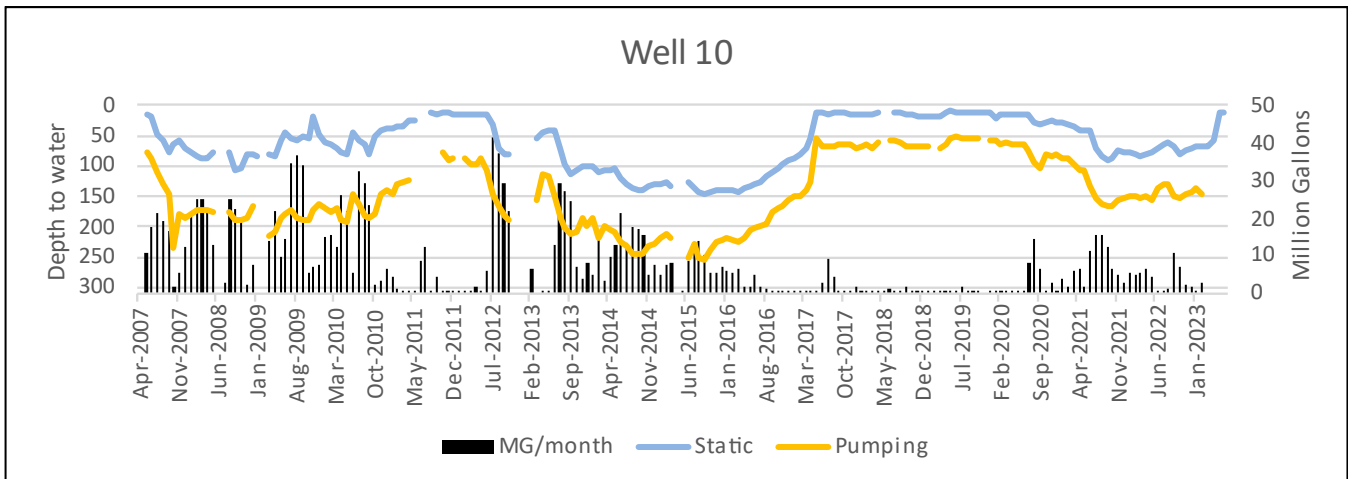
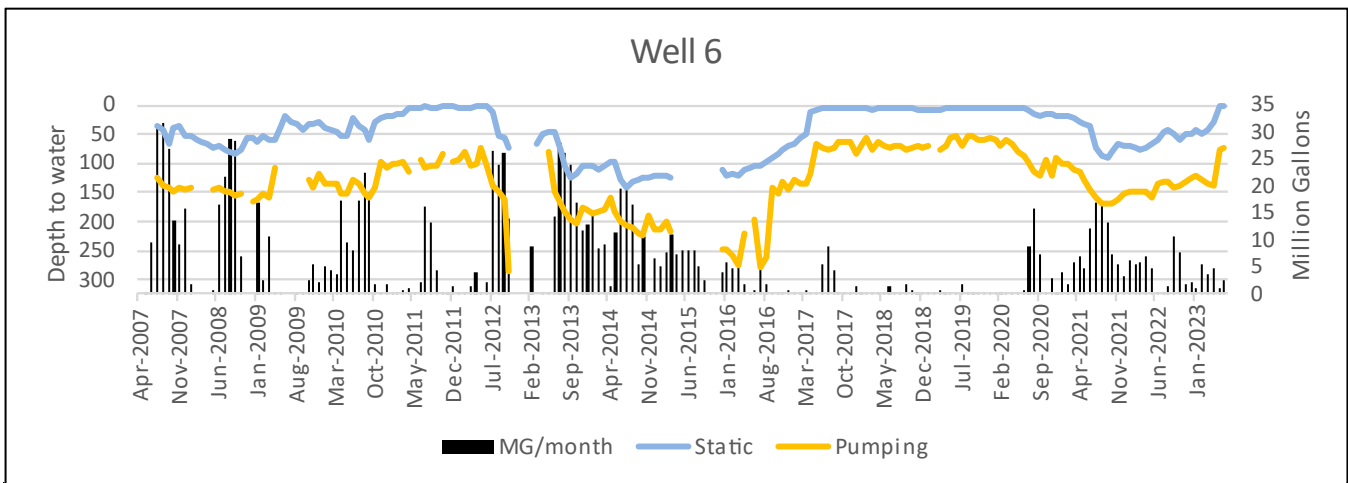
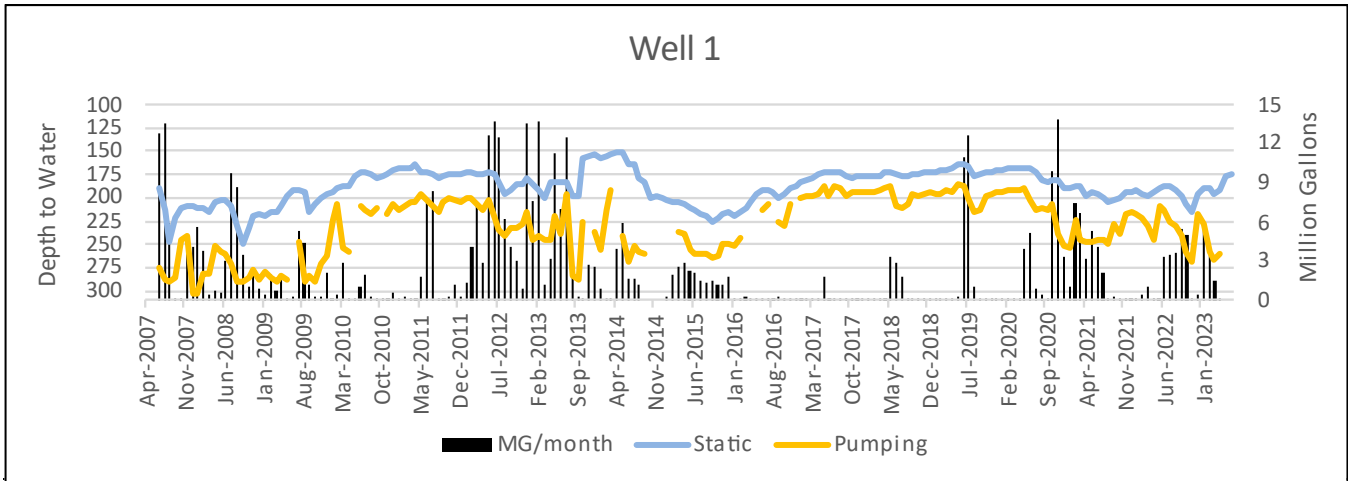
• **Groundwater**

Approximately 9,994,000 gallons or twenty-two percent (22%) of the drinking water produced was from the District’s groundwater sources during the month of June. Groundwater production Wells 6, 18, 20, and 25 are operating as expected and are available for service. Contracted well inspections, rehabilitations, and repairs are currently in progress and include video inspection and potential rehabilitations of Wells 15 and 17. Also included in the contracted work is the replacement of the Well 10 motor. Well 1 will not be available until tank T-8 is replaced. Well levels are trending upward as a result of recharge and the reduction of groundwater usage.

MAMMOTH COMMUNITY WATER DISTRICT

Operations Department Report

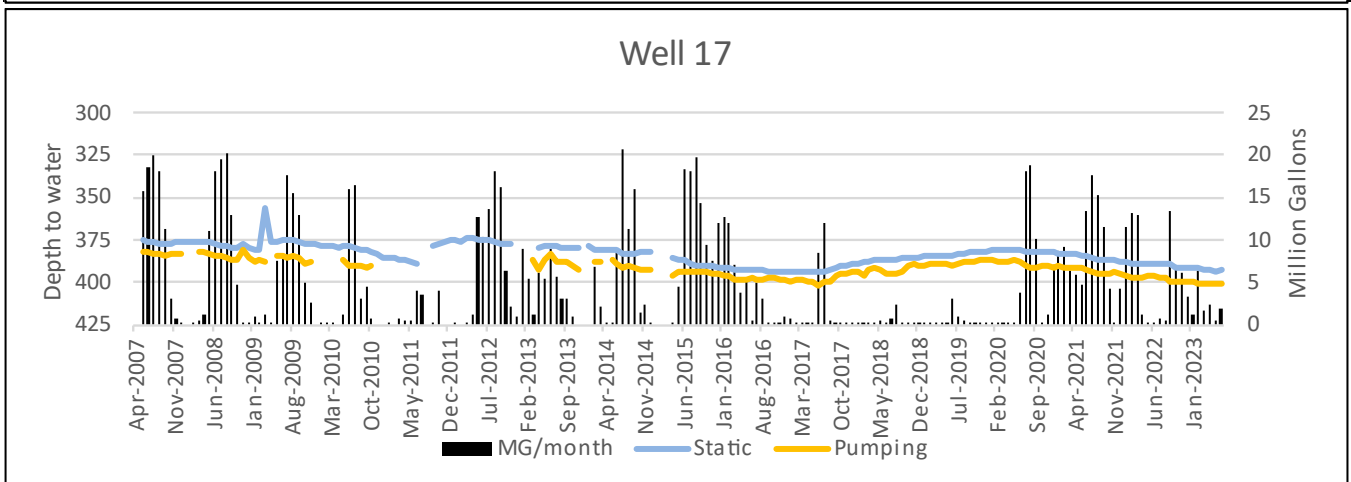
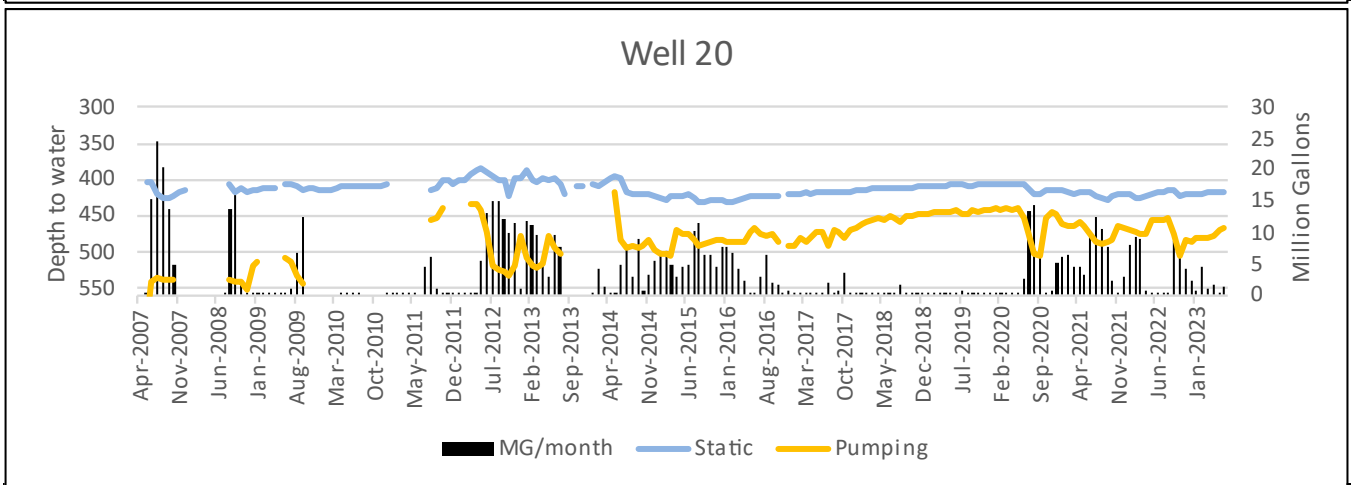
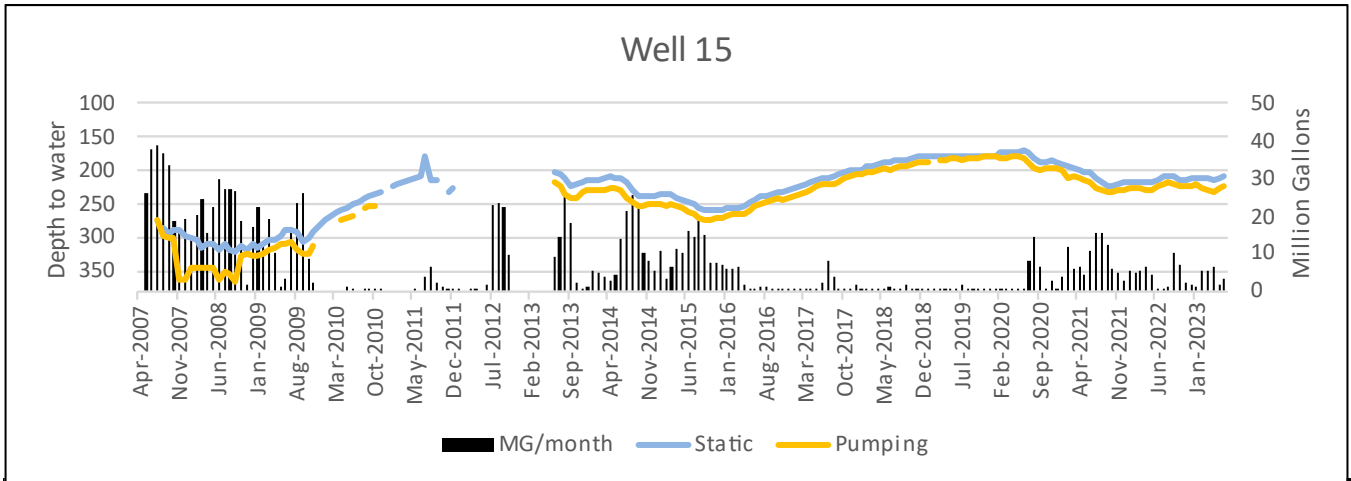
July 2023



MAMMOTH COMMUNITY WATER DISTRICT

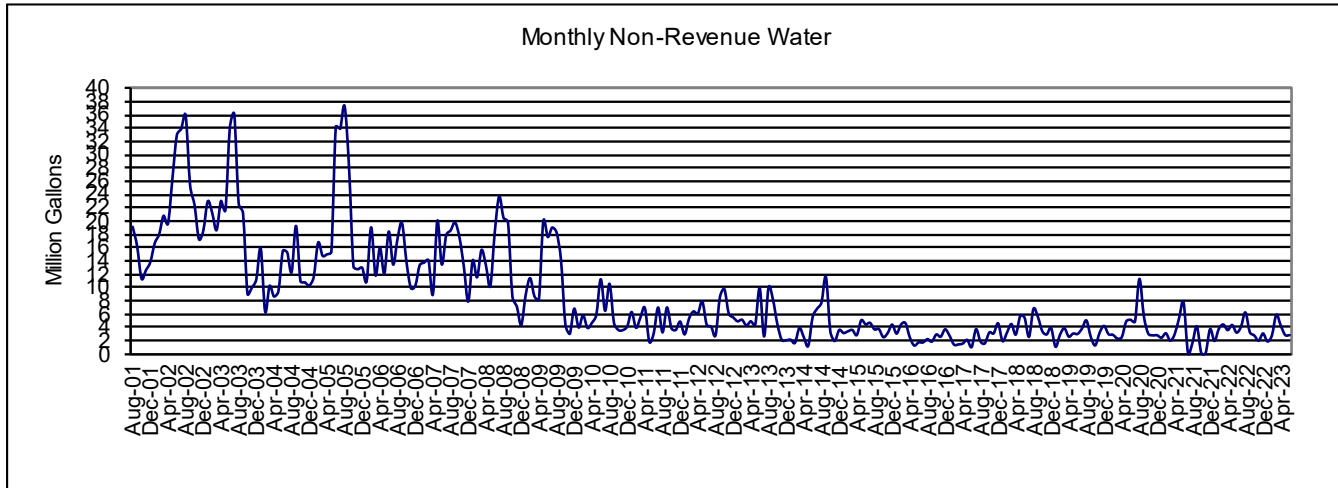
Operations Department Report

July 2023



- Water Audit Information**

The water audit for this billing period shows a total of six (6%) or 2.688 million gallons of non-revenue water.



Wastewater – Treatment & Flow

- Wastewater Treatment**

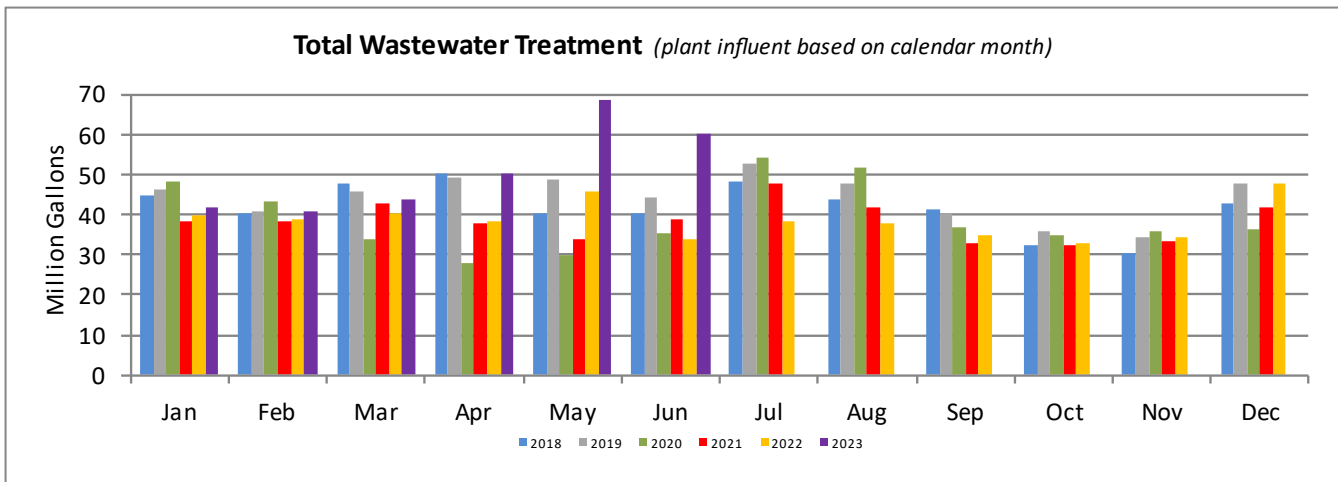
Wastewater treatment samples have met all compliance requirements for the month.

- Recycled Water**

Recycled water production commenced in June for Sierra Star golf course and the trucked water program. Snowcreek golf course informed the District that they will not have a need for water this season. The total recycled water delivery to Sierra Star for June was 2,635,000 gallons.

- Wastewater Flows**

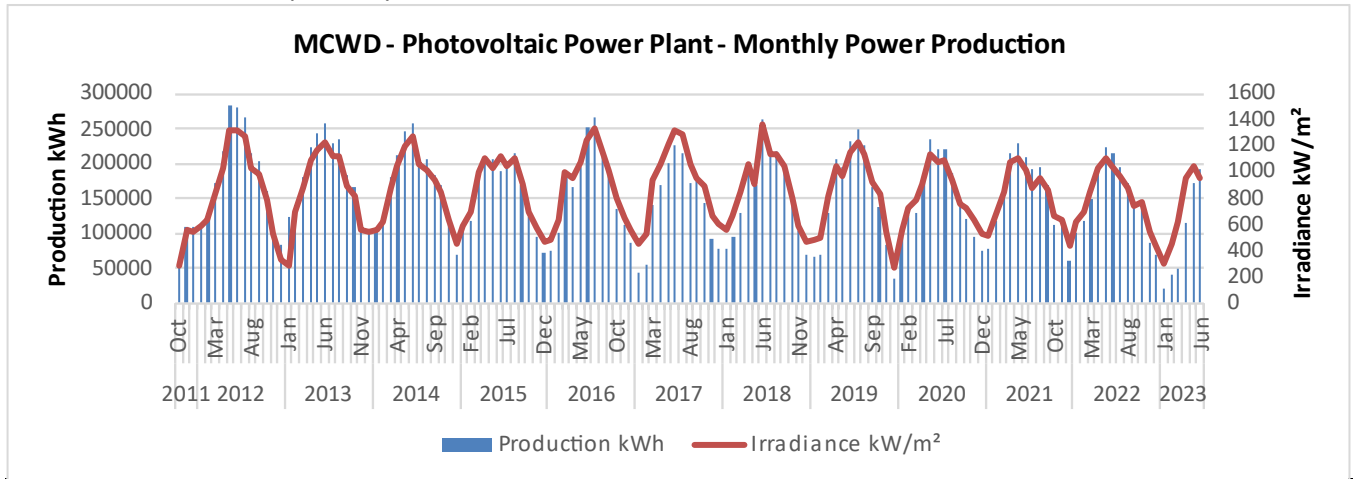
The total volume of wastewater treated during the month of June was 60,332,000 gallons. This results in an average of 2.0 million gallons per day of wastewater flow. Flows are starting to return to normal following a period of increased inflow and infiltration due to snowmelt.



Photovoltaic Power Plant Operations & Total District Electrical Usage

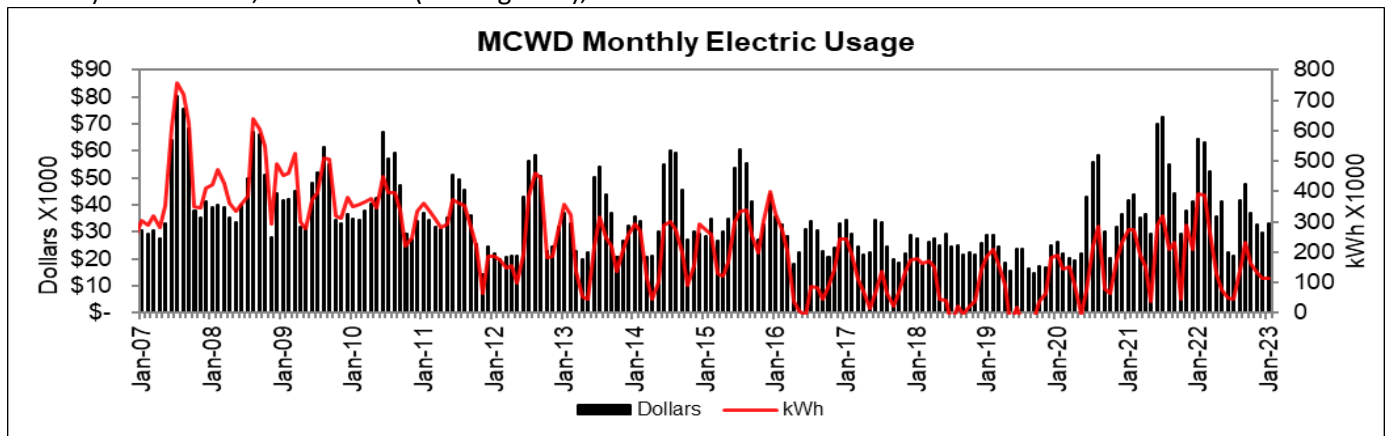
- **Solar plant production**

The total kilowatt hours of energy produced for the month of June was 192,376 kWh. The irradiance and production were 9% and 10% less respectively than June 2022.



- **Total electrical energy use**

Monthly energy usage chart for the past 15 years through January 2023 except for the WWTP, Well 17, and the LMTP. The WWTP and Well 17 electrical bills are slowly being updated and data is available through May 2022. The LMTP billing data is available through October 2022 and typically lags during the winter months. After thorough review of the WWTP electric bills, it has been determined that SCE has made some gross miscalculations on energy consumption and generation in most of the bills since October 2021. Engineering staff contacted SCE and provided a detailed analysis that is currently under review by the vendor. The monthly total includes all District facilities (34 electric meters) for all water, wastewater (missing data), and administrative uses.



Report Summary

The Maintenance Department has focused the past two months on preventative maintenance programs, water meter system repairs and repairing damage from this past winter’s heavy snowpack.

Solar Power Plant Maintenance

The system is exceeding expectations once again following winter damage repairs. Parts were received and most of the repairs are complete on the solar system. Crews will continue throughout the summer to make repairs as time allows. The system is working well with the new battery, which results in greatly reduced costs from our utility provider.



	Actual	Expected
Today	4.65 MWh	4.41 MWh
Yesterday	7.46 MWh	6.55 MWh
Last 30d	189.65 MWh	179.29 MWh

Wastewater Treatment Plant and Recycled Water Maintenance

Staff made repairs to the primary clarifier and replaced some electrical components in the digester gallery. The plant is running well with scheduled preventive maintenance underway. The recycled water system is on-line and delivering to the Sierra Star golf course.

Surface Water Treatment Plant and Related Facilities Maintenance

The Lake Mary plant was flooded this year because of warm temps causing high run-off and a rain on snow event. Several components were damaged by the high-water level. Over the past two months both water operations and plant maintenance team members worked to get the plant back to 100% production. That goal was reached on June 30th.

Groundwater Treatment Plant and Related Facilities Maintenance

Currently, the groundwater plants are only able to produce into pressure zone 3 with tank T-8 being out of service. This also has rendered Well 1 out of service as it can only pump into Zone 4. Well 10 is out of service due to a downhole motor issue as well. Operations and maintenance crews have modified operating parameters to

allow the water distribution system to continue functioning efficiently until tank T-8 is back on-line. These issues are scheduled to be resolved in the coming months. Staff are continuing with preventative maintenance at all groundwater assets.

Water Distribution System Operations & Maintenance

Maintenance teams are working to get valve exercising and control valve station maintenance completed. Several leaks have been repaired at water meters. Staff continue to make repairs to the water metering system.

Wastewater Collection System Operations & Maintenance

The Line Maintenance team has taken advantage of this large water year and inspected over 20 thousand feet of the collection system looking for I & I issues using both cameras and smoke tests, many locations have been discovered and documented. This knowledge will guide both scheduled repairs this Fall and help plan future repairs for the collection system. These inspections are part of our normal preventive maintenance however we have been focusing our time on both known and suspected areas of infiltration.

Special Projects/Programs

Lake Mary Treatment Plant Upgrades to the PLC and Operator Interface

This project has been paused until after the summer surface water production period.

In-house Construction Projects

The maintenance department has hired four new temporary employees for the summer to help with repair projects and in-house construction projects. We are scheduled to break ground on the first of these projects this month.

Lift Station Improvements

Staff have upgraded the controls at the Bluffs lift station. Testing of alarm functions continues.

Parts to repair the Twin Falls lift station are on order. This station was flooded due to high ground water and a power failure.

New parts have been ordered to repair the broken leaf springs and bent axels on two generators in the Lakes Basin. They were damaged by heavy snow.

Departmental/General

A new 10" ductile iron tee with 8" branch was cut into the water mainline located on Canyon Blvd. in order to supply the new Limelight Hotel project.

Staff repaired the meter installed at the TOML's CRC project. This work was left incomplete through the winter and the erosion both damaged the meter and left District infrastructure exposed. Crews hauled, placed, and compacted 90 yards of material to cover and protect water distribution infrastructure.

All staff attended a half day professional writing class and the entire maintenance team attended three days of safety training.

MAMMOTH COMMUNITY WATER DISTRICT
Maintenance Department Board Report
July 2023

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180+ CFS at the Twin Falls gauge station.



24+ inches of snow melt accumulation in two days.

Financial Department Update

The first quarter of the District's 2024 fiscal year shows revenue tracking 2% below budget. The biggest contributor to the shortfall is water use revenue at \$162,238 (35%) below budget, caused by a late start to the irrigation season. The shortage in water use revenue is partly offset by property tax revenue \$100,728 (6%) over budget.

Personnel expenses are \$244,291 (15%) below budget, partly a result of four vacant positions, and partly a result of a late start to the summer construction season. Operating expense is \$204,954 (22%) below budget with notable variances including:

- Operating Chemicals is \$60,698 (74%) below budget because of the timing of purchases.
- Maintenance and Repair – Buildings is \$50,035 (61%) below budget primarily because planned efficiency upgrades to the Administration building have not been completed.
- Software Licenses is \$32,069 (46%) below budget. License fees are generally paid annually and not spread evenly through the year.
- Maintenance and Repair – Vehicles is \$37,917 (139%) over budget primarily because of repairs to the Kenworth Vector.

Capital expenditures are significantly below budget, with a few contributing factors.

After the FY 2024 budget was approved by the Board in March, Tank T-8 was damaged by snow load and the replacement of the tank was moved from the FY 2026 budget to the current budget. Some lower priority projects were moved from the current year to future years. The originally approved capital budget was \$4,937,000. The reshuffled budget totals \$5,397,622, with the Tank T-8 replacement budgeted for \$1,550,000. It is expected that insurance will reimburse part of the replacement cost with additional potential reimbursement from CalOES in response to the declared state of emergency.

The summer construction crew started work approximately 7 weeks later than average. Because of the late start, the scope of planned construction projects might be reduced.

A project to upgrade the Twin Lakes pressure reducing station was added to the capital budget. Budgeted for \$81,360, this project will allow remote control of the station when access is limited in the winter.

Significant payments in May and June include:

- Two payments totaling \$51,558 to Multiquip Inc for two portable generators to provide power in remote locations during SCE outages.
- \$36,634 to Surface Pumps Inc for hardware related to the West Twin lift station rehab
- \$32,924 to Western Nevada Supply Co for 1 ½ inch meter pits for inventory.
- \$16,225 to APGN Inc for a service contract for the turbo blowers at the wastewater treatment plant
- \$14,957 to Unified Field Services as final payment of the retention for their work on the Tank T-4 rehab.
- \$13,807 to Inyo Crude to refill our fuel tanks
- \$13,171 to Electric Motor Shop Inc for a switch for the solar inverter

MAMMOTH COMMUNITY WATER DISTRICT

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Finance Department Report

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- \$13,143 to Haaker Equipment Co for repairs to the Kenworth Vactor
- \$12,326 to Blue-White Industries to replace pumps damaged by high water at the LMTP
- \$11,411 to WaterSmart Software for a 1-year software license for water use analytics
- \$10,593 to Unbound Renewable Energy for replacement solar panels

Payroll Expenses for May 2023:

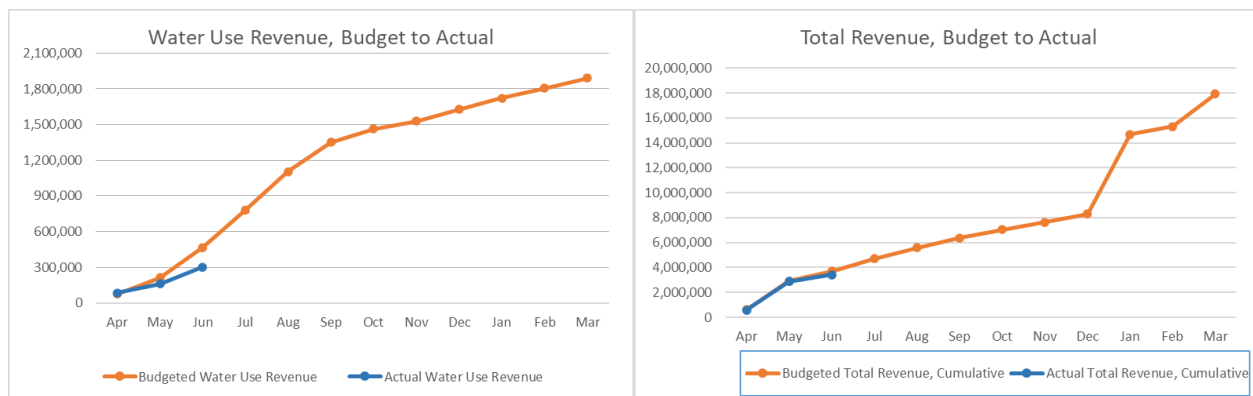
Gross Payroll	\$322,171	
Net Payroll	227,510	
Employer Paid Taxes	4,837	
Employer Paid 401a	63,995	20% of Gross
Employer Paid 457b Match	6,336	2% of Gross
Employee Paid 457b Contributions	32,916	10.3% of Gross
Other Employer Paid Benefits	77,268	

Payroll Expenses for June 2023:

Gross Payroll	\$319,978	
Net Payroll	230,774	
Employer Paid Taxes	5,427	
Employer Paid 401a	63,654	20% of Gross
Employer Paid 457b Match	6,356	2% of Gross
Employee Paid 457b Contributions	35,857	11.3% of Gross
Other Employer Paid Benefits	75,535	

Graphs and Tables

Details on capital expenditures are listed in Table A, operation expenses in Table B, utility bill aging in Table C, and cash balance projection in Table D, followed by a summary of the District's investment portfolio including the monthly report of transactions. Summary graphs of revenue and expenses are presented below.



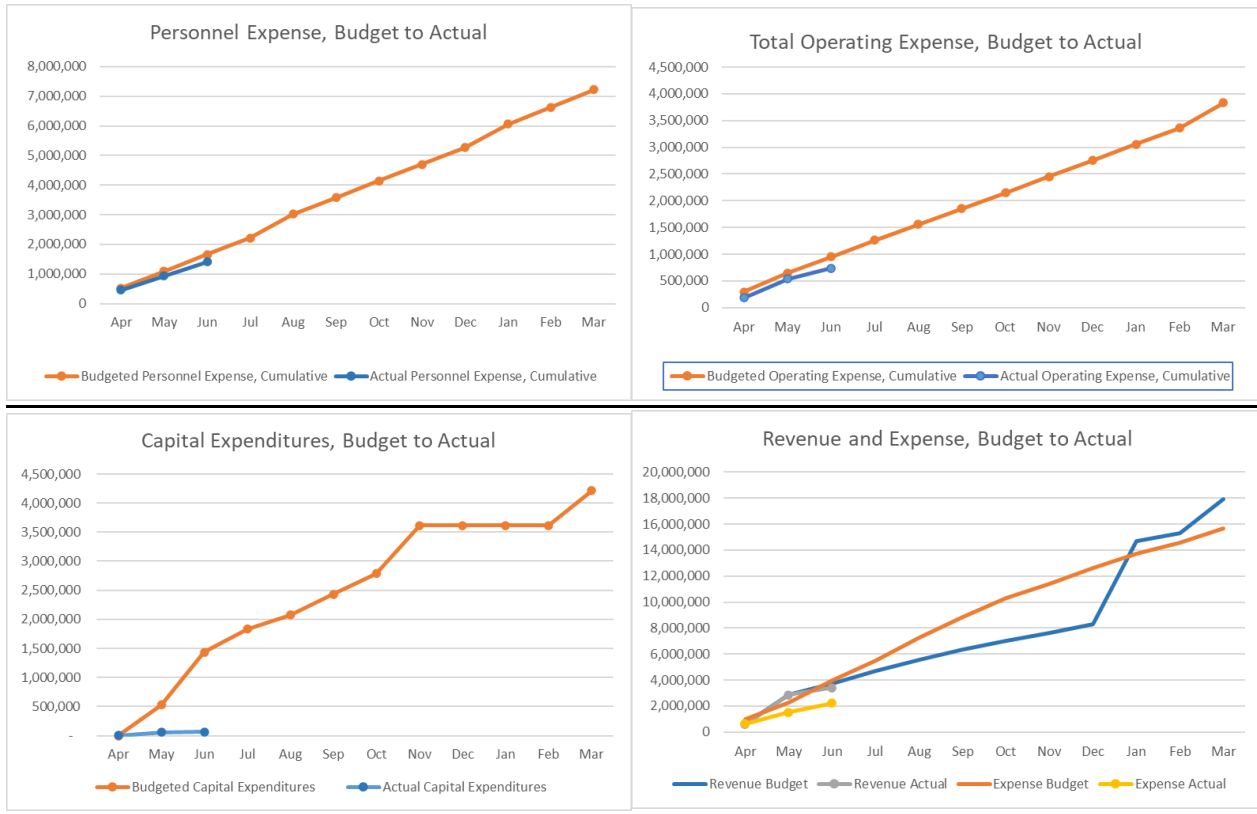
MAMMOTH COMMUNITY WATER DISTRICT

Agenda Item: B-3

Finance Department Report

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July 2023



Financial Reports

Table A Capital Project Management

Capital Funds Project Summary
Fiscal Year: 2024
Spending through June 2023

Project Name	BRE	FY 2024 Budget	FY 2024 YTD Expenditure	Prior Project Expenditure	Total Project Expenditure
Tank T-8 Replacement	21	1,550,000	3,758	2,586	6,344
Water Distribution System Improvements	21	390,247	3,293		3,293
Wastewater Collections System Improvements	21	358,578	0		-
Parcel Relief Main - Center St	18	256,143	992	13,892	14,884
Tank T-4 Rehab	18	0	14,957	420,411	435,368
Well 15 Rehab	18	69,473	64		64
Well 17 Rehab	18	116,680	64		64
Well 10 Pump & motor	18	38,668	0		-
Well 32	17	0	1,453	2,706,800	2,708,253
Hwy 203 Sewer Main	17	222,704	3,413	13,043	3,413
West Twin LS upgrade (PLC, mechanical)	13	71,769	36,634		36,634
Twin Lakes PR Upgrade	9	81,360			-
Capital Equipment					
Vehicle replacement		45,000			
Bobcat replacement		97,000			
Vactor replacement		600,000			
Ee housing		1,500,000			
Total Capital Projects and Equipment		5,397,622	64,628		

MAMMOTH COMMUNITY WATER DISTRICT

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Finance Department Report

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Table B Revenue and Expenses

Account	YTD Actual	YTD Budget	Annual Budget	YTD Better/Worse	% Diff
Billing - Water Usage	304,345	466,583	1,889,000	(162,238)	-35%
Water Base Rates	475,068	473,311	1,894,000	1,758	0%
Wastewater Base Rates	675,758	673,730	2,696,000	2,028	0%
Wastewater Flow Rates	124,769	125,200	501,000	(431)	0%
Engineering Revenue	37,380	35,486	40,000	1,894	5%
Housing Rents	21,935	9,996	142,000	11,939	119%
Miscellaneous Revenue	26,386	56,727	227,000	(30,341)	-53%
Permits - Connection Fees	47,683	87,465	350,000	(39,782)	-45%
Taxes and Assessments	1,684,632	1,583,904	9,428,000	100,728	6%
Interest Income	242,441	187,425	750,000	55,016	29%
Subtotal Revenue	3,640,398	3,699,827	17,917,000	(59,429)	-2%
Investment Gain (Loss)	(216,859)	-	-	(216,859)	
Total Revenue	3,423,539	3,699,827	17,917,000	(276,288)	-7%
Salaries & Wages	897,447	1,048,505	4,953,844	151,059	14%
Employee Benefits - Group Insu	294,737	325,127	975,382	30,390	9%
Employee Benefits - Pension	194,083	221,877	1,048,874	27,794	13%
Employer Paid Taxes	23,243	58,290	245,988	35,047	60%
Total Personnel Expense	1,409,509	1,653,800	7,224,087	244,291	15%
Outside Services	52,859	58,278	233,205	5,419	9%
Property Tax Admin. Fee	46,371	55,000	220,000	8,629	16%
Sludge Disposal	7,856	11,683	46,750	3,827	33%
Software Licenses/Agreements	37,253	69,322	277,401	32,069	46%
IT Services	10,070	15,494	62,000	5,424	35%
Banking Fees	14,115	12,115	48,480	(2,000)	-17%
Professional Services	4,477	33,462	133,900	28,985	87%
Outside Lab Services	3,472	15,744	63,000	12,271	78%
Equipment Rental	-	2,499	10,000		
Employee Housing Expenses	50,429	18,359	73,464	(32,071)	-175%
Operating Tools/Equipment	9,502	11,920	47,700	2,418	20%
Employee Engagement	1,814	5,025	20,110	3,212	64%
Employee PPE/Uniform	6,397	5,891	23,575	(506)	-9%
Gasoline	7,423	10,168	40,690	2,746	27%
Diesel Fuel	19,665	6,153	24,620	(13,512)	-220%
Insurance	33,891	44,132	176,600	10,242	23%
Legal Services	7,963	21,242	85,000	13,279	63%
M & R - Line Repair/Equipment	72,357	69,941	279,878	(2,416)	-3%
M & R - Buildings	32,242	82,277	329,240	50,035	61%
M & R - Vehicles	65,249	27,332	109,372	(37,917)	-139%
Memberships/Certifications	6,802	11,989	47,977	5,187	43%
Permit Meters	5,804	3,749	15,000	(2,055)	-55%
Operating Chemicals	20,924	81,622	326,619	60,698	74%
Operating Supplies	34,441	29,208	116,880	(5,233)	-18%
Computer Systems/Equipment	2,132	13,620	54,500	11,487	84%
Postage/Freight	1,858	2,522	10,094	664	26%
Advertising Publications & PR	5,374	6,997	28,000	1,623	23%
Books & Subscriptions	363	496	1,985	133	27%
Safety	6,848	9,373	37,508	2,525	27%
Permits & Licensing	10,966	23,772	95,125	12,806	54%
Settlement Cost	-	-	14,000	-	
Telephone	4,452	11,693	46,790	7,241	62%
Training & Meetings	16,992	21,262	85,081	4,270	20%
Travel Expenses	16,659	17,318	69,300	659	4%
Utilities - Electric	107,353	85,691	342,900	(21,662)	-25%
Utilities - Propane	8,204	5,720	44,000	(2,484)	-43%
Water Conservation	9,030	47,991	192,040	38,961	81%
Total Operating Expense	741,607	949,059	3,832,783	204,954	22%

MAMMOTH COMMUNITY WATER DISTRICT

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Finance Department Report

07-20-2023

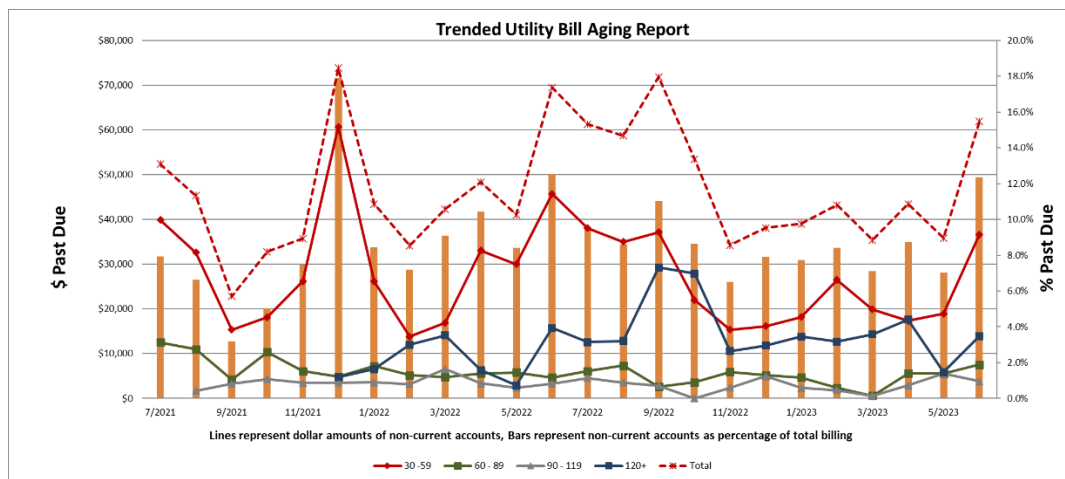
July 2023

Table C Fund Balance

	Operating Funds			Capital R&R Funds		
	10 Admin	20 Water	30 Wastewater	21 Admin	22 Water	23 Wastewater
Cash Total	196,964	3,122,893	1,572,496	1,007,832	12,682,339	9,233,216
Current Assets	762,470	327,310	211,201	(103)	23,291	11,193
Non-current Assets						
Capital Assets	47,669	12,609	2,564	2,272,378	34,376,347	13,190,595
Total Assets	1,007,103	3,462,812	1,786,261	3,280,107	47,081,976	22,435,004
Current Liabilities	(85,702)	8,416	(20,789)	60	(82,686)	(78,640)
Non-current Liabilities	(442,175)	(97,041)	(130,652)	-	-	-
Assets - Liabilities	479,226	3,374,188	1,634,820	3,280,167	46,999,291	22,356,364
Target Fund Balance	75,000	2,213,000	2,010,000	1,000,000	3,320,000	4,065,000
Available Fund Balance	111,262	3,131,309	1,551,707	1,007,892	12,599,653	9,154,576
Over/(Under)	36,262	918,309	(458,293)	7,892	9,279,653	5,089,576

	Capital Expansion Funds			96 Enterprise	98 LADWP	Total
	31 Admin	32 Water	33 Wastewater			
Cash Total	1,041,433	1,974,805	838,277	586,498	2,068,619	34,325,372
Current Assets	-	340	143	17,937	-	1,353,784
Non-current Assets				2,438,964		2,438,964
Capital Assets	(8,068)	8,312,736	4,563,919	2,321,473	-	65,092,220
Total Assets	1,033,366	10,287,881	5,402,339	5,364,872	2,068,619	103,210,340
Current Liabilities	-	(21,056)	-	(20,010)	-	(300,407)
Non-current Liabilities						(669,867)
Assets - Liabilities	1,033,366	10,266,825	5,402,339	5,344,862	2,068,619	102,240,066
Target Fund Balance	1,000,000	1,883,000	798,000	1,000,000	2,050,000	19,414,000
Available Fund Balance	1,041,433	1,953,749	838,277	566,488	2,068,619	34,024,965
Over/(Under)	41,433	70,749	40,277	(433,512)	18,619	14,610,965

Table D Trended Utility Bill Aging Report



The total amount past due is \$61,871 as of June 30, 2023.

MAMMOTH COMMUNITY WATER DISTRICT

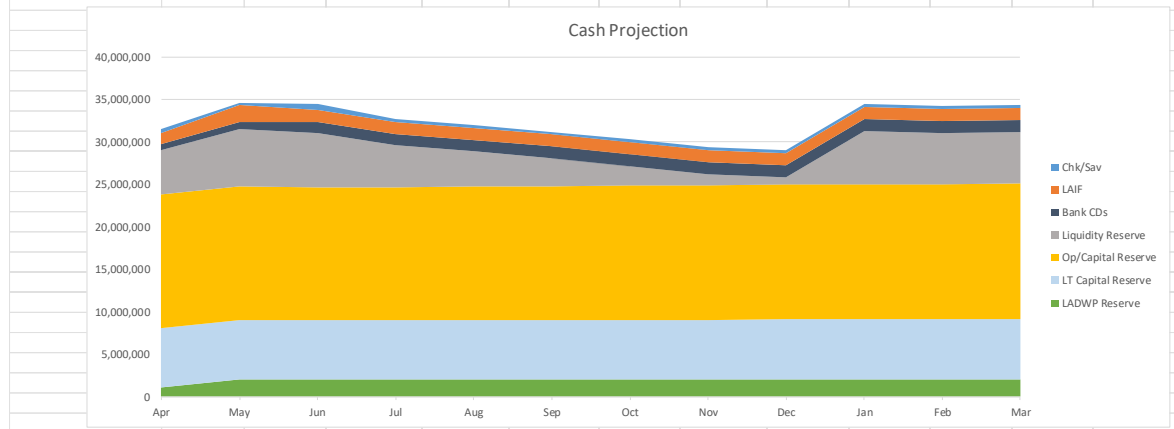
Finance Department Report

July 2023

Table E Investment Summary and Cash Balance

The District’s reserve funds have been separated into a multi-layer investment strategy to match the liquidity needs of operations and capital projects while maximizing the opportunity for interest earnings. The chart below illustrates the allocation, from most liquid to least liquid, and the projected balance through the end of the fiscal year.

	Apr	May	Jun	Projection								
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Chk/Sav	400,779	329,130	606,580	300,518	298,252	297,416	298,120	300,617	305,012	310,124	304,297	299,007
LAIF	1,401,221	1,901,221	1,426,221	1,429,073	1,431,932	1,434,795	1,437,665	1,440,540	1,443,421	1,446,308	1,449,201	1,452,099
Bank CDs	639,786	879,786	1,354,786	1,357,496	1,360,211	1,362,931	1,365,657	1,368,388	1,371,125	1,373,867	1,376,615	1,379,368
Liquidity Reserve	5,225,157	6,775,313	6,391,124	4,885,964	4,115,807	3,291,168	2,339,322	1,334,828	921,025	6,335,010	6,010,534	6,074,432
Op/Capital Reserve	15,773,897	15,729,423	15,691,720	15,723,103	15,754,550	15,786,059	15,817,631	15,849,266	15,880,965	15,912,727	15,944,552	15,976,441
LT Capital Reserve	7,044,150	7,007,997	6,962,599	6,976,524	6,990,477	7,004,458	7,018,467	7,032,504	7,046,569	7,060,662	7,074,784	7,088,933
LADWP Reserve	1,022,935	2,017,556	2,006,717	2,010,730	2,014,752	2,018,781	2,022,819	2,026,865	2,030,918	2,034,980	2,039,050	2,043,128
Total	31,507,925	34,640,426	34,439,747	32,683,408	31,965,980	31,195,609	30,299,681	29,353,008	28,999,035	34,473,678	34,199,033	34,313,410



MAMMOTH COMMUNITY WATER DISTRICT

Finance Department Report

July 2023

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Mammoth Community Water District
Account #10652

Portfolio Summary
As of June 30, 2023

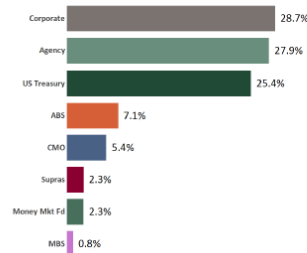


PORTFOLIO CHARACTERISTICS	
Average Modified Duration	1.92
Average Coupon	2.19%
Average Purchase YTM	2.08%
Average Market YTM	5.04%
Average S&P/Moody Rating	AA/Aa2
Average Final Maturity	2.46 yrs
Average Life	2.06 yrs

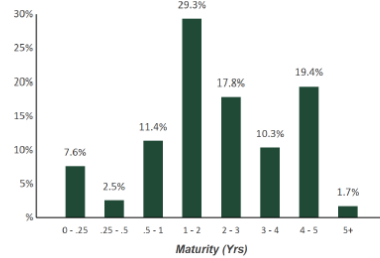
ACCOUNT SUMMARY		
	Beg. Values as of 5/31/23	End Values as of 6/30/23
Market Value	15,729,423	15,691,720
Accrued Interest	78,545	69,752
Total Market Value	15,807,968	15,761,472
Income Earned	25,348	26,334
Cont/WD		-2,531
Par	16,336,642	16,381,669
Book Value	16,350,183	16,382,779
Cost Value	16,461,552	16,496,289

TOP ISSUERS	
Government of United States	25.4%
Federal Farm Credit Bank	10.4%
Federal Home Loan Mortgage Corp	8.6%
Federal Home Loan Bank	7.4%
Federal National Mortgage Assoc	6.9%
Intl Bank Recon and Development	2.3%
First American Govt Oblig Fund	2.3%
Bank of New York	2.2%
Total	65.6%

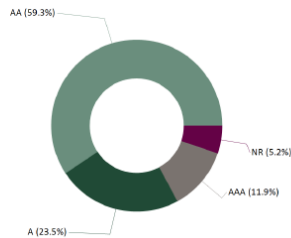
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	1/31/2019
Mammoth Community Water District	-0.28%	-0.04%	1.79%	1.32%	-1.20%	-0.65%	N/A	N/A	1.08%
ICE BofA 0-5 Yr US Treasury Index	-0.46%	-0.42%	1.23%	0.42%	-1.65%	-1.16%	N/A	N/A	0.76%

MCWD Long Term Reserves

Portfolio Summary
As of June 30, 2023



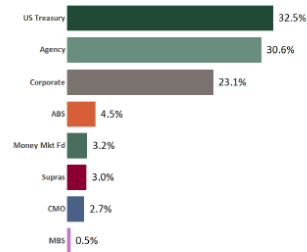
Account #11043

PORTFOLIO CHARACTERISTICS	
Average Modified Duration	3.30
Average Coupon	2.88%
Average Purchase YTM	3.27%
Average Market YTM	4.81%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	3.84 yrs
Average Life	3.70 yrs

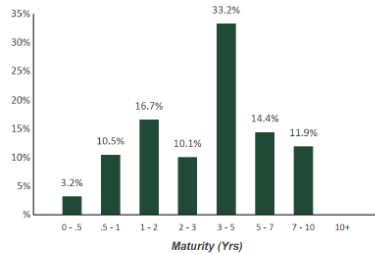
ACCOUNT SUMMARY		
	Beg. Values as of 5/31/23	End Values as of 6/30/23
Market Value	7,007,997	6,962,599
Accrued Interest	46,715	50,202
Total Market Value	7,054,712	7,012,801
Income Earned	18,692	18,686
Cont/WD		0
Par	7,265,208	7,278,571
Book Value	7,119,904	7,135,102
Cost Value	7,148,828	7,156,069

TOP ISSUERS	
Government of United States	32.5%
Federal Home Loan Bank	13.4%
Federal Farm Credit Bank	8.2%
Federal National Mortgage Assoc	7.0%
Northern Trust Corp	3.5%
First American Govt Oblig Fund	3.2%
Caterpillar Inc	3.2%
Federal Home Loan Mortgage Corp	3.1%
Total	73.9%

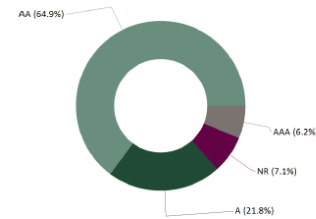
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	1/31/2023
MCWD Long Term Reserves	-0.59%	-0.52%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ICE BofA 1-10 Yr US Treasury & Agency Index	-0.90%	-1.11%	N/A	N/A	N/A	N/A	N/A	N/A	N/A

MAMMOTH COMMUNITY WATER DISTRICT

Finance Department Report

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Mammoth Community Water District Liquidity Portfolio
Account #10987

Portfolio Summary

As of June 30, 2023



PORTFOLIO CHARACTERISTICS

Average Modified Duration	0.17
Average Coupon	4.96%
Average Purchase YTM	5.06%
Average Market YTM	5.06%
Average S&P/Moody Rating	AAA/Aaa
Average Final Maturity	0.17 yrs
Average Life	0.00 yrs

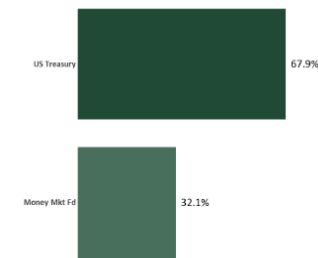
ACCOUNT SUMMARY

	Beg. Values as of 5/31/23	End Values as of 6/30/23
Market Value	6,775,313	6,391,124
Accrued Interest	0	0
Total Market Value	6,775,313	6,391,124
Income Earned	20,658	15,811
Cont/WD		-400,000
Par	6,784,482	6,448,643
Book Value	6,775,313	6,391,124
Cost Value	6,730,270	6,382,234

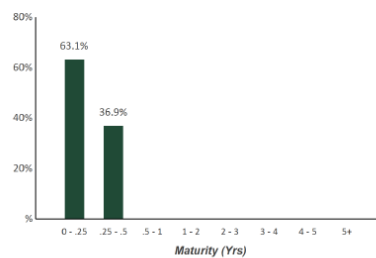
TOP ISSUERS

Government of United States	67.9%
First American Govt Oblig Fund	32.1%
Total	100.0%

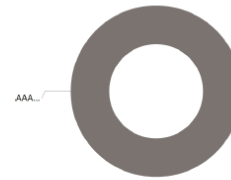
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	8/31/2022
Mammoth Community Water District Liquidity Portfolio	0.24%	1.04%	1.99%	N/A	N/A	N/A	N/A	N/A	N/A
ICE BofA 3-Month US Treasury Bill Index	0.46%	1.17%	2.25%	N/A	N/A	N/A	N/A	N/A	N/A

MCWD LADWP Sett Fd

Account #10992

Portfolio Summary

As of June 30, 2023



PORTFOLIO CHARACTERISTICS

Average Modified Duration	3.21
Average Coupon	3.38%
Average Purchase YTM	4.50%
Average Market YTM	4.71%
Average S&P/Moody Rating	AA+/Aa1
Average Final Maturity	3.65 yrs
Average Life	3.59 yrs

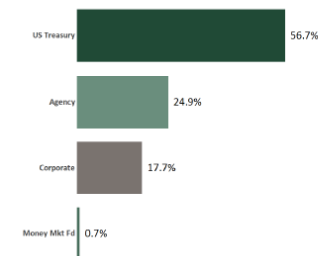
ACCOUNT SUMMARY

	Beg. Values as of 5/31/23	End Values as of 6/30/23
Market Value	2,017,556	2,006,717
Accrued Interest	5,830	9,197
Total Market Value	2,023,386	2,015,914
Income Earned	3,483	5,491
Cont/WD		0
Par	2,073,985	2,093,584
Book Value	2,019,434	2,021,557
Cost Value	2,013,717	2,015,282

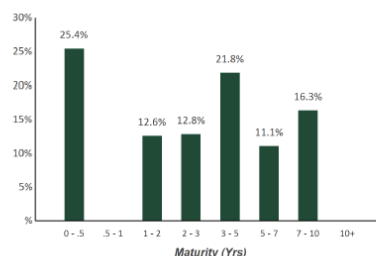
TOP ISSUERS

Government of United States	56.7%
Federal Farm Credit Bank	12.0%
Federal Home Loan Bank	9.5%
JP Morgan Chase & Co	4.1%
United Health Group Inc	2.2%
Morgan Stanley	2.1%
Bank of America Corp	2.1%
Amazon.com Inc	2.0%
Total	90.7%

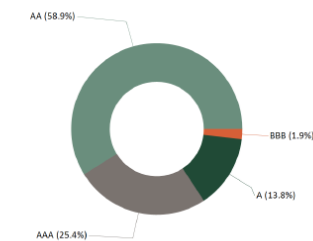
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



District Projects

- **Tank T-8 (Forest Trail) Replacement Project** – Staff has prepared a Prescriptive Design-Build RFP and it is out for proposals with a short turn-around time. This approach is expected to help expedite the process while providing good value and construction quality. This project will be constructed this construction season (FY 2024).
- **Equalization Pump Building Roof Replacement** – Staff has completed asbestos testing and fortunately, asbestos is not present. Portions of the work will be constructed by in-house staff with specialty items sub-contracted out. This project will be constructed this construction season (FY 2024).
- **10-Year Capital Improvement Program (CIP) Update** – This long-term project is a high priority for 2023. The following sub-projects support this effort:
 - **Water System Modeling Update** – This project is on pause until staff resources are available. The 2021 water meter data has been processed and prepared for use as input into the water and sewer models. Water tank and pressure reducing valves have been imported into the model. GIS line work clean-up is ongoing prior to importing hydrants and drawing lines in the model. Staff continues to have ongoing meetings with ESRI staff to work on optimizing processes and the future migration to ArcGIS Pro.
 - **Wastewater Collection System Modeling Update** – This project involves updating the wastewater collection system model for use in evaluating wastewater capacities and capital improvement planning. The 30% model, which includes the major trunk sewers, is complete. We started a free trial of a sewer flow meter. If it works well, we will purchase several to better calibrate the model and build it out in more detail.
 - **Asset Management**
 - **Well Asset Management Program** – Your H2O Pro was awarded the contract to rehab Wells 10, 15, and 17 and the work has been started. The work includes replacing motors, pumps, column pipe if needed, sounding tubes, and performing video surveys of the wells. Well 10 has been added as a motor replacement only as this motor failed in February of 2023. The new design and settings for Well 15 are expected to allow it to produce an additional 200 gpm more than it has been producing in recent years. This project is part of the long-term Well Asset Management Program. The purpose of the program is to plan well maintenance and replacement to optimize life-cycle costs.
 - **Tank Asset Management Program** – The previously scheduled tank coating rehab work on Tanks T-2 (Juniper) and/or T-7 (Bluffs) the Lake Mary Treatment Plant backwash tank will be postponed to allow staff to focus on the Tank T-8 emergency replacement project. The purpose of the program is to plan tank maintenance and replacement to optimize life-cycle costs.
 - **Seismic/Snow Load Review and Retrofit Analysis** – This is a new project. It involves hiring a structural engineering consultant to evaluate the ability of essential infrastructure to withstand seismic and snow load structural loads and identifying and prioritizing projects to retrofit or update infrastructure to reduce risk.

- **Well 32 Production Well Start-up** – The remaining electrical work (providing power to site, transformer, and meter pad) has been scheduled with SCE. The final easement from Snowcreek has been signed and will be recorded as soon as the Snowcreek VIII Final Tract map is recorded. When the electrical service is on, staff will finalize the paperwork to add Well 32 as a drinking water source to our permit with the Department of Drinking Water.
- **2023 Construction Crew Projects** – Engineering staff has completed plans and obtained an encroachment permit from the Town for the 2023-24 CIP water distribution system improvement projects. Maintenance crews will work on the following as they have staff capacity:
 - Snowcreek Crest Laterals (Phase 2)
 - Valley Vista lateral and meter pit upgrades
 - Woodlands Condos meter pit upgrades
- **The Parcel Relief Main** – This project will connect a trunk main in Dorrance Drive to Center Street via new sewer across The Parcel. The properties involved have been surveyed, the plans have been prepared, and materials are being specified and ordered. Easements have been negotiated with the private property owner and the Town and documents are being finalized. The project is planned to be constructed by in-house crews starting in September.
- **Center Street/Highway 203 Sewer Upgrade** – This project involves upsizing a trunk sewer from Center Street out into Highway 203. Staff has re-designed the project to allow the existing asbestos cement pipe to remain in service and minimize the need to divert sewer flows and has updated the traffic control plan and obtained a Caltrans encroachment permit for the work in Highway 203. The project is planned to be constructed by in-house crews after Labor Day.
- **Administration Building HVAC/Energy Efficiency Upgrades** – Nothing new to report. The administration building pre-dates modern building codes requiring energy efficient construction and HVAC systems. Staff proposes that we evaluate the existing building to identify opportunities for improved energy efficiency (insulation, windows, HVAC upgrades, etc.) and develop alternatives with the shortest payback period. A ground-source heat pump system may be a good solution because the District has strong capital reserves and will serve the community long-term.

Department Activities

- **Project Management Training and Procurement Flow Chart** – Engineering is working with the General Manager's office on a one-page guide to clarify and standardize the processes, documents, roles and responsibilities for managing projects at the District. The goal is to increase communication between team members and facilitate efficient delivery of projects whether they are performed in-house or by outside contractors.
- **Waste Discharge Requirements (WDRs)** – Staff met with Lahontan in April to discuss a proposed groundwater/basin plan amendment study scope that was prepared and submitted to Lahontan for review in 2022. There has been significant turnover of Lahontan staff involved in our permit and the meeting focused on the purpose and design of the four new monitoring wells that the District installed around Laurel Pond in 2021. Lahontan staff asserts that the well screens are generally too deep beneath the water table to provide adequate water quality data for compliance purposes. Following the meeting, staff researched

the specifications and correspondence and contacted Mike Blazevic, former hydrogeologist with Wildermuth Environmental. It appears that two of the four wells may require a second well with a shallower screen construction. Staff is working with Lahontan on next steps and still hopes to get concurrence to move forward with the basin plan amendment study to define site-specific water quality beneficial uses for Laurel Pond.

- **Groundwater Sampling, Modeling, and Reporting**
 - **Ormat CD IV Geothermal Monitoring and Response Plan (GMRP)** – The contracts with McGinley & Associates to perform long-term groundwater sampling and analysis and Ormat for “pass-through” funding have been finalized and signed and McGinley has started the sampling transition. The next step is to issue the RFP to select a third-party technical advisor to perform unbiased, high-level analysis of the data. The USGS transfer of the shallow monitoring well along Sherwin Creek Road (SC-2) to MCWD is underway and being added to our Master Use Permit with the Forest Service.
 - **Annual Groundwater Report to California Department of Fish and Wildlife (the Ken Schmidt Report)** – This is an ongoing task resulting from a settlement with CDFW related to well drilling. The paper report format and process is outdated. This year Engineering will work with Operations to reach out to CDFW to modernize our approach and delivery methods.
- **Recycled Water Program –**
 - **Golf Course Irrigation** – Snowcreek has announced that they do not plan to open the golf course for play in 2023. This is likely because they plan to move forward with grading and infrastructure for Phase 1 of Snowcreek VIII which will construct condos on land where the current front office, parking, golf cart parking sit. The existing recycled water irrigation system will need to be modified for the new development. Staff have requested plans for these modifications.
 - **Permitting** – For more information on recycled water permitting, see May’s agenda item C-3. This repealed and superseded the sewer code sections that govern the recycled water program.
 - **Re-evaluate Supply and Potential Uses** – Staff will continue to evaluate whether there is enough supply for the current golf course irrigation at Sierra Star (18 holes) and Snowcreek (9-holes), another 9-hole golf course at Snowcreek VIII, the sports fields at Shady Rest Park, expanded trucked recycled water outside of District boundaries, and enough effluent to Laurel Pond to maintain an 18-acre size.
- **Out-of-District (OOD) Service Agreements –**
 - **Process, Policy, and Code Provisions** – Nothing new to report. MCWD Code could use updating in this area and staff is working with General Counsel on a potential Code update and new policy/procedure. The concept is to have a standard agreement for existing OOD customers that will be distributed on, or with, regular utility billing invoices. There will be a separate process for new or extension of OOD service. It will also include policy on how to address emergency/short term service.
 - **LAFCO Municipal Services Review (MSR) and Sphere of Influence Recommendation** – LAFCO has prepared a draft updated MSR for MCWD and has submitted it for review. The previous MSR was prepared in 2010 and the update requires a significant amount of new information on MCWD services, budgets, etc. Engineering staff will coordinate with RSD and others on the review. The

Sphere of Influence Recommendation may influence future policy decisions related to water and sewer service for the Mammoth Main Redevelopment Project.

- **Woolly's Tube Park** – A permit has been issued for the new day lodge which will have MCWD sewer service. They amended the plan to add the mountain coaster maintenance building (which has a restroom). Unfortunately, it is outside the MCWD service area. Staff is working with them on a new Out-of-District Service Agreement for the expanded use.
- **Mammoth Main Redevelopment** – Staff met with Town planners, engineers, and consultants regarding MCWD's comments on the joint CEQA/NEPA scoping documents that were submitted in December. The project proposal only includes the new package sewer treatment plant alternative. MCWD comments pointed out that an alternative involving conveyance to MCWD is feasible and reasonable and should be analyzed. Town staff is considering whether an alternative involving MCWD should be analyzed. The joint CEQA/NEPA document is expected to take at least two years. Brent Calloway, the new Mono LAFCO Director, is learning about the situation and the likelihood that it will come to LAFCO at some point.
- **Chair 4 Restrooms Sewer** – Nothing new to report. This OOD connection will receive a standard agreement on, or with, their regular utility billing invoices. General Counsel is working on this. Finance is working to clean up billing on this account. Alterra is planning to construct a permanent restaurant concession in the future and this account will be revisited at that time.
- **Sierra Meadows Ranch** – Nothing new to report. General Counsel drafted a letter explaining the existing, and continued, water and sewer service to the Forest Service which should help the new owners obtain an updated 20-year lease for the existing facilities. When the new owners formally submit their plan for expansion a new out-of-district service agreement will be required at that time.
- **Lakes Basin Cabins** – Nothing new to report. These OOD customers will receive a standard agreement on, or with, their regular utility billing invoices. General Counsel is working on this.
- **Well Site Acquisition and Exploration Plan** –
 - **The Town of Mammoth Lakes' "Bell Shaped Parcel"** – Nothing new to report. This alternative came up recently and may be a feasible area for exploration because of its proximity to the raw water line serving Groundwater Treatment Plant 2.
 - **Alterra/Dry Creek** – Nothing new to report. The MMSA Main Lodge Redevelopment project is dependent on significant additional water resources from the Dry Creek groundwater basin. However, their scoping documents say that no new wells are required in addition to the two replacement wells that were drilled and pump tested in summer 2022. There will be more analysis in the CEQA/NEPA process.
 - **Alterra/Sierra Star Golf Course** – Nothing new to report. Alterra has budgeted to update their Eagle Lodge building plans in 2022 and is tentatively planning for construction in 2023 or 2024. Alterra still needs the land at Well 16 for this project and remains willing to negotiate for additional well sites adjacent to Sierra Star.
 - **Snowcreek VIII** – Nothing new to report. Replacement well sites for Wells 6 and 10 and additional well sites will be explored when development plans progress. The previous District Engineer

believed the Snowcreek VIII area was not a good location for production wells but the available data is being re-evaluated to understand why.

- **Inyo National Forest Well #11** – Nothing new to report. This well at the base of the Sherwin’s near Hidden Lake was pump tested in 2011 and determined to be a viable site to drill a production well with little influence on other nearby wells. The site has challenges related to it being on Forest Service land. With the passing of time, and staff turnover, we are re-evaluating it as an alternative. The Town is pushing for multi-use trails in the area and there is a potential to coordinate well access.
- **Inyo National Forest Permitting and Coordination** –
 - **Laurel Pond Memorandum of Agreement (MOA)** – Nothing new to report. The draft MOA is still undergoing Forest Service review.
 - **Master Use Permit Updates** – Staff is working with the INF to add monitoring well SC-2 to our permit and explicitly add access to Well #11.
 - **Lake Mary Dam Spillway** – Nothing new to report. INF and Bureau of Reclamation staff met with Operations staff to look at the spillway in July. The Inyo National Forest is working on an updated Grainger-Thye permit which would replace the existing active permit that allows MCWD to operate the Langeman gate on Lake Mary for water storage. The dam is owned by the Forest Service. The Forest Service is working with the Bureau of Reclamation on a potential project to construct a spillway that meets USFS standards as identified in their recent Dam Hazard Analysis.
- **MCWD Code Overhaul** – Nothing new to report. A significant MCWD Code overhaul is underway. Engineering staff will need to engage in the process, especially for Chapter 11 (Sewer Code) and Chapter 12 (Water Code). Engineering Department fees need to be updated for permit applications, reviews, and inspections.
- **USGS-Proposed Communications Tower and Lease** – Nothing new to report. A two-year lease extension was signed for the existing facilities in June 2022. USGS staff is working to further develop plans and specifications for the new 60’ communications tower project.
- **AmeriGas Juniper Tank Lease Amendment** – Nothing new to report. The existing lease has expired and the General Manager’s office is working with AmeriGas corporate on an extension. It is not clear if AmeriGas is still interested in this change. The project also requires approval from the Forest Service for the planned propane main connection in the Chair 15/Eagle ski run.

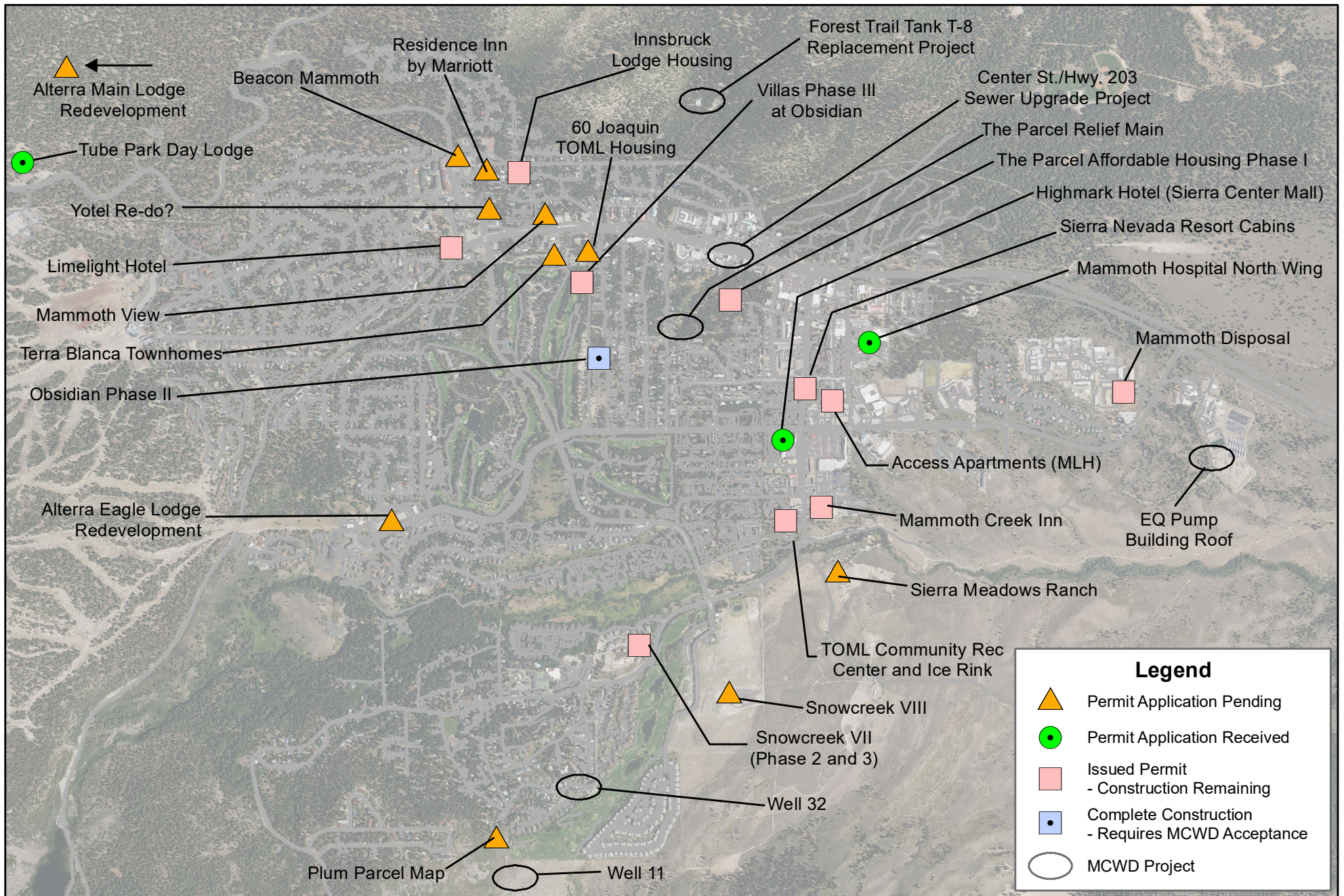
Permits

- **Snowcreek VII Phases 1, 2, and 3** – Staff completed an initial audit of the irrigation water use on the property and has prepared two supplemental invoices. The first is for irrigation water used by the HOA and billed at the multi-family rate rather than the tiered irrigation rates. The second is for construction water used by the developer via an on-site hydrant meter. The meter went missing and a conservative estimate of their construction water use has been prepared. The developer has submitted applications for six new irrigation meters for landscaping. Staff is also working with the developer on Construction Permit close out (punch lists, easements, inspections, transferring infrastructure, etc.).
- **Limelight Hotel and Geothermal Project** –

- **Hotel Connection Permit** – The Connection Permit is issued and connections have been made in Canyon Boulevard.
- **Geothermal Project** – The architect has stated that the geothermal project has been delayed and will be completed in a future phase. Staff is reaching out to Limelight to get an update. Per the signed Letter of Intent with Aspen Ski Company (ASC), a cooperating agreement and GMRP needs to be finalized that will ensure that potential impacts to the drinking water aquifer from this project are identified and mitigated. ASC has agreed to drill a monitoring well on-site which will require a MCWD well drilling permit. The cooperating agreement, GMRP, and well drilling permit will be brought to the Board for consideration at a future meeting.
- **Residence Inn by Marriott on Berner Street** – A building permit application for this new 101-room hotel was submitted to the Town in January but we have not received an application for a connection permit yet.
- **Innsbruck Lodge Housing Conversion** – This Mammoth Lakes Housing project will redevelop sixteen existing motel rooms into residential affordable housing. Renovations include exterior and interior upgrades including thirteen studios, two 1-bedroom units, and one manager’s unit. A permit has been issued.
- **Highmark Hotel (Sierra Center Mall)** – Nothing new to report. The applicant has applied for a demolition/core and shell permit from the Town and a Construction Permit for off-site sewer improvements. Staff worked with the developer’s design team to evaluate alternatives for sewer service. The engineering evaluation determined that connecting to newly-constructed sewer in Old Mammoth Road is the best alternative because it avoids a lift station and additional costs. The Old Mammoth trunk line downstream has limited capacity and this project will increase the peak flows by about 5%. However, this is an infill project that has drained to Old Mammoth trunk line since its original construction.
- **Alterra Woolly’s Tube Park and Maintenance Garage** – A permit has been issued for the day lodge. See more details under OOD Service Agreements. Construction is expected to take twelve months. The temporary restrooms that were installed last fall are expected to remain in service through winter 2024. Staff is also working with MMSA to correct the deficiencies identified on our site visit of the maintenance garage. Specifically, the floor drains in the heavy equipment mechanic areas are currently connected to the sanitary sewer. This is not allowed, and we are working with MMSA to correctly dispose of their industrial waste.
- **Snowcreek VIII** – At full build-out the project will provide up to 790 dwelling units, a 400-room hotel, retail, and an additional 9-hole golf course with a practice facility.
 - **Final Map TM-09-002** – This Tract Map was approved by the Town’s Planning and Economic Development Commission (PEDC) in April and divides the property into parcels for future development in phases.
 - **TTM 22-004 Phase 1** – A Tentative Tract Map for Phase 1 has been submitted to the Town and the developer is pushing to have it scheduled for PEDC approval soon. Phase 1 of this project involves construction of 160 for sale condominium units in 39 3- and 4-plex buildings. The developer is currently re-working the phasing plans to manage the significant costs of the needed infrastructure.
 - **Water and Sewer Infrastructure Design, Permitting, and Transfer Agreement** – Staff has reviewed the conceptual plans and provided comments. Significant work is required before the plans will be ready for Construction permits.

- **Mono County Property Tax Share Agreement** – Staff met with the Mono County CAO regarding the Board of Supervisors ad-hoc committee’s review of our proposal. They are working on a draft agreement that may be ready for MCWD consideration in late July and Mono County Board of Supervisors consideration in August. See the General Manager’s report for more information.
- **Recycled Water Agreement Amendment** – Nothing new to report. The District’s obligation to supply recycled water to the additional 9-hole golf course and common area landscaping at Snowcreek VIII has expired and needs to be reviewed and potentially re-negotiated.
- **Potential New Well Sites** – Nothing new to report. We are discussing sites to drill replacements for Wells 6 and 10.
- **The Parcel** – The developer, Pacific is continuing construction of Phase 1 (the first 80 units in two buildings plus a childcare facility). The project is being constructed using a modular system with modules that are fabricated in an Idaho factory. Phase one is expected to be completed and occupied later in 2023. The extensions of Tavern Road and Tamarack Street, and all utilities, are being installed this year.
- **VTPM 10-001 Plum/Tamarack** – The developer has submitted a complete application to final this Vesting Tentative Parcel Map located at the end of Tamarack Street. The map was first approved in 2012 and was set to expire in 2023 but the clock has been stopped now that a complete application has been submitted. Water and sewer infrastructure will need to be constructed under a construction permit and access easements need to be granted.
- **Sierra Nevada Resort Redevelopment Phase 1 (Cabins)** – Nothing new to report. The project consists of construction of approximately 32 “cabin” hotel rooms on the previous site of Jimmy’s Taverna/Red Dragon Restaurants. Permits have been issued and Engineering staff is working on inspecting the work.
- **Mammoth Hospital North Wing** – Nothing new to report. The hospital is planning an expansion that will require expanded water and sewer service. Staff is performing significant research of existing conditions to support the design.
- **Access Apartments (MLH)** – Nothing new to report. Mammoth Lakes Housing is renovating two (2) existing commercial buildings into an 11-unit affordable housing complex. The agreement allowing MCWD connection fees to be delayed was signed and the permit has been issued.
- **Mammoth Disposal** – With the closure of Benton Crossing Landfill at the end of 2022, Mammoth Disposal is now using their new long-haul transfer facilities in the Industrial Park. The office portions of the project are not complete, and the transfer facility is operating under a Temporary Certificate of Occupancy with the permission of MCWD, the MLFD, and the Town Building Department. The front office is expected to be completed in the coming months. The Mammoth Disposal Transfer Station was permitted to accept up to 15 tons per day of municipal solid waste (MSW). The expansion to a large-volume transfer station permits up to 500 tons of MSW per day.
- **Town of Mammoth Lakes Community Recreation Center (CRC)** – In the course of construction the contractor removed fill over an existing water main along the back property line. After repeated requests to rectify the situation, and no action being taken, MCWD staff provided notice, mobilized to the site, and stabilized the main. An invoice has been prepared and sent. The sprung structure is planned to be erected and operational later in 2023.

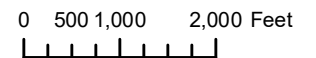
- **60 Joaquin Road** – Nothing new to report. The Town of Mammoth Lakes is working on this 4-unit affordable housing project. The plan is to develop it as a Planned Unit Development (PUD) and construct it using the Design-Build procurement method.
- **The Villas Phase 3 (Obsidian)** – This approved final tract map will add more condo units to the north of Obsidian Phase 2 (formerly Tallus). The Developer signed a transfer agreement and grant of easement to the District in June 2023 following an extensive design/review process with the District. Upon completion of the project, the District will take over 900 feet of sewer main and 1,100 feet of water main, connecting existing water mains from Dorrance Drive to Callahan Way. The contractor has begun rough grading and plans to complete the installation of water/sewer mains this year.
- **Terra Blanca Townhomes** – Nothing new to report. This proposal would redevelop the La Sierra's property into townhomes.
- **Mammoth Creek Inn Remodel** – Nothing new to report. This hotel remodel project has seen lots of changes, red-tags, starts and stops. The TOML Building Department has initiated an enforcement action requiring project completion by spring of 2023. After then, fines will begin to accrue.
- **Mammoth View** – Nothing new to report. This project is coming back after a long silence. The latest proposal includes 19 duplex single family residence buildings (38 units) in the upper portion with vehicular ingress and egress through Viewpoint Road; as well as 14 townhome triplex units across 5 buildings fronting Alpine Circle; and 6,750SF of commercial space on the corner of Main Street and Mountain Boulevard.
- **Yotel Re-do?** – A new 100 room hotel proposal on the old Nevados site was recently submitted to the Town for preliminary review.
- **Beacon Mammoth** – The owners of the properties east of Minaret Road and south of Forest Trail currently used as parking for the Village are exploring a new mixed-use development. The proposal includes an 80-100 room hotel, 170-190 condos, two restaurants, and other amenities.
- **Permit Processing, Forms and Applications** – The new Tyler EnerGov Permit Software System is live. Staff continues to implement the system and work out bugs.



Mammoth Community Water District
 P.O. Box 597, Mammoth Lakes, CA 93546
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Land Development Activity and Projects - July 2023

Engineering Department Report



Executive Summary

Information Services Department (ISD) continues to administer a variety of internal projects as well as support other District departments in accomplishing their goals and objectives. ISD is actively managing and refining a new Multi Factor Authentication (MFA) and security awareness/cybersecurity training program for all staff. ISD has also selected a new website host and is working on a new MCWD website that meets all current government website transparency and security standards. ISD and Engineering continue water and sewer modeling efforts and are evaluating a potential transition of the MCWD GIS system to a Utility Network. Several departments continue monthly meetings to address the overall health of the District R450/R900 AMI System and are pleased to report that meter reads have normalized after recent repairs. Lastly, ISD and Operations staff are still preparing for the final cutover to the new SCADA system.

Hardware Systems

- *SCADA System Upgrade* – ISD and Operations have completed the server and network hardware implementation portion of the District SCADA System upgrade. MCWD is still running parallel SCADA systems until all reporting protocols are finalized. Tesco Controls is currently finalizing the reporting component of the project, and thereafter administrative training will take place. Then, ISD and Operations will train all SCADA users to access the new system and de-commission the old SCADA system. The system is being engineered and configured for current security recommendations.
- *AMI System* - The Automated Meter Infrastructure (AMI) Committee continues monthly meetings to support the health of the District R450/R900 AMI System. Both the Timber Ridge R450 collector and GWTP2 R450 collector were repaired over the past couple of months, and the system is now reporting “normal” levels of incomplete meter reads each month. Maintenance staff continue to complete a heavy amount of work orders to support the system, developing priority lists for repair and replacement of hardware in the field. All District departments play a pro-active role each month to minimize issues with the AMI system and eliminate as many incomplete or zero reads as possible.
- Renewed and applied warranty for MCWDDC1 Domain Controller Server.
- Resolved MCWDUB10 Server disk space issue, purged Temp folder directory.
- Wiped and re-configured RSD Principal Analyst PC after hardware failure, re-deployed next day.
- ISD configured and deployed five temporary laptops for MCWD seasonal construction worker onboarding and training activities per PSD request.
- Ongoing hardware support, maintenance, and updates.

Software Systems

- *New MCWD Website* - ISD evaluated and selected a new government focused website host from several vendors who specialize in government website transparency requirements and Brown Act and ADA compliance. ISD has started implementation work on the new site and migrated all assets to the new platform. Final development will take place over the next several weeks until a go-live date is set, likely sometime in August.
- ISD and Engineering staff continue regular meetings to address a list of enhancement items through EnerGov permit processing software.

- Resolved AutoCAD licensing issue, downloaded and re-applied latest license and configured all Engineering CAD clients to new license.
- Ongoing software support, maintenance, and updates.

Administrative

- The MCWD Security and Emergency Response Committee continues to focus on potential digital and physical threats. ISD continues to monitor and refine new MFA and Cybersecurity programs rolled out for all staff. Additional security camera equipment was recently installed. The committee will be addressing physical repair of fencing after a significant winter season as well. In addition, the Maintenance staff continues to pursue a new radio communications project upgrade.
- Transferred Safety Data Sheet (SDS) H2O Operations directory to new PSD SDS directory.
- Conducted Office 365 maintenance, distribution group and email account administration.
- Setup PCs, user accounts and Office 365 mailboxes for new Front Desk Administrative Analyst, Lab Intern and Engineering Intern.
- ISD worked with Operations and RSD to disseminate WaterSmart group notification email to all customers notifying them of 2022 Consumer Confidence Report availability.
- ISD performed a file recovery for a mistakenly deleted file on MCWDGIS Server for Engineering Staff.
- Continued administration of VoIP phones, iPads, laptops.

Network and Cybersecurity

- ISD is administering new cybersecurity measures for all staff across the MCWD network. Using Multi-Factor Authentication (MFA), MCWD staff are now required to authenticate via an external personal device before they can login to their desktop PCs. All staff also participate in a variety of monthly training modules based on current cybersecurity threats and are assigned remedial training based on performance. These new measures add significant additional layers of cybersecurity for the MCWD network.
- Ran network cable and set up new workstations in Engineering Building based on results of Engineering Floor Space meetings, three new office workstations were created, and the entire Line Maintenance Department re-located to a larger office space.
- Managing remote access client connection software and devices, administering additional machines and users as necessary for remote access.
- Configured additional security cameras and brought them online for MCWD Security System.
- Updated MCWD Network Security DVR and cameras with latest firmware.
- Performed DNS records update for MCWD Engineering and GIS Servers and configured port forwarding rules through Firewall and directory access accordingly, MCWD GIS Portal and Server sites up and running properly.
- All network systems secure, no data loss or intrusions.

GIS

- *Utility Network and Modeling* - ISD continues to assist Engineering with MCWD Water and Sewer Modeling efforts. ISD exported Water and Sewer Geodatabases and uploaded to ESRI Professional

Services for preliminary data analysis and scope of potential MCWD transition to ESRI Utility Network. The Utility Network is the latest spatial information system from ESRI that specializes in management of large datasets and offers increased functionality for complex mapping systems. For MCWD, a Utility Network would support all aspects of GIS utility management and be especially useful for current water and sewer modeling efforts. ISD and Engineering are also meeting with several other vendors regarding the potential cost, feasibility, and timeline for a Utility Network integration at MCWD.

- ISD and Engineering continue work with ESRI developing a training program and utilization of training pass hours for ENG/ISD staff for ArcGIS Pro architecture and courses for Utility Network migrations.
- The TV Van GIS layers were updated with latest GNet geodatabase for management and playback of MCWD sewer cleaning videos.
- ISD and Engineering continue work with ESRI on a training schedule for ENG/ISD staff for ArcGIS Pro architecture and courses for Utility Network migrations. The first two-day ArcGIS Pro class was completed by an Engineer and ISD employee this past month.
- Created and exported new Mammoth Basin/MCWD Service Area Map per RSD request.
- Engineering Land Development and Project Map for July.
- Two MCWD staff members (from ISD and Engineering) attended this year's annual ESRI User Conference, the world's largest GIS Conference for users of all backgrounds. They were able to explore functionality and features of all ESRI software with technical experts, attend educational presentations and network with peers and exhibitors.
- ISD and Engineering met with ESRI and Mono County staff onsite at MCWD to discuss several ongoing initiatives between MCWD and Mono County utilizing the ESRI Enterprise License Agreement currently in place.

MCWD Websites

- Continued maintenance and security for all MCWD web platforms: MCWD Internet, MCWD Intranet, and MCWD GIS Portal.
- Postings or updates to Internet/Facebook sites
 - Mammoth Creek Streamflow Data ending 5-30-23 and 6-30-23.
 - Posted Construction Project Specialist, Information Systems Specialist, Senior Engineer and Plant Mechanical & Electrical Instrumentation Supervisor Job Bulletins to Employment page and Facebook.
 - Posted MCWD Trucked Recycled Water Program PR 5-17-23
 - Posted "The Great Melt" YouTube Interview featuring MCWD Principal Analyst and Operations Superintendent.
 - Posted 2023 Sewer Rehabilitation Projects RFP for CIPP, Connection Repairs and Grouting.
 - Posted Construction Materials and Hauling RFP.
 - Posted T-8 Water Storage Tank RFP.
 - Posted MCWD Landscape Services RFP and subsequent RFP revisions extending deadline.
 - Posted 2022 MCWD Consumer Confidence Report.
 - Revised Variance Request Form on Outdoor Conservation page per RSD.

- Added Fire Resistant Landscaping and Home Hardening Tips to Turf Replacement Program page per RSD.
- Removed Construction Crew Job Bulletin from Employment page and Facebook.
- Updated MCWD website Our Staff page per recent staffing changes.
- Two Special Board Meeting MCWD Housing Committee Agendas on 6/22 and 7/12.
- Posted MCWD Special Board Meeting Agenda 6/29.
- Revised Fuels Reduction web page with MCWD project support language and link to Eastern Sierra Wildfire Alliance for further information.
- Updated Backflow page with updated Tester List and certifications per RSD.
- June Board and Committee Meeting Notices of Cancellation.
- Postings or updates to Intranet site
 - Performed general maintenance, updated Department Pages, Staff Schedule, and Phone Contact List.
 - Updated Intranet Watering Hole Our Staff page per recent staffing changes.
 - Revised MCWD Buy, Sell and Trade Intranet page for MCWD staff.

July 2023

Administration

- Continuous and ongoing activities associated with day-to-day administration, including but not limited to:
 - Administrative, organizational, and operational policy development, guidelines, implementation, and related day-to-day projects
 - Non-personnel and personnel-based legal matters, e.g., ADA/FEHA, COBRA/CalCOBRA, etc.
- Ongoing activities on updating the District's Personnel Policy Manual and the Employer-Employee Relations Policy (Chapters 4 and 5 MCWD Code); the District forwarded the Personnel Policy Manual and the Employer-Employee Relations Policy to, and met with, Local 12 to satisfy meet and confer obligations
- Legislative/Client Update 06/2023 & 07/2023 (provided by LCW/CSDA):
 - None to report at this time

Workforce Planning

- Effective Friday, 06/30/2023, please welcome back Leanna Block, Administrative Analyst, General Manager's Office
- Ongoing administration of four recruitments for permanent positions in Engineering, Information Services and Maintenance Departments
- Ongoing administration of seven recruitments for temporary positions in Engineering, Maintenance, and Operations Departments
- The national emergency and public health emergency declarations related to the COVID-19 pandemic ended on 05/11/2023; the District is still monitoring Cal/OSHA's COVID-19 prevention non-emergency regulations which are in effect until 02/03/2025

Risk/Safety/Training

- Risk/Safety:
 - Process safety tailgate and wellness activity logs for 06/2023 & 07/2023 safety incentive program
 - Monthly restock of Cal/OSHA compliant first aid safety kits at all locations
 - Continuous and ongoing activities associated with the Injury and Illness Prevention Program written programs development and guidelines
 - Continuous and ongoing activities associated with manual to electronic conversion of Cal/OSHA required Hazard Communication Safety Data Sheets (SDS)
 - Continuous and ongoing activities associated with two District initiated claims to ACWA JPIA; the District suffered damage to two assets due to the past winter's heavy snow load, structural failure of the EQ Building roof and of Tank T-8
 - Claims received and/or processed:
 - None received or processed
- Training:
 - Webcasts/onsite/offsite training processed, provided, attended, and/or proctored this month:
 - Risk Management Professionals – CalARP/RMP/PSM Program Development 05/23/2023
 - Risk Management Professionals – Common Deficiencies in Program Development 06/06/2023
 - United Rentals – Confined Space Entry and Trenching & Excavation 06/13/2023
 - Parra Environmental Training – Asbestos Cement Pipe 06/14/2023
 - Highway Specialty – Flagger Certification 06/14/2023

MAMMOTH COMMUNITY WATER DISTRICT

Personnel Services Department Report

July 2023

Agenda Item: B-6

07-20-2023

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- LCW – Maximizing Performance Through Documentation, Evaluation, and Corrective Action 06/14/2023
 - Ken Mirvis, The Writing Company – Writing with Purpose 06/14/2023
 - 811Pro – Utility Locating and Marking 06/15/2023
 - ACWA JPIA – Hot Java and Hot HR Topics: The Interactive Process 06/15/2023
 - CPS HR – Compensation Studies Webinar 06/21/2023
 - Wienhoff – What is Happening with DOT Changes Webinar 06/28/2023
 - JJ Keller – Hears to Workplace Safety: How to Create a Sound Hearing Conservation Program 06/29/2023
 - ACWA JPIA – Risk Control Grant Program 07/06/2023
 - ACWA JPIA – Creating and Executing Policies and Procedures 07/11/2023
 - JJ Keller – OSHA’s Most Common and Easily Overlooked Violations 07/13/2023
 - ACWA JPIA – Hot Java and Hot HR Topics: Understanding CFRA and FMLA Leave 07/20/2023

Conservation

State Water Resource Control Board – Emergency Water Conservation Regulations

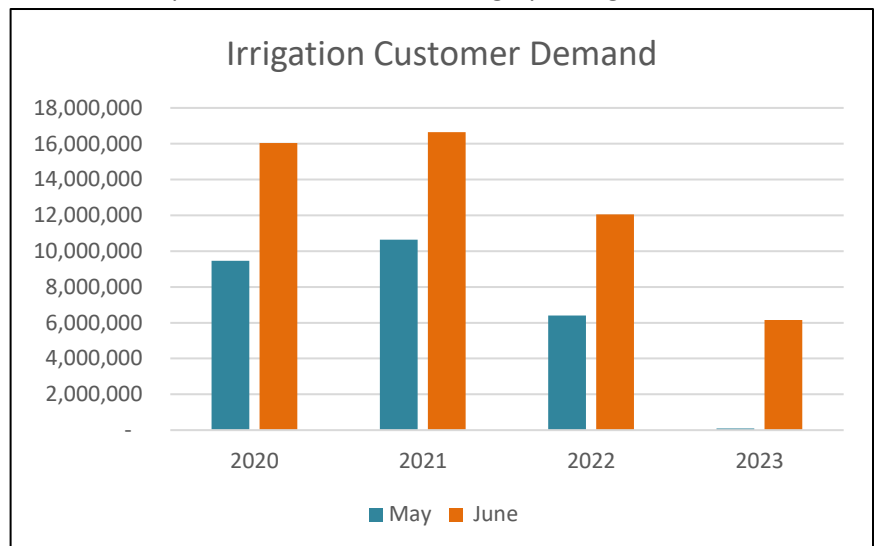
On March 24, 2023, in the Executive Order N-5-23, Governor Gavin Newsom terminated certain provisions of Executive Order N-7-22 issued on March 28, 2022. As a result, the requirements for urban water suppliers to implement Level 2 of their water shortage contingency plans, and to submit an early preliminary shortage report will not be enforced at the state level this year. Furthermore, the State Water Resources Control Board’s emergency regulations (State Water Resources Control Board Resolution No. 2022-0018) relating to the EO N-7-22, urging voluntary water conservation measures expired on June 10, 2023.

Executive Order N-5-23 does not terminate all water conservation emergency regulations. The prohibition on wasteful water use remains in effect. This includes prohibiting decorative water fountains, watering decorative grass on commercial properties, pausing irrigation systems when it’s raining and for two days after rain, using automatic shutoff nozzles on water hoses, not using water to clean sidewalks and driveways, not overwatering plants/landscapes. RSD staff will continue to enforce the regulations to the best of our ability.

MCWD Irrigation Customer Water Demand

This year’s irrigation consumption demand has been less than prior years, due to the impacts of long-lasting winter snow in the community, and cooler temperatures. As shown in the graph, irrigation demand is significantly less than in the three past years. In May 2023, the demand was 100,000 gal, as compared to 6 -10 MG in the past years. For June 2023, the demand was 6.156 MG versus 12-16 MG previously.

Overall water consumption is also less than previous years, reflecting the decreased use of irrigation water. In May, consumption was 30,318 MG and in June it was 44,712 MG. For the past three years, May consumption has been between 53,193 – 70,066 MG, and in June it ranged between 84,250 – 97,996 MG.



Irrigation Violation Tracking, Variances and Landscape Plans

In May, staff issued no irrigation violations. In June, eight violations were issued to single-family residences (all first-time violations), three violations were issued to condominium complexes and one violation was issued to a commercial property, for exceeding their established Maximum Applied Water Allowance (MAWA). With each violation notice, staff includes information on the turf rebate replacement program.

To date this season, RSD has received three applications for a variance to the Level 1 Watering Schedule. The three applications come from separate single-family residences wishing to re-establish small areas of turf affected by the winter and/or areas that were affected by repair work due to damage sustained from

the winter. Each variance is issued for a 30-day period, beginning at the time of issuance. Each variance issued includes conditions of approval reiterating requirements pertaining to irrigating landscape.

No landscape plans have been submitted.

Rebate Program

The Turf Replacement Rebate Program has received no applications to date. Staff have fielded calls with customers that are interested in the program and included information about the program with each irrigation violation issued.

Indoor Rebate Program	FY 2024	FY 2023	FY 2022	FY 2021
Applications Processed	28	116	245	235
High-efficiency Toilets	33	104	267	289
Clothes Washers	0	20	38	30
Dishwashers	4	29	49	57
Estimated Annual Savings (gal)	57,571	944,387	1,939,670	1,715,822
Rebate Awards	\$8,429	\$48,611	\$80,838	\$75,439

Leaks

In May, 28 customers were made aware of leaks on their property, and in June, 24 customers were made aware of leaks.

Regulatory

Fats, Oil and Grease Control Program

All Food Service Establishments are now on an inspection schedule. Six inspections were completed in May and no violations were issued. In June, nine inspections were completed, and two violations were issued. The violations were issued to The Westin and Canyon Lodge for their grease interceptors. These were both second violations for the businesses. RSD staff continue to complete regular inspections and ensure food establishments in town have current permits for their operations.

Cross Contamination Control (Backflow) Program

In May, 938 Test Due first notices, 121 second notices, and 74 Final notices were sent to customers. In June, 1,418 Test Due first notices, 369 second notices, and 233 Final notices were sent. As of July 12th, 438 passing tests have been completed for the year, 1,482 tests are remaining, and 649 tests are past due.

Fuels Reduction Projects (Eastern Sierra Climate & Communities Resilience Project and Lakes Basin Project)

On June 8, RSD staff and the General Manager attended an ESCCRP Finance Committee meeting. A draft Statement of Purpose was to be reviewed by the Committee, however due to time constraints it was not discussed. The meeting’s focus was on a financial tool presented by Blue Forest Conservation, a non-profit organization working to leverage financial innovation for sustainable investments in climate resilient projects. Blue Forest Conservation presented the concept of a Forest Resilience Bond as a means to gain additional funding for the current ESCCRP fuels reduction project. The ESCCRP has not taken action to retain Blue Forest Conservation but will have future discussions to gage stakeholders interest.

The White Bark Institute will continue working to complete Phase 1 fuels reduction in the Lakes Basin with the goal of treating 2,156 acres. Work will start mid-August to avoid conflicts with summer recreation in the area. Outside of the Lakes Basin work this summer, Whitebark has been working with Town of Mammoth Lakes, City of LA, and MMSA to implement thinning treatments on Camp High Sierra, Bell-Shaped Parcel, and Mammoth Creek Parcels. The registered professional forester submitted a Timber Harvest Plan to CALFIRE, and surrounding residents were notified of the work on June 23.

MCWD-USFS MOA for Laurel Pond (1983)

The 1983 Memorandum of Agreement for discharge of treated wastewater effluent to Laurel Pond is due for renewal. USFS staff is reviewing the draft prepared by District staff. An update at the beginning of June was that the MOA is still being reviewed by USFS Grants and Agreements staff.

Public Affairs and Outreach

Public Outreach

A press release to notify customers of the Trucked Recycled Water Program was released on May 17. On June 2, a press release notifying customers of the District’s 2022 Consumer Confidence Report on water Quality publication was released.

RSD staff continue to utilize the social media sites Facebook and Instagram for public outreach. In May, staff created posts for Line Maintenance’s work inspecting sewer lines, a request for bids to provide landscape services at District locations, the Trucked Recycled Water Program, and current job openings at the District. In June, posts were made for of the publication of the 2022 Consumer Confidence Report, Level 1 watering schedule, current job openings, and the Turf Replacement Rebate Program,

Conservation Advertisements

Radio ads from the District are currently playing on KMMT and KIBS. KMMT is running an advertisement highlighting the Turf Replacement Program and KIBS is playing an ad for the rebate program and Level 1 watering schedule.

On Saturday, June 3, RSD staff briefly attended a neighborhood block party in The Trails to promote the rebate programs and inform residents of the Level 1 Watering Schedule. The neighborhood is made up mostly of full-time residents. Many of the homes have lawns, therefore, it was a beneficial opportunity to conduct outreach.

The advertisement below was published in the Mammoth Time’s graduation section, published on June 8th.



The General Manager's report is designed to summarize important District activities and to highlight developments that may require Board action in the future.

Key items for the past two months included maintaining facilities during an extended high run-off period and modifying the District's capital improvement schedule in response to damage from heavy snow loads, working with Mono County on a tax sharing agreement, working on a project to bring MCWD Code/Policy up to date, and workforce planning.

Other ongoing items included working with the local development community, groundwater monitoring related to geothermal pumping, monitoring local agency meetings, and working with state regulators on the District's waste discharge and recycled water permits.

Departmental / General

Staff Resources and Management

- Congratulations to District Finance Manager Jeff Beatty, the Finance Department, and all that had a hand in updating the District's Investment Policy Mr. Beatty submitted the District's Investment Policy to the California Municipal Treasures Association Investment Policy Certification program where, after review, the policy was certified receiving a score of 94%.
- Congratulations to District Laboratory supervisor Bruce Medhurst, who was recently recognized by the California Water Environmental Association by being featured in their Clean Water publication recognizing emerging leaders. Bruce's leadership in the laboratory along with the division's dedication to excellence provides the support which enables District treatment operations to function efficiently in meeting our State's stringent water and wastewater treatment standards.
- Welcome back to Leanna Block, Administrative Analyst in the General Manager's Office. Leanna will be utilizing her extensive administrative skill set to support the District's numerous administrative activities including: Board meeting preparation and follow up, front desk reception, code/policy updates, public outreach, record keeping, and parade planning.
- District staff continued an extensive area-wide effort to inspect and maintain facilities as they emerged from heavy snow loads. Staff also prepared and monitored facilities during the extended high runoff season. The District currently has two facilities with structural damage because of the heavy snow loads. One building at the WWTP will need a new roof system and one water distribution storage tank needs to be replaced this summer. As a result of these structural issues staff have modified the District's capital improvement schedule. (See B-3 Finance Department Report for capital improvement schedule details.)
- Ongoing discussions with management staff regarding short-term and long-term workforce planning strategies. Considerations are current and anticipated vacancies, specific workflow needs for supporting District operations, department head input and recommendations, along with agency benchmarking comparisons.
- Monthly General All-Staff, Board Staff, and Senior Management Staff meetings
- Monthly Engineering, Operations, and Maintenance (EOM) collaborative meetings, reporting on and tracking progress of current and future capital projects and programs

District Employee Home Purchase Assistance and Rental Programs

- The District currently has six employees participating in the EHPAP shared value option and two employees in the loan option.

- The District currently has nine rental units occupied by MCWD staff. There is also a waiting list with six staff interested in District owned rental units. The Board directed District management to monitor local economic conditions to find potential opportunities to increase the number of rental units available for staff. Management continues to explore options for utilizing District owned property to expand housing opportunities for staff.

Water Conservation and Supply Update

On March 16, 2023, the Board approved a motion to move the District from Water Conservation Level 3 into Water Conservation Level 1. The move followed a recommendation from District staff after evaluating the snowpack and associated water content and how it relates to the District's anticipated surface and groundwater supplies. Based on the assessment staff recommended a reduction from the District's previous Water Conservation Measures Level 3 to Level 1. The District's various levels of water conservation measures are designed to balance water use with ongoing conservation needs for maintaining a consistent water supply for our community during both heavy water years and drought years. Staff are continually monitoring the District's water supply and demand conditions and based on this analysis make recommendations to the Board regarding water conservations levels.

Water and Wastewater

Water Operations is currently utilizing surface water as the community's primary water source.

Total water produced in June 2023 was 47.8 million gallons, which is down from the 89.4 million gallons produced in June 2022. Water sources included, 74% surface water, 21% groundwater and 5% recycled water. Currently, Lake Mary has a balance of 606 ac/ft, which is 100% of the District's 606 acre feet of surface water storage capacity.

June average daily wastewater flows were 2.0 million gallons for a total of 60.33 million gallons treated for the month. (See B-1 Operations Department report for more details)

Financial Management

The first quarter of the District's 2024 fiscal year shows revenue tracking slightly below budgeted projections and expenses tracking below budgeted projections. Finance Department activities over the past month focused on supporting the District's annual audit. (See B-3 Finance Department Report for more details)

Letters of Support, Contracts and Agreements

- Signed a one-year services agreement for water analytics with WaterSmart in the amount of \$11,410

Departmental Activities

- Engineering Department staff continue to support the many active and planned construction projects at the District and throughout the community. (See B-4 Engineering Department Report for more details)
- Regulatory Services Division staff continue to provide regulatory support, conservation efforts monitoring and notifying customers of water leaks, processing rebates, administering Backflow and FOG programs, and PR/advertising. (See B-7 Regulatory Services Division Report for more details)
- Personnel Services Department activities include working with the District's labor counsel on getting the Personnel Manual ready for possible Board adoption with current requirements, workforce planning related to vacant positions, and communications with L12 Union. (See Current Business item C-2 for more details)

- Information Services Department staff continue to support all the District's technology needs. (See B-5 Information Services Report for more details)
- Operations Department staff continue to monitor water and wastewater production for compliance with all regulations. (See B-1 Operations Department Report for more details)
- Maintenance Department staff continue working on in-house construction projects and meeting maintenance goals and requirements. (See B-2 Maintenance Department Report for more details)

Projects/Related

Snowcreek VIII Annexation and Public Agency Property Tax Reallocation

District staff continue to work with Mono County's Local Agency Formation Commission (LAFCO) Executive Director and Mono County staff on property tax allocation/sharing for three parcels which LAFCO annexed into the District's service area in 2018 and 1983. Annexation of the three parcels into the District's service area allows for development on the parcels by providing the required water and wastewater services.

Because the District does not currently receive property tax from the annexed parcels, Mono County receives additional property tax funds compared to the rest of the Mammoth Lakes community, where they receive an average of 33 percent. Mono County will be providing no additional community services to the annexed parcels beyond what they provide to existing Mammoth Lakes residents. It's key to note that back in 2018 all local agencies, including Mono County, agreed that annexation was the most beneficial approach to fund and provide services needed to meet the Snowcreek VIII development plan as approved by the TOML Planning and Economic Development Commission. At the District's March Board of Directors meeting the Board approved a property tax sharing proposal to Mono County. Following up on this proposal both the Mono County Board of Supervisors and MCWD appointed ad-hoc committees to negotiate the property tax sharing agreement. Following committee appointments District representatives met with Mono County acting CAO Mary Booher on July 3rd to discuss the details of the District's proposal. District staff will continue to work with Mono County with a goal of appropriately reallocating property taxes to fund water and wastewater services to the proposed development.

MCWD Code Book Review and Update

MCWD staff and Board ad-hoc committee continue to work on reviewing and updating the District's Code. This extensive project will bring the District's Code into alignment with current laws and practices.

Fuels Reduction Projects

The General Manger and District Regulatory Staff continue to participate in the Eastern Sierra Climate Resilience Project meetings. The District's Regulatory Services staff will also continue to provide administrative support on a plan to complete the remaining portion of the Lakes Basin project, which stalled during the COVID-19 pandemic. Moving forward, Mammoth Lakes Fire Safe Council is working with the White Bark Institute to complete the project. (See Regulatory Services report B-7 for more details)

Alterra/MMSA Main Lodge Development

Alterra/MMSA has proposed a Main Lodge redevelopment Master Plan and submitted environmental scoping documents for their project to the TOML which listed a new on-site package treatment plant to handle their wastewater needs. The District provided comments on project scoping documents and will continue to stay apprised of any potential changes as the project develops. (See B-4 Engineering Department Report for more details)

MCWD Water Discharge Requirements (WDR)

Lahontan staff reviewed and provided feedback on a proposal by MCWD for completing a study of the Laurel Pond area to better identify the appropriateness of specific use classifications. Specifically, Lahontan staff expressed concerns regarding the sampling depth of newly constructed Laurel Pond monitoring wells. . The proposed study would likely take up to four years after which time Lahontan will provide comments on updating the District's WDR which has the associated potential for treatment process changes at the WWTP. (See B-4 Engineering Department report for more details)

AGENDA ITEM

Subject: Discuss and Consider a Request to Reclassify Utility Billing for 54 Alpine Circle, Mammoth Lakes, from a Multi-Family Residence (Duplex) to a Single-Family Residence

Information Provided By: Jeff Beatty, Finance Manager

Background

Since early 2023, District staff has been engaged in conversations with the owner of 54 Alpine Circle, Mammoth Lakes, regarding the property's utility billing classification. The property has been classified as a two-unit multi-family residence (duplex) since 2008, which is as far back as the District has electronic records. The owner is contesting the multi-family classification and believes it should be classified as a single-family residence. The owner's supporting arguments include: the Mono County Assessor describes the property as a single-family residence with two bedrooms, loft, and 3.5 baths, and the property is served by only one water meter. The owner addressed the Board during Public Forum at the regular board meeting on May 18, 2023 and requested the classification be reviewed by the Board. The Board directed staff to agendize the item for a future Board meeting so the Board could formally consider and respond to the request.

Discussion

The MCWD Code includes duplexes in the multi-family classification. Although the Code does not include a definition of "duplex," the term is generally understood and defined in the real estate and appraisal industries as a property with two separate living areas with separate access. In a telephone conversation with the owner on March 23, 2023, District staff offered to perform an inspection of the property to see if there was justification for changing the classification from the existing multi-family classification to a single-family classification. The owner declined the offer of an inspection, stating that an inspection would confirm the property has two distinct living areas, each with a kitchen, bathroom, sleeping area, and a separate entrance.

Factors that define the property as a duplex with a multi-family classification include:

- The owner described the property as having two separate living areas, each with a kitchen, bathroom, sleeping area, and a separate entrance.
- The Mono County parcel viewer lists Unit A and Unit B for the property
- Recent real estate listings have described the property as an "A-Frame duplex with two separate living spaces, two front door entrances."

Financial Impact

The combined water and wastewater base rates (\$73.08) for a duplex multi-family classification are double the combined single-family rates (\$36.54). The water use rate for a multi-family property is a flat rate compared to the tiered rate for single-family. Water use history is insufficient to estimate the change in water use charges.

Requested Action

Consider the request and provide direction to General Manager regarding the utility billing classification of the property at 54 Alpine Circle.

AGENDA ITEM

Subject: Discuss and Consider Adopting the Personnel Policy Manual and the Employer-Employee Relations Policy and Related Documents

- 1) Adopt the Personnel Policy Manual and the Employer-Employee Relations Policy; and
- 2) Enact Ordinance No. 07-20-23-16 Repealing Chapter 4 and Chapter 5 from the MCWD Code; and
- 3) Adopt the Side Letter of Agreement (SLA) Between Mammoth Community Water District (District) and International Union of Operating Engineers, Local Union No. 12 (L12) Modifying the 2021-2026 Memorandum of Understanding (MOU)

Information Provided By: Chris Weibert, Human Resources Manager

Background

With direction from the Board and guidance from legal counsel, staff have been working to update the entire MCWD Code ("Code") which initially consisted of 12 chapters. Existing District ordinances related to the administration of the District and governance, are best administered as Board-adopted policies or Code appendices. One benefit of having appendices to the Code, is that the process for amending these documents is much simpler than that for an ordinance because amendments can be approved by resolution or minute order and without the time and expense of publication.

Discussion

1) The Personnel Policy Manual succeeds Chapter 4 of the Code. This policy contains the personnel rules for District employees. The modifications between Chapter 4 and the Personnel Policy Manual include incorporating changes in state or federal law, memorializing current practice, and adding a few new rules. The following table outlines most of the modifications:

LOCATION	MODIFICATION
Throughout	Changed all "days" to "hours" where not required by law (i.e., sick leave law uses days). Added prorated language for part-time.
Division III., Section 2.	Job Announcements – Post job announcements for a minimum of 7 calendar days (previously 15 calendar days).
Division III., Section 3.	Qualifications of Applicants – Applicants shall meet the minimum qualifications by the date their application is submitted instead of "by the filing deadline."
Division III., Sections 9. & 10.	Probationary Period – Returned to 6-month probationary period instead of 1,040 productive hours worked. Added if a promotional/transferred probationary employee does not pass probation, and if their position is still vacant, they return to the previous classification held. If their previous position is not vacant, the Personnel Officer will look at any vacancies and determine if it is in the best interest of the District to appoint them to the vacant position. If there are no appropriate vacant positions, the employee will be terminated.
Division V., Section 3.	Salary Review – Added "or other salary surveys" to ACWA and CASA.
Division VI., Section 3.	Duration of Temporary Employment – Changed temporary employment duration from "in a calendar year" to "rolling 12-month period."
Division IX., Section 7.	Excessive Tardiness/Absenteeism and Abuse of Leave – This Section is new. Chapter 4 did not define "excessive."

LOCATION	MODIFICATION
Division XI.	Remote Work Policy – This entire Division XI is new.
Division XII., Section 3.	Insurance Benefits – Added a provision if an employee dies, or leaves District service and is eligible for Long-Term Disability, the District pays for three calendar months of COBRA Continuation Coverage for the employee and/or the employee's eligible dependents.
Division XII., Section 5.	Educational Achievements – Higher Education – Modified from reimbursing employees for courses to an increase in pay once they receive their degree in a subject directly related to their job class series. Certification, Training, Educational Support Classes – Added to memorialize current practice. Certification Pay – Added to memorialize current practice, however, added that an employee only has two attempts to obtain certification for which the District will pay travel and testing fees. Employee to pay all costs for their third attempt and beyond. Certification Premium Pay – Added to memorialize current practice.
Division XII., Section 6.	Vehicle Take-Home/Commuting – Added to memorialize current practice.
Division XII., Section 12.	Reimbursement of Employee Expenses for Personal Devices/Services – Added to memorialize current practice.
Division XIII., Section 4.	Longevity Recognition Holidays – Increased Bonus Amounts by 25%.
Division XIII., Section 5. & 6.	Paid Vacation – Removed the requirement that a new employee must pass probation before they can use vacation leave.
Division XIII., Section 10.	Scheduling of Vacation – Clarified when employee must submit their request for vacation (previous language was archaic and not current practice).
Division XIII., Section 14.	Sick Leave Use – Modified that a regular employee can use sick leave when accrued (instead of State Law of after 90th day of employment).
Division XIII., Section 16.	Purposes for Sick Leave – Adding an employee can use up to 48 hours of sick leave annually for personal needs (e.g., childcare needs). Also added an employee can use sick leave for bonding.
Division XIII., Section 29.	Integration of Paid Leaves with State Leave Benefits – Changed to allow an employee to integrate leave time with state benefits <u>up to</u> 100%. Previously, the employee had to integrate leave with state benefits at 100% or not integrate at all.
Division XIV., Section 8. (c)	Payment of Insurance Premiums for Extended Medical Leaves – Changed to "calendar months" instead of 90 days and 30 days because insurance benefits are based on calendar months (the 1st of the month to the last day in the month).
Division XXIII.	Limitations on Outside Employment – This Division is new.

The Employer-Employee Relations Policy succeeds Chapter 5 of the Code. This policy governs the District and its employee organizations. There are no significant changes to this policy.

2) Chapter 4 of the Code contained the District's Personnel Manual/Rules. With the adoption of the Personnel Policy Manual, it is necessary to repeal Chapter 4 of the Code in its entirety. Chapter 5 of the Code contained the District's Employer-Employee Relations regulations. With the adoption of the Employer-Employee Relations Policy, it is necessary to repeal Chapter 5 of the Code in its entirety. The proposed ordinance repeals Chapter 4 and Chapter 5 from the Code.

3) The District concluded meet and confer obligations with L12 and brings the SLA to the Board for consideration and possible adoption. In the event of any conflict between District Policy and the MOU, the MOU takes precedence. There are a few changes in the Personnel Policy Manual that conflict with the MOU and the SLA outlines those provisions. All other terms and conditions of the existing MOU shall remain in full force and effect. The SLA has been reviewed and approved by District labor counsel.

Fiscal Impact

There is minimal fiscal impact associated with this agenda item. For example, the Longevity Bonus Amounts increased by 25%. The annual amount based on a five-year average was \$2,640 and would now be \$3,300, an increase of \$660.

Requested Action

- 1) The Board of Directors is requested to adopt the Personnel Policy Manual and the Employer-Employee Relations Policy.

- 2) The Board of Directors is requested to enact Ordinance No. 07-20-23-16 repealing Chapter 4 and Chapter 5 of the Code.

- 3) Staff requests the Board adopt the attached Side Letter of Agreement between Mammoth Community Water District and International Union of Operating Engineers, Local Union No. 12 and authorize the General Manager to sign it.

Attachment(s): Personnel Policy Manual
Employer-Employee Relations Policy
Ordinance No. 07-20-23-16
Side Letter of Agreement

Mammoth Community Water District

Personnel Policy Manual



Updated: July 21, 2023

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MAMMOTH COMMUNITY WATER DISTRICT

Personnel Policy Manual

Adopted: July 20, 2023

Effective: July 21, 2023

DIVISION I. GENERAL PROVISIONS

Section 1. Effect and Applicability of the Personnel Policy Manual

The policies contained in this Personnel Policy Manual (“Policies”) apply to all categories of employees of the Mammoth Community Water District (“District”) unless a specific section or provision excludes them.

Independent contractors, volunteers, members of the District Board of Directors, the General Manager, and any other employee as determined from time to time by the Board shall not be covered by these Policies unless a specific section or provision expressly includes them in its scope.

These Policies do not create any contract right, or any express or implied contract of employment. The District retains the full discretion to modify these Policies at any time in accordance with law.

Section 2. Conflict Between These Policies and a Collective Bargaining Agreement

If a provision of these Policies conflicts with any provision of a valid collective bargaining agreement between the District and a recognized employee organization, the provision of the collective bargaining agreement that is in conflict shall apply to employees covered by that collective bargaining agreement.

Section 3. Employee Acceptance of Policies and Revisions to the Policies

As a condition of employment, the District requires that employees read and, if necessary, request clarification regarding these Policies. Each employee must sign a statement of receipt acknowledging that: (a) they have received a copy or have been provided access to the Policies; and, (b) they understand that they are responsible for reading and becoming familiar with the content of these Policies and any subsequent revisions to these Policies. (See Appendix A to these Policies.)

Section 4. Delegation of Appointing and Personnel Authority to the General Manager

The Board of Directors and the Water Code delegates to the General Manager the authority to authorize employment, establish job responsibilities, and perform other personnel actions as to all subordinate employees in accordance with all federal and state laws and regulations and these Policies.

Section 5. Delegation of Powers by the General Manager; Personnel Officer

The General Manager may delegate responsibility and authority to perform personnel actions as set forth in these Policies, as the General Manager may deem appropriate and necessary. As used in these Policies, the term “Personnel Officer” refers to the General Manager or another individual to whom the General Manager has delegated authority in accordance with this section.

Section 6. Tenure of Employment

The tenure of every employee shall be based upon continuing satisfactory service, proper personal conduct, and fitness for the position, as determined by the General Manager, as well as the continued need for the work performed as determined in the sole discretion of the District and the availability of funds.

The General Manager, all temporary employees, and any other employee as determined from time to time by the Board shall serve at the will or pleasure of the Board.

Section 7. Retention of Personnel Authority as to Certain Personnel

As to the General Manager and any other employees who report directly to the Board, the Board retains authority over all personnel actions as authorized by law and these Policies.

Section 8. Equal Opportunity Employment Policy

The District affords equal employment opportunity for all qualified employees and applicants as to all terms of employment, including compensation, hiring, training, promotion, transfer, discipline, and termination. The District prohibits discrimination against employees or applicants for employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (40 and over), sexual orientation, or military and veteran status, or any other basis protected by law. Employees, volunteers, or applicants who believe they have experienced any form of employment discrimination or abusive conduct are encouraged to report the conduct immediately by using the complaint procedures provided in these Policies, or by contacting the U.S. Equal Employment Opportunity Commission (“EEOC”), or the California Civil Rights Department (“CRD”).

Section 9. Definitions

For purposes of these Policies, the terms defined herein have the following meanings:

- (a) “At-Will Employee” means those classifications designated as “at-will” within the job specification. Generally, non-represented employees.
- (b) “For-Cause Employee” means those classifications that are not “at-will.” Generally, represented employees.
- (c) “Management Employee” means District management employees who have responsibility for formulating, administering, or managing the District policies or

programs. Management employees include any positions designated by the General Manager.

- (d) “Non-Regular Part-Time Employee” means an employee of the District who is regularly scheduled to work less than 30 hours per week and has successfully completed their probationary period. Unless required by law, a non-regular part-time employee is not entitled to benefits.
- (e) “Probationary Employee” means a Full-Time or Part-Time employee that has not completed their probationary period.
- (f) “Regular Full-Time Employee” means an employee of the District who is regularly scheduled to work 80 hours per pay period and has successfully completed their probationary period.
- (g) “Regular Part-Time Employee” means an employee of the District who is regularly scheduled to work 60 to 79 hours per pay period and has successfully completed their probationary period.
- (h) “Safety Sensitive” classifications are defined as those requiring a Commercial Driver License and are regulated by Department of Transportation regulations.

DIVISION II. EMPLOYEE ORGANIZATION

Section 1. Classification Plan

The District is organized into several departments. Each department includes one or more job classification(s).

The Personnel Officer shall ascertain and record the duties and responsibilities of all positions and, after consulting with affected department heads, shall recommend a classification plan, including job descriptions, for such positions. The Personnel Officer shall allocate every position to one (or series) of the classifications established by the plan.

When a new classification is created, such classification may not be assigned until the classification plan has been amended to provide for the new classification.

Section 2. Reclassification

The Personnel Officer may initiate a job audit to determine whether the duties of a position have changed to such an extent that they necessitate reclassification of the position from the existing classification to a more appropriate classification. Upon completion of the job audit, the Personnel Officer shall make the final determination to reclassify or to not reclassify the position.

DIVISION III. RECRUITMENT, SELECTION, AND APPOINTMENTS

Section 1. Vacancies

When a vacancy occurs in an authorized position which the District chooses to fill, the District shall try, whenever reasonable, to fill the vacant position with an existing District employee qualified for the position.

This section shall not be construed to limit in any way the District's right to hire the most qualified person available for the vacancy. The District may fill any vacancy with a person who is not a District employee or may determine that it is in the District's best interest to leave the position vacant.

Section 2. Job Announcements

The Personnel Officer will prepare a job announcement to announce a proposed recruitment. The announcement may be posted on the District's website and bulletin board, and other locations the Personnel Officer deems appropriate, depending upon whether the recruitment is open to the public or current employees only. All announcements will be published for at least seven calendar days. The announcement will include:

- (a) The title and pay for the position;
- (b) The nature of the work to be performed and essential job duties of the position;
- (c) The minimum qualifications, including whether the job is a promotional position;
- (d) The last date and time that the Personnel Officer will accept applications;
- (e) The time, place, and type of employment examination required, if known, and a statement whether a drug screening will be required following a conditional offer of employment; and,
- (f) Such other information as determined at the discretion of the Personnel Officer.

Section 3. Qualifications of Applicants

Applicants shall possess the education and experience required by the job description or classification by the date their application is submitted, except as provided in these Policies.

In the event an applicant is found to possess qualifications extraordinary for the position for which the applicant is being hired, the Personnel Officer may authorize the employment of such applicant at a salary that is greater than the minimum of the appropriate pay range. If the Personnel Officer proposes a starting salary greater than 2/3 of the maximum amount in the appropriate pay range, the Board of Directors must approve such higher salary. For the purposes of this provision, "extraordinary" means that the applicant has education, experience, and/or skills superior to that commonly required and expected for the class.

Section 4. Submitting Applications

Job applications shall require information describing an individual's training, experience, and other pertinent information as deemed necessary to assess qualifications for the job. Applicants may be required to provide supplementary information, including but not limited to: answers to job-related questions; resume; licenses; certifications; diplomas; letters of recommendation; or, references. Licenses and/or other certification required by federal, state, and/or local law in the treatment, transmission, and maintenance of water and wastewater operations will be required as determined by the Personnel Officer pursuant to the prerequisites of each job classification.

All applications must be completed in full and signed, physically or electronically, by the person applying. The Personnel Officer will not process any application which is not fully completed and signed. Should an applicant be appointed to a position, the supplemental information shall become a part of the individual's permanent employment records.

Section 5. Disqualification

The Personnel Officer may disqualify an applicant for good cause including, but not limited to, any of the following:

- (a) Failure to properly complete the application;
- (b) Failure to submit the application prior to the application deadline;
- (c) Failure to demonstrate that the applicant meets the requirements and minimum qualifications established for the position;
- (d) Falsification of information on the application and/or during the application process; or,
- (e) Being under the influence of alcohol or illegal drugs while engaging in application activities.

Whenever an application is rejected, notice of such rejection shall be mailed or emailed to the applicant.

Section 6. Employment Examinations

For some vacancies, the District may conduct an examination as part of the application process.

- (a) The Personnel Officer will determine the manner and methods of administering employment examinations. Examinations may consist of any or all of the following: written tests; oral tests; performance tests; evaluations of prior training and performance, experience and/or education; interviews; working style assessments; practical exercises; file review; or, any combination thereof. The content of all examinations will be job-related and designed to test knowledge, skills, or abilities that help predict successful completion of job duties.

- (b) The content of all examinations will be kept confidential prior to the administration of the examination. All applicants who are invited to the examination will be notified of the nature of the examination.
- (c) An applicant with a disability may request accommodation in an examination process. Following receipt of a request for accommodation, the Personnel Officer may require additional information, such as reasonable documentation of the existence of a disability.
- (d) Failure in one part of the examination, or the failure to meet established standards described in the job announcement, may be grounds for declaring such applicant as failing in the entire examination or as disqualified for subsequent parts of an examination. Each applicant will be notified by mail or email whether they will continue in the examination process.
- (e) Applicants who meet the minimum qualifications and pass all examinations may be subject to a background and/or reference check.

Section 7. Criminal Conviction Check

After the District makes a conditional offer of employment, the Personnel Officer may then request information about criminal convictions, except for misdemeanor marijuana-related convictions that are over two years old, or convictions that have been judicially sealed, eradicated, or expunged. Unless required by law, the District will not deny employment to any applicant solely because they have been convicted of a crime. The District will consider the nature, date, and circumstances of the offense, evidence of rehabilitation, as well as whether the offense is relevant to the duties of the position.

Section 8. Medical Examination

A post-offer, pre-employment medical examination will be required before commencement of employment. Such examination shall be performed by a licensed physician without cost to the applicant. Documents indicating that the prospective employee has received a medical clearance shall be made part of their employment medical history file.

Section 9. Probationary Appointment

Except as otherwise provided herein, every new, regular District employee shall be a probationary employee for a period of six months. Exceptions:

- (a) The Personnel Officer establishes a longer period because the duration of the required training is such that it is not possible to adequately evaluate performance within a six-month period;
- (b) The probationary period is extended by the District at the discretion of the Personnel Officer; or,
- (c) If a probationary employee is absent for three or more consecutive workdays, the probationary period will be extended an equivalent number of days.

The probationary period is part of the examination process and is used to determine whether work performance or work-related behavior meets the required standards of the position. A probationary employee may be rejected at any time during the probationary period with or without cause or reason, without advance notice, appeal or grievance, and without any rights set forth in the disciplinary procedure described in these Policies. The probationary employee will be notified prior to the expiration of the probationary period that they have either successfully completed their probationary period, are having their probationary period extended, or have been rejected from probation.

Section 10. Probationary Period for Promotional Appointments or Transfers into a Different Classification

Except as otherwise provided herein, all employees on accepting a promotion or transfer into a different classification will serve a new probationary period of six months. Exceptions:

- (a) The probationary period is extended by the District at the discretion of the Personnel Officer; or,
- (b) If a probationary employee is absent for three or more consecutive workdays, the probationary period will be extended an equivalent number of days.

A promotional/transferred probationary employee may be rejected at any time during the probationary period with or without cause or reason; without notice, appeal, or grievance; and, without any rights set forth in the disciplinary procedure described in these Policies. If the employee fails to satisfactorily complete the probationary period in the promotional/transferred position, and the employee's prior position is vacant, the employee may return to the position held prior to promotion/transfer at the hourly rate held prior to the promotion/transfer, unless they are terminated for cause. If their prior position is no longer vacant, other vacancies will be assessed by the Personnel Officer to determine, in the Personnel Officer's sole discretion, if it is in the best interest of the District for the employee to be appointed to the vacant position. If there are no appropriate vacant positions, as determined at the sole discretion of the Personnel Officer, the employee will be terminated without right of appeal or grievance.

DIVISION IV. EMPLOYMENT OF RELATIVES, SPOUSES, DOMESTIC PARTNERS

Section 1. Policy

The District regulates the employment and placement of relatives, spouses, and domestic partners to avoid conflicts of interest and to promote safety, security, supervision, and morale.

Section 2. Definitions

For purposes of this Division, the terms defined herein have the following meanings:

- (a) "Relative" means child, stepchild, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, first cousin, or in-laws of those enumerated by marriage or domestic partnership.
- (b) "Spouse" means one of two persons to a marriage, or two people who are registered domestic partners, as those terms are defined by California law.
- (c) "Supervisory relationship" means one in which one employee exercises the right or responsibility to control, direct, reward, or discipline another by virtue of the duties and responsibilities assigned to their District appointment.

Section 3. Employment of Relatives

The District will not appoint, promote, or transfer a person to a position within the same department, division, or facility in which the person's relative already holds a position, if any of the following would result:

- (a) A direct or indirect supervisory relationship between the relatives;
- (b) The two employees having job duties which require performance of shared duties on the same or related work assignment;
- (c) Both employees having the same supervisor; or,
- (d) A potential for creating an adverse impact on supervision, safety, security, morale, or efficiency.

Section 4. Spouses or Domestic Partners

The District will not appoint, promote, or transfer a person, to the same department, division, or facility in which the person's spouse or registered domestic partner already holds a position, if such employment would result in any of the following:

- (a) One spouse or domestic partner being under the direct supervision of the other spouse or domestic partner; or,
- (b) Potential conflicts of interest or hazards for married persons or those in domestic partnership which are greater than for those who are not married or in domestic partnerships.

Section 5. Marriage or Domestic Partnership After Employment

- (a) Transfer: If two District employees who work in the same department later become spouses or domestic partners, the Personnel Officer has discretion to transfer one of the employees to a similar position in another department. Although the wishes of the two employees will be considered, the Personnel Officer retains sole discretion to determine which employee will be transferred based upon District needs for supervision, safety, security, or morale. Any such transfer that results in a salary reduction is not disciplinary and is not subject to any grievance or appeal, or pre- or post-disciplinary appeal due process.
- (b) Separation: If continuing employment of both employees, who work in the same department and who later become spouses or domestic partners, cannot be accommodated in a manner the Personnel Officer finds to be consistent with the District's interest in the promotion of supervision, safety, security, or morale, then the Personnel Officer retains sole discretion to separate one employee from District employment. Absent the resignation of one employee, the less senior employee will be separated. Any such separation is not considered to be disciplinary and is not subject to any grievance or appeal, or pre- or post-disciplinary appeal due process.

DIVISION V. EMPLOYEE COMPENSATION AND ADVANCEMENT

Section 1. Pay Day

Employees shall be paid biweekly on Wednesday. In the event a pay day falls on a recognized holiday, employees will be paid on the last scheduled business day preceding the holiday.

Section 2. Wage Range

The District Board of Directors has adopted minimum and maximum hourly rates for each job classification, which shall continue in effect until and unless changed by the Board of Directors.

Section 3. Salary Review

As the need is determined, the Personnel Officer will review the wage ranges for job classifications and make recommendations for changes thereof and will include consideration of the ACWA, CASA, or other salary surveys. The review will include consideration of the following factors:

- (a) Job descriptions, classifications, actual wages, and the number of authorized positions within the District;
- (b) Wages paid by other employers, public and private, to employees performing work similar to that performed by District employees; and,
- (c) The effect of inflation, and changes in the cost of living and consumer price indices relevant to the local community.

This section shall not be construed as binding the General Manager's discretion in recommending changes to any particular methodology. For unrepresented employees, this review is generally completed prior to the end of the Fiscal Year. For represented employees, the District will comply with any applicable meet and confer requirements before implementing changes to wages, hours, or terms and conditions of employment.

Section 4. Performance Evaluations

From time to time, each employee's supervisor will prepare a written performance evaluation of the employee's performance. Performance evaluations will generally be prepared in the following instances:

- (a) When an employee reaches the end of probation in a new job classification (including new hires, promotions, and transfers), and annually thereafter;
- (b) Whenever the employee's supervisor believes it is warranted by the employee's performance; or,
- (c) Whenever requested by the General Manager.

Each department head will review and approve all performance evaluations of subordinates in their department. The General Manager will review and approve all performance evaluations.

Additional licenses and/or certifications related to the treatment, transmission, and maintenance of water and wastewater system operations may be required as prerequisites for promotion to the next higher job classification. When an employee becomes certified at a higher level, is qualified for the higher level position, and has served sufficient time in the grade level, the District may increase the employee's pay and/or promote the employee to the next higher job classification in the District's sole discretion.

Section 5. Performance Evaluation Meeting

The supervisor will meet with the employee to discuss the evaluation. The employee shall sign the evaluation to acknowledge its contents and that they have met with their supervisor to discuss the evaluation. The employee's signature shall not mean that they endorse the contents of the evaluation.

Section 6. No Appeal Right

An employee does not have the right to appeal or submit a grievance regarding any matter relating to the content of a performance evaluation. Instead, the employee may comment on the evaluation in a written statement which will then be placed with the evaluation in the employee's personnel file. The written statement must be submitted within ten calendar days after the employee receives the evaluation.

Section 7. Wage Plan Administration

Except as otherwise provided for in these Policies, employees shall initially be placed at the minimum hourly rate of the wage range for the classification to which the employee is hired, promoted, or transferred. Advancement within a wage range shall not be automatic but shall be based on merit and shall be given only upon affirmative recommendation of the employee's supervisor and approval of the General Manager.

As a general rule, upon progress and productivity, an employee (full-time or part-time) may be considered for advancement within a wage range following the satisfactory completion of the employee's probationary period, and annually thereafter (as set forth in Section 4, Performance Evaluations, above) until such time as the employee reaches the maximum hourly rate of the range for the employee's classification.

Section 8. Performance Bonus

The General Manager has discretion to award a performance bonus to an employee whose performance has been extraordinary. This bonus shall be based upon, but not be limited to, the following factors:

- (a) Demonstrated level of job performance relative to others in the same job classification.
- (b) Attendance record.
- (c) Initiative in work environment.

- (d) Willingness to cooperate with fellow employees.
- (e) Preparations for future promotions.
- (f) Absence of disciplinary record.

The granting of a performance bonus will not affect any merit increase for which the employee may be considered during the employee's performance review. The granting of any performance bonus shall be at the sole discretion of the General Manager.

DIVISION VI. TEMPORARY EMPLOYEES

Section 1. Hiring of Temporary Employees

Temporary employees may be hired for a specific purpose for a limited period of time to fill in for employees on leaves of absence or to assist with or complete special projects. They are not eligible for any accrued leaves, except for sick leave as specifically provided in these Policies, or eligible for any insurance or retirement benefits except as required by law.

Section 2. Wages of Temporary Employees

The General Manager shall determine the wage rates for each temporary employee. The factors taken into consideration will include the type of work to be performed, the qualifications of the temporary employee, and the anticipated duration of employment.

Section 3. Duration of Temporary Employment

The duration of temporary employment shall generally not exceed 240 calendar days in a rolling 12-month period.

Section 4. Termination of Temporary Employees

A temporary employee serves at the will or pleasure of the District and may be terminated at any time without cause or prior notice. A temporary employee does not have rights to appeal discipline or termination.

DIVISION VII. TEMPORARY ASSIGNMENTS**Section 1. Assignment of Temporary Work**

The Personnel Officer may temporarily assign an employee to perform work normally performed by an employee in a different classification or at a different level of salary.

Section 2. Temporary Wage and Bonus

The Personnel Officer shall consider the following when establishing pay for a temporary assignment for an employee:

- (a) An employee's relative experience and capability to perform the work required; and,
- (b) The disruptive effect, if any, of the assignment on the employee's regular work schedule.

Section 3. Distribution of Temporary Assignments

The General Manager shall consider the following when making temporary assignments among qualified employees:

- (a) An employee's relative experience and capability to perform the work required;
- (b) Whether the employee has previously served in a temporary assignment; and,
- (c) The disruptive effect, if any, of the assignment on the employee's regular work schedule.

DIVISION VIII. RESIGNATION, JOB ABANDONMENT, LAYOFF, AND SEPARATION

Section 1. Types of Separation

All employees separated from District employment are designated as one of the following types:

- (a) Probationary release;
- (b) Release of temporary employee;
- (c) Resignation;
- (d) Retirement;
- (e) Job abandonment;
- (f) Layoff;
- (g) Non-disciplinary separation; or,
- (h) Disciplinary separation.

Section 2. Probationary Release

Probationary employees serving in their initial probationary period with the District may be released at any time during the probationary period as recommended by the department head or Personnel Officer, without cause, reason, or notice. A released probationary employee has no right to appeal or to submit a grievance.

Section 3. Release of Temporary Employee

As provided in Division VI of these Policies, a temporary employee serves at the will or pleasure of the District and may be terminated at any time without cause, prior notice, or opportunity for appeal.

Section 4. Resignation

An employee who wishes to resign their District employment in good standing must submit written notice of resignation to the department head, Personnel Services, or the General Manager at least two weeks prior to the planned separation date. The written notice must state the reasons for the resignation. Failure to follow the aforementioned procedure may be cause for denying future employment with the District. A resignation becomes final when the District accepts the resignation in writing. Once a resignation has been accepted, it is final and irrevocable. A resignation can be accepted by the District even if it is submitted less than two weeks prior to the planned resignation date.

Section 5. Retirement

An employee planning to retire should provide a written notice to the department head, Personnel Services, or the General Manager at least two weeks prior to the effective date of the

retirement. A notice of retirement becomes final when the District accepts the notice of retirement in writing. Once a notice of retirement has been accepted, it is final and irrevocable.

Section 6. Job Abandonment

An employee is deemed to have resigned from their position if they are absent for five consecutive scheduled workdays/shifts without prior authorization and without notification during the period of the absence. The employee will be given written notice, at their address of record, of the circumstances of the job abandonment, and an opportunity to provide an explanation for their unauthorized absence. An employee who promptly responds to the District's written notice, within the timeframe set forth in the written notice, can make an appointment with the Personnel Officer before final action is taken, to explain the unauthorized absence and failure of notification. An employee separated for job abandonment will be reinstated upon proof of justification for such absence, such as severe accident, severe illness, false arrest, or mental or physical impairment which prevented notification. No employee separated for job abandonment has the right to a post-separation appeal.

Section 7. Layoff

Whenever, in the judgment of the Board of Directors, a reduction in personnel is necessary for economic or operational reasons, any employee may be laid off or demoted for non-disciplinary reasons.

Employees will be laid off in the inverse order of their seniority in their classification. Seniority is determined based on the length of employment in the affected classification. Length of employment includes all days of employment in attendance at work and on authorized or legally protected leaves of absence. Length of service does not include unauthorized periods of leave or suspension or layoff. Within each classification, employees will be laid off in the following order: temporary; part-time; probationary; and, for-cause status. If two or more employees in a classification to be laid off have the same length of employment, the employee to be laid off will be decided by lottery.

Employees to be laid off will be given a minimum of 21 calendar days' notice of layoff.

If the Personnel Officer determines that a for-cause employee who is subject to layoff is qualified to perform the duties of a vacant position, the employee will receive a written notice of option to transfer in lieu of layoff. An employee who does not accept a transfer within ten calendar days after the date of the written notice, forfeits the option to transfer. An employee who accepts a transfer will be paid the rate applicable to the position into which they transfer.

An employee who has been noticed for layoff, and who has any questions or concerns about the layoff decision or process may make an appointment to be heard by the Personnel Officer for an informal pre-layoff review. The employee must request this appeal in writing within five workdays from the date of the notice of layoff. The Personnel Officer's decision is final.

Section 8. Non-Disciplinary Separation

Any employee separated because of an inability to accommodate after the reasonable accommodation and interactive process is concluded, will be given a written pre-separation notice of the reasons for the separation, the evidence supporting the decision to separate for non-disciplinary reasons, and an opportunity to respond before the separation takes effect.

Section 9. Disciplinary Separation

A for-cause employee may be separated for disciplinary reasons pursuant to the Policy and Procedures in Division XXI of these Policies.

Section 10. Return of District Property

All District property in the employee's possession must be returned prior to separation, including keys, key fobs, identification cards, equipment, credit cards, gas cards, cell phones, pagers, and any other District equipment.

Section 11. Job References/Verification of Employment

All reference inquiries and verifications of employment must be referred to and approved by the Personnel Officer. Unless the Personnel Officer receives a written waiver signed by the employee, the District will release only the employee's dates of employment, last position held, and final salary rate. Department heads and supervisors should not provide information in response to requests for reference checks or verification of employment, unless specifically approved by the Personnel Officer on a case-by-case basis.

DIVISION IX. WORK SCHEDULES AND ATTENDANCE

Section 1. Office Hours

District office hours are from 7:30 a.m. to 4:30 p.m., Monday through Friday.

Section 2. Work Hours

Regular full-time employees are assigned to one of three Schedules:

- (a) Employees with Schedule A are generally assigned to work five shifts of eight hours in the workweek (5/8 schedule). The workweek for these employees begins and ends on Sunday at 12:00 a.m. (midnight).
- (b) Employees with Schedule B are generally assigned to work four shifts of ten hours in the workweek (4/10 schedule). The workweek for these employees begins and ends on Sunday at 12:00 a.m. (midnight).
- (c) Employees with Schedule C are generally assigned to work four shifts of nine hours in each workweek, as well as one shift of eight hours on a designated alternating flex day. The work period shall begin half-way through the day designated as the eight hour flex day and the corresponding alternate day off. In other words, each 14-day pay period, employees will work eight shifts of nine hours and one shift of eight hours with 40-hours of scheduled work each work period.

The Personnel Officer shall determine in the District's best interest to which schedule each employee is to be assigned while maintaining prescribed office hours.

Regular part-time, overtime-eligible employees have varied work hours and the workweek begins and ends on Sunday at 12:00 a.m. (midnight).

Nothing in this section shall be construed as a guarantee of any minimum number of hours to which an employee is entitled, or as a restriction on the maximum number of hours that the District may assign an employee.

Section 3. Standby Service

In order to maintain a high standard of emergency service to the community, operations and field personnel are required to be available for duty during off-hour periods. Standby duty is assigned weekly, Tuesday through Monday, on a rotating basis. Time spent on standby is compensated at a fixed daily amount set forth in the collective bargaining agreement or Salary and Authorized Positions Resolution. Call back time is compensated at the employee's regular rate, or overtime rate, if applicable.

Section 4. Meal and Rest Periods

All overtime-eligible employees are to take, at minimum, a ½ hour or one hour (as determined by their schedule) lunch break during each shift, during which they are relieved of all duties. Overtime-eligible employees are also provided two ten-minute break periods during each shift,

one in the morning and one in the afternoon. Rest periods may not be combined to shorten the workday or to extend the meal period. To accommodate emergency and/or special work assignments, working hours of all personnel may be adjusted as required by each employee's supervisor, by the applicable department head, or by the Personnel Officer.

Employees exempt from overtime are to take a ½ hour or one hour (as determined by their schedule) lunch break during each shift. Employees exempt from overtime also take two ten-minute break periods during each shift, one in the morning and one in the afternoon.

Section 5. Advance Request for Permission to Deviate from Regular Work Hours

An overtime-eligible employee is required to seek advance permission from their supervisor for any foreseeable absence or deviation from regular working, break, and meal times.

Section 6. Unauthorized Absence is Prohibited

Arriving late to work or leaving early in connection with scheduled work times, breaks, or meal periods is prohibited, absent authorization. An overtime-eligible employee who fails to timely notify the supervisor of any absence as required by these Policies, or who is not present and ready to work during all scheduled work times will be deemed to have an unauthorized tardy or absence and will not receive compensation for the period of absence.

Section 7. Excessive Tardiness/Absenteeism and Abuse of Leave

Excessive tardiness occurs when an employee who, without authorization, is late to work or late to return from breaks more than three times during any 30-day period. Excessive absenteeism, without authorization, is defined as more than six instances in any 90-day period. Instances are defined as non-consecutive leave. If patterns in the use of non-protected sick leave (e.g., in conjunction with Fridays, Mondays, Holidays, the employee's regular day off, etc.) appear abusive, a sick leave usage review may be conducted. In cases of suspected abuse or misuse of sick leave the Personnel Officer may impose a physician's certificate to support the absence without prior notification.

Excessive tardiness, absenteeism, or abuse of leave may be grounds for discipline up to and including termination under the District's Policy for Disciplinary Action and Dismissal (Division XXI). Authorized absences include, but are not limited to, pre-approved leave, bereavement leave, jury duty, military leave, and leave protected under state or federal law.

Section 8. Lactation Accommodation

An employee may make a request for lactation accommodation, either orally or in writing, with Personnel Services.

Following receipt of a request for lactation accommodation, the District will provide a timely written response to the employee in which the District will indicate if it is unable to provide the requested break time or a requested location for the purposes of expressing breast milk.

An employee who believes that the District is not providing an appropriate lactation accommodation should immediately inform Personnel Services.

An employee who does not believe that the District is providing an appropriate lactation accommodation as required by state law has the right to file a complaint with the California Division of Labor Standards Enforcement/Labor Commissioner.

Section 9. Lactation Break Time

The District will provide a reasonable amount of break time to accommodate any employee desiring to express breast milk for the employee's infant child each time the employee has a need to express milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. If the employee takes lactation breaks at times other than their provided break times, then the lactation break shall be unpaid or the employee may choose to use accrued leave.

Those desiring to take a lactation break at times other than their provided break times must notify their supervisor prior to taking such a break. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

The District will provide a room or other appropriate location in close proximity to the employee's worksite that is not in a bathroom to express milk in private. The room or location will meet the following requirements:

- (a) Be shielded from view and free from intrusion while being used to express milk;
- (b) Be safe, clean, and free of hazardous materials;
- (c) Contain a surface on which to place a breast pump and personal items;
- (d) Contain a place to sit; and,
- (e) Have access to electricity needed to operate an electric powered breast pump.

An employee occupying such private area shall either secure the door or otherwise make it clear to others through signage that the area is occupied and should not be disturbed. All other employees should avoid interrupting an employee during an authorized break under this section, except to announce an emergency or other urgent circumstance.

The District will provide access to a sink with running water and a refrigerator, or other cooling device, suitable for storing milk, in close proximity to the employee's work area.

Any employee storing expressed milk in any authorized refrigerated area within the District shall clearly label it as such. No expressed milk shall be stored at the District beyond the employee's workday/shift.

DIVISION X. WORKWEEK AND OVERTIME

Section 1. Workweek

Unless otherwise designated in an applicable labor agreement, Division IX. Section 2 defines the workweek for employees with Schedules A, B, and C.

Section 2. Overtime

Overtime is all hours an overtime-eligible employee works in excess of their daily scheduled hours (Division IX. Section 2) or over 40 hours in their designated workweek. Overtime-eligible employees will be paid at 1 ½ times their regular rate of pay for all hours worked over their daily scheduled hours or over 40 hours in a workweek.

Section 3. Remote Access for Overtime-Eligible Employees

Except as specified in writing by the Personnel Officer, as provided in the Remote Work Policy, or while on standby duty, overtime-eligible employees shall not remotely access District equipment, resources, or email.

Section 4. Prior Approval Required for Overtime

The general policy of the District is to discourage the use of overtime. Overtime-eligible employees are not permitted to work overtime except as directed and authorized by their supervisor, or in case of emergency, as determined by the District. Working overtime without prior authorization or approval is grounds for discipline. In emergency situations that necessitate working overtime, the employee must notify a supervisor as soon as possible, and in no event later than the end of that day upon which the emergency occurred. If the supervisor denies the request to work overtime, the employee must obey the supervisor’s directive and cease working. Failure to follow these overtime approval procedures may subject the employee to disciplinary action, up to and including termination, for violating the overtime approval procedures.

Section 5. Accurate Time Reporting

All employees must accurately report all work time and leave time to the nearest tenth of an hour.

Minutes	0-2	3-8	9-14	15-20	21-26	27-32	33-38	39-44	45-50	51-56	57-60
Hours	0.0	0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1.0

Section 6. No Volunteering of Work Time

All time spent for the benefit of the District must be reported as hours worked on time records so that the employee is paid for all work. Overtime-eligible employees may not “volunteer” work time. Employees have no authorization to work without compensation. No supervisor has authority to request overtime-eligible employees to volunteer work time.

Section 7. Compensatory Time Off

An overtime-eligible employee may opt to accrue compensatory time-off (“CTO”) in lieu of cash payment for overtime worked if their supervisor agrees prior to overtime work being performed.

CTO accrues at the rate of 1 ½ hours for each hour, or fraction thereof, worked in excess of their daily scheduled hours or over 40 hours of actual work within the employee’s designated workweek. Time in paid leave status does not count toward CTO. CTO cannot be accumulated in excess of 40 hours at any given time.

The District will grant an employee’s request to use accumulated CTO provided that:

- (a) the department can accommodate the use of CTO on the day requested without undue disruption to department operations;
- (b) the employee shall submit leave requests to their supervisor or the General Manager as soon as practical when planning time off. Unless there are extenuating circumstances, employees should submit leave requests in advance at least twice the time off being requested, but at a minimum one week prior. For example, if an employee is requesting one week off, a leave request should be submitted no less than two weeks in advance; or, if an employee is requesting one day off, a leave request shall be submitted no less than one week in advance.

If the employee does not provide the necessary advanced notice, or if the department cannot accommodate the time off without undue disruption, the District will provide the employee the opportunity to cash out the amount of compensatory hours requested at the end of the current pay period.

The District will compensate by cash payment all CTO balances on the last pay day in each fiscal year at the employee’s current hourly rate of pay, or in any given pay period at the employee’s request.

Employees separating from District service shall be compensated for all accrued, unused compensatory hours at their current hourly rate of pay.

DIVISION XI. REMOTE WORK POLICY

Section 1. Purpose and Scope

The purpose of this Remote Work Policy is to facilitate the ability of District employees to perform their regular job duties from an alternative location when it is appropriate to do so. Circumstances where this Policy may apply include, but are not limited to, the following:

- (a) Working remotely to maintain continuous District operations during emergency situations, such as a public health emergency or inclement weather, that prevent employees from reporting to work at District facilities; or,
- (b) Authorized by the General Manager for extraordinary or extenuating circumstances.

Section 2. Prior Authorization Required

Employees are not authorized to work remotely without prior approval of the General Manager.

Section 3. Eligibility

Remote work is not an employee benefit intended to be available to all District employees at all times and is not suitable for all employees and/or positions. The District has the discretion to determine the employees and positions who may work remotely utilizing criteria that includes, but is not limited to:

- (a) The operational needs of the employee's department and the District;
- (b) The potential for disruption to District functions;
- (c) The ability of the employee to perform their specific job duties from a location separate from their District Worksite ("Alternate Worksite") without diminishing the quantity or quality of the work performed;
- (d) The degree of face-to-face interaction with other District employees and the public that the employee's position requires;
- (e) The portability of the employee's work;
- (f) The ability to create a functional, reliable, safe, and secure Alternate Worksite for the employee at a reasonable cost;
- (g) The risk factors associated with performing the employee's job duties from a location separate from their District Worksite;
- (h) The ability to measure the employee's work performance from a location separate from their District Worksite;
- (i) The employee's supervisory responsibilities;
- (j) The employee's need for supervision; and,

- (k) Other considerations deemed necessary and appropriate by the employee's immediate supervisor, department head, or the Personnel Officer.

Section 4. Remote Work Agreement

- (a) An employee may only be approved to work remotely pursuant to a Remote Work Agreement ("RWA" or "Agreement"; see the District's Administrative Procedures.)
- (b) Any RWA is only valid for the time period specified in the Agreement. The Agreement is invalid after this time unless the District approves an extension in writing. The District may, in its discretion, decide to terminate the Agreement earlier.
- (c) Employee acknowledges and agrees that the RWA is temporary and subject to the discretion of the General Manager. Remote work will be approved on a case-by-case basis consistent with the eligibility criteria above.
- (d) Overtime-eligible employees shall be assigned a work schedule in the RWA, including rest and meal breaks ("Work Schedule"). Any deviation from the Work Schedule must be approved in advance, in writing, by their supervisor. Overtime-eligible employees must take meal and rest breaks while working remotely, just as they would if they were reporting to work at their District Worksite. Overtime-eligible employees may not work remotely outside their normal work hours without prior written authorization from their supervisor. An overtime-eligible employee who fails to secure written authorization before working remotely outside their normal work hours may face discipline in accordance with the District Policy for working unauthorized overtime.

Section 5. Remote Work Assignment

- (a) Employees working remotely are required to be accessible in the same manner as if they are working at their District Worksite during the established Remote Work Schedule, regardless of the designated location for working remotely, or "Alternate Worksite." Employees must be accessible via telephone, email, and/or network. Employees must also be available to their supervisor and other District employees while working remotely, as if working at their District Worksite. Employees shall check their District-related business phone messages and emails on a consistent basis, as if working at their District Worksite.
- (b) Employees shall work on a full-time basis (or the same part-time basis as when working their normal assignment), according to the Work Schedule. Employees are required to maintain an accurate record of all hours worked at the Alternate Worksite and make that record available to their supervisor upon request. Employees shall record all non-productive work time on their timesheet.
- (c) While working remotely, employees shall adhere to the following:
 - (1) Be available to the District via telephone and/or email during all designated work hours.

- (2) Have the Alternate Worksite be quiet and free of distractions, with reliable and secure internet and/or wireless access.
- (3) All periods of employees' unavailability must be approved in advance by their supervisor in accordance with District Policy and documented on the appropriate leave of absence slip.
- (4) Employees shall ensure dependent care will not interfere with work responsibilities.
- (5) Employees must notify their supervisor promptly when unable to perform work assignments because of equipment failure or other unforeseen circumstances.
- (6) If the District has provided District-owned equipment, employees agree to follow the District's Policy for the use of such equipment. Employees will report to their supervisor any loss, damage, or unauthorized access to District-owned equipment, immediately upon discovery of such loss, damage, or unauthorized access.

Section 6. General Duties, Obligations and Responsibilities

Employees must adhere to the provisions set forth in this Policy and the terms of the RWA. Any deviation from the RWA requires prior written approval from the District.

- (a) All existing duties, obligations, responsibilities, and conditions of employment remain unchanged. Employees working remotely are expected to abide by all District policies, procedures, rules, and regulations, applicable Memoranda of Understanding, and all other official District documents and directives.
- (b) Employees authorized to perform work at an Alternate Worksite must meet the same standards of performance and professionalism expected of District employees in terms of job responsibilities, work product, timeliness of assignments, and contact with other District employees and the public.
- (c) Employees shall ensure that all official District documents are retained and maintained according to the normal operating procedures in the same manner as if working at their District Worksite.
- (d) Employees may receive approval to use personal computer equipment or be provided with District issued equipment at the discretion of the Personnel Officer.
- (e) Unless directed to work remotely, the District shall not be responsible for costs associated with the use of computer and/or cellular equipment, including energy, data or maintenance costs, network costs, home maintenance, home workspace furniture, ergonomic equipment, liability for third party claims, or any other incidental costs (e.g., utilities associated with the employee's working remotely). (See Division XII., Section 12.)
- (f) If an employee's work requires access to sensitive information, or where the Personnel Officer otherwise deems appropriate, employees may be required to use a virtual private network ("VPN") account.

- (g) Employees shall continue to abide by practices, policies, and procedures for requests of sick, vacation, and other leaves of absences. Requests to work overtime, declare vacation, or take other time off from work must be pre-approved in writing by the employee's supervisor. If an employee becomes ill while working under an RWA, they shall notify their supervisor immediately and record on their timesheet any hours not worked due to incapacitation.
- (h) Employees must take reasonable precautions to ensure their devices (e.g., computers, laptops, tablets, smart phones, etc.) are secure before connecting remotely to the District's network and must close or secure all connections to District desktop or system resources (e.g., remote desktop, VPN connections, etc.) when not conducting work for the District. Employees must maintain adequate firewall and security protection on all such devices used to conduct District business from the Alternate Worksite.
- (i) Employees shall exercise the same precautions to safeguard electronic and paper information, protect confidentiality, and adhere to the District's records retention policies, especially as it pertains to the Public Records Act. Employees must safeguard all sensitive and confidential information (both on paper and in electronic form) relating to District business they access from the Alternate Worksite or transport from their District Worksite to the Alternate Worksite. Employees must also take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential information they access from the Alternate Worksite or transport from their District Worksite to the Alternate Worksite. Employees must return all records, documents, and correspondence to the District at the termination of the RWA or upon request by their supervisor, department head, or Personnel Officer.
- (j) Employees' salary or wages and benefits remain unchanged. Workers' Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by workers' compensation laws. Employees must report any such work-related injuries to their supervisor immediately. The District shall not be responsible for injuries or property damage unrelated to such work activities, including injuries to third persons when said injuries occur at the Alternate Worksite.
- (k) All of employees' existing supervisory relationships, lines of authority, and supervisory practices remain in effect. Prior to the approval of the Agreement, supervisors and employees shall agree upon a reasonable set of goals and objectives to be accomplished. Supervisors shall use reasonable means to ensure that timelines are adhered to, and that goals and objectives are achieved.
- (l) Any breach of the RWA by the employee may result in termination of the Agreement and/or disciplinary action, up to and including termination.

DIVISION XII. BENEFITS

Section 1. Safety Equipment

Necessary safety equipment will be purchased and made available to all employees of the District who require such equipment on the job. It is the employee's responsibility to utilize, protect, and safeguard such equipment from damage. An employee who continually loses or damages equipment may be required to purchase their own equipment if, in the opinion of the Personnel Officer, neglect or carelessness on the part of the employee has occurred.

Section 2. Uniforms

Uniforms are provided at District expense for all District personnel required to wear a uniform. Uniforms can be obtained from each department or through the Warehouse, and the employee will be responsible for and required to wear their uniform while on duty. Laundering thereof will normally be the responsibility of the District; however, the employees may elect to launder the uniform themselves at no cost to the District. The employee is responsible for turning in soiled uniforms so they may be laundered. The District will provide only that number of uniforms per employee necessary to ensure that the employee has available a clean uniform for each regular working day. Uniforms will be issued to the employee, who will be responsible for them during employment until termination.

The District uniform consists of the District issued clothing for all seasons of the year. Additionally, insulated overalls, overalls, and a winter and summer jacket will be issued to employees in positions for which such items are necessary or appropriate, as determined by the District.

When the District requires that employees wear safety shoes as a condition of employment, the District shall reimburse employees for the cost of an acceptable safety shoe. The reimbursement amount is set forth in the collective bargaining agreement or Salary and Authorized Positions Resolution. To be eligible for this reimbursement, the employee must obtain prior authorization from the District before purchasing safety shoes and must submit the receipt to the District to verify the cost and substantiate the reimbursement. The District maintains the right to specify the type of required safety shoes.

Section 3. Insurance Benefits

Group medical, dental, vision, and life insurance is available to all full-time and part-time employees in regular positions, and their eligible dependents, who work a minimum of 30 hours per week in order to be eligible to participate. An eligible employee may be enrolled on the first day of the month following employment.

In addition, these employees are eligible to participate in group insurance plans providing for benefits in the event of accidental death or dismemberment, long-term disability, and short-term disability.

Coverage for any employee or their dependents is subject to the terms and conditions of such plan. Coverage is not immediate or automatic and may be subject to waiting periods, documentation requirements, exclusions, or other limitations as set forth in the terms of each plan.

District contributions towards group insurance premiums, if any, are subject to change at the discretion of the District unless otherwise provided in an applicable labor agreement.

If an employee dies, or leaves District service and is eligible for Long-Term Disability, the District shall continue group medical, dental, and vision insurance for a period of three calendar months via Consolidated Omnibus Budget Reconciliation Act ("COBRA") continuation coverage for the employee and the employee's eligible dependents. The District will waive the administrative fee during the time that the District is paying for COBRA continuation coverage. Thereafter, the employee and eligible dependents will be offered COBRA continuation coverage in accordance with all federal and state laws.

Section 4. Retirement

The District has established a pension plan for eligible employees. This plan covers only full-time and part-time employees who are regularly scheduled to work a minimum of 30 hours per week. Plan documents describing benefits under these plans are available from Personnel Services.

Section 5. Educational Achievements

(a) Higher Education:

Employees may, with prior written approval from the General Manager, be eligible for an educational achievement award based upon successful completion of a degree which is directly related to their current job class series. Approval shall be at the sole discretion of the General Manager and shall not be subject to appeal or grievance. Final grade or completion statements must be filed with the District. Attendance at educational courses in this category shall not be considered as authorized District business for purposes of expense reimbursement.

- (1) Qualifying Degrees: Bachelor's, Master's, Doctorate/PhD
- (2) Employees meeting the criteria shall receive a 5.0% increase to base pay plus a one-time bonus equal to 5.0% of base pay. However, the increase to base pay cannot cause the employee to exceed the maximum salary range limits. The percentage exceeding the salary range shall be awarded as an additional one-time lump-sum bonus.
- (3) Only one Educational Achievement award may be awarded during an employee's tenure or tenures with the District.

(b) Certification, Training, Educational Support Classes:

Employees may, with prior approval from the General Manager, be eligible for attending District funded courses which are directly related to their current job class series.

Approval shall be at the sole discretion of the General Manager and shall not be subject to appeal or grievance. Attendance at educational courses in this category shall be considered as authorized District business for purposes of expense reimbursement. Any additional reimbursements for expenses related to educational courses shall be at the sole discretion of the General Manager. If approved by the General Manager, the District may elect to pre-pay for some programs. If an employee fails to successfully complete a course for which the District pre-paid, the District may require the employee to reimburse the District.

(c) Certification Pay:

Certification Pay is available to overtime-eligible employees. Compensation is calculated at 2.5% of the employee's base rate of pay, for obtaining specified professional certifications required as minimum qualifications for flexible promotion in an employee's current job classification series (see job description of qualifying certifications). The addition of Certification Pay to an employee's current hourly rate must fall within the employee's salary range. Certifications obtained in this category may also qualify employees for flex promotion in their job classification series. Flex promotions should incorporate any unaccounted-for Certification Pay as part of a flex promotional pay increase. The District shall pay for the fees associated with obtaining and maintaining identified certifications. Such reimbursement or payment shall be made only for certifications obtained and maintained while the employee is employed by the District and shall include only the costs associated with the employee's first two attempts to secure the certification. Any employee seeking certification who is unsuccessful in the testing or certification process after their second attempt shall be responsible for the costs of any subsequent certification efforts in which they may participate.

(d) Certification Premium Pay:

Certification Premium Pay is available to overtime-eligible employees. Compensation for Certification Premium Pay is \$1.25 hourly for obtaining specified desirable professional certifications above and beyond those required as minimum qualifications for an employee's current job classification series and are regulatorily required for administration of a district program.

Certification Premium Pay is in addition to and separate from an employee's salary range.

The Certification Premium Pay for desirable certifications shall be limited to \$1.25 hourly per employee. In no event shall an employee earn more than \$1.25 in Certification Premium Pay for obtaining specified desirable professional certifications.

The District shall pay for the fees associated with obtaining and maintaining identified certifications. Such reimbursement or payment shall be made only for certifications obtained and maintained while the employee is employed by the District and shall include only the costs associated with the employee's first two attempts to secure the certification. Any employee seeking desirable certification who is unsuccessful in the

testing or certification process after their first two attempts shall be responsible for the costs of any subsequent certification efforts in which they may participate.

Certification Premium Pay will be approved per classification on a first-come bases (first employee to request and provide evidence of holding the certificate will receive Certification Premium Pay). Qualifying classifications and certifications are listed below:

Classification	Certification	# Allotted
Line/Mechanical Maintenance	Backflow Prevention Assembly Tester	1
Assigned Cross Connection Control Specialist	Cross Connection Control Specialist	1
Administrative Analyst/Permits	Backflow Prevention Assembly Tester	1

Section 6. Vehicle Take-Home/Commuting

(a) Take-Home Vehicles – Temporary Basis

For the purpose of emergency response, those employees assigned to standby service may take a District vehicle home on a temporary basis while on standby.

(b) Take-Home Vehicles – Regular Basis

For the purpose of emergency response and/or part of their compensation package, the job classifications listed below may take a District vehicle home on a regular basis. The District reports the use of a District vehicle on a regular basis (excluding the Vanpool Vehicle) as a taxable fringe benefit.

- (1) General Manager
- (2) District Engineer
- (3) Water and Wastewater Maintenance Superintendent
- (4) Water and Wastewater Operations Superintendent
- (5) Plant Mechanical and Electrical Instrumentation Supervisor
- (6) Operations Department Chief Operators
- (7) Vanpool Vehicle

Section 7. Training Programs and Travel Outside of Regular Work Hours

Employee attendance at, and travel to and from District-required training, seminars, conferences, and other similar activities, shall normally be done during regular working hours. If such attendance or travel must occur outside regular working hours, as determined in advance by the employee’s supervisor, the overtime-eligible employee shall be paid for the travel time. If the travel time results in overtime for the workweek, the employee, with their supervisor’s approval, may elect to receive compensatory time off at the rate of 1 ½ hours for each hour up to the cap on compensatory time set forth in these Policies.

Section 8. Meal Reimbursement

Except as provided herein, and upon prior written authorization, the District will reimburse an employee for meals when the employee travels for District business during meal times, and while attending authorized conferences, seminars, or meetings away from the District, up to the per diem rate provided for in the IRS Publications for the locality of the conference, seminar, or other meeting. The IRS per diem rate tables in effect at the time of travel shall apply. For both the day that the employee's travel begins and the day that the employee's travel ends, the employee may claim up to $\frac{3}{4}$ of the per diem meal allowance for each such day. The District will reimburse the employee for actual charges, but only up to the maximum per diem rates provided for in said IRS Publications. If an employee seeks reimbursement for a meal expense, they shall fill out an expense report and attach evidence of the meal expenditure. A copy of the current IRS Publications regarding the per diem rate tables can be obtained from the District Finance Manager.

For purposes of this section, "travel" does not include driving within the District or between District facilities that is part of an employee's regular job duties.

Section 9. Mileage Reimbursement

When authorized in advance by the General Manager, an employee authorized to utilize their personal vehicle in the conduct of District business shall be entitled to reimbursement at the currently permitted IRS mileage allowance. The employee must timely submit an accounting of actual mileage on District business to initiate reimbursement.

Section 10. Reimbursement for Lodging and Incidental Expenses

When authorized in advance by the General Manager, an employee shall be entitled to reimbursement for necessary costs of lodging, registration fees, parking fees, bridge and highway tolls, taxi, and van/shuttle services in the conduct of authorized District business. Lodging accommodations shall be approved in advance by the General Manager or their designee. Claims for reimbursement must be timely submitted and accompanied by receipts showing payment by the employee.

Section 11. Reimbursement for Travel

When authorized in advance by the General Manger, an employee shall be entitled to reimbursement for actual costs of travel personally incurred (by commercial carrier) in connection with authorized District business, when timely substantiated by receipt showing payment for such travel.

Section 12. Reimbursement of Employee Expenses for Personal Devices/Services

The District will reimburse eligible employees for personal expenses incurred while conducting District business. This reimbursement covers the employee's expenses, collectively, for equipment/service costs such as: personal cell phone, landline, home internet, personal computer or tablet, utilities, fax machine, teleconferencing software or hardware, etc. The

reimbursement amount established is based on a balance of use on behalf of the District and personal use. (See the District's Administrative Procedures.)

DIVISION XIII. PAID LEAVES, VACATION, AND HOLIDAYS

Section 1. Paid Holidays

All regular full-time, regular part-time, and District temporary employees are entitled to the following holidays with pay:

- (a) January 1st
- (b) Third Monday in February (Presidents' Day)
- (c) Last Monday in May (Memorial Day)
- (d) July 4th
- (e) First Monday in September (Labor Day)
- (f) November 11th
- (g) Fourth Thursday in November (Thanksgiving Day)
- (h) Day after Thanksgiving
- (i) December 25th

If an employee does not work the holiday, they will receive their regular rate of pay for eight hours. If an overtime-eligible employee works the holiday, they will be paid at 1 ½ times the regular rate for the hours actually worked on the holiday, plus the regular pay for the holiday.

A regular part-time employee shall be entitled to holiday pay on a prorated basis.

If any District holiday falls on a Sunday, the next regular business day will be observed as the holiday. If any District holiday falls on a Saturday, the preceding regular business day will be observed as the holiday.

Section 2. Personal Holidays

All employees in regular full-time positions will receive up to 24 hours of paid "Personal Holiday" leave on January 1st of each calendar year.

A regular part-time employee and employees hired during the calendar year shall receive Personal Holiday leave on a prorated basis.

Unused Personal Holiday leave does not carry over from year to year.

Section 3. Administrative Leave

Management employees who regularly attend evening meetings of the Board of Directors shall receive paid administrative leave in recognition of extraordinary working hours. The annual amount of such paid administrative leave shall be up to 80 hours per year and shall be awarded on January 1 of each year. Any employee leaving the District's employ shall be compensated for

all unused administrative leave at the employee’s hourly rate. A person who becomes a management employee during the course of the year shall receive administrative leave on a prorated basis. Unused administrative leave does not carry over from year to year.

Section 4. Longevity Recognition Holidays

On the anniversary dates set forth below, regular full-time employees who meet the following milestones of continuous employment with the District shall receive “recognition holidays” with pay and bonus amounts (\$50 for each year of service), as set forth below:

<u>Longevity</u>	<u>Recognition Holidays</u>	<u>Bonus Amount</u>
Five Years:	16 Hours	\$250.00
Ten Years:	24 Hours	\$500.00
Fifteen Years:	32 Hours	\$750.00
Twenty Years:	40 Hours	\$1,000.00
Twenty-Five Years:	80 Hours	\$1,250.00
Thirty Years:	80 Hours	\$1,500.00
Thirty-Five Years:	80 Hours	\$1,750.00

Unused recognition holidays will carry over from year to year.

A regular part-time employee will receive recognition holidays and bonus amounts on a prorated basis, but the years of service are on a year for year basis. For example, an employee who has worked 30 hours per week for the District for ten years would receive 18 hours and \$375.00.

Section 5. Paid Vacation for Regular Full-Time Employees

Regular full-time employees, regardless of probationary status, will accrue paid vacation on the following schedule:

- (a) First year through two full years of service: 80 hours/year
- (b) Third year through four years: 120 hours/year
- (c) Fifth year through eight years: 136 hours/year
- (d) Ninth year through fourteen years: 152 hours/year
- (e) Fifteenth year and beyond: 160 hours/year

Vacation time is accrued at a biweekly rate of 1/26 of the annual amount the employee may earn.

Section 6. Paid Vacation for Regular Part-Time Employees

Regular part-time employees, regardless of probationary status, or full-time employees who are in unpaid status for part of a pay period, shall accrue paid vacation using the above schedule on

a prorated basis, but the years of service are on a year for year basis. For example, an employee who has worked 30 hours per week for the District for ten years would receive 114 hours/year.

Section 7. Maximum Vacation Accrual for Regular Full-Time and Regular Part-Time Employees

While accrued, unused vacation will carry over from year to year. The maximum vacation a regular full-time employee may accrue (except as set forth below) is 240 hours. Once an employee reaches this cap, they will cease accruing vacation until they use vacation and the accrued vacation drops below the cap.

Regular full-time employees in supervisory classifications designated by the General Manager can accrue up to a maximum of 320 hours.

A regular part-time employee can accrue up to a prorated basis.

Section 8. Election to Cash Out Vacation Time

Once per calendar year a regular full-time employee may elect to cash out up to 40 hours of accrued vacation as long as after the cash out, a minimum of 40 hours remain in the vacation bank. At the discretion of the General Manager and under special circumstances, an employee may cash out more than 40 hours.

For regular part-time employees, the maximum amount an employee can elect to cash out in one calendar year is 40 hours or the maximum amount of vacation the employee is eligible to accrue during the calendar year, whichever is less. After the cash out, a minimum of 40 hours or the maximum amount of vacation the employee is eligible to accrue during the calendar year, whichever is less, shall remain in the vacation bank.

Section 9. Disposition of Vacation Time Upon Termination

Any employee leaving the District's employ shall be compensated for all unused vacation leave at the employee's hourly rate.

Section 10. Scheduling of Vacation

Vacation must be authorized in advance by the employee's supervisor or by the General Manager.

- (a) Employees shall submit leave requests to their supervisor or the General Manager as soon as practical when planning time off. Unless there are extenuating circumstances, employees should submit leave requests in advance at least twice the time off being requested, but at a minimum one week prior. For example, if an employee is requesting one week off, a leave request should be submitted no less than two weeks in advance; or, if an employee is requesting one day off, a leave request shall be submitted no less than one week in advance.

- (b) Should a conflict arise in the scheduling of vacations, the conflict will be resolved to meet District needs, and then in favor of the employee who submitted a leave request, and received approval, earliest.

The District will attempt to allow employees to take vacation when requested. However, the General Manager or their designee may deny vacation at a particular time if it would adversely affect District operations.

Vacation leave may not be used until accrued.

Section 11. Sick Leave – Regular Employees

Regular full-time employees are eligible to accrue paid sick leave at a rate of 3.69 hours per biweekly pay period, commencing with the first day of employment. Part-time employees, or full-time employees who are in unpaid status for part of a pay period, shall accrue sick leave on a prorated basis.

Section 12. Sick Leave – Temporary Employees

A District temporary employee is eligible to use three days or a minimum of 24 hours, whichever is greater, of sick leave per calendar year beginning on the 90th day of employment. On the temporary employee's 90th day of employment, the District will "front load" three days or a minimum of 24 hours, whichever is greater, of sick leave to the temporary employee's leave bank. Unused sick leave does not carry over from calendar year to calendar year. At the beginning of each calendar year, the District will "front load" three days or a minimum of 24 hours, whichever is greater, of sick leave to the temporary employee's leave bank. Temporary employees rehired within 12 months of leaving the District will have their unused sick leave restored. Unused sick leave is not compensable when the temporary employee is separated from District service.

Section 13. Maximum Accrual of Sick Leave

The maximum amount of sick leave accrual for regular full-time employees is 500 hours.

The maximum amount of sick leave accrual for regular part-time employees is up to a prorated basis.

Section 14. Sick Leave Use

A regular employee may use accrued sick leave after the first day of employment with the District, subject to the limits and request provisions in these Policies.

Paid sick leave may not be used until accrued.

Section 15. Sick Leave Request

To request to use sick leave if the need for leave is foreseeable, an employee must give the immediate supervisor reasonable advance written or oral notice. If the need for sick leave is not foreseeable, the employee shall provide written or oral notice of the need for the leave as soon

as practicable. If the employee is required to be absent on sick leave for more than one day, the employee must keep the immediate supervisor informed each day as to the date the employee expects to return to work and the purpose of the leave. Failure to request sick leave as required by these Policies without good reason, may result in the employee being treated as absent without approval.

Section 16. Purposes for Sick Leave

Accrued sick leave can be used for the following purposes:

- (a) Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or any of the following of the employee's family members: child of any age or dependency status; parent; parent-in-law; spouse; registered domestic partner; grandparent; grandchildren; or, sibling; or,
- (b) Personal needs of the employee (e.g., childcare reasons), limited to 48 hours per calendar year; or,
- (c) Bonding leave; or,
- (d) For an employee who is a victim of domestic violence, sexual assault, or stalking, to obtain any relief to help ensure the health, safety, or welfare of the victim or their child, including, but not limited to: a temporary restraining order, restraining order, or other injunctive relief; or, to seek medical attention; obtain services from a domestic violence shelter, program, or rape crisis center; obtain psychological counseling; or, to participate in safety planning or other action to increase safety including temporary or permanent relocation.

Section 17. Sick Leave Certification

The District may require that employees who use more than three days or 24 hours of sick leave in a year, whichever is more, provide physician's certification to support any absence that involves the illness of the employee or family member. All employees who use paid leave to address issues related to domestic violence, sexual assault, or stalking, and who cannot provide advance notice of their need for leave must provide certification of the need for leave within a reasonable time thereafter.

Section 18. Payment for Unused Sick Leave

- (a) **Quarterly Cash Out:** Once per calendar quarter, on the last pay day in March, June, September, and December, an employee may elect to cash out any sick leave the employee has accumulated in excess of 360 hours.
- (b) **Upon Separation:** A regular full-time or regular part-time employee separating from District employment in good standing shall be compensated for ½ of unused sick leave, at the employee's hourly rate. An employee retiring from District service who is eligible to begin receiving District pension benefits at the time of separation shall be compensated for all unused sick leave at the employee's hourly rate or apply accumulated unused sick

leave toward an early retirement on a day-for-day basis at the employee's regular pay period amount, with benefits. No additional accruals of any paid time off benefits shall be provided for the period of early retirement. An employee cashing out accrued sick leave under this section shall not be eligible for rehire or reinstatement for 90 days following the effective date of their termination.

- (c) **Rate:** Any payment for unused sick leave shall be at the employee's hourly rate.
- (d) **On Death:** If an employee who is eligible for sick leave cash out under this section dies, subject to any legal requirements governing the payment of wages for a deceased employee, the District shall pay the value of all unused sick leave to the employee's surviving spouse or, if there is no surviving spouse, to their beneficiary.

Section 19. Bereavement Leave

Employees may utilize bereavement leave to attend a funeral or memorial service, or to take care of family matters, that are related to the death of a member of immediate family. "Immediate family" consists of the following: employee's spouse; domestic partner; child; stepchild; parent; grandparent; grandchild; brother; sister; mother- or father-in-law; son- or daughter-in-law; brother- or sister-in-law; legal guardian; custodial child; or, the same relatives of a domestic partner.

Employees are entitled to five days of bereavement leave for each death in the immediate family. A full-time employee will receive the first 24 hours paid by the District as Bereavement Leave, separate from vacation or sick leave. A part-time employee will receive the first 24 hours on a prorated basis paid by the District as Bereavement Leave, separate from vacation or sick leave. An employee may elect to take the remaining leave (up to five days) as unpaid or they may use vacation, personal holiday, administrative leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee. An employee who utilizes bereavement leave shall notify their supervisor or department head of the intent to use such leave. The days of bereavement leave need not be consecutive, and the bereavement leave shall be completed within one year of the date of death of the family member.

In addition to the five days bereavement leave, on request, regular full-time employees may use accrued paid sick leave due to the death of a person in the employee's immediate family for up to 24 hours for each death. Regular part-time employees are eligible on a prorated basis.

Section 20. Leave for Jury Duty or Court Appearances

Any employee who is summoned to serve on a jury, or subpoenaed or ordered to be a witness, must notify their supervisor or department head as soon as possible. Any employee who is released from jury service prior to the end of their scheduled work hours must report to work unless otherwise authorized by their supervisor. Evidence of jury duty or witness attendance must be presented to the District.

All overtime-eligible employees will be paid for actual work hours missed because of time spent in jury service or as a witness regarding District-related business. The time spent on jury duty is not work time for purposes of calculating overtime compensation.

Employees exempt from overtime will continue to receive their normal salary while on jury duty or serving as a witness regarding District-related business for any workweek in which they perform any work duties.

The District will offset from pay any amount the employee receives from the Court for jury fees.

This section does not apply to court proceedings initiated by the employee.

Section 21. Court Appearance Leave – Employee-Initiated Proceedings

Any employee, who is subpoenaed to appear, or appears in court because of civil or administrative proceedings that they initiated, is not entitled to receive compensation for time spent related to those proceedings. An employee will be required to use any accrued leave other than sick leave, or if they have no other paid leaves available can request time off without pay, for time spent related to those proceedings. The time spent in these proceedings is not considered work time. Notwithstanding the above, an employee who is testifying or appearing as the designated labor representative at proceedings before the Public Employment Relations Board, or at a personnel hearing before the Board of Directors, shall be provided paid release time to the extent required by the Meyers-Milias-Brown Act.

Section 22. Leave for Crime Victims' Court Appearance

Any employee, who is a victim of a crime that is a serious or violent felony, or a felony involving theft or embezzlement, may take leave from work to attend judicial proceedings related to that crime, if the employee provides the District a copy of the notice of the scheduled proceeding in advance. If advance notice is not feasible, the employee must provide the District, within a reasonable time after the leave is taken, documentation from the district attorney, victim's rights office, or court/governing agency that shows that the judicial proceeding occurred when the leave was used. An employee who is an immediate family member of such a crime victim, including: a registered domestic partner; the child of the registered domestic partner; spouse; child; stepchild; brother; stepbrother; sister; stepsister; mother; stepmother; father; or, stepfather of the crime victim is also entitled to leave from work to attend judicial proceedings relating to that crime. The leave is unpaid unless the employee elects to use accrued paid leave or compensatory time off.

Section 23. Leave for Court Proceedings Relating to Crime Victim's Rights

Any employee, who is a victim of a crime listed in Labor Code section 230.5(a)(2), may take leave from work to appear in court to be heard at any proceeding in which the right of the victim is at issue, if the employee provides the employer reasonable advance notice. If advance notice is not feasible, the employee must provide the District, within a reasonable time after the leave is taken, certification from a police report, a district attorney or court, or from a health care provider or victim advocate, that the employee was a victim of any of the crimes listed in Labor

Code section 230.5(a)(2). An employee who is a spouse, parent, child, sibling, or guardian of such a crime victim is also a victim who is entitled to this leave if the above notice or certification requirements are met. The leave is unpaid unless the employee elects to use accrued paid leave or compensatory time off.

Section 24. Leave for Victims of Crime or Abuse to Seek Relief

Any employee, who is a victim of crime or abuse may take leave from work for any of the following purposes:

- (a) To seek medical attention for injuries caused by crime or abuse;
- (b) To obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency;
- (c) To obtain psychological counseling or mental health services related to an experience of crime or abuse;
- (d) To participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation;
- (e) To obtain or attempt to obtain any relief, including, but not limited to a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or their child.

The employee must provide reasonable advance notice, if feasible, of their intention to take time off. If advance notice is not feasible, the employee must provide any of the following certifications within a reasonable time after the leave: a police report indicating that the employee was a victim; a court order protecting the employee from the perpetrator; evidence from the district attorney or court that the employee has appeared in court; or, documentation from a health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse, or any other form of documentation that reasonably verified that the crime or abuse occurred.

For purposes of this section, a “victim of crime or abuse” means a victim of stalking, domestic violence, or sexual assault; a victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury, or a person whose immediate family member is deceased as the direct result of a crime. “Crime” means a crime or public offense as set forth in Section 13951 of the Government Code, regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime.

The leave is unpaid unless the employee elects to use accrued paid leave or compensatory time off. An employee who is a victim of domestic violence, sexual assault, or stalking may use accrued sick leave for time off taken under this section.

Section 25. Time Off to Vote

Any employee, if they do not have sufficient time outside of working hours to vote, may request up to two hours of paid leave either at the beginning or end of scheduled working hours to enable them to vote. The employee must request time off to vote from their supervisor at least two days prior to Election Day.

Section 26. Military Leave

Military leave will be granted in accordance with state and federal law. An employee requesting leave for this purpose shall promptly provide the department head with a copy of the military orders specifying the dates, site, and purpose of the activity or mission. Within the limits of such orders, the department head may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave.

Military leave is unpaid leave except to the extent required by law.

Section 27. School-Related Leave**(a) School or Licensed Day Care Activity Leave**

Any employee who is a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to one or more children who are in kindergarten or grades 1 through 12, or who are in a licensed child care facility, shall be allowed up to 40 hours each school year, not to exceed eight hours in any calendar month of the school year, to: participate in activities of their child's school or licensed child care facility; find, enroll, or reenroll a child in a school or with a licensed child care provider; or, to pick up a child due to a child care provider or school emergency. The employee must provide reasonable advance notice to their supervisor of the planned absence. The leave is unpaid unless the employee uses vacation, personal holiday, or compensatory time off. The employee must provide documentation from the school or licensed child care facility as verification that the employee participated in school or child care facility activities on a specific date and at a particular time. If both parents, guardians, or grandparents having custody work for the District at the same District work site, only the first parent requesting leave will be entitled to leave under this provision.

(b) Child Suspension Leave

Any employee who is the parent or guardian of a child in grades 1 through 12 may take time off to go to the child's school in response to a request from the child's school, if the employee gives advance notice to their supervisor. A school has the authority to request that the parent attend the child's school if the child has: committed any obscene act; habitually used profanity or vulgarity; disrupted school activities; or, otherwise willfully defied the valid authority of school personnel.

Section 28. Paid Administrative Leave

The District has the right to place an employee on leave with full pay for non-disciplinary reasons at any time when the General Manager has determined that the employee's and/or District's best interests warrant the leave. The employee does not have a right to appeal the decision to be placed on administrative leave with pay.

Section 29. Integration of Paid Leaves with State Leave Benefits

An employee who is on a leave of absence for which they qualify for workers' compensation benefits or state disability insurance ("SDI") payments (including paid family leave benefits) may elect to integrate accrued paid leaves to make up the difference between the employee's regular compensation and the amount of benefit payments received. An employee may reconsider their election only once per leave of absence to be effective the next pay period.

The employee may use paid sick leave for this purpose if the leave of absence is for a qualifying purpose as set forth in these Policies. If the employee does not qualify to use sick leave, or if the employee's sick leave accruals are exhausted, the employee may elect to integrate accrued vacation time or any other accrued paid time off during the leave instead.

If an employee elects to integrate, they may use as much of their accrued, unused time that, when combined with worker's compensation and/or SDI is less than or equal to their regular pay for the pay period. In no event shall an employee receive more compensation on any day of absence than they would have received if they had worked a regularly scheduled shift.

During the time the employee is absent from work in paid status pursuant to this section, they shall continue to accrue sick leave and vacation benefits on a prorated basis, based on their use of leave, as though they were not on leave of absence.

Section 30. Leave of Absence Without Pay Must be Authorized by Law or These Policies

Unless authorized by law or extraordinary circumstances at the discretion of the General Manager, an employee is not entitled to a leave of absence without pay. An authorized leave of absence without pay is not a break in service for purposes of calculating seniority. Unless required by law, vacation leave credits, sick leave credits, increases in salary, all other paid leaves, holidays and fringe benefits, and other similar benefits do not accrue to an employee on unpaid leave. Unless required by law, the District will not maintain contributions toward group insurance or retirement coverage for the employee on such leave. During the period of authorized unpaid leave, all service and leave credits shall be retained at the levels existing as of the effective date of the leave.

DIVISION XIV. FAMILY AND MEDICAL CARE LEAVE

Section 1. Statement of Purpose

The District is committed to providing family and medical care leave for eligible employees as required by state and federal law. Employees who misuse or abuse family and medical care leave may be disciplined up to and including termination. This Policy is supplemented by the Federal Family and Medical Leave Act (“FMLA”), and the California Family Rights Act (“CFRA”). Employees who fraudulently obtain or use CFRA leave are not protected by the CFRA’s job restoration or maintenance of health benefits provisions. Unless otherwise stated in this Policy, “Leave” means leave pursuant to the FMLA or CFRA. Unless otherwise provided by law, the District will run each employee’s FMLA and CFRA leaves concurrently.

Section 2. Definitions

For purposes of this Division of these Policies, the following definitions apply.

- (a) “12-Month Period” means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
- (b) “Single 12-Month Period” means a 12-month period which begins on the first day the eligible employee takes FMLA leave to take care of a covered service member and ends 12 months after that date.
- (c) “Family member” for FMLA leave means an employee’s child, parent, and spouse. “Family member” for CFRA leave means an employee’s child, parent, spouse, domestic partner, grandchild, grandparent, and sibling.
- (d) “Child”
 - (1) Under the FMLA, “child” means a child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee’s child is one for whom the employee has actual day-to-day responsibility for care, and includes a biological, adopted, foster, or stepchild. A child is “incapable of self-care” if they require active assistance or supervision to provide daily self-care in three or more of the activities of daily living or instrumental activities of daily living, such as caring for grooming and hygiene, bathing, dressing and eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, or using telephones and directories.
 - (2) Under the CFRA, “child” means a child, including a child who is 18 years of age or older who is capable of self-care. An employee’s child means a biological, adopted, foster, stepchild, legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis.
- (e) “Parent” means the biological parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.

- (f) “Spouse” means one or two persons to a marriage, regardless of the sex of the persons, and for purposes of CFRA leave, includes a registered domestic partner as defined below.
- (g) “Domestic Partner” is another adult with whom the employee has chosen to share their life in an intimate and committed relationship of mutual caring and with whom the employee has filed a Declaration of Domestic Partnership with the Secretary of State, and who meets the criteria specified in California Family Code section 297. A legal union formed in another state that is substantially equivalent to the California domestic partnership is also sufficient.
- (h) “Grandparent” means a parent of the employee’s parent.
- (i) “Grandchild” means a child of the employee’s child.
- (j) “Sibling” means a person related to the employee by blood, adoption, or affinity through a common legal or biological parent.
- (k) “Serious Health Condition” means an illness, injury impairment, or physical or mental condition that involves:
 - (1) Inpatient Care in a hospital, hospice, or residential medical care facility, including any period of incapacity (e.g., inability to work or perform other regular daily activities due to the serious health condition, treatment involved, or recovery therefrom). A person is considered “inpatient” when a health care facility admits them to the facility with the expectation that they will remain at least overnight, even if it later develops that such person can be discharged or transferred to another facility, and does not actually remain overnight; or,
 - (2) Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
 - a. A period of incapacity (i.e., inability to work or perform other regular daily activities) due to a serious health condition of more than three consecutive calendar days; and,
 - b. Any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - i. Treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision by a health care provider, or by a provider of health care services (e.g., a physical therapist) under orders of, or on referral by a health care provider; or,
 - ii. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider. This includes, for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health

condition. If the medication is over the counter and can be initiated without a visit to a health care provider, it does not constitute a regimen of continuing treatment.

- (3) Any period of incapacity due to pregnancy or for prenatal care. Note that pregnancy is a “serious health condition” only under the FMLA. Under California law, an employee disabled by pregnancy is entitled to pregnancy leave. (See Division XV. Pregnancy Disability Leave.)
 - (4) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - a. Requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;
 - b. Continues over an extended period of time (including recurring episodes of a single underlying condition); and,
 - c. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). Absences for such incapacity qualify for leave even if the absence lasts only one day.
 - (5) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
 - (6) Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.
- (l) “Health Care Provider” means:
- (1) A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which they practice;
 - (2) Individuals duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, including another country, which directly treats or supervises treatment of a serious health condition;
 - (3) Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist) authorized to practice by the state in which they practice and performing within the scope of their practice as defined under state law;

- (4) Nurse practitioners and nurse-midwives and clinical social workers who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law;
 - (5) Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; and,
 - (6) Any health care provider from whom an employer or group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.
- (m) "Covered active duty" means: (1) in the case of a member of a regular component of the Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; or, (2) in the case of a member of the reserve component of the Armed Forces, duty during the deployment of members of the Armed Forces to a foreign country under a call or order to active duty under certain specified provisions.
- (n) "Covered Service Member" means: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or, (2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
- (o) "Outpatient Status" means, with respect to a covered service member, the status of a member of the Armed Forces assigned to either: (1) a military medical treatment facility as an outpatient; or, (2) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
- (p) "Next of Kin of a Covered Service Member" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA.
- (q) "Serious Injury or Illness" means: (1) in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness that a covered service member incurred in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by the service in the line of duty on active duty in the Armed Forces) and that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating; or, (2) in the case of a veteran who was a member of the Armed Forces, including

a member of the National Guard or Reserves, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Section 3. Reasons for Leave

Leave is only permitted for the reasons listed below.

- (a) The birth of a child or to care for a newborn of an employee;
- (b) The placement of a child with an employee in connection with the adoption or foster care of a child;
- (c) Leave to care for a child, parent, or spouse, who has a serious health condition;
- (d) Under the CFRA only, leave is also permitted to care for a domestic partner, grandparent, grandchild, or sibling who has a serious health condition. Leave for this purpose does not apply to FMLA leave and will not run concurrently with leave under the FMLA.
- (e) Leave because of a serious health condition that makes the employee unable to perform any one or more essential functions of their position;
- (f) Leave for a variety of "qualifying exigencies" arising out of the fact that an employee's spouse, son, daughter, or parent is on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation;
- (g) Under the CFRA only, leave for a variety of "qualifying exigencies" arising out of the fact that an employee's domestic partner is on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation. Leave for this purpose does not apply to FMLA leave and will not run concurrently with leave under the FMLA; or,
- (h) Leave to care for a spouse, son, daughter, parent, or "next of kin" who is a covered service member of the Armed Forces who has a serious injury or illness: incurred in the line of duty while on active military duty; or, existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces. This leave can run up to 26 weeks of unpaid leave during a single 12-month period.

Section 4. Employees Eligible For Leave

An employee is eligible for leave if:

- (a) The employee has been employed by the District for at least 12 months; and,
- (b) The employee has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

Section 5. Amount of Leave

Under both the FMLA and CFRA, eligible employees are entitled to a total of 12 workweeks of leave during any 12-month period. For FMLA leave, this is extended to 26 workweeks for military caregiver leave to care for a covered service member. If FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

Section 6. Minimum Duration of Leave

- (a) If leave is requested for the birth, adoption or foster care placement of a child of the employee, leave must be concluded within one year of the birth or placement of the child. In addition, the basic minimum duration of such leave is two weeks. However, an employee is entitled to leave for one of these purposes (e.g., bonding with a newborn) for less than two weeks duration on any two occasions.
- (b) If leave is requested to care for a child, parent, spouse, domestic partner, grandparent, grandchild, sibling, or the employee's self with a serious health condition, there is no minimum amount of leave that must be taken. However, compliance with the notice and medical certification provisions in these Policies is required.

Section 7. Parents both Employed by the District

If both parents of a child, adoptee, or foster child are employed by the District and are entitled to bonding leave:

- (a) The aggregate number of workweeks of FMLA leave to which both may be entitled may be limited to 12 workweeks during any 12-month period; and,
- (b) Each parent is entitled to take 12 workweeks of CFRA leave during any 12-month period.

If both parents of a covered service member are employed by the District and are entitled to leave to care for a covered service member, the aggregate number of workweeks of leave to which both may be entitled is limited to 26 workweeks during the 12-month period. This limitation does not apply to any other type of leave under these Policies.

Section 8. Employee Benefits While On Leave

- (a) **Group Health Insurance during Unpaid Leave:** While on unpaid FMLA or CFRA leave, employees will continue to be covered by the District's group health insurance to the same extent that coverage is provided while the employee is on the job.
- (b) **Benefit Plans Not Provided through the District's Group Health Plan:** While on unpaid leave, employees are not covered by or entitled to benefits that are not part of the District's group health plan, including accrual of paid leaves or seniority. However, the leave is not a break in service for purposes of longevity, seniority, or leave accruals. Benefits will be resumed upon the employee's reinstatement in the same manner and at the same levels as provided when the unpaid leave began.

- (c) **Payment of Insurance Premiums for Extended Medical Leaves:** Employees who have exhausted applicable protected leaves, or who are ineligible for such leaves, and who are in unpaid status (i.e., have exhausted all of their accrued leave benefits) shall have their health insurance premiums paid by the District for any authorized extension of medical leave up to a total of three calendar months. Thereafter, the General Manager may, upon written request of the employee, approve District payment of health insurance premiums up to an additional one calendar month. Thereafter, only the Board of Directors may approve a request for District payment of medical insurance premiums to continue.
- (d) **Payment of Premiums:** Employees may make the appropriate contributions for continued coverage under the health benefits plans by payroll deductions (if the employee is using their paid leave) or direct payments (if the employee is not using their paid leave). The District will inform the employee whether the direct payments for premiums should be paid to the carrier or to the District, and the deadlines for paying premiums in order to prevent lapse of coverage. Employee contribution rates are subject to any changes in rates that occur while employee is on leave.
- (e) **Recovery of Premium if the Employee Fails to Return from Leave:** If an employee fails to return to work after their leave entitlement has been exhausted or expires, as defined under the FMLA/CFRA, the District shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or their family member which would entitle the employee to leave, or because of circumstances beyond the employee's control.

Section 9. Substitution of Paid Accrued Leaves

Although family and medical care leave is unpaid, an employee may elect and the District will require an employee to concurrently use all paid accrued leaves during family and medical care leave as described below.

An employee may use any earned or accrued paid leave except sick leave for all or part of any unpaid family and medical care leave. An employee is entitled to use sick leave concurrently with family and medical care leave for the employee's own serious health condition or that of the employee's parent, spouse, domestic partner, child, grandparent, grandchild, or sibling.

Employees must use and exhaust their accrued leaves concurrently with family and medical care leave to the same extent that employees have the right to use their accrued leaves concurrently with family and medical care leave with two exceptions:

- (a) Employees are not required to use paid leave during leave pursuant to a disability plan that pays a portion of the employee's salary while on leave unless the employee agrees to use paid leave to cover the unpaid portion of the disability leave benefit (e.g., SDI); and,
- (b) An employee must agree to use accrued sick leave to care for a child, parent, spouse, domestic partner, grandparent, grandchild, or sibling.

Section 10. District's Right to Require an Employee to Exhaust FMLA/CFRA Leave Concurrently with Other Leaves

If an employee takes a leave of absence for any purpose which also qualifies under the FMLA and/or CFRA, the District will designate that leave as running concurrently with the employee's 12-week FMLA and/or CFRA leave entitlement. FMLA leave may run concurrently with pregnancy disability leave; CFRA leave does not.

Section 11. Medical Certification/ Recertification

Employees who request leave must provide a medical certification and/or recertification to support the need for the leave as described below:

- (a) **Employee's Own Serious Health Condition:** Employees who request leave for their own serious health condition must provide written certification from the health care provider that contains all of the following: the date, if known, on which the serious health condition commenced; the probable duration of the condition; and, a statement that, due to the serious health condition, the employee is unable to work at all or is unable to perform any one or more of the essential functions of their position. Upon expiration of the time period the health care provider originally estimated that the employee needed for their own serious health condition, the employee must obtain recertification if additional leave is requested.
- (b) **Family Member Serious Health Condition:** Employees who request leave to care for a child, parent, domestic partner, spouse, grandparent, grandchild, or sibling who has serious health condition must provide written certification from the health care provider of the family member requiring care that contains all of the following: the date, if known, on which the serious health condition commenced; the probable duration of the condition; an estimate of the amount of time which the health care provider believes the employee needs to care for the child, parent, domestic partner, spouse, grandparent, grandchild, or sibling and a statement that the serious health condition warrants the participation of the employee to provide care during a period of treatment or supervision of the child, parent, domestic partner, spouse, grandparent, grandchild, or sibling. The term "warrants the participation of the employee" includes, but is not limited to, providing psychological comfort, and arranging third party care for the covered family member, as well as directly providing, or participating in, the medical care. Upon expiration of the time period the health care provider originally estimated that the employee needed to care for a covered family member, the employee must obtain recertification if additional leave is requested.
- (c) **Service Member Serious Injury or Illness:** Employees who request FMLA leave to care for a covered service member who is a child, spouse, parent, or "next of kin" of the employee, must provide written certification from a health care provider regarding the injured service member's serious injury or illness. The District will verify the certification as permitted by the FMLA regulations.

- (d) **Qualifying Exigency:** The first time an employee requests leave because of a qualifying exigency, the District may require the employee to provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or called to active duty status in a foreign country, and the dates of the military member's active duty service. A copy of the new active duty orders or similar documentation shall be provided to the District if the need for leave because of a qualifying exigency arises out of a different active duty or call to active duty status of the same or a different service member. The District will verify the certification as permitted by the FMLA and CFRA regulations.

Section 12. Time to Provide a Medical Certification

When an employee has provided at least 30 calendar days' notice for a foreseeable leave, the employee must provide a medical certification before the leave begins. When this is not possible, the employee must provide the medical certification to the District within the time frame requested by the District (which must allow at least 15 calendar days after the employer's request), unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

Section 13. Consequences for Failure to Provide an Adequate or Timely Certification

If an employee provides an incomplete medical certification, the employee will be given a reasonable opportunity to cure any such deficiency. However, if an employee fails to provide a medical certification within the time frame established in these Policies, the District may delay the taking of FMLA/CFRA leave until required certification is provided or deny FMLA/CFRA protections following the expiration of the time period to provide an adequate certification.

Section 14. Review of the Contents of Medical Certification for Employee's Own Serious Health Condition

- (a) **Complete and Sufficient:** The employee must provide a certification for their own serious health condition that is complete and sufficient to support the request for leave. A certification is incomplete if one or more of the applicable entries on the certification form have not been completed. A certification is insufficient if the information on the certification form is vague, ambiguous, or not responsive. If the certification is incomplete or insufficient, the Personnel Officer will give the employee written notice of the deficiencies and seven days to cure, unless a longer period is necessary in light of the employee's diligent, good faith efforts to address the deficiencies.
- (b) **Authentication and Clarification:** After giving the employee an opportunity to cure the deficiencies in a medical certification for the employee's own serious health condition, the Personnel Officer may contact the health care provider who provided the certification to clarify and/or authenticate the certification. "Authentication" means providing the health care provider with a copy of the certification form and requesting verification that the information on the form was completed or authorized by the health care provider who signed the form. "Clarification" means contacting the health care provider to

understand the handwriting on the medical certification or to understand the meaning of the response. The Personnel Officer may not ask for additional information beyond that required on the certification form.

Section 15. Second and Third Medical Opinions for Employee's Own Serious Health Condition

If the District has a good faith, objective reason to doubt the validity of a certification for the employee's serious health condition, the District may require a medical opinion of a second health care provider chosen and paid for by the District. If the second opinion is different from the first, the District may require the opinion of a third provider jointly approved by the District and the employee but paid for by the District. The opinion of the third provider will be binding. The District must provide the employee with a copy of the second and third medical opinions, where applicable, without cost, upon the request of the employee.

Section 16. Intermittent Leave or Leave on a Reduced Leave Schedule

If an employee requests leave intermittently (a few days or hours at a time) or on a reduced leave schedule for their own serious health condition, or to care for a family member with serious health condition, the employee must provide medical certification that such leave is medically necessary. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule. The District may require an employee who certifies the need for a reduced schedule or intermittent leave to temporarily transfer to an alternate position of equivalent pay and benefits that better accommodates the leave schedule.

Section 17. Employee Notice of Leave

Although the District recognizes that emergencies arise which may require employees to request immediate leave, employees are required to give as much verbal or written notice as possible of their need for leave. If leave is foreseeable, at least 30 calendar days' notice is required. In addition, if an employee knows that they will need leave in the future but does not know the exact day(s) (e.g., for the birth of a child or to take care of a newborn), the employee shall inform their supervisor as soon as possible that such leave will be needed. For foreseeable leave due to a qualifying exigency, an employee must provide verbal or written notice of the need for leave as soon as practicable, regardless of how far in advance such leave is foreseeable.

Section 18. Reinstatement Upon Return From Leave

- (a) **Reinstatement to Same or Equivalent Position:** Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent benefits and pay. Employees have no greater rights to reinstatement, benefits, and other conditions of employment than if the employee had been continuously employed during the FMLA/CFRA period.
- (b) **Date of Reinstatement:** If a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated on the date agreed upon. If the reinstatement date differs from the original agreement of the employee and the District,

the employee will be reinstated within two business days, where feasible, after the employee notifies the employer of their readiness to return.

- (c) **Employee's Obligation to Periodically Report on Their Condition:** Employees may be required to periodically report on their status and intent to return to work. This will avoid any delays to reinstatement when the employee is ready to return.
- (d) **Fitness for Duty Certification:** As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition, which made the employee unable to perform their job, the employee must obtain and present a fitness-for-duty certification from the health care provider stating that the employee is able to resume work. Failure to provide such certification will result in denial of reinstatement.
- (e) **Reinstatement of "Key Employees":** Under the FMLA only, the District may deny reinstatement to a "key" employee (i.e., an employee who is among the highest paid ten percent of all employed by the District within 75 miles of the worksite) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the District, and the employee is notified of the District's intent to deny reinstatement on such basis at the time the employer determines that such injury would occur. Under the CFRA, the District may not deny reinstatement to a "key" employee during or upon the expiration of CFRA leave.

Section 19. Required Forms

Employees must complete the applicable forms to receive family and medical care leave. The forms are available on request from Personnel Services.

DIVISION XV. PREGNANCY DISABILITY LEAVE

Section 1. Amount of Leave

An employee who is disabled because of pregnancy, childbirth, or a related medical condition is entitled to an unpaid leave for up to the number of hours they would normally work within four calendar months (one-third of a year or 17 1/3 weeks). For a full-time employee who works 40 hours per week, “four months” means 693 hours of leave entitlement, based on 40 hours per week times 17 1/3 weeks. An employee who works less than 40 hours per week will receive a prorated or proportional amount of leave. Pregnancy disability leave may run concurrently with FMLA leave but is in addition to leave rights provided by CFRA.

Section 2. Notice and Certification Requirements

- (a) **Notice:** Requests for pregnancy disability leave must be submitted in writing with reasonable advance notice of the medical need for the leave. All leaves must be confirmed in writing, have an agreed-upon specific date of return, and be submitted to the Personnel Officer.
- (b) **Certification:** The request for pregnancy disability leave must be supported by a written certification from the attending physician stating that: (1) the employee is disabled from working by pregnancy, childbirth, or a related medical condition; (2) the date on which the employee became disabled by pregnancy, childbirth, or a related medical condition; and, (3) the estimated duration or end date of the leave.

Section 3. Compensation During Leave

Pregnancy disability leave under this Division of these Policies is an unpaid leave right. An employee on pregnancy disability shall concurrently use accrued paid sick leave, to the extent the employee has any accrued. Once sick leave is depleted, the employee may elect to use vacation leave or any other accrued paid time off during the leave.

Section 4. Benefits During Leave

- (a) **Group Health Insurance during Unpaid Leave:** While on unpaid pregnancy disability leave, employees will continue to be covered by the District’s group health insurance to the same extent that coverage is provided while the employee is on the job.
- (b) **Benefit Plans Not Provided through the District’s Group Health Plan:** While on unpaid leave, employees are not covered by or entitled to benefits that are not part of the District’s group health plan, including accrual of paid leaves or seniority. However, the leave is not a break in service for purposes of longevity, seniority, or leave accruals. Benefits will be resumed upon the employee’s reinstatement in the same manner and at the same levels as provided when the unpaid leave began.
- (c) **Payment of Insurance Premiums for Extended Medical Leaves:** Employees who have exhausted applicable protected leaves, or who are ineligible for such leaves, and who are in unpaid status (i.e., have exhausted all of their accrued leave benefits) shall have their

health insurance premiums paid by the District for any authorized extension of medical leave up to a total of three calendar months. Thereafter, the General Manager may, upon written request of the employee, approve District payment of health insurance premiums up to an additional one calendar month. Thereafter, only the Board of Directors may approve a request for District payment of medical insurance premiums to continue.

- (d) **Payment of Premiums:** Employees may make the appropriate contributions for continued coverage under the health benefits plans by payroll deductions (if the employee is using their paid leave) or direct payments (if the employee is not using their paid leave). The District will inform the employee whether the direct payments for premiums should be paid to the carrier or to the District, and the deadlines for paying premiums in order to prevent lapse of coverage. Employee contribution rates are subject to any changes in rates that occur while employee is on leave.
- (e) **Recovery of Premium if the Employee Fails to Return from Leave:** If an employee fails to return to work after their leave entitlement has been exhausted or expires within the meaning of the FMLA/CFRA/PDL, the District shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or their family member which would entitle the employee to leave, or because of circumstances beyond the employee's control.

Section 5. Reinstatement

- (a) Upon the expiration of pregnancy leave, the employee will be reinstated to their original or a comparable position, so long as it was not eliminated for a legitimate business reason during the leave.
- (b) If the employee's original position is no longer available, the employee will be assigned to a comparable, open position.
- (c) If upon return from leave an employee is unable to perform the essential functions of their job because of a physical or mental disability, the District will initiate an interactive process with the employee in order to identify a potential reasonable accommodation in accordance with these Policies.

DIVISION XVI. POLICY AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION; COMPLAINT PROCEDURE

Section 1. Purpose

The District has a strong commitment to prohibiting and preventing discrimination, harassment, and retaliation in the workplace. The District has zero tolerance for any conduct that violates this Policy. Conduct need not arise to the level of a violation of state or federal law to violate this Policy. A single act can violate this Policy and provide grounds for discipline or other appropriate sanctions. This Policy establishes a complaint procedure for investigating and resolving internal complaints of discrimination, harassment, and retaliation. The District encourages all covered individuals to report any conduct they believe violates this Policy as soon as possible. Any retaliation against an employee because they filed or supported a complaint or because they participated in the complaint resolution process is prohibited. Individuals found to have retaliated in violation of this Policy will be subject to appropriate sanction or disciplinary action, up to and including termination.

Section 2. Covered Individuals and Scope of Policy

The individuals covered by this Policy are: applicants; employees regardless of rank or title; elected or appointed officials; interns; volunteers; and, contractors. This Policy applies to all terms and conditions of employment, internships, and volunteer opportunities, including, but not limited to, selection, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.

Section 3. Protected Classification

This Policy prohibits harassment, discrimination, or retaliation because of an individual's protected classification. "Protected Classification" includes race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (40 and over), sexual orientation, or military and veteran status, or any other basis protected by law. This Policy prohibits discrimination, harassment, or retaliation because: (a) of an individual's protected classification; (b) the perception that an individual has a protected classification; or, (c) the individual associates with a person who has, or is perceived to have, a protected classification.

Section 4. Protected Activity

This Policy prohibits discrimination, harassment, or retaliation because of an individual's protected activity. Protected activity includes: (a) making a request for an accommodation for a disability; (b) making a request for accommodation for religious beliefs; (c) making a complaint under this Policy; (d) opposing violations of this Policy; or, (e) participating in an investigation under this Policy.

Section 5. Discrimination

This Policy prohibits treating covered individuals differently and adversely because of the individual's protected classification, actual or perceived; because the individual associates with a

person who is member of a protected classification, actual or perceived; or, because the individual participates in a protected activity as defined in this Policy.

Section 6. Harassment

Harassment includes, but is not limited to, the following types of behavior that are taken because of a person's actual or perceived protected classification:

- (a) Speech, such as epithets, derogatory comments, or slurs, and propositioning on the basis of a protected classification. This includes inappropriate comments about appearance, dress, physical features, gender identification, or race-oriented stories and jokes.
- (b) Physical acts, such as assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement. This includes pinching, grabbing, patting, or making explicit or implied job threats or promises in return for submission to physical acts.
- (c) Visual acts, such as derogatory posters, cartoons, emails, pictures, or drawings related to a protected classification.
- (d) Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

Section 7. Guidelines for Identifying Harassment

Harassment includes any conduct that would be unwelcome or unwanted to an individual of the recipient's same protected classification. The following guidelines to determine if conduct is unwelcomed or unwanted should be followed:

- (a) It is no defense that the recipient "appears" to have consented to the conduct at issue by failing to protest about the conduct. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized or subjected to retaliation.
- (b) Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated up to a point. The fact that no one has yet complained does not preclude someone from complaining if the conduct is repeated in the future.
- (c) Even visual, verbal, or physical conduct between two people who appear to welcome the conduct can constitute harassment of a third person who witnesses the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at a particular individual.

- (d) Conduct can constitute harassment even if the individual has no intention to harass. Even well-intentioned conduct can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual would find it offensive (e.g., gifts, over-attention, endearing nicknames, hugs).

Section 8. Retaliation

Retaliation occurs when an employer takes adverse conduct against a covered individual because of the individual's protected activity as defined in this Policy. "Adverse conduct" may include but is not limited to: (a) disciplinary action; (b) counseling; (c) taking sides because an individual has reported harassment or discrimination; (d) spreading rumors about a complainant or about someone who supports or assists the complainant; (e) shunning or avoiding an individual who reports harassment or discrimination; or, (f) making real or implied threats of intimidation to prevent or deter an individual from reporting harassment or discrimination.

Section 9. Complaint Procedure

A covered individual who believes they have been subjected to discrimination, harassment, or retaliation may make a complaint – orally or in writing – to any supervisor, manager, or department head, without regard to any chain of command. Any supervisory or management employee who receives a harassment complaint should immediately notify the Personnel Officer. Upon receiving notification of a harassment complaint, the Personnel Officer will complete and/or delegate the following steps. If the Personnel Officer is accused or a material witness to the events at issue, an individual with higher authority (or the Board, if no such individual exists) shall complete or delegate the following steps.

- (a) Authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will usually include interviews with: (1) the complainant; (2) the accused; and, (3) other persons who have relevant knowledge concerning the allegations in the complaint.
- (b) Review the factual information gathered through the investigation to determine whether the alleged conduct violates the Policy giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
- (c) Report a summary of the determination as to whether this Policy has been violated to appropriate persons. If discipline or sanctions are imposed, the level of discipline or sanctions will not be communicated to the complainant.
- (d) If conduct in violation of this Policy occurred, take or recommend to the Personnel Officer prompt and effective remedial action. The remedial action will be commensurate with the severity of the offense.
- (e) Take reasonable steps to protect the complainant from further harassment, discrimination, or retaliation.

Section 10. Proactive Approach

The District takes a proactive approach to potential Policy violations and will conduct an investigation if its supervisory or management employees become aware that harassment, discrimination, or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

Section 11. Option to Report to Outside Administrative Agencies

An individual has the option to report harassment, discrimination, or retaliation to the EEOC or the CRD. These administrative agencies offer legal remedies and a complaint process. The nearest offices are listed on the Internet, in the government section of the telephone book, or employees can check the posters that are located on District bulletin boards for office locations and telephone numbers.

Section 12. Confidentiality

Every effort will be made to assure the confidentiality of complaints made under this Policy to the greatest extent allowed by law. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. An employee who is interviewed during the course of an investigation is prohibited from attempting to influence any potential witness while the investigation is ongoing. An employee may discuss their interview with a designated representative. The District will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

Section 13. Responsibilities

- (a) Each non-manager or non-supervisor is responsible for:
- (1) Treating all individuals in the workplace or on worksites with respect and consideration.
 - (2) Modeling behavior that conforms to this Policy.
 - (3) Participating in periodic training.
 - (4) Cooperating with the District's investigations pursuant to this Policy by responding fully and truthfully to all questions posed during the investigation.
 - (5) Taking no actions to influence any potential witness while the investigation is ongoing.
 - (6) Reporting any act they believe in good faith constitutes harassment, discrimination, or retaliation as defined in this Policy, to their immediate supervisor, department head, or the Personnel Officer.
- (b) In addition to the responsibilities listed above, each manager and supervisor is responsible for:

- (1) Informing employees of this Policy.
- (2) Taking all steps necessary to prevent harassment, discrimination, and retaliation from occurring, including monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
- (3) Receiving complaints in a fair and serious manner, and documenting steps taken to resolve complaints.
- (4) Following up with those who have complained to ensure that the behavior has stopped and that there are no reprisals.
- (5) Informing those who complain of harassment or discrimination of their option to contact the EEOC or CRD regarding alleged Policy violations.
- (6) Assisting, advising, or consulting with employees and the Personnel Officer regarding this Policy.
- (7) Assisting in the investigation of complaints involving employee(s) in their departments and, when appropriate, if the complaint is substantiated, recommending appropriate corrective or disciplinary action in accordance with these Policies, up to and including termination.
- (8) Implementing appropriate disciplinary and remedial actions.
- (9) Reporting potential violations of this Policy of which they become aware to the Personnel Officer, regardless of whether a complaint has been submitted.
- (10) Participating in periodic training and scheduling employees for training.

DIVISION XVII. REASONABLE ACCOMMODATIONS

Section 1. Reasonable Accommodation

Absent undue hardship or direct threats to the health and safety of employee(s), the District provides employment-related reasonable accommodations to:

- (a) qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions;
- (b) employees with conditions related to pregnancy, childbirth, or a related medical condition, if they so request, and with the advice of their health care provider;
- (c) employees who are victims of domestic violence, sexual assault, or stalking to promote the safety of the employee while at work; and,
- (d) employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

Section 2. Reasonable Medical Documentation of Disability

If the disability or the need for reasonable accommodation is not obvious, the District may require the individual to provide reasonable medical documentation confirming the existence of the disability and the need for reasonable accommodation, along with the name and credentials of the individual's health care provider. If the individual provides insufficient documentation, the District will: (a) explain the insufficiency; (b) allow the employee or applicant to supplement the documentation; and, (c) pursue the interactive process only to the extent that the request for reasonable accommodation is supported by the medical documentation provided.

Section 3. Medical Certification Indicating the Need for a Reasonable Accommodation or Transfer Due to Pregnancy or Related Conditions

If a pregnant employee, or an employee with a pregnancy-related condition, requests a reasonable accommodation or transfer due to pregnancy, the District will provide the employee with notice of the need for a medical certification within two business days after the employee's request for accommodation. A medical certification confirming the need for a reasonable accommodation, including transfer, is sufficient if it contains: (a) a description of the requested accommodation; (b) a statement describing the medical advisability of the accommodation due to pregnancy; and, (c) the date that the need for the accommodation will become necessary and the estimated duration of the accommodation.

Section 4. Certification of Victim Status

An employee who is a victim of domestic violence, sexual assault, or stalking and who requests an accommodation to provide for their safety while at work must provide both of the following:

- (a) A written statement signed by the employee or an individual acting on the employee's behalf, to certify that the accommodation is to address victim-safety concerns while at work; and,
- (b) A certification demonstrating the employee's status as a victim of domestic violence, sexual assault, or stalking, which can be in the form of: a police report indicating the employee's victim status; a court order separating the perpetrator from the employee or that the employee has appeared in court for that purpose; or, documentation from a medical professional or counselor that the employee is undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence, sexual assault, or stalking.

DIVISION XVIII. FITNESS FOR DUTY EXAMINATIONS

Section 1. Applicants

After the District extends a conditional offer of employment to an applicant, the District may require the applicant to submit to a fitness for duty examination that is job-related, necessary for efficient operations of the District, and required of all applicants for the job classification. The District will notify an applicant who is required to pass a medical and/or psychological examination of their right to obtain a second opinion at their expense and that they may submit such second opinions for consideration.

Section 2. Current Employee

The Personnel Officer may require an employee to submit to a fitness for duty examination to determine if the employee has a disability and is able to perform the essential functions of their job when there is significant evidence that:

- (a) the employee's ability to perform one or more essential functions of their job has declined; or,
- (b) could cause a reasonable person to question whether an employee is still capable of performing one or more of their essential job duties or is still capable of performing those duties in a manner that does not harm themselves or others.

The District will notify the employee who is required to pass a medical and/or psychological examination of their right to obtain a second opinion at their expense and that they may submit such second opinions for consideration.

Section 3. Role of Health Care Provider

The District may request the applicant's or employee's health care provider to conduct a fitness for duty exam on the applicant or employee, or may request a District-selected health care provider to do so at the District's expense. The District will allow an employee paid time off to attend the exam. The District will provide the health care provider with a letter requesting a fitness for duty examination and a written description of the essential functions of the job. The examination will be limited to determining whether the applicant or employee can perform the essential functions of the position and any work restrictions and/or functional limitations that apply to the applicant or employee. The health care provider will examine the employee and provide the District with non-confidential information regarding whether:

- (a) The applicant or employee has a disability within the meaning of the California Fair Employment and Housing Act;
- (b) The applicant or employee is fit to perform essential job functions;
- (c) Workplace restrictions or functional limitations apply to the applicant or employee, and the duration of the work restrictions or functional limitations;

- (d) There are any reasonable accommodations that would enable the employee to perform essential job functions; and,
- (e) The employee's continued employment poses a threat to the health and safety of themselves or others.

Should the health care provider exceed the scope of the District's request and provide confidential health information, without valid consent of the applicant or employee, the District will return the report to the health care provider and request another report that includes only the non-confidential fitness for duty information that the District has requested.

Section 4. Authorization for Use of Medical Information

During the course of a fitness for duty examination, the District will not seek or use information regarding an employee's medical history, diagnoses, or course of treatment without an employee's written authorization.

Section 5. Medical Information from the Employee or Applicant

If an employee or applicant submits medical information to the District from their own health care provider, the Personnel Officer will not forward that information on to the health care provider who conducted the examination for the District, without the employee or applicant's written authorization. Upon receipt of the written authorization, the Personnel Officer will request the District-paid health care provider to determine whether the information alters the original fitness for duty assessment.

Section 6. Access to Medical Information Regarding Fitness for Duty

Medical records and information regarding fitness for duty, or the need for an accommodation, will be maintained separately from non-medical records and information. Medical records and information regarding fitness for duty and the need for accommodation will be accessible only by the Personnel Officer, the District's legal counsel, first aid and safety personnel in case of emergency, and supervisors who are responsible for identifying reasonable accommodations. Medical records and information contained therein may be released pursuant to state and federal law.

DIVISION XIX. INTERACTIVE PROCESS

Section 1. When to Initiate the Interactive Process

The Personnel Officer will initiate the interactive process when:

- (a) An applicant or employee with a known physical or mental disability or medical condition requests reasonable accommodation(s);
- (b) The District otherwise becomes aware of the need for an accommodation through a third party (e.g., a doctor's note requesting an accommodation), or by observation of the employee's work;
- (c) The District becomes aware of the possible need for an accommodation because the employee with a disability has exhausted workers' compensation leave, FMLA/CFRA leave, or other leave rights, but the employee and/or the employee's health care provider indicate that further accommodation is still necessary for recuperative leave or other accommodation;
- (d) An employee disabled by pregnancy, childbirth or related medical conditions requests a reasonable accommodation or transfer based on the advice of their health care provider;
- (e) An employee with a physical or mental disability, regardless of cause, fails to return to work following pregnancy disability leave;
- (f) An employee who is a victim of domestic violence, sexual assault, or stalking requests a reasonable accommodation(s) for their safety at work;
- (g) An employee requests an accommodation to address a conflict between religious belief, observance, or practice and any employment requirement; or,
- (h) An employer is aware of the need for a reasonable accommodation for an employee's or applicant's religious beliefs, observance, or practices.

Section 2. Interactive Communication

After the occurrence of any of the above-stated circumstances that trigger the need to conduct an interactive process meeting, the Personnel Officer will promptly arrange for a discussion or discussions, in person or via conference telephone call, with the applicant or employee and their designated representative (if any). The purpose of the interactive communications will be to discuss in good faith all feasible potential reasonable accommodations. The Personnel Officer will document these communications in writing.

Section 3. Potential Accommodations for Applicants or Employees with Disabilities

Depending on the facts of each case, the interactive process analysis will generally begin with a review of possible reasonable accommodations that would enable the individual to retain their current job. The process will generally then move on to possible reasonable accommodations in other vacant jobs, for which the individual is qualified, if there is no reasonable accommodation

in the current job that does not cause undue hardship, or that does not present a risk of harm to the individual or others. The District will consider accommodations that the applicant or employee suggests but has the right to select and implement any reasonable accommodation that it deems effective. The range of potential reasonable accommodations includes, but is not limited to:

- (a) Making existing facilities used by employees readily accessible to, and usable by, individuals with disabilities, including: acquisition or modification of equipment or devices; adjustment or modifications of examinations, training materials or policies; and/or, the provision of qualified readers or interpreters;
- (b) Job restructuring;
- (c) Part-time or modified work schedules;
- (d) Paid or unpaid leave of absence of a finite duration that is likely to enable the employee to return to work at the end of the leave;
- (e) Preferential consideration of reassignment to a vacant, comparable position, except when such preference would violate a bona fide seniority system;
- (f) Reassignment to a vacant lower-paid position if there is no funded, vacant, comparable position for which the individual is qualified for; or,
- (g) Reassignment to a temporary position if the individual agrees.

Section 4. Potential Accommodations for Employees Affected by Pregnancy and Related Medical Conditions

Depending on the facts of each case, the interactive process will attempt to identify and implement a reasonable accommodation that is consistent with the medical certification applicable to the applicant or employee. Whether an accommodation is reasonable is a case-by-case analysis that takes into account several factors, including, but not limited to: the employee's medical needs; the duration of the needed accommodation; and, the employer's legally permissible past and current practices. The range of potential temporary accommodations includes, but is not limited to:

- (a) Transfer to a less strenuous or hazardous position for the duration of the pregnancy;
- (b) Change in or restructuring of work duties, such as modifying lifting requirements;
- (c) Providing more frequent breaks;
- (d) Providing seating;
- (e) Time off for medical appointments; and,
- (f) Transfer temporarily to a job with equivalent pay and benefits that the employee is qualified to perform in order to accommodate reduced work schedule or intermittent

leave. However, a reduction in work hours may be considered a form of pregnancy disability leave and deducted from the employee's four-month pregnancy disability leave entitlement.

Section 5. Potential Accommodations for Employees Who are Victims of Domestic Violence, Sexual Assault, or Stalking

Depending on the facts of each individual case, the interactive process analysis will review all possible accommodations that would enhance the safety of the employee at work. In determining what accommodation is reasonable, the District will consider the exigent circumstance or danger facing the employee. The District will consider the preferences of the employee to be accommodated but has the right to select and implement any accommodation that it deems effective. The range of potential safety measure accommodations includes, but is not limited to:

- (a) Transfer, reassignment, modified schedule;
- (b) Change in work telephone number;
- (c) Change in location of work station;
- (d) Installation of locks;
- (e) Assistance in documenting domestic violence, sexual assault, or stalking that occurs in the workplace;
- (f) The implementation of a safety procedure(s);
- (g) Adjustment to job structure, workplace facility, or work requirement; and,
- (h) Referral to a victim assistance organization.

Section 6. Potential Accommodations for Religious Creed, Religious Dress Practice, or Religious Grooming Practice

Depending on the facts of each case, the interactive process analysis will review all possible accommodations that would resolve the conflict between the religious belief or observance and any employment requirement. The District will consider the preference of the employee or applicant but has the right to select and implement any accommodation that it deems effective. The range of potential accommodations includes, but is not limited to:

- (a) Job restructuring or job reassignment (but not segregation from other employees or the public);
- (b) Modification of work practices, including dress or grooming; and,
- (c) Allowing time off in an amount equal to the amount of non-regularly scheduled time the employee has worked in order to avoid a conflict with their religious observances.

Section 7. Determination

After the interactive process communications, the Personnel Officer will review the information received, and determine: whether all available information has been reviewed; whether all potential accommodations that the applicant or employee has suggested have been considered; whether additional discussions with the applicant or employee would be helpful; whether the applicant's or employee's preferences have been taken into account; if there is a reasonable accommodation that would enable the applicant or employee to perform essential job functions without harming themselves or others; and, if the accommodations would pose an undue hardship on District finances or operations. The Personnel Officer will inform the applicant or employee of their determination in writing. The Personnel Officer will use their discretion based upon the particular facts of each case.

DIVISION XX. WHISTLEBLOWER PROTECTION

Section 1. Policy

The District prohibits all of the following:

- (a) Taking any retaliatory adverse employment action against an employee because the employee has or is believed to have disclosed information to any government or law enforcement agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation;
- (b) Preventing an employee from disclosing information to a government agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation;
- (c) Retaliating against an employee for refusing to participate in any activity that would result in a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation; and,
- (d) Retaliating against an employee because the employee's family member has, or is perceived to have, engaged in any of the activities listed in (a) – (c) above.

Section 2. Policy Coverage

This Policy governs and protects District officials, officers, employees, or applicants for employment.

Section 3. "Protected Activity"

For purposes of this Policy, "protected activity" includes any of the following:

- (a) Filing a complaint with a federal or state enforcement or administrative agency that discloses any information that the employee has reasonable cause to believe violates state or federal law or a violation or noncompliance with a local, state, or federal rule or regulation;
- (b) Participating in or cooperating in good faith with a local, federal, or state enforcement agency that is conducting an investigation into alleged unlawful activity;
- (c) Testifying in good faith and with reasonable cause as a party, witness, or accused regarding alleged unlawful activity;
- (d) Associating with another covered individual who is engaged in any of the protected activities enumerated here;
- (e) Making or filing in good faith and with reasonable cause an internal complaint with the District regarding alleged unlawful activity;

- (f) Providing informal notice to the District regarding alleged unlawful activity;
- (g) Calling a governmental agency's "Whistleblower hotline" in good faith;
- (h) Filing a written complaint under penalty of perjury that the District has engaged in gross mismanagement, a significant waste of public funds, or a substantial and specific danger to public health or safety; and,
- (i) Refusing to participate in any activity that the employee reasonably believes would result in a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation.

Section 4. "Adverse Action"

For purposes of this Policy, "adverse action" may include, but is not limited to, any of the following:

- (a) Real or implied threats of intimidation to attempt or prevent an individual from reporting alleged wrongdoing or because of actual or potential protected activity;
- (b) Refusing to hire an individual because of actual or potential protected activity;
- (c) Denying promotion to an individual because of actual or potential protected activity;
- (d) Taking any form of disciplinary action because of actual or potential protected activity;
- (e) Extending a probationary period because of actual or potential protected activity;
- (f) Altering work schedules or work assignments because of actual or potential protected activity;
- (g) Condoning hostility and criticism of coworkers and third parties because of actual or potential protected activity;
- (h) Spreading rumors about a person because of that person's actual or perceived protected activity; and,
- (i) Shunning or unreasonably avoiding a person because of that person's actual or perceived protected activity.

Section 5. Complaint Procedure

An applicant or employee who feels they have been retaliated against in violation of this Policy should immediately report the conduct according to the complaint procedure in the District's Policy Against Discrimination, Harassment and Retaliation (Division XVI) so that the complaint can be resolved fairly and quickly. Supervisors and managers have the same responsibilities as defined in the Policy Against Discrimination, Harassment and Retaliation.

DIVISION XXI. DISCIPLINARY ACTION AND DISMISSAL**Section 1. Initiation of Disciplinary Action or Dismissal**

Disciplinary action or dismissal may be initiated by the General Manager, or upon written recommendation to the General Manager by the employee's supervisor or department head.

Section 2. Causes for Discipline

Employees may be disciplined for, including but not limited to, any of the following causes of discipline:

- (a) Violation of any department rule, District Policy or District regulation, ordinance or resolution;
- (b) Absence without authorized leave or tardiness;
- (c) Excessive absenteeism and/or tardiness as defined by the employee's department head, and/or these Policies;
- (d) Use of leave from work in a manner not authorized or provided for under District policies;
- (e) Making any false representation or statement, or making any omission of a material fact;
- (f) Providing wrong or misleading information or other fraud in securing appointment, promotion, or maintaining employment;
- (g) Unsatisfactory job performance;
- (h) Inefficiency;
- (i) Damaging any District property, equipment, resource, or vehicle, or the waste of District supplies through negligence or misconduct.
- (j) Insubordination or insulting or demeaning the authority of a supervisor or manager;
- (k) Dishonesty;
- (l) Theft;
- (m) Possession, use, and/or being under the influence of alcoholic beverages while on duty or on District property;
- (n) Possession, use and/or being under the influence of illegal drugs while on duty or on District property;
- (o) Neglect of duty;

- (p) Violation of the District's confidentiality policies, or disclosure of confidential District information to any unauthorized person or entity;
- (q) Misuse or unauthorized use of any District property, including, but not limited to: physical property; electronic resources; supplies; tools; equipment; communication systems; vehicles; or, intellectual property;
- (r) Mishandling of public funds;
- (s) Falsifying or tampering with any District record, including work time or financial records;
- (t) Discourteous or offensive treatment of the public or other employees;
- (u) Abusive conduct, including malicious verbal, visual or physical actions, or the gratuitous sabotage or undermining of a person's work performance;
- (v) Conviction, meaning any judicial determination of guilt, of a crime that has a nexus to the employee's job duties;
- (w) Outside employment or activity, or other enterprise that constitutes a conflict of interest with service to the District;
- (x) Any conduct that impairs, disrupts or causes discredit to the District, to the public service, or other employee's employment;
- (y) Reckless or unsafe conduct;
- (z) Working overtime without prior authorization or refusing to work assigned overtime;
- (aa) Carrying firearms or other dangerous weapons while on duty when not required by job duties; or,
- (bb) Horseplay or fighting.

Section 3. Types of Counseling, Reprimands, and Discipline

The following are types of counseling, reprimands, and discipline which the District may impose:

- (a) **Counseling Memo:** A counseling memo will be provided to an employee to identify: a failure of appropriate conduct or performance issue; the performance the employee is to demonstrate in the future; and, consequences for failure to correct the behavior or problem. A counseling memo will be retained in the supervisor's file until the completion of the evaluation year, and then documented in the performance evaluation, as the supervisor deems necessary. A counseling memo is not subject to the discipline or discipline appeal procedures described below.
- (b) **Verbal Reprimand:** A verbal reprimand is a verbal direction from a supervisor to discontinue inappropriate conduct or to correct a performance issue. A verbal reprimand will be documented in writing and retained in the supervisor's file until the completion of the evaluation year and then documented in the performance evaluation, as the

supervisor deems necessary. A verbal reprimand is not subject to the discipline or discipline appeal procedures described below.

- (c) **Written Reprimand:** A written reprimand is written direction from a supervisor to discontinue inappropriate conduct or to correct a performance issue. A written reprimand will be retained in the employee's personnel file and documented in the performance evaluation. Unless required by law, a written reprimand is not subject to the discipline or discipline appeal procedures described below. The employee has the right to have their written rebuttal attached to the reprimand in the employee's personnel file if the employee submits the rebuttal to the Personnel Officer within 14 calendar days after the reprimand is received.
- (d) **Suspension Without Pay:** The District may suspend an employee from their position without pay for cause. Documents related to a suspension shall become part of the employee's personnel file when the suspension is final and documented in the performance evaluation. A suspension without pay is subject to the discipline and discipline appeal procedures described below. Employees who are exempt from FLSA overtime will only be suspended as authorized by the FLSA.
- (e) **Reduction in Pay or Paid Leave:** The District may reduce an employee's pay or paid leave for cause. A reduction in pay for disciplinary purposes may take one of three forms: (1) a decrease in salary to a lower level within the salary range; (2) a decrease in salary paid to an employee for a fixed period of time; or, (3) loss of accrued paid vacation or administrative leave, personal holiday, or compensatory time off. Documents related to a reduction in pay shall become part of the employee's personnel file when the reduction in pay is final and documented in the performance evaluation. A reduction in pay is subject to the discipline and discipline appeal procedures described below. Employees who are exempt from the FLSA overtime requirements are not subject to pay reduction, except loss of accrued vacation, administrative leave, or personal holiday.
- (f) **Demotion:** The District may demote an employee from their position to a lower position for cause. Documents related to a demotion shall become part of the employee's personnel file when the demotion is final and documented in the performance evaluation. A demotion is subject to the discipline and discipline appeal procedures described below.
- (g) **Dismissal:** The District may dismiss an employee from their position for cause. Documents related to the dismissal shall become a part of an employee's personnel file when the dismissal is final. A dismissed employee is entitled to the discipline and discipline appeal procedures described below.

Section 4. Discipline Procedures

The following discipline procedures only apply to the District's for-cause employees. All employees other than for-cause employees, including temporary employees, and such other employees as determined from time to time by the Board, may be disciplined or separated at will, with or without cause, and without the disciplinary procedures listed below. The following

discipline procedures apply only to suspension without pay, reduction in pay, demotion, or dismissal.

- (a) **“Skelly” Notice of Intended Disciplinary Action to Employee:** A written notice of the intended disciplinary action shall be given to the employee, which will include the following information:
- (1) The level of the intended discipline;
 - (2) The specific charges that support the intended discipline;
 - (3) A summary of the facts that show that the elements of each charge at issue in the intended discipline;
 - (4) A copy of all materials upon which the intended discipline is based;
 - (5) Notice of the employee’s right to respond to the Notice of Intended Disciplinary Action within ten business days from the date of the notice (or a later date specified in the Notice), either by requesting a *Skelly* conference, or by providing a written response, or both;
 - (6) Notice of the employee’s right to have a representative of their choice at the *Skelly* conference; and,
 - (7) Notice that failure to respond by the time specified constitutes a waiver of the right to respond prior to final discipline being imposed.
- (b) **Response by Employee and Skelly Conference:** If the employee requests a *Skelly* conference, the Personnel Officer will conduct an informal meeting with the employee. During the informal meeting, the employee shall have the opportunity to rebut the charges against them and present any mitigating circumstances. The Personnel Officer will consider the employee’s presentation before issuing the disciplinary action. The employee’s failure to attend the conference, or to deliver a written response by the date specified in the *Skelly* notice, is a waiver of the right to respond, and the intended disciplinary action will be imposed on the date specified in the *Skelly* notice.
- (c) **Final Notice of Discipline:** After the *Skelly* conference and/or timely receipt of the employee’s written response, the Personnel Officer will do one of the following:
- (1) Take no disciplinary action;
 - (2) Modify the intended discipline; or,
 - (3) Impose the intended disciplinary action.
- In any case, the Personnel Officer will provide the employee with a notice that contains the following:
- (4) The level of discipline, if any, to be imposed and the effective date of the discipline;

- (5) The specific charges upon which the discipline is based;
 - (6) A summary of the facts that show that the elements of each charge at issue in the intended discipline;
 - (7) A copy of all materials upon which the discipline is based; and,
 - (8) A reference to the employee's appeal right and deadline to appeal.
- (d) **Delivery of the Final Notice of Discipline:** The final notice of discipline will be sent by mail method that verifies delivery to the last known address of the employee or delivered to the employee in person. If the notice is not deliverable because the employee has moved without notifying the District or the employee refuses to accept delivery, the effective date of discipline will be the date the post office or delivery service attempted delivery.

Section 5. Discipline Appeal Procedures

The following appeal procedures only apply to the District's for-cause employees. The following appeal procedures apply only to suspension without pay, demotion, reduction in pay, or dismissal.

- (a) **Request for Appeal Hearing:** An employee may submit a written request for appeal to the Personnel Officer within 15 calendar days from: (1) receipt of the final notice of discipline; or, (2) the date of attempted delivery by the post office or delivery service of the notice to the last known address of the employee. Failure to file a timely written request for an appeal waives the right to an appeal hearing and any appeal of the discipline.
- (b) **Appeal Hearing Officer:** The appeal hearing officer shall be the General Manager, or an individual designated by the General Manager who is selected through the State Mediation and Conciliation Service ("SMCS"). Whether to designate another individual shall be at the General Manager's sole discretion.
- (c) **Date and Time of the Appeal Hearing:** Once the appeal hearing officer has been designated, the Personnel Officer will set a date for an appeal hearing. The employee shall be notified in writing at least 21 calendar days prior to the scheduled date of the hearing.
- (d) **Prehearing Notice of Witnesses and Evidence:** No later than ten calendar days before the hearing date, each party will provide the other and the appeal hearing officer a list of all witnesses to be called (except rebuttal witnesses), and a copy of all evidence (except rebuttal evidence) to be submitted at the hearing. The District will use numbers to identify its evidence; the employee will use alphabet letters. Neither party will be permitted to call any witness or evidence that has not been listed, unless that party can show that the party could not have reasonably anticipated the need for the witness or exhibit.
- (e) **Subpoenas:** Upon the request of either party and upon their own motion, the appeal hearing officer will issue subpoenas to compel attendance at the appeal hearing. Each party is responsible for serving their or its own subpoenas. District employees who are

subpoenaed to testify during working hours will be released with pay to appear at the hearing. District employees who are subpoenaed to testify during non-working hours will be compensated for the time they actually spend testifying.

- (f) **Continuances:** The appeal hearing officer may continue a scheduled hearing only upon showing good cause.
- (g) **Record of the Appeal Hearing:** The hearing shall be recorded, either electronically or by a court reporter, at the option of the District. If the District orders a transcript or makes a transcript of the recording, the District will notify the employee within three days of ordering or making the transcript and will provide a copy of the transcript to the employee upon receipt of the cost of duplication.
- (h) **Employee Appearance:** The employee must appear personally before the appeal hearing officer at the time and place set for the hearing. The employee may be represented by any person they may select.
- (i) **Conduct of the Hearing:**
 - (1) **Sworn Testimony:** All witnesses shall be sworn in prior to testifying. The appeal hearing officer or court reporter shall request each witness to raise their hand and respond to the following: "Do you swear that the testimony that you are about to give is the truth, the whole truth, and nothing but the truth?"
 - (2) **Evidence:** Hearings need not be conducted according to technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner that the appeal hearing officer decides is the most conducive to determining the truth. The rules dealing with privileges shall be effective to the same extent that they are recognized in civil actions. Irrelevant or unduly repetitious evidence may be excluded. The appeal hearing officer shall determine the relevance, weight, and credibility of testimony and evidence.
 - (3) **Exclusion of Witnesses:** During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing.
 - (4) **Burden of Proof:** The District has the burden of proof by the preponderance of the evidence.
 - (5) **Authority of Appeal Hearing Officer:** The appeal hearing officer shall not have the power to alter, amend, change, add to, or subtract from any of the terms of these Policies.
 - (6) **Professionalism:** All parties and their attorneys or representatives shall not, by written submission or oral presentation, disparage the intelligence, ethics, morals, integrity, or personal behavior of their adversaries or the appeal hearing officer.
- (j) **Presentation of the Case:** The parties will address their remarks, evidence, and objections to the appeal hearing officer. The appeal hearing officer may terminate argument at any

time and issue a ruling regarding an objection or any other matter. The appeal hearing officer may limit redundant or irrelevant testimony, or directly question the witness. The hearing will proceed in the following order unless the appeal hearing officer directs otherwise:

- (1) The District is permitted to make an opening statement;
 - (2) The employee is permitted to make an opening statement;
 - (3) The District will produce its evidence;
 - (4) The employee will produce their evidence;
 - (5) The District, followed by the employee, may present rebuttal evidence; and,
 - (6) Oral closing arguments of no more than 20 minutes may be permitted at the discretion of the appeal hearing officer. The District argues first, the employee argues second, and if the District reserved a portion of its time for rebuttal, the District may present a rebuttal.
- (k) **Written Briefs:** Either party may request to submit a written brief and/or a draft decision. The appeal hearing officer will determine whether to allow written briefs or draft decisions, the deadline for submitting briefs, and the page limit for briefs.
- (l) **Appeal Hearing Officer's Recommended Decision:** Within 60 days of the conclusion of the hearing, the appeal hearing officer shall make written findings and a recommended decision as to the discipline. The Board of Directors shall review the findings and recommendations of the appeal hearing officer and may then affirm, revoke, or modify the findings, recommendations, or disciplinary action taken. The decision of the Board is final. There is no process for reconsideration.
- (m) **Proof of Service of the Written Findings and Decision:** The District will mail a copy of the final written findings and decision, along with a proof of service of mailing that confirms that each of the parties and each of the parties' representatives were mailed the final written findings and decision. It shall be the responsibility of the employee to inform the District of their address. A copy of the decision shall also be provided to the Personnel Officer.

DIVISION XXII. GRIEVANCES

Section 1. Purpose of Grievance Procedure

The grievance procedures set forth herein are designed to resolve grievances informally and to provide a prompt and orderly procedure for doing so.

Section 2. Definition of a Grievance

A grievance is an alleged violation of a specific provision of these Policies that adversely affects the employee and that contains all of the information listed in the “Statement of the Grievance” below. The following procedure applies to all District employees, unless the employee is covered by an alternative grievance procedure set forth in a memorandum of understanding, another dispute resolution procedure applies to the dispute, or a discipline Policy and Procedure applies. The grievance procedure cannot be utilized to challenge the content of a performance evaluation or disciplinary action.

Section 3. Statement of the Grievance

A concern is not a grievance unless the affected employee is able to state each of the following:

- (a) The date of the alleged violation;
- (b) The specific provision(s) of these Policies that were allegedly violated;
- (c) A description of all facts regarding how the alleged violation occurred; and,
- (d) A list of all persons who are witnesses or are involved.

A Statement of the Grievance must be signed by the employee filing the grievance to certify that it is filed in good faith.

Section 4. Timelines

Failure of the District to comply with the time limits of the grievance procedures allows the grievant to appeal to the next level of review. Failure of the grievant to comply with the time limits of the grievance procedures constitutes settlement and resolution of the grievance on the basis of the last disposition. The parties may extend time limits by mutual written agreement in advance of a deadline.

Section 5. Procedures

- (a) **Step I – Informal Resolution with Supervisor:** The employee must first work in good faith to resolve the grievance informally through discussion with their immediate supervisor no later than five calendar days after the grievant first became aware of the facts or circumstances resulting in the filing of the grievance. The supervisor will respond in writing within five calendar days after the date of this discussion.
- (b) **Step II – Personnel Officer:** If the employee believes that the grievance has not been resolved through Step I, the employee may submit a written Statement of the Grievance

to the Personnel Officer. The employee must submit the Statement of the Grievance within 20 calendar days after the grievant first became aware of the facts or circumstances resulting in the filing of the grievance. The Personnel Officer shall consider the information presented, discuss the grievance with the grievant, and/or investigate as they deem appropriate, and shall, within 14 calendar days of receipt of the written Statement of the Grievance, submit their decision in writing to the grievant.

- (c) **Step III – Appeal:** If the employee believes that the grievance has not been resolved through Step II, the employee may appeal the grievance decision of the Personnel Officer to the Board of Directors. Such appeal must be filed within 14 calendar days of the date of the Personnel Officer’s written decision.
- (d) Within 14 calendar days after the date of filing, or as soon thereafter as the District deems practicable, a quorum of the Board shall convene to discuss the grievance with the aggrieved employee and, if applicable, their representative. The Board has discretion to hear such evidence or review such documents as it deems appropriate. However, nothing in this section shall be construed as requiring a formal evidentiary hearing before the Board.
- (e) Within 14 calendar days after meeting on the appeal, the Board shall issue a written decision concerning the employee’s appeal. The decision of the Board of Directors shall be final and binding.

DIVISION XXIII. LIMITATIONS ON OUTSIDE EMPLOYMENT

Section 1. No Outside Employment Without Prior Approval

An employee shall not engage in any paid or self-employment, activity, or enterprise which is inconsistent, incompatible, or in conflict with their District duties, functions, responsibilities, or that of the department in which they are employed at the District. In order to avoid perceived or actual conflicts of interest that may arise from outside employment, all employees must obtain written approval from the General Manager prior to undertaking any outside employment as described in this Policy.

Section 2. Authorization and Appeal

- (a) **Written Request:** Any employee who wants to undertake a paid outside employment, activity, or enterprise must submit a written request to their department head. The written request must include: (1) the work hours and/or time required; (2) job title or the nature of the activity; (3) the work location; (4) and the supervisor, manager and name of the employer or activity. (See the District's Administrative Procedures.)
- (b) **Analysis and Decision:** The General Manager will determine if the outside employment, activity, or enterprise is compatible with the employee's employment at the District. If the General Manager determines such activity is compatible, or would be if any conditions or restrictions applied, they will authorize the activity and specify the conditions/restrictions in writing, give the employee the outside employment authorization, and place a copy of the written authorization in the employee's personnel file.
- (c) **One Year Authorization:** An outside employment authorization is valid only up to one year. Should the employee continue the outside employment, activity, or enterprise for a longer duration, they must make another request following the process in this Policy.
- (d) **Appeal:** If the General Manager denies an employee's outside employment request, the employee may submit a written notice of appeal to the Board within 10 days after the date of the denial. The Board will consider the appeal within 14 days after receipt of the appeal or as soon thereafter as a Board meeting can be convened. The decision of the Board will be final.

Section 3. Prohibited Outside Activities

An employee's outside employment, activity, or enterprise may be prohibited if it:

- (a) Involves the use for private gain or advantage of District time, facilities, equipment, and supplies, or the badge, uniform, prestige, or influence of the District or employment at the District;
- (b) Involves receipt or acceptance by the employee of any money or other consideration from anyone other than the District for the performance of an act which the employee would be required or expected to render in the regular course of their District employment;

- (c) Involves the performance of an act in other than their capacity as a District employee which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement by such employee or the department by which they are employed; or,
- (d) Involves time demands that would render the employee's performance of their regular District employment less efficient or dangerous to the employee.

Section 4. Changes in Outside Employment Status

The employee must promptly report in writing to the General Manager any of the following changes that may occur during the year of an authorized outside employment: the outside employment ends; the outside employer changes; or, the authorized employment changes as to the number of work hours, location, or types of duties.

Section 5. Revocation/Suspension of Outside Employment Authorization

Any outside employment authorization may be revoked or suspended under the circumstances listed below. An employee may appeal the revocation or suspension as provided in this Policy.

- (a) The employee's work performance declines; or,
- (b) An employee's conduct or outside employment conflicts with the conditions of the outside work authorization or is incompatible with the employee's work for the District.

Section 6. Use of District Equipment Prohibited

Under no circumstances may an employee use any District equipment, vehicles, tools, supplies, machines, or any other item that is District property while the employee is engaged in any outside employment, activity, or enterprise.

DIVISION XXIV. LIMITATIONS ON POLITICAL ACTIVITY**Section 1. No Solicitation During Work Hours or in District Offices**

District employees or officers may not solicit or receive political funds or contributions to promote the passage or defeat of any ballot measure that would affect working conditions during the working hours of its officers and employees, or in District offices.

Section 2. No Targeted Solicitation of District Officers or Employees

Officers or employees of the District, or candidates for elective office of the District, may not directly or indirectly solicit political contributions from other officers or employees of the District unless the solicitation is part of a solicitation made to a significant segment of the public which may incidentally include officers from and employees of the District.

Section 3. No Political Activity in Uniform

No District employee or official shall participate in political activities of any kind while in a District uniform or other District-issued clothing.

Section 4. No Political Activity on District Property or During Work Hours

District employees and officials are prohibited from engaging in political activity during working hours or on District property.

DIVISION XXV. DISTRICT EQUIPMENT AND RESOURCES

Section 1. Policy and Applicability

District equipment and resources may only be used to conduct District business, except for incidental personal use that is consistent with this Policy. As a result, District equipment and resources are non-public forums. Every District employee is required to adhere to this Policy.

Section 2. District Equipment or Resources

District equipment or resources is any District-owned or supplied item or resource, including, but not limited to: intellectual property (e.g., photographs, plans, drawings, formulas, customer lists, designs), vehicles, telephones, cell phones, pagers, tools, machines, supplies, copy machines, facsimile machines, desks, office equipment, computers (including hardware and software), file cabinets, lockers, Wi-Fi, internet, intranet, District network, data systems, routers, voice mail, servers, and email or voice mail communications stored in or transmitted through District electronic resources or equipment.

Section 3. No Expectation of Privacy

The District periodically and without prior notice, monitors, reviews, accesses, or retrieves data from its equipment or resources, including electronic communications and content contained in or transmitted through District networks or electronic resources. District employees must provide the District with the employee's username or password for any District issued equipment or resource. The existence of passwords or delete functions does not restrict the District's access. As a result, District employees have no expectation of privacy in their use of any District equipment or resources. (See Appendix A to these Policies.)

Section 4. Appropriate Use Only – No Misuse

Employees may only use District equipment or resources in compliance with District Policies. Except as authorized by this Policy, employees are expected to avoid any use or communication which is unrelated to District business, destructive, wasteful, or illegal. The District has discretion to restrict or rescind employee access to District equipment or resources. The following are examples of misuse of District equipment or resources:

- (a) Any use that violates applicable law and/or District policies, rules, or procedures;
- (b) Exposing others to material which is offensive, harassing, obscene, or in poor taste. This includes information which could create an intimidating, offensive, or hostile work environment;
- (c) Any use that may create or further a hostile attitude or give offense on the basis of race, color, religion, sex, gender, gender expression, gender identity, national origin, ancestry, citizenship, age, marital status, physical or mental disability, medical condition, genetic information, sexual orientation, veteran status, or any other basis protected by law;

- (d) Communication of confidential District information to unauthorized individuals within or outside of the District;
- (e) Unauthorized attempts to access or use District data or break into any District or non-District system;
- (f) Theft or unauthorized transmission or copying of paper or electronic files or data;
- (g) Initiating or sustaining chain/spam letters, e-mail, or other unauthorized mass communication;
- (h) Misrepresentation of one's identity for improper or illegal purposes;
- (i) Personal commercial or business activities (e.g., "for sale" notices, personal ads, etc.);
- (j) Transmitting/accessing obscene material and/or pornography;
- (k) Commercial transactions conducted electronically on the internet (e-commerce);
- (l) Online gambling;
- (m) Installing or downloading unauthorized software or equipment;
- (n) Violating terms of software licensing agreements;
- (o) Using District equipment or resources to access and/or use dating web resources, personal social media, or games of any type;
- (p) Any unauthorized access to District equipment or resources, including: using keys or key cards; using or disclosing the username or password of another person or employee to gain access to their email or other electronic resources; or, making District equipment or resources available to others who would otherwise have no authorized access; and,
- (q) Using District equipment or resources to speak on the District's behalf without authorization.

Section 5. District Email Address Must be Used for District Business

The District's email system is an official communication tool for District business. The District establishes and assigns official email addresses to each employee as the District deems necessary. Employees must send all District communications that are sent via email to and from their official District email address. Employees are prohibited from using their private email address (e.g., Gmail, Yahoo, MSN/Hotmail, etc.) when communicating District business via email. Should an email related to District business be sent to an employee's personal email account, the email should be immediately forwarded to the employee's District email account and responded to accordingly.

Section 6. Incidental Personal Use of District Communications Equipment Permitted

Employees may use District telephones, cell phones, internet access, and e-mail for incidental personal communications provided that the use:

- (a) Is kept to a minimum and limited to break times or non-working hours;
- (b) Does not interfere or conflict with District operations or the work performance of any District employees;
- (c) Allows the employee to more efficiently perform District work;
- (d) Is not abusive, illegal, inappropriate, or prohibited by this Policy (for example, no social media use, no electronic dating, no gaming); and,
- (e) Clearly indicates it is for personal use and does not indicate or imply District sponsorship or endorsement.

Section 7. Use of District Property for Personal Use

Use of District property and/or equipment for personal use is not permitted without specific written approval of the General Manager or their designee.

The District has a procedure for storage of personal items on District property which is only available to District employees. The Employee Request to Store Personal Items on District Property form is to be used for requesting use of District property for storage (see the District's Administrative Procedures). This request form contains additional guidelines and requirements for an employee wishing to store personal items on District property.

DIVISION XXVI. POLICY AGAINST VIOLENCE IN THE WORKPLACE

Section 1. Safe and Secure Workplace

The District is committed to providing a safe and secure workplace and will not tolerate acts or threats of violence in the workplace. The workplace includes any location where District business is conducted, including vehicles and parking lots. Any violation of this Policy may lead to criminal prosecution, and/or disciplinary action, up to and including termination.

Section 2. Prohibited Behavior

Employees are prohibited from participating in or promoting acts of intimidation, violence, threats, coercion, assault, and/or abusive behavior toward any person while in the course of District employment. The District has zero tolerance for any conduct that references workplace violence, even if it was intended to be harmless, humorous, a prank, blowing off steam, or venting.

Section 3. "Workplace Violence" Defined

"Workplace violence" is defined as any conduct that causes an individual to reasonably fear for their personal safety or the safety of their family, friends, and/or property. Specific examples of workplace violence include, but are not limited to, the following:

- (a) Threats or acts of physical harm directed toward an individual or their family, friends, associates, or property;
- (b) The destruction of, or threat of destruction of District property or another employee's property;
- (c) Fighting, challenging another person to fight, or participating in dangerous or threatening horseplay;
- (d) Striking, punching, slapping, or assaulting another person;
- (e) Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise;
- (f) Harassing or threatening phone calls;
- (g) Surveillance;
- (h) Stalking; and,
- (i) Possessing a weapon(s) during work hours unless the District issues the weapon(s) for performance of the job. "Weapon" is defined as a firearm, chemical agent, club or baton, knife, or any other device, tool, or implement that can cause bodily harm if used as a weapon or displayed in such a manner to cause harm or threaten a person with harm.

Section 4. Incident Reporting Procedures

- (a) Employees must immediately report to their supervisor or department head whether they have been a victim of, or have witnessed, workplace violence. The supervisor or department head will immediately report the matter to the Personnel Officer.
- (b) The Personnel Officer or designee will document the incident, including the employee names(s), date/time, location, incident description, witness names and statements, description of unidentified parties, description of the act(s) and/or behavior arising from the incident, action taken, and provide any other relevant information regarding the incident.
- (c) The Personnel Officer or designee will take appropriate steps to provide security, such as:
 - (1) Placing the employee alleged to have engaged in workplace violence on administrative leave, pending investigation;
 - (2) Asking any threatening or potentially violent person to leave the site; or,
 - (3) Immediately contacting an appropriate law enforcement agency.

Section 5. Investigation

The Personnel Officer will see that reported violations of this Policy are investigated as necessary.

Section 6. Prevention

Each department head has authority to enforce this Policy by:

- (a) Training supervisors and subordinates about their responsibilities under this Policy;
- (b) Assuring that reports of workplace violence are accurately and timely documented and addressed;
- (c) Notifying the Personnel Officer and/or law enforcement authorities of any incidents;
- (d) Making all reasonable efforts to maintain a safe and secure workplace; and,
- (e) Maintaining records and follow up actions as to reports of workplace violence.

DIVISION XXVII. DRUG- AND ALCOHOL-FREE WORKPLACE POLICY

Section 1. Purpose and Scope

The purpose of this Policy is to promote a drug- and alcohol-free workplace and to eliminate drug- and alcohol-related inefficiencies and risks. This Policy applies to all District employees, whether they are on District property, or they are performing District-related business elsewhere, except as this Policy is superseded by a memorandum of understanding or federally mandated drug and alcohol policies. Compliance with this Policy is a condition of employment. Disciplinary action will be taken against those who violate this Policy.

Section 2. Drug- and Alcohol-Free Awareness Program

The District's employee assistance provider offers counseling and treatment of drug- or alcohol-related problems. The employee assistance provider has information about: (a) the dangers of drug or alcohol abuse in the workplace; (b) the penalties that may be imposed for drug or alcohol abuse violations; and, (c) any available drug or alcohol counseling, rehabilitation, or employee assistance programs.

Section 3. Prohibited Conduct

- (a) The manufacture, distribution, sale, dispensation, possession, or use of any controlled substance, narcotic (including marijuana), or prescription drug that has not been lawfully prescribed to the employee in either District workplaces or wherever District business is performed.
- (b) Working or being subject to call in if impaired by alcohol or any controlled substance, narcotic (including marijuana), or prescription drug that has not been lawfully prescribed to the employee.
- (c) An employee's failure to notify their supervisor or department head before beginning work when taking medications or drugs, including but not limited to: prescription drugs; over the counter medications; or, illegal drugs or narcotics (including marijuana) which could interfere with the safe and effective performance of duties or operation of District equipment.
- (d) An employee's criminal conviction for a drug violation that occurred in the workplace.
- (e) An employee's failure to notify their supervisor or department head of any criminal conviction for a drug violation that occurred in the workplace within five days after such conviction.

Section 4. Drug and Alcohol Testing

The District has discretion to test applicants and employees for alcohol and drug use under the following circumstances. The District will use an outside laboratory to perform all testing.

- (a) **Pre-Employment Testing for External Applicants for Certain Jobs:** Those external applicants who apply for certain jobs where a special need for pre-employment drug and/or alcohol testing exists must take and pass a drug and/or alcohol test following a conditional offer of employment. The categories of jobs subject to pre-employment drug and/or alcohol testing include safety sensitive jobs that have public safety implications, such as employees operating heavy machinery.
- (b) **Reasonable Suspicion Testing:** The District may require a blood test, urinalysis, or other drug and/or alcohol screening where there is a reasonable suspicion that an employee is using or under the influence of a drug or alcohol at work.
- (1) “Reasonable suspicion” to test exists if, based on objective factors, a reasonable person would believe that the employee is under the influence of drugs or alcohol at work. Examples of objective factors, include, but are not limited to: unusual behavior; slurred or altered speech; body odor; red or watery eyes; unkempt appearance; unsteady gait; lack of coordination; sleeping on the job; a pattern of abnormal or erratic behavior; a verbal or physical altercation; puncture marks or sores on skin; runny nose; dry mouth; dilated or constricted pupils; agitation; hostility; confused or incoherent behavior; paranoia; euphoria; disorientation; inappropriate wearing of sunglasses; tremors; or, other evidence of recent drug or alcohol use. If the District suspects drugs or alcohol may have played a role in an accident involving District property or equipment, that will also constitute reasonable suspicion.
- (2) **Document and Analysis:** In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion in writing and analyze the matter with the department head or Personnel Services. Any reasonable suspicion testing must be pre-approved by the Personnel Officer.
- (3) **Testing Protocol:** If the documentation and analysis show that there is a reasonable suspicion of drug or alcohol abuse at work, and the Personnel Officer has approved, the employee will be relieved from duty, transported to the testing facility and to their home after the test. The employee will be placed on sick or other paid leave until the test results are received.

DIVISION XXVIII. DRUG AND ALCOHOL TESTING POLICY FOR OPERATORS OF COMMERCIAL MOTOR VEHICLES

Section 1. Background and Purpose

- (a) Regulations adopted by the United States Department of Transportation, Federal Highway Administration (“FHWA”) require employers who operate commercial motor vehicles (“CMVs”) to implement drug and alcohol testing policies. (See 49 CFR part 382, incorporated herein by reference. A copy of these regulations is available on request from Personnel Services.)
- (b) The District operates CMVs within the meaning of 49 CFR part 382. (See 49 CFR section 382.107.)
- (c) The purpose of this Drug and Alcohol Testing Policy for Operators of Commercial Motor Vehicles (“Policy”) is to comply with the FHWA regulations in order to prevent accidents and injuries resulting from the misuse of alcohol or use of drugs by District employees who operate CMVs. If this Policy is not in compliance with FHWA regulations in any respect, the regulations supersede the non-compliant provision of this Policy.

Section 2. Scope

- (a) This Policy shall incorporate the definitions of words and phrases set forth in 49 CFR section 382.107.
- (b) This Policy shall apply to District employees that possess a commercial driver license (either Class A or Class B) as required by the minimum qualifications of their job classification, which involve operating CMVs and the performance of other safety-sensitive functions with regard to operation of CMVs for the District (“covered employees”).
- (c) Safety-sensitive functions performed for the District include, but are not limited to, the following activities: (1) driving a CMV; (2) riding in a CMV; (3) assisting, supervising, or attending the loading or unloading of a CMV; (4) inspecting, servicing, repairing, or conditioning a CMV; (5) remaining on duty while waiting to operate a CMV; and, (6) repairing, obtaining assistance, or remaining in attendance upon a disabled CMV. (See 49 CFR sections 382.107 and 395.2, subs. (1) – (7).)
- (d) To the extent that this Policy applies to a covered employee performing safety-sensitive functions with regard to operation of CMVs for the District, any other District Policies governing drugs and alcohol in the workplace do not apply.

Section 3. Prohibited Conduct

- (a) Covered employees shall not engage in, and the District shall not knowingly permit a covered employee to engage in, the following conduct:

- (1) Driving a CMV or performing other CMV safety-sensitive functions for the District while the covered employee has a breath alcohol concentration of 0.04 or greater. (See 49 CFR section 382.201.)
 - (2) Driving a CMV or performing other CMV safety-sensitive functions for the District while in possession of alcohol, while using alcohol, or within four hours after using alcohol. (See 49 CFR sections 382.205 and 382.207.)
 - (3) Using alcohol within eight hours following a CMV accident for which a post-accident alcohol test is required, if a post-accident test has not been administered. (See CFR section 382.209.)
 - (4) Driving a CMV or performing other CMV safety-sensitive functions for the District when using any drug (except for drugs prescribed by the covered employee's physician as safe for use while operating a CMV) or when the covered employee has tested positive for drugs. (See 49 CFR sections 382.213 and 382.215.)
 - (5) Refusing to submit to a test for drugs and/or alcohol required under this Policy by failing to provide enough breath or urine sample for testing or by otherwise obstructing the testing process. (See 49 CFR sections 382.107 and 382.211.)
- (b) Any covered employee who engages in conduct prohibited by this Policy shall be removed from duties involving driving a CMV and other CMV safety-sensitive functions. The covered employee may also be required to undergo alcohol/drug abuse evaluation and treatment at the covered employee's sole expense, and may be subject to employee discipline, up to and including termination. (See 49 CFR sections 382.501 and 382.605, subd. (b) – (e).)
- (c) Any covered employee found to have a breath alcohol concentration between 0.02 and 0.04 shall be prohibited from driving a CMV and performing other CMV safety-sensitive functions until the covered employee's next shift that is not less than 24 hours after the alcohol test. (See 49 CFR section 382.505, subd. (a).)

Section 4. Mandatory Drug and Alcohol Tests

- (a) Every covered employee shall take all tests for drugs and/or alcohol administered by the District and its agents pursuant to 49 CFR part 382. These tests for drugs and/or alcohol shall be administered under the following circumstances:
- (1) **Pre-Employment Testing.** Before the covered employee first operates a CMV or performs other CMV safety-sensitive functions for the District, the covered employee shall undergo testing for drugs and/or alcohol in accordance with 49 CFR section 382.301.
 - (2) **Post-Accident Testing.** As soon as practicable following an accident involving the District's CMV, a covered employee, upon notice from the District, shall take a test for alcohol and/or drugs in accordance with 49 CFR section 382.303 if: (a) the accident

- involved a fatality; (b) one or more motor vehicles are towed from the scene or in which someone is treated medically away from the scene *and* a citation is issued to the covered employee.
- (3) **Random Testing.** Subject to the minimum annual percentage rates for alcohol testing set by the Administrator of the FHWA, a covered employee, upon notice from the District, shall take random tests for drugs and/or alcohol in accordance with 49 CFR section 382.305.
- (4) **Reasonable-Suspicion Testing.** A covered employee, upon notice from the District, shall take a test for drugs and/or alcohol in accordance with 49 CFR section 382.307 if, based upon observations of a trained supervisor, there is a reasonable suspicion that the covered employee has violated this Policy (except in cases of suspected possession of alcohol) and the trained supervisor concludes testing is appropriate.
- (5) **Return-To-Duty-Testing.** If a covered employee violates the provisions of this Policy, the covered employee, upon notice from the District, shall take a test for drugs and/or alcohol in accordance with 49 CFR section 382.309 before returning to duties involving driving a CMV or other CMV safety-sensitive functions.
- (6) **Follow-up Testing.** A covered employee who has violated this Policy shall take unannounced tests for drugs and/or alcohol, as directed by the District's substance abuse professional, in accordance with 49 CFR section 382.311.
- (b) The District will retain an outside drug and alcohol testing service to administer and evaluate the District's tests for drugs and alcohol under 49 CFR part 382 and this Policy. In administering and evaluating the District's tests for drugs and alcohol, the outside service will comply with all requirements set forth in 49 CFR part 40 regarding procedures for drug and alcohol detection and for evaluation of test results. (See 49 CFR section 382.105.)

Section 5. Other Duties of the District

- (a) The District shall ensure that all drug and/or alcohol testing conducted pursuant to this Policy complies with the requirements set forth in 49 CFR part 40. (See 49 CFR section 382.105.)
- (b) The District shall prepare, maintain, and release records regarding the District's implementation of this Policy in accordance with 49 CFR sections 382.401 through 382.413.
- (c) The District shall advise covered employees who violate this Policy of resources available for evaluating and resolving drug and alcohol problems. (See 49 CFR section 382.605, subd (a).)
- (d) The District shall distribute a copy of this Policy to all covered employees as the educational materials describing the requirements and procedures associated with the

District's implementation of 49 CFR part 382. The District shall require every covered employee to sign a statement certifying that they received a copy of this Policy. (See 49 CFR section 382.601.)

- (e) Upon request, the District shall provide to a covered employee available information concerning the effects of alcohol and controlled substance use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the covered employee's or a coworker's); and, available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to any employee assistance program.
- (f) For further information regarding this Policy, or for information regarding symptoms, effects, and methods of intervention and treatment of drug and alcohol problems, please contact the Personnel Officer.

DIVISION XXIX. SMOKE-FREE WORKPLACE POLICY**Section 1. Purpose and Policy**

The purpose of the District's Smoke-Free Workplace Policy is to provide District employees with a smoke-free environment and to promote a high level of health and fitness. In recognizing the health issues of smoking and second-hand smoke, the District supports a Policy of restrictions on smoking in and adjacent to District buildings and working areas and wishes to maintain all of its working areas smoke-free.

Section 2. Scope

This Policy shall apply to all District employees, elected or appointed officials, interns, volunteers, contractors, and any other visitors.

Section 3. Smoking Rules

- (a) Smoking is prohibited in all District buildings.
- (b) Smoking is allowed outside of District buildings only in areas at least 50 feet from doors, windows, or venting areas of District buildings.
- (c) Smoking is prohibited in all District vehicles and equipment.
- (d) Smokers on an offsite District jobsite must be courteous to non-smokers and step away from the work area and down-wind for a smoke break.
- (e) If, on an offsite District jobsite, smoking or second-hand smoke bothers someone or drifts into an area of non-smokers or otherwise cannot be controlled, then the smoking must be discontinued.

Section 4. Violations of Smoking Rules

District employees violating the smoking rules contained in this Policy may be subject to disciplinary action

DIVISION XXX. MISCELLANEOUS POLICIES

Section 1. Personnel Files

- (a) **Confidential Personnel Files:** The District maintains a personnel file on each employee. Files are kept for at least three years after separation of employment. A personnel file will contain only material that the District deems necessary and relevant or that is required by law. Personnel files are the property of the District, and access to the information they contain is restricted to protect employee privacy interests.
- (b) **Notification of Changes:** Each employee is responsible to promptly notify Personnel Services of any changes in their contact and benefits information, including: mailing address; telephone number; persons to contact in emergency; and, number and names of dependents.
- (c) **Access to Applicant or Employee Medical Information:** All medical information about an employee or applicant is kept in separate medical files and is treated as confidential. Access to employee or applicant medical information shall be strictly limited to only those with a legitimate need to have such information for District business reasons, or if access is required by law, subpoena, or court order. In the case of an employee with a disability, managers and supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.

Section 2. Employee Access to Personnel File

- (a) **Inspection of File:** A current employee may inspect their own personnel file, at reasonable times and at reasonable intervals, within 30 calendar days of a written request. A former employee is entitled to inspect their personnel records one time per year. A current or former employee and/or their representative, who wishes to review their personnel file should make a written request to Personnel Services. The inspection must occur in the presence of the Personnel Officer or designee and: (1) at a location where the employee works and at a time other than the employee's work time; or, (2) at another agreed upon location without loss of compensation to the employee.
- (b) **Copies:** A current or former employee is entitled to receive a copy of their personnel records within 30 calendar days after the employer receives a written request. A current or former employee who wishes to receive such a copy should contact Personnel Services in writing. The District may charge a fee for the actual cost of copying.
- (c) **Representative's Inspection:** If the current or former employee wishes to have another person and/or representative inspect their personnel file, they must provide the person and/or representative with written authorization. Personnel Services will notify the employee and/or representative of the date, time, and place of the inspection in writing.
- (d) **No Removal of File Documents:** No person inspecting a personnel file is permitted to add or remove any document or other item to/from the personnel file.

Section 3. Limitations on Access or Copying of Personnel File

Prior to making a copy of personnel records or allowing inspection, the District may redact the names of nonsupervisory employees. Under no circumstances will the District provide access or copying of the following categories of personnel file documents: records relating to the investigation of a possible criminal offense; letters of reference; ratings, reports, or records that were obtained prior to employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination.

Section 4. Public Relations

All employees shall conduct themselves in a manner that will reflect creditably on the District. In dealing with the public, all employees will be polite and helpful.

Section 5. Restrictions on Representations by Employees

No employee shall have any right or authority to make any representation to members of the public or others with whom the District has contracted or is obligated to provide services that would make or tend to make the District legally responsible for any action, omission or event causing injury, financial loss, damage, or inconvenience to any person or property. All such inquiries shall be referred to the Personnel Officer.

Section 6. Appearance Standards and Dress Code

The following appearance standards are designed to promote the District's legitimate and non-discriminatory goals to promote workplace safety and a professional image that is consistent with the employee's job duties and level of public contact.

- (a) **Dress Code:** Employees are required to dress appropriately for the jobs they are performing. The following dress code regulations shall apply to all District employees. If an employee has questions about how these standards apply to them, the matter should be immediately raised with their supervisor for consideration and determination:
- (1) All clothing and footwear must be neat, clean, in good repair, and appropriate for the work environment and functions performed;
 - (2) Prescribed uniforms and safety equipment must be worn;
 - (3) Hair must be neat, clean and well-groomed;
 - (4) Beards, mustaches, and sideburns must be maintained in neat and well-groomed fashion;
 - (5) Jewelry that does not pierce the skin is acceptable except where it constitutes a health or safety hazard;
 - (6) Good personal hygiene is required; and,

- (7) Dress must be professionally appropriate to the work setting, particularly if the employee has contact with the public at work.
- (b) **Piercing:** Employees are expected to project a professional appearance while at work and not endanger themselves or others with excessive body piercing. If an employee has questions about how these standards apply to them, the matter should be immediately raised with their supervisor for consideration and determination.
- (1) No objects, articles, jewelry, or ornamentation of any kind shall be attached to or through the skin if visible on any body part including the tongue or any part of the mouth except that one set of reasonably sized pierced earrings may be worn in each lobe;
- (2) Any non-conforming piercing shall be removed, covered with a bandage, or replaced with a clear, plastic spacer.

APPENDIX A

**ACKNOWLEDGEMENT OF RECEIPT OF
PERSONNEL POLICY MANUAL**

I hereby acknowledge that I have received a copy of the Mammoth Community Water District’s Personnel Policy Manual and understand that it contains important information on the District’s general personnel policies and on my privileges and obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to the District’s policies, and that my continued employment with the District is contingent on my agreement to do so. I will familiarize myself with the Personnel Policy Manual and understand that I am governed by the contents of the Personnel Policy Manual, as amended from time to time.

Employee’s Name (printed)

Employee’s Signature

Date

CONSENT FORM

I understand that the District provides lockers, desks, and other storage spaces for the convenience and use its employees during work. Although I may have a personal lock on these areas (e.g., locker), I understand that these spaces are and shall remain the sole property of the District and that the District reserves the right to open and inspect them, as well as any contents, effects, or articles in them, at any time with or without advance notice or my further consent. Such an inspection may be conducted during or after my working hours by a supervisor, department head, Personnel Officer, or any security personnel designated by the District. I understand that, if asked, I will cooperate with the District or its designated representative in connection with any such inspection and hereby consent to such inspections.

I declare that I have read this agreement, understand it, and voluntarily agree to its provisions.

Employee’s Name (printed)

Employee’s Signature

Date

Mammoth Community Water District
Employer-Employee Relations Policy



Updated: July 21, 2023

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MAMMOTH COMMUNITY WATER DISTRICT

Employer-Employee Relations Policy

Adopted: July 20, 2023

Effective: July 21, 2023

DIVISION I. GENERAL PROVISIONS

Section 1. Statement of Purpose

This Policy implements Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Sections 3500 et seq.) captioned “Local Public Employee Organizations,” (the Meyers-Milias-Brown Act [“MMBA”]) by providing orderly procedures for the administration of employer-employee relations between the Mammoth Community Water District (“District”) and its employee organizations. However, nothing contained herein shall be deemed to supersede the provisions of state law, ordinances, resolutions, and rules which establish and regulate the civil service system, or which provide for other methods of administering employer-employee relations. This Policy is intended, instead, to strengthen civil service and other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communications between employees, employee organizations, and the District.

It is the purpose of this Policy to provide procedures for meeting and conferring in good faith with Recognized Employee Organizations regarding matters that directly and significantly affect and primarily involve the wages, hours, and other terms and conditions of employment of employees in appropriate units and that are not preempted by federal or state law. However, nothing herein shall be construed to restrict any legal or inherent exclusive District rights with respect to matters of general legislative or managerial policy, which include among others: The exclusive right to determine the mission of its constituent departments, commissions, and boards; set standards of service; determine the procedures and standards of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other lawful reasons; determine the content of job classifications; subcontract work; maintain the efficiency of District operations; determine the methods, means, and personnel by which District operations are to be conducted; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

Section 2. Definitions

As used in this Policy, the following terms shall have the meanings indicated:

- (a) “Appropriate unit” means a unit of employee classes or positions, established pursuant to Division II. hereof.
- (b) “District” means the Mammoth Community Water District, and, where appropriate herein, refers to the District Board or any duly authorized District representative as herein defined.

- (c) “Confidential Employee” means an employee who, in the course of their duties, has access to confidential information relating to the District’s administration of employer-employee relations.
- (d) “Consult/Consultation in Good Faith” means to communicate orally or in writing with all effected recognized employee organizations for the purpose of presenting and obtaining views or advising of proposed actions in a good faith effort to reach a consensus; and, as distinguished from meeting and conferring in good faith regarding matters within the required scope of the meet and confer process, does not involve an exchange of proposals and counterproposals in an endeavor to reach agreement in the form of a Memorandum of Understanding, nor is it subject to Division IV. hereof.
- (e) “Day” means calendar day unless expressly stated otherwise.
- (f) “Employee Relations Officer” means the General Manager or their duly authorized representative.
- (g) “Exclusively Recognized Employee Organization” means an employee organization which has been formally acknowledged by the District as the sole employee organization representing the employees in an appropriate representation unit pursuant to Division II. hereof, having the exclusive right to meet and confer in good faith concerning statutorily required subjects pertaining to unit employees, and thereby assuming the corresponding obligation of fairly representing such employees.

Such recognition status may only be challenged by another employee organization as set forth in Division II. Section 6.

- (h) “Impasse” means that the representatives of the District and a Recognized Employee Organization have reached a point in their meeting and conferring in good faith where their differences on matters to be included in a Memorandum of Understanding, and concerning which they are required to meet and confer, remain so substantial and prolonged that further meeting and conferring would be futile.
- (i) “Management Employee” means an employee having responsibility for formulating, administering, or managing the implementation of District policies and programs.
- (j) “Proof of Employee Support” means (1) an authorization card recently signed and personally dated by an employee, provided that the card has not been subsequently revoked in writing by the employee, (2) a verified authorization petition or petitions recently signed and personally dated by an employee, or (3) employee dues deduction authorizations, using the payroll register for the period immediately prior to the date a petition is filed hereunder, except that dues deduction authorizations for more than one employee organization for the account of any one employee shall not be considered as proof of employee support for any employee organization. The only authorization which shall be considered as proof of employee support hereunder shall be the authorization last signed by an employee. The words “recently signed” shall mean within 90 days prior to the filing of such proof of support.

- (k) "Supervisory Employee" means any employee having authority, in the interest of the District, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.
- (l) Terms not defined herein shall have the meanings as set forth in the MMBA.

DIVISION II. REPRESENTATION PROCEEDINGS

Section 1. Filing of Recognition Petition by Employee Organization

An employee organization which seeks to be formally acknowledged as an Exclusively Recognized Employee Organization representing the employees in an appropriate unit shall file a petition with the Employee Relations Officer containing the following information and documentation:

- (a) Name and address of the employee organization.
- (b) Names and titles of its officers.
- (c) Names of employee organization representatives who are authorized to speak on behalf of the organization.
- (d) A statement that the employee organization has, as one of its primary purposes, the responsibility of representing employees in their employment relations with the District.
- (e) A statement whether the employee organization is a chapter of, or affiliated directly or indirectly in any manner, with a local, regional, state, national, or international organization, and, if so, the name and address of each such other organization.
- (f) Certified copies of the employee organization's constitution and bylaws.
- (g) A designation of those persons, not exceeding two in number, and their addresses, to whom notice sent by regular United States mail will be deemed sufficient notice on the employee organization for any purpose.
- (h) A statement that the employee organization has no restriction on membership based on race, color, religion, creed, sex, national origin, age, sexual orientation, mental or physical disability, or medical condition.
- (i) The job classifications or job titles of employees in the unit claimed to be appropriate and the approximate number of member employees therein.
- (j) A statement that the employee organization has in its possession proof of employee support as herein defined to establish that a majority of the employees in the unit claimed to be appropriate have designated the employee organization to represent them in their employment relations with the District. Such written proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party.
- (k) A request that the Employee Relations Officer formally acknowledge the petitioner as the Exclusively Recognized Employee Organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith.

The Petition, including the proof of employee support and all accompanying documentation, shall be declared to be true, correct, and complete, under penalty of perjury, by the duly authorized officer(s) of the employee organization executing it.

Section 2. District Response to Recognition Petition:

Upon receipt of the Petition, the Employee Relations Officer shall determine whether:

- (a) There has been compliance with the requirements of the Recognition Petition, and
- (b) The proposed representation unit is an appropriate unit in accordance with Section 9. of this Division II.

If an affirmative determination is made by the Employee Relations Officer on the foregoing two matters, they shall so inform the petitioning employee organization, shall give written notice of such request for recognition to the employees in the unit and shall take no action on said request for 30 days thereafter. If either of the foregoing matters are not affirmatively determined, the Employee Relations Officer shall offer to consult thereon with such petitioning employee organization and, if such determination thereafter remains unchanged, shall inform that organization of the reasons therefore in writing.

The petitioning employee organization may appeal such determination in accordance with Division II., Section 10. of this Policy.

Section 3. Open Period for Filing Challenging Petition

Within 30 days of the date written notice was given to affected employees that a valid recognition petition for an appropriate unit has been filed, any other employee organization may file a competing request to be formally acknowledged as the Exclusively Recognized Employee Organization of the employees in the same or in an overlapping unit (one which corresponds with respect to some, but not all the classifications or positions set forth in the recognition petition being challenged), by filing a petition evidencing proof of employee support in the unit claimed to be appropriate of at least 30 percent and otherwise in the same form and manner as set forth in Section 1. of this Division II. If such challenging petition seeks establishment of an overlapping unit, the Employee Relations Officer shall call for a hearing on such overlapping petitions for the purpose of ascertaining the more appropriate unit, at which time the petitioning employee organizations shall be heard. Thereafter, the Employee Relations Officer shall determine the appropriate unit or units in accordance with the standards in Section 7. of this Division II. The petitioning employee organizations shall have 15 days from the date notice of such unit determination is communicated to them by the Employee Relations Officer to amend their petitions to conform to such determination or to appeal such determination pursuant to Section 10. of this Division II.

Section 4. Granting Recognition Without an Election

If the Petition is in order, and the proof of support shows that a majority of the employees in the appropriate unit have designated the petitioning employee organization to represent them, and if no other employee organization filed a challenging petition, the petitioning employee organization and the Employee Relations Officer shall request the California State Mediation and Conciliation Service, or another agreed upon neutral third party, to review the count, form, accuracy, and propriety of the proof of support. If the neutral third party makes an affirmative

determination, the Employee Relations Officer shall formally acknowledge the petitioning employee organization as the Exclusive Recognized Employee Organization for the designated unit.

Section 5. Election Procedure

Where recognition is not granted pursuant to Division II., Section 4. the Employee Relations Officer shall arrange for a secret ballot election to be conducted by a party agreed to by the Employee Relations Officer and the concerned employee organization(s), in accordance with such party's rules and procedures subject to the provisions of this Policy. All employee organizations who have duly submitted petitions which have been determined to be in conformance with this DIVISION shall be included on the ballot. The ballot shall also reserve to employees the choice of representing themselves individually in their employment relations with the District. Employees entitled to vote in such election shall be those persons employed in regular permanent positions within the designated appropriate unit who were employed during the pay period immediately prior to the date which ended at least 15 days before the date the election commences, including those who did not work during such period because of illness, vacation, or other authorized leaves of absence, and who are employed by the District in the same unit on the date of the election. An employee organization shall be formally acknowledged as the Exclusively Recognized Employee Organization for the designated appropriate unit following an election or run-off election if it received a numerical majority of all valid votes cast in the election. In an election involving three or more choices, where none of the choices receives a majority of the valid votes cast, a run-off election shall be conducted between the two choices receiving the largest number of valid votes cast; the rules governing an initial election being applicable to a run-off election.

There shall be no more than one valid election under this Policy pursuant to any petition in a 12-month period affecting the same unit.

In the event that the parties are unable to agree on a third party to conduct an election, the election shall be conducted by the California State Mediation and Conciliation Service.

Costs of conducting elections shall be borne in equal shares by the District and by each employee organization appearing on the ballot.

Section 6. Procedure for Decertification of Exclusively Recognized Employee Organization

A Decertification Petition alleging that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in an established appropriate unit may be filed with the Employee Relations Officer only during the month of December of any year following the first full year of recognition or during the 30-day period commencing 120 days prior to the termination date of a Memorandum of Understanding then having been in effect less than three years, whichever occurs later. A Decertification Petition may be filed by two or more employees or their representative, or an employee organization, and shall contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct, and complete:

- (a) The name, address, and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information.
- (b) The name of the established appropriate unit and of the incumbent Exclusively Recognized Employee Organization sought to be decertified as a representative of that unit.
- (c) An allegation that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in the appropriate unit, and any other relevant and material facts relating thereto.
- (d) Proof of employee support that at least 30 percent of the employees in the established appropriate unit no longer desire to be represented by the incumbent Exclusively Recognized Employee Organization. Such proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party within the time limits specified in the first paragraph of this Section.

An employee organization may, in satisfaction of the Decertification Petition requirements hereunder, file a Petition under this Section in the form of a Recognition Petition that evidences proof of employee support of at least 30 percent, that includes the allegation and information required under this Division II., Section 6., and otherwise conforms to the requirements of Division II., Section 1.

The Employee Relations Officer shall initially determine whether the Petition has been filed in compliance with the applicable provisions of this DIVISION. If their determination is in the negative, they shall offer to consult thereon with the representative(s) of such petitioning employees or employee organization and, if such determination thereafter remains unchanged, shall return such Petition to the employees or employee organization with a statement of the reasons therefore in writing. The petitioning employees or employee organization may appeal such determination in accordance with Section 10. of this Division II. If the determination of the Employee Relations Officer is in the affirmative, or if their negative determination is reversed on appeal, they shall give written notice of such Decertification or Recognition Petition to the incumbent Exclusively Recognized Employee Organization and to unit employees.

The Employee Relations Officer shall thereupon arrange for a secret ballot election to be held on or about 15 days after such notice to determine the wishes of unit employees as to the question of decertification and, if a Recognition Petition was duly filed hereunder, the question of representation. Such election shall be conducted in conformance with Section 5. of this Division II.

During the "open period" specified in the first paragraph of this Division II., Section 6., the Employee Relations Officer may on their own motion, when they have reason to believe that a majority of unit employees no longer wish to be represented by the incumbent Exclusively Recognized Employee Organization, give notice to that organization and all unit employees that they will arrange for an election to determine that issue. In such event any other employee

organization may within 15 days of such notice file a Recognition Petition in accordance with this Section 6., which the Employee Relations Officer shall act on in accordance with this Section 6.

If, pursuant to this Section 6., a different employee organization is formally acknowledged as the Exclusively Recognized Employee Organization, such organization shall be bound by all the terms and conditions of any Memorandum of Understanding then in effect for its remaining term.

Section 7. Policy and Standards for Determination of Appropriate Units

The policy objectives in determining the appropriateness of units shall be the effect of a proposed unit on (1) the efficient operations of the District and its compatibility with the primary responsibility of the District and its employees to effectively and economically serve the public, and (2) providing employees with effective representation based on recognized community of interest considerations. These policy objectives require that the appropriate unit shall be the broadest feasible grouping of positions that share an identifiable community of interest. Factors to be considered shall be:

- (a) Similarity of the general kinds of work performed, types of qualifications required, and the general working conditions.
- (b) History of representation in the District and similar employment; except however, that no unit shall be deemed to be an appropriate unit solely on the basis of the extent to which employees in the proposed unit have organized.
- (c) Consistency with the organizational patterns of the District.
- (d) Effect of differing legally mandated impasse resolution procedures.
- (e) Number of employees and classifications, and the effect on the administration of employer-employee relations created by the fragmentation of classifications and proliferation of units.
- (f) Effect on the classification structure and impact on the stability of the employer-employee relationship of dividing a single or related classifications among two or more units.

Notwithstanding the foregoing provisions of this Section, managerial, supervisory, and confidential responsibilities, as defined in Division I., Section 2., are determining factors in establishing appropriate units hereunder, and therefore managerial, supervisory, and confidential employees may only be included in units that do not include non-managerial, non-supervisory, and non-confidential employees. Managerial, supervisory, and confidential employees may not represent any employee organization which represents other employees.

Under the MMBA, professional employees have the right to be represented separately from non-professional employees.

The Employee Relations Officer shall, after notice to and consultation with affected employee organizations, allocate new classifications or positions, delete eliminated classifications or

positions, and retain, reallocate, or delete modified classifications or positions from units in accordance with the provisions of this Section. The decision of the Employee Relations Officer shall be final.

Section 8. Procedure for Modification of Established Appropriate Units

Requests by employee organizations for modifications of established appropriate units may be considered by the Employee Relations Officer only during the period specified in Section 6. of this Division II. Such requests shall be submitted in the form of a Recognition Petition and, in addition to the requirements set forth in Section 1. of this Division II., shall contain a complete statement of all relevant facts and citations in support of the proposed modified unit in terms of the policies and standards set forth in Section 7. hereof. The Employee Relations Officer shall process such petitions as other Recognition Petitions under this Division II.

The Employee Relations Officer may by his own motion propose that an established unit be modified. The Employee Relations Officer shall give written notice of the proposed modification(s) to any affected employee organization and shall hold a meeting concerning the proposed modification(s), at which time all affected employee organizations shall be heard. Thereafter the Employee Relations Officer shall determine the composition of the appropriate unit or units in accordance with Section 7. of this Division II., and shall give written notice of such determination to the affected employee organizations. The Employee Relations Officer's determination may be appealed as provided in Section 10. of this Division II. If a unit is modified pursuant to the motion of the Employee Relations Officer hereunder, employee organizations may thereafter file Recognition Petitions seeking to become the Exclusively Recognized Employee Organization for such new appropriate unit or units pursuant to Section 1. of this Division II.

Section 9. Procedure for Processing Severance Requests

An employee organization may file a request to become the recognized employee organization of a unit alleged to be appropriate that consists of a group of employees who are already a part of a larger established unit represented by another recognized employee organization. The timing, form and processing of such request shall be as specified in Section 8. for modification requests.

Section 10. Appeals

An employee organization aggrieved by an appropriate unit determination of the Employee Relations Officer; or an employee organization aggrieved by a determination of the Employee Relations Officer that a Recognition Petition (Division II., Section 1.), Challenging Petition (Division II., Section 3.), Decertification Petition (Division II., Section 6.), Unit Modification Petition (Division II., Section 8.) --- or employees aggrieved by a determination of the Employee Relations Officer that a Decertification Petition (Division II., Section 6.) or Severance Request (Division II., Section 9.) --- has not been filed in compliance with the applicable provisions of this Division II., may, within ten days of notice of the Employee Relations Officer's final decision, request to submit the matter to mediation by the California State Mediation and Conciliation

Service, or may, in lieu thereof or thereafter, appeal such determination to the District Board for final decision within 15 days of notice of the Employee Relations Officer's determination or the termination of mediation proceedings, whichever is later.

Appeals to the District Board shall be filed in writing with the Board Secretary, and a copy thereof served on the Employee Relations Officer. The District Board shall commence to consider the matter within 30 days of the filing of the appeal. The District Board may, in its discretion, refer the dispute to a non-binding third party hearing process. Any decision of the District Board on the use of such procedure, and/or any decision of the District Board determining the substance of the dispute shall be final and binding.

DIVISION III. ADMINISTRATION

Section 1. Submission of Current Information by Recognized Employee Organizations

All changes in the information filed with the District by an Exclusively Recognized Employee Organization under items (a) through (h) of its Recognition Petition under Division II., Section 1., of this Policy shall be submitted in writing to the Employee Relations Officer within 14 days of such change.

Exclusively Recognized Employee Organizations that are party to an agency shop provision shall provide annually to the Employee Relations Officer and to unit members within 60 days after the end of its fiscal year the financial report required under Government Code Section 3502.5(f) of the MMBA.

Section 2. Employee Organization Activities -- Use of District Resources

Access to District work locations and the use of District paid time, facilities, equipment, and other resources by employee organizations and those representing them shall be authorized only to the extent provided for in Memoranda of Understanding and/or administrative procedures, shall be limited to lawful activities consistent with the provisions of this Policy that pertain directly to the employer-employee relationship and not such internal employee organization business as soliciting membership, campaigning for office, and organization meetings and elections, and shall not interfere with the efficiency, safety, and security of District operations.

Section 3. Administrative Rules and Procedures

The General Manager is hereby authorized to establish such rules and procedures as appropriate to implement and administer the provisions of this Policy after consultation with affected employee organizations.

DIVISION IV. IMPASSE PROCEDURES

Section 1. Initiation of Impasse Procedures

If the meet and confer process has reached impasse as defined in Division I., Section 2., of this Policy, either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position on all issues. An impasse meeting shall then be scheduled promptly by the Employee Relations Officer. The purpose of such meeting shall be:

- (a) To review the position of the parties in a final effort to reach agreement on a Memorandum of Understanding; and
- (b) If the impasse is not resolved, to discuss arrangements for the utilization of the impasse procedures provided herein.

Section 2. Impasse Procedures

Impasse procedures are as follows:

- (a) If the parties agree to submit the dispute to mediation, and agree on the selection of a mediator, the dispute shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues. The cost for the services of a mediator utilized by the parties, and other mutually incurred costs of mediation, shall be borne equally by the District and Exclusively Recognized Employee Organization. Any separately incurred costs shall be borne by such party.
- (b) If the parties agree to, and do participate in mediation, and if the mediator is unable to effect settlement of the controversy, the employee organization may present a request to the District and the Public Employment Relations Board ("PERB") to submit the impasse to fact-finding. This request by the employee organization to submit the impasse to fact-finding must be made no sooner than 30 days, but no later than 45 days, following the selection of a mediator by the parties.
- (c) If the parties do not agree to participate in mediation, the employee organization may present a request to the District and PERB to submit the impasse to fact-finding no later than 30 days following the date that either party has provided the other a written notice of declaration of impasse.
- (d) Within five working days after PERB's determination that the request for fact-finding is sufficient, a fact-finding panel of three shall be appointed in the following manner: One member of the panel shall be appointed by the Employee Relations Officer, and one member shall be appointed by the Exclusively Recognized Employee Organization. PERB shall, within five working days after making its determination that the request for fact-finding is sufficient, submit the names of seven persons, drawn from the list of neutral fact-finders established pursuant to Government Code section 3541.3(d). PERB shall thereafter designate one of the seven persons to serve as the chairperson unless notified

by the parties within five working days that they have mutually agreed upon a person to chair the panel in lieu of a chairperson selected by PERB.

- (e) The following constitute the jurisdictional and procedural requirements for fact-finding:
- (1) The panel shall, within ten days after its appointment, meet with the parties or their representatives, either jointly or separately, and may make inquiries and investigations, hold hearings, and take any other steps it deems appropriate. The panel shall have subpoena power with regard to hearings, investigations, and inquiries.
 - (2) Subject to the stipulations of the parties, the fact-finders shall consider, weigh, and be guided by the following measures and criteria in arriving at their findings and recommendations:
 - a. State and federal laws that are applicable to the employer.
 - b. Local rules, regulations, or ordinances.
 - c. Stipulations of the parties.
 - d. The interests and welfare of the public, and the financial ability of the public agency.
 - e. Comparison of the wages, hours, and conditions of employment of the employees involved in the fact-finding proceeding with the wages, hours, and conditions of employment of other employees performing similar services in comparable public agencies.
 - f. The consumer price index for goods and services, commonly known as the cost of living.
 - g. The overall compensation presently received by the employees, including direct wage compensation, vacations, holidays, and other excused time, insurance and pensions, medical and hospitalization benefits, the continuity and stability of employment, and all other benefits received.
 - h. Any other facts not confined to those specified in paragraphs (a) through (g), inclusive, which are normally or traditionally taken into consideration in making the findings and recommendations, including, but not limited to:
 - i. Maintaining appropriate compensation relationships between classifications and positions within the District;
 - ii. Other legislatively determined and projected demands on agency resources (i.e., budgetary priorities as established by the governing body);
 - iii. Allowance for equitable compensation increases for other employees and employee groups for the corresponding fiscal period(s);

- iv. Revenue projections not to exceed currently authorized tax and fee rates for the relevant fiscal year(s);
 - v. Assurance of sufficient and sound budgetary reserves; and
 - vi. Constitutional, statutory, and District Policy limitations on the level and use of revenues and expenditures.
- (3) Within 30 days after the appointment of the fact-finding panel, or, upon agreement by both parties within a longer period, the panel shall make written findings of fact and advisory recommendations for the resolution of the issues in dispute, which shall be presented in terms of the criteria and limitations specified above. Any member of a fact-finding panel shall be accorded the right to file dissenting written findings of fact and recommendations. The fact-finder or chairperson of the fact-finding panel shall serve such findings and recommendations on the Employee Relations Officer and the designated representative of the Exclusively Recognized Employee Organization before they are made available to the public.
- (f) If these parties have not resolved the impasse within ten days after service of the findings and recommendations upon them, the District shall make them public by submitting them to the Board Secretary for consideration by the District Board in connection with the Board's legislative consideration of the impasse.
 - (g) After any applicable mediation and fact-finding procedures have been exhausted, but no earlier than ten days after the fact finders' written findings of fact and recommended terms of settlement have been submitted to the parties, the District Board may hold a public hearing regarding the impasse, and take such action regarding the impasse as it in its discretion deems appropriate in the public interest, including implementation of the District's last, best, and final offer. Any legislative action by the District Board on the impasse shall be final and binding.
 - (h) The costs for the services of the panel chairperson agreed upon by the parties shall be equally divided between the parties, and shall include per diem fees, if any, and actual and necessary travel and subsistence expenses. The per diem fees shall not exceed the per diem fees stated on the chairperson's resume on file with PERB. The chairperson's bill showing the amount payable by the parties shall accompany their final report to the parties and PERB. The parties shall make payment directly to the chairperson.
 - (i) Any other mutually incurred costs shall be borne equally by the parties. Any separately incurred costs for the panel member selected by each party shall be borne by that party.

DIVISION V. MISCELLANEOUS PROVISIONS

Section 1. Construction

This Policy shall be administered and construed as follows:

- (a) Nothing in this Policy shall be construed to deny to any person, employee, organization, the District, or any authorized officer, body, or other representative of the District, the rights, powers, and authority granted by federal law, state law, or District Policy provisions.
- (b) This Policy shall be interpreted so as to carry out its purpose as set forth in Division I.
- (c) Nothing in this Policy shall be construed as making the provisions of California Labor Code Section 923 applicable to District employees or employee organizations, or of giving employees or employee organizations the right to participate in, support, cooperate, or encourage, directly or indirectly, any strike, sickout, or other total or partial stoppage or slowdown of work. In consideration of and as a condition of initial and continued employment by the District, employees recognize that any such actions by them are in violation of their conditions of employment except as expressly otherwise provided by legally preemptive state or contrary local law. In the event employees engage in such actions, they shall subject themselves to discipline up to and including termination, and may be replaced, to the extent such actions are not prohibited by preemptive law; and employee organizations may thereby forfeit rights accorded them under District Policy or contract.

Section 2. Severability

If any provision of this Policy, or the application of such provision to any persons or circumstances, shall be held invalid, the remainder of this Policy, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

ORDINANCE NO. 07-20-23-16

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE MAMMOTH COMMUNITY WATER DISTRICT REPEALING CHAPTER 4 AND CHAPTER 5 OF THE DISTRICT CODE

BE IT ORDAINED by the Board of Directors of the Mammoth Community Water District as follows:

SECTION ONE. PURPOSE AND AUTHORITY

This Ordinance repeals in their entirety the provisions of Chapter 4 of the District Code, which contains the personnel rules for District employees, and the provisions of Chapter 5 of the District Code, which governs the relations between the District and its employee organizations. The authority for this Ordinance is found in California Water Code section 30580, Government Code section 3500, and other applicable law.

SECTION TWO. REPEAL OF CHAPTER 4 OF THE MAMMOTH COMMUNITY WATER DISTRICT CODE

Chapter 4, Mammoth Community Water District Personnel Manual/Rules, of the District Code is hereby repealed in its entirety.

SECTION THREE. REPEAL OF CHAPTER 5 OF THE MAMMOTH COMMUNITY WATER DISTRICT CODE

Chapter 5, Mammoth Community Water District Employer-Employee Relations, of the District Code is hereby repealed in its entirety.

SECTION FOUR. INCONSISTENCY

To the extent that the terms and provisions of this Ordinance may be inconsistent or in conflict with the terms or conditions of any prior District ordinances, resolutions, rules, or regulations governing the same subject, the terms of this Ordinance shall prevail with respect to the subject matter thereof and such inconsistent or conflicting provisions of prior ordinances, resolutions, rules, or regulations are hereby repealed as of the effective date of this Ordinance.

SECTION FIVE. INVALIDITY

If any provision of this Ordinance or application thereof to any person or circumstance is held invalid, no other provision of this Ordinance shall be affected thereby.

SECTION SIX. **PUBLICATION**

The District General Manager or his designee is directed to publish a summary of this Ordinance once, with the names of the members voting for and against the Ordinance, in a newspaper published within the District within 10 days after the adoption of this Ordinance.

SECTION SEVEN. **EFFECTIVE DATE**

This Ordinance shall take effect upon adoption pursuant to California Water Code sections 31027 and 31105.

PASSED AND ADOPTED by the Board of Directors of the Mammoth Community Water District at a meeting held on July 20, 2023, on the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

MAMMOTH COMMUNITY WATER DISTRICT

By: _____
Thomas R. Smith
President, Board of Directors

ATTEST:

Mark Busby
Secretary, Board of Directors

SECRETARY’S CERTIFICATE

I hereby certify that the foregoing is a full, true and correct copy of Ordinance No. 07-20-23-16, duly and regularly adopted by the Board of Directors of MAMMOTH COMMUNITY WATER DISTRICT in the Town of Mammoth Lakes, County of Mono, on July 20, 2023.

Secretary, Board of Directors

**Side Letter of Agreement
Between
Mammoth Community Water District
And
International Union of Operating Engineers, Local Union No. 12**

This side letter memorializes an agreement reached between Mammoth Community Water District (“District”) and International Union of Operating Engineers, Local Union No. 12 (“Local 12”) to make modifications to the 2021-2026 Memorandum of Understanding (“MOU”) between the parties. All other terms and conditions of the existing MOU shall remain in full force and effect.

The District and Local 12 agree to the following modifications to the MOU:

- A. The District is repealing Chapters 4 and 5 from District Code. Therefore, all references to District Code Chapter 4 Personnel Manual/Rules shall now be “Personnel Policy Manual” and all references to District Code Chapter 5 Employer-Employee Relations shall now be “Employer-Employee Relations Policy.”
- B. Article IX, Education Incentive and Training Programs provision shall be struck and replaced with:

Employees may, with prior written approval from the General Manager, be eligible for an educational achievement award based upon successful completion of a degree which is directly related to their current job class series. Approval shall be at the sole discretion of the General Manager and shall not be subject to appeal or grievance. Final grade or completion statements must be filed with the District. Attendance at educational courses in this category shall not be considered as authorized District business for purposes of expense reimbursement.

- (1) Qualifying Degrees: Bachelor’s, Master’s, Doctorate/PhD
- (2) Employees meeting the criteria shall receive a 5.0% increase to base pay plus a one-time bonus equal to 5.0% of base pay. However, the increase to base pay cannot cause the employee to exceed the maximum salary range limits. The percentage exceeding the salary range shall be awarded as an additional one-time lump-sum bonus.
- (3) Only one Educational Achievement award may be awarded during an employee’s tenure or tenures with the District.

- C. Article XIII, Personnel Rules, Section E., Bereavement Leave shall be struck and replaced with:

Employees may utilize bereavement leave to attend a funeral or memorial service, or to take care of family matters, that are related to the death of a member of

immediate family. "Immediate family" consists of the following: employee's spouse; domestic partner; child; stepchild; parent; grandparent; grandchild; brother; sister; mother- or father-in-law; son- or daughter-in-law; brother- or sister-in-law; legal guardian; custodial child; or, the same relatives of a domestic partner.

Employees are entitled to five days of bereavement leave for each death in the immediate family. A full-time employee will receive the first 24 hours paid by the District as Bereavement Leave, separate from vacation or sick leave. A part-time employee will receive the first 24 hours on a prorated basis paid by the District as Bereavement Leave, separate from vacation or sick leave. An employee may elect to take the remaining leave (up to five days) as unpaid or they may use vacation, personal holiday, administrative leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee. An employee who utilizes bereavement leave shall notify their supervisor or department head of the intent to use such leave. The days of bereavement leave need not be consecutive, and the bereavement leave shall be completed within one year of the date of death of the family member.

In addition to the five days bereavement leave, on request, regular full-time employees may use accrued paid sick leave due to the death of a person in the employee's immediate family for up to 24 hours for each death. Regular part-time employees are eligible on a prorated basis.

- D. Article XIII, Personnel Rules, Section J., first paragraph, Paid Vacation for Full-Time Employees shall be struck and replaced with:

Regular full-time employees, regardless of probationary status, will accrue paid vacation on the following schedule:

- E. Article XIII, Personnel Rules, Section K., Paid Vacation for Part-Time Employees shall be struck and replaced with:

A part-time employee, regardless of probationary status, or a full-time employee who is in unpaid status for part of a pay period, shall accrue paid vacation using the above schedule on a prorated basis, but the years of service are on a year for year basis. For example, an employee who has worked 30 hours per week for the District for ten years would receive 114 hours/year.

- F. Article XIII, Personnel Rules, Section O., Use of Sick Leave shall be struck and replaced with:

A regular employee may use accrued sick leave after the first day of employment with the District, subject to the limits and request provisions in the Personnel Policy Manual. In order to get paid sick leave, the employee must inform his/her supervisor prior to the start of his/her scheduled working hours or upon leaving his/her job due to sickness, except in cases of emergency.

It is understood that this side letter of agreement is of no force and effect whatsoever until the District Board of Directors adopts the side letter.

For Local 12

David K. Sikorski
Business Manager

David Garbarino
President

John Adams
District Representative

For Mammoth Community Water District

Adopted on _____, 2023,
by the Board of Directors

Mark Busby
General Manager

AGENDA ITEM

Subject: FEMA and CalOES Designation of Agent for 2023 Winter Storm Emergency Repairs

Information Provided By: Garrett Higerd, District Engineer

Background

The historic snow during the winter of 2023 damaged MCWD infrastructure and staff is working to make necessary repairs. The Tank T-8 Forest Trail Tank and the Wastewater Treatment Plant Equalization Basin Pump Building roof are insured by JPIA and claims have been initiated. Each site requires a \$10,000 deductible. Deductibles and costs not covered by JPIA, if there are any, are eligible for FEMA and CalOES public assistance funding.

Discussion

Eligibility for public assistance funding requires the District to designate agents and approve project assurances on the attached forms. Approval of these forms does not require the District to participate in the public assistance program. However, it is a requirement if the District chooses to take advantage of the program after repairs are completed and the JPIA claims are finalized.

Financial Impact

The 2023 Winter Storm Emergency Repairs are included in the amended FY 24 Capital Budget. Both the JPIA insurance claims and the public assistance program are reimbursement programs, so these projects will impact cash balances between the time contractors are paid and reimbursements are received.

Requested Action

Staff recommends that the Board of Directors approve the DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES and the PROJECT ASSURANCES FOR FEDERAL ASSISTANCE and direct staff to provide them to FEMA and CalOES.



Cal OES ID No: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE _____ OF THE _____
 (Governing Body) (Name of Applicant)

THAT _____, OR
 (Title of Authorized Agent)

_____, OR
 (Title of Authorized Agent)

 (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____,
 (Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM),** under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA),** under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the _____, a public entity established under the
 (Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



Please check the appropriate box below

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): _____

Passed and approved this ___ day of _____, 20__

 (Name and Title of Governing Body Representative)

 (Name and Title of Governing Body Representative)

 (Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
 (Name) (Title)

_____, do hereby certify that the above is a true and
 (Name of Applicant)

correct copy of a resolution passed and approved by the _____
 (Governing Body)

of the _____ on the _____ day of _____, 20__.
 (Name of Applicant)

 (Signature)

 (Title)



Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



Checking Universal or Disaster-Specific Box: A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

Certification Section:

Name and Title: This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."



Disaster No: _____
 Cal OES ID No: _____
 UEI No: _____

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBRECIPIENT'S NAME: _____
 (Name of Organization)

PRIMARY MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX NUMBER: _____

CA ASSEMBLY DIST: _____ CA SENATE DIST: _____ U.S. CONGRESSIONAL DIST: _____

Visit sos.ca.gov/elections/who-are-my-representatives to find your district number.

AUTHORIZED AGENT: _____

TITLE: _____

EMAIL ADDRESS: _____

ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to all your projects. If you have questions, please contact the California Governor's Office of Emergency Services. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subrecipient named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, Federal Office of Inspector General 2 CFR 200.336, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.



3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead-based paint in construction or rehabilitation of residential structures.
9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd- 3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of



- 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made, and (j) the requirements on any other non-discrimination statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
 11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
 12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).
 13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
 14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).



15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
16. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
17. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with §200.112.
18. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
19. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subrecipient application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
 - a. The state warrant covering federal financial assistance will be deposited in a special and separate account and will be used to pay only eligible costs for projects described above.
 - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
 - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.
20. The non-Federal entity for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment.



21. Will not make any award or permit any award (subaward or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by _____
 (Name of Organization)

to enter into this agreement for and on behalf of said subrecipient, and by my signature do bind the subrecipient to the terms thereof."

 PRINTED NAME

 SIGNATURE OF AUTHORIZED AGENT

 TITLE DATE

AGENDA ITEM

Subject: Resolution to Set a Public Hearing to Consider Dissolving the MCWD Sewer Improvement District No. 1

Information Provided By: Jeff Beatty, Finance Manager

Background

In February 1991, MCWD established Sewer Improvement District No. 1 to address the special operational and maintenance requirements of the sewer collection system in the Juniper Ridge Development. A supplemental service charge of \$13.71 per lot per month was established to fund the additional cost of operating and maintaining the infrastructure serving the development.

Discussion

Subsequent property development downhill from the Juniper Ridge Development required modification to the original infrastructure. The Engineering and Maintenance Departments confirmed that due to infrastructure changes in the vicinity along with recent experience operating and maintaining the collection system for the Juniper Ridge Development, costs are similar to the balance of the MCWD collection system. This item was also discussed with the MCWD Board Code/Policy ad-hoc committee. The conclusion of the Committee and District staff is a recommendation to dissolve MCWD Sewer Improvement District No. 1.

Financial Impact

MCWD collects the supplemental service charge from 33 lots, with annual revenue of approximately \$5,400. The ongoing operations and maintenance cost associated with the Juniper Ridge development is similar to the average cost for all District sewer infrastructure and covered by the regular residential wastewater base rate. The loss of the supplemental revenue will not have a significant financial impact.

Requested Action

Consider and adopt Resolution No. 07-20-23-17 to set a public hearing to consider dissolving the MCWD Sewer Improvement District No. 1.

RESOLUTION NO. 07-20-23-17

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MAMMOTH COMMUNITY WATER DISTRICT SETTING A PUBLIC HEARING TO CONSIDER DISSOLVING THE MCWD SEWER IMPROVEMENT DISTRICT NO. 1

WHEREAS, on February 28, 1991, the Mammoth Community Water District (“District”) Board of Directors enacted Ordinance No. 02-28-91-05 establishing the Sewer Improvement District No. 1 for the Juniper Ridge Development;

WHEREAS, Sewer Improvement District No. 1 imposed a supplemental service charge for each property within the Juniper Ridge Development to pay for required special and extraordinary repair, maintenance, operation, and replacement due to of the nature of the development’s sewer system construction; and

WHEREAS, the Board finds and determines that the Sewer Improvement District No. 1 has no outstanding indebtedness and improvements to the sewer system within the Juniper Ridge Development have terminated the need for special or extraordinary repair, maintenance, operation, or replacement of sewer lines previously paid for by the extraordinary charge, and, therefore, it is no longer necessary to impose that charge on the properties within the subdivision as provided in Ordinance No. 02-28-91-05 and incorporated into Chapter 11, Division XIV of the MCWD Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mammoth Community Water District that a public hearing on the dissolving of the MCWD Sewer Improvement District No. 1 is set for August 17, 2023, at 5:30 p.m. at the District office located at 1315 Meridian Boulevard, Mammoth Lakes, California. The hearing will take place both in-person and virtually. At the public hearing, the Board of Directors will hear and consider all comments, objections, and protests to the proposed dissolution. If the Board of Directors approves the dissolution of Sewer Improvement District No. 1, it will enact an ordinance to dissolve the district and repeal Ordinance No. 02-28-91-05 which established Division XIV of the Sewer Code.

BE IT FURTHER RESOLVED that the Secretary of the Board of Directors is hereby directed to post a notice of this hearing in three locations within Sewer Improvement District No. 1 and publish this Resolution, or a summary of it, in a newspaper of general circulation within the boundaries of the District. Such notifications shall be for not less than once a week for two weeks prior to the date set for the hearing with the first publication at least 20 days prior to the public hearing. A notice of the public hearing shall be sent to the last known address of all property owners within the improvement district. The posted, published, and mailed hearing notices shall provide information for virtual attendance at the hearing.

PASSED AND ADOPTED by the Board of Directors of the Mammoth Community Water District at its regular meeting held on July 20, 2023, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

{00300648.1}

MAMMOTH COMMUNITY WATER DISTRICT

Thomas R. Smith, President
Board of Directors

ATTEST:

Mark Busby, Secretary
Board of Directors

AGENDA ITEM

Subject: Water Supply Update

Information Provided By: Clay Murray, Operations Superintendent

Background

Due to the sustained low snowpack resulting in multi-year drought conditions from April 2012 through 2015, the staff recommended the Board implement various levels of water restrictions to conserve water supplies. With the record drought recorded in the winter of 2014-15, the Board implemented Level 3 water conservation measures in April 2015 through April 2017. After a massive winter in 2017, the Board modified the conservation level to Level 0 and requested the Water Supply Update be produced on a quarterly basis. The District is currently operating under Level 1 water restrictions which was approved in March 2023 following staff recommendations on the Water Supply Update. The purpose of this update is to provide an analysis of supply and demand patterns as irrigation commences.

Discussion

Staff reviewed the status of both surface water and groundwater sources and compared the available supplies against historical monthly demands. From this analysis staff projected demands and our ability to meet those demands for the irrigation season of 2023.

Surface water: Surface water from Lake Mary provided 74% of our supply in the 2nd quarter and is contributing 92% of the current supply. A total of 268 ac-ft of surface water was supplied from April through June. Lake Mary is full and stream flows are well above the requirement to allow for direct diversion. A total of 606 ac-ft is stored in Lake Mary and will remain available for use once stream flows are below the requirement.

The Lake Mary treatment plant experienced flooding during the runoff and was at half capacity until equipment repairs and replacements were made in late June. The timing of these repairs was critical and were completed in perfect conjunction with irrigation activities coming online in the same week. Surface water will be the primary source of supply through the remainder of the irrigation season but will not meet 100% of the demand. Groundwater will be needed to supplement supplies to meet demands beyond surface water capacity.

Groundwater: Engineering staff closely track groundwater levels in all nine of the District's production wells, and have conducted an aquifer monitoring analysis of over 30 years of groundwater data spanning multiple drought periods. This analysis indicates that multiple wet or normal years are required to recover the aquifer following a multi-year drought. This example was demonstrated by the 2012 – 2015 drought and the massive winter of 2017. The recharge that was experienced in 2017 did not recover the aquifer to predrought levels and it took 2 more normal and above normal snow years to see complete recovery.

It is also important to consider that though there is a great deal of surface water that is running off, the ground is saturated and much of the surface water will not make it to the aquifer.

Groundwater levels continually decreased through the last three years due to increased dependence on groundwater and decreased recharge from precipitation. This pattern will continue until multiple wet or normal years reduce dependence on groundwater production and allow the aquifer to recharge to pre-drought conditions. The recent runoff and late irrigation demands have reduced demand for groundwater usage resulting in some increase in the well levels.

Groundwater production wells have been used to augment the supply where surface water was not sufficient to meet the demand. Wells 17 and 15 are currently undergoing inspection and rehabilitation. Well 16 remains out of service due to the low water level, this is not of particular concern as this well is typically a low producer and has suffered from low water levels in the past. Well 10 experienced a motor failure in January and is currently being replaced by the contractor performing the rehab work on Well 17 and Well 15. Well 1 is currently unavailable as it pumps water to tank T-8 which is currently out of service due to a structural failure from snow loads earlier this year. The unavailability of tank T-8 also limits the ability to supply water from both groundwater treatment plants at the same time. This is because both plants pumping into the same pressure zone will cause water quality and pressure issues that are disruptive to the system and our customers in those areas.

Though the surface and groundwater supply scenarios are favorable, there are limitations mentioned above that inhibit the full utilization of all groundwater resources.

Demand: Water production for the previous quarter was as follows.

April, 119 ac-ft

May, 105 ac-ft

June, 139 ac-ft

The total demand for this quarter was 363 ac-ft. This is 13% or 52 ac-ft less than the projected volume of 415 ac-ft. This reduced demand is due to a wetter than usual May and June which delayed the irrigation season until late June.

Demand Projections: The demand projection for the July - September quarter is based on the average of the 2016 and 2017 totals of 772 ac-ft. Though the projection for the previous quarter was overestimated, irrigation is now active and should align with the project based on historical trends.

July, 293 ac-ft

August, 272 ac-ft

September, 207 ac-ft

Conclusion and Recommendation

In conclusion the groundwater levels are still low and will require significant recharge to return to pre-drought conditions. The surface water supplies are ample but will not meet 100% of the demand through irrigation season. The groundwater plants and Well 1 are limited by the unavailability of tank T-8 and will inhibit the ability to produce groundwater from both plants at the same time. Staff is recommending that the Board remains at the current Water Conservation Level 1 through the summer irrigation season.

AGENDA ITEM

Subject: Presentation of the MCWD 2022/23 Annual report on Key Projects, Programs, and System Improvements

Information Provided By: Michael Draper, Principal Administrative Analyst

Background

The General Manager's Office Annual Report highlights important District activities and developments from the past fiscal year. The Report is completed annually by the Regulatory Services Division (RSD). This is the fourth year RSD has produced the report.

Discussion

This year's report highlights include: strategic planning, the solar facility, the recycled water program, community development permits, the water-bottle filling stations and mobile water-bar, 2022 in-house construction and maintenance, the on-site Tesla battery, the conservation rebate programs, leak detection, and the California Water Environment Association Wastewater Treatment Plant award for the 2022 Sierra Section Plant of the Year. The report is published on the District's website and noticed via a Press Release and social media postings.

Fiscal Impact

None

Requested Action

Informational only

Water is Our Future

Mammoth Community Water District Year End Report 2022-23

Mission statement

The Mammoth Community Water District is committed to carefully and effectively managing and maintaining our local water resource. We are committed to our customers and the environment in which we live.



The Mammoth Community Water District (MCWD) was founded in 1957 and has consistently provided reliable water and wastewater services to the community of Mammoth Lakes, California. All of MCWD's water resources are located in the Mammoth Basin, no water is imported to the service area. Sources of water included surface water, groundwater, and recycled water. Water from Lake Mary, and nine production wells, is treated by the District and distributed to customers using over 80 miles of water lines, eight storage reservoirs, and three treatment plants. Water is transported within an elevation range between 7,520 and 8,620 feet.

BOARD OF DIRECTORS

Tom Cage, Dennis Domaille, Elizabeth Hylton, Tom Smith, Gary Thompson

Message from the General Manager, Mark Busby

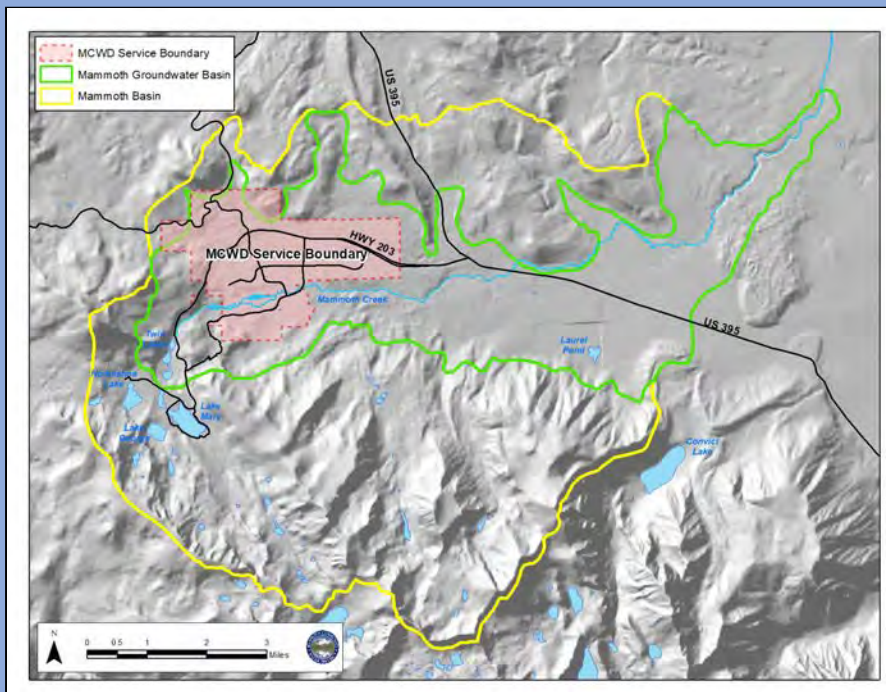
As General Manager, it was my pleasure to continue working with the community and to support the many achievements accomplished by very capable and knowledgeable District staff. Mammoth Community Water District's past fiscal year, April 1, 2022, through March 31, 2023 was filled with many new challenges as well as many achievements. Within this report, you will learn about, long-term strategic planning, award winning facilities, community development activities, improvements made to our water and wastewater systems, as well as conservation efforts on many fronts. All of these accomplishments were made possible by the support of our Board of Directors, ratepayers, and a very talented District team. I look forward to continuing to build on the positive relationships with staff and our community, working towards common goals. Looking to the future, we will continue to innovate and improve the District's water and wastewater systems while maintaining strategic planning efforts and initiatives that reflect our commitment to delivering the highest quality water and reliable services to our customers for the present and future.



STRATEGIC PLANNING

Each fiscal year, District staff meet to discuss how to advance the strategic plan, ensuring day to day activities are aligned with the District's mission statement, core values, and overall operations plan. The plan also serves as a key tool in the annual budgeting process. Leaders from each department engage in drafting priorities for short-term and long-term District goals. Then, a public strategic planning workshop is held with the Board of Directors, and any members of the public, to review the draft, and receive feedback. Following the workshop, at a regularly scheduled Board meeting, the Board will take action to approve the Strategic Plan. October marks the mid-year point for the District's fiscal year. Each year at the October regular board meeting, staff present the Board with a mid-year update to the year's strategic plan. A thorough review of the plan is provided, highlighting progress and changes to strategic objectives and related metrics. The Board provides feedback and recommendations for any modifications.

The Annual Strategic Planning Workshop occurred on January 18, 2022, and the FY23 Strategic Plan was adopted on February 17, 2022. The current years Plan can be found on the MCWD website here: <https://mcwd.dst.ca.us/wp-content/uploads/2023/03/FY24-Strategic-Plan-for-PUBLICATION.pdf>



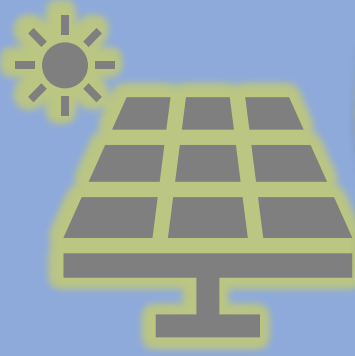
Categories of Strategic Objectives:

- Water Resource and Wastewater Management & Planning
- Operations & Maintenance
- Key Strategic Driven Expenditures
- Financial Management
- Information Systems & GIS
- Government and Community Relations & Outreach
- Regulatory Compliance & Agreements
- Personnel & Administrative

In FY23 staff focused their attention on the following priorities and projects:
(This is only a partial list of priorities for FY23)

- Future Water Supply Analysis.
- Evaluate and design replacement of water storage tank T-8.
- Sewer upgrade – Center St. and Hwy 203.
- Rehabilitation of Wastewater Treatment Plant recycled water filter.
- Significant progress on bringing new Well 32 online.
- Improvements to the Lake Mary Treatment Plant.
- Supervisory Control and Data Acquisition (SCADA) Server replacement.
- Update of MCWD security (physical and digital).
- Obtain an updated Recycled Water General Use permit.
- Conduct an Employee Engagement Survey.
- Significant progress on revising the MCWD Code.
- Please refer to the FY24 Strategic Plan found on the MCWD website for a comprehensive view of goals for the current fiscal year and future years.

COMMUNITY DEVELOPMENT



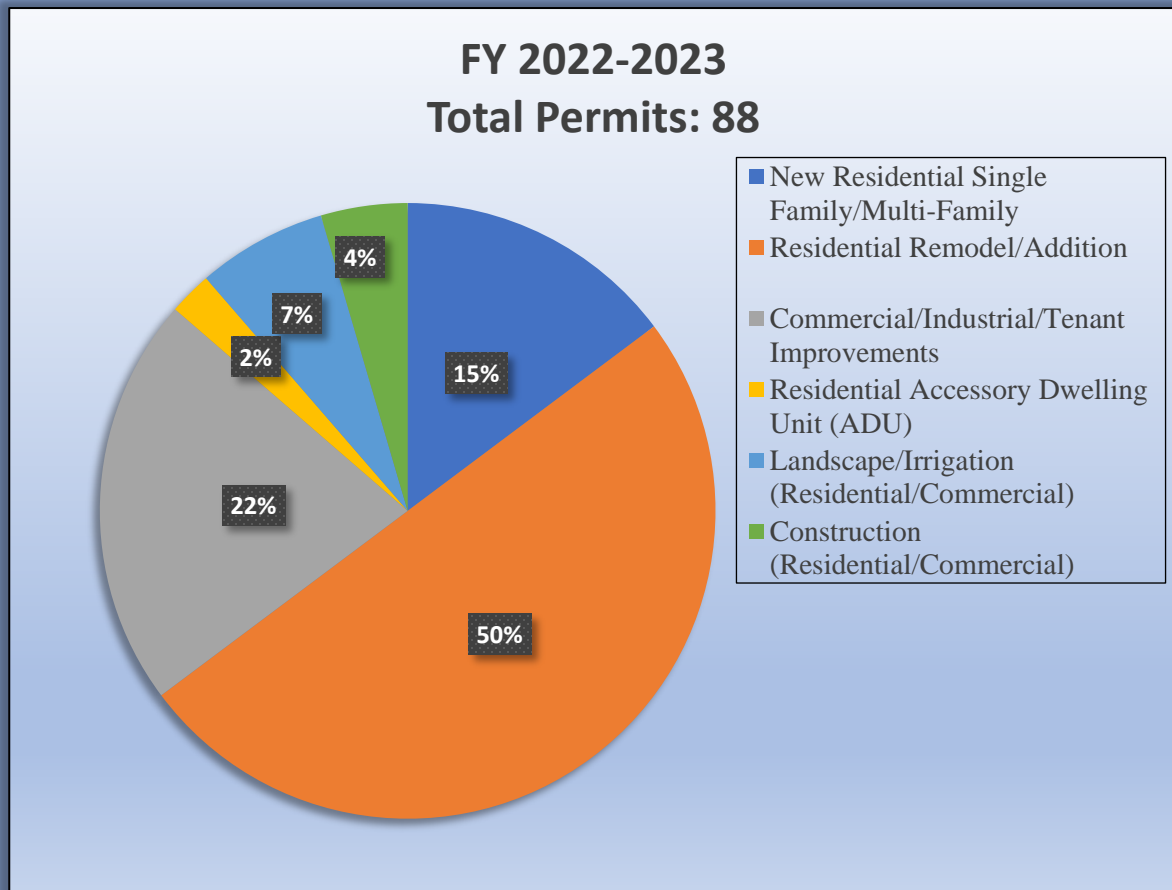
MCWD solar panels produced over 1.6 million kWh of renewable energy in FY23! That is enough energy to power approximately 1,200 homes at once. When energy generated by the panels is not used by District facilities, it is passed onto the grid for the greater community's use. The District takes pride in generating, consuming, and providing renewable energy!

Recycled water is a key resource for diversifying local supplies and improving long-term water resilience. In 2022, MCWD provided 83,617,000 gallons of recycled water to supplement the Districts overall water supply to the community.



The District provides water and wastewater service for all new development within the District's boundary. Tracking new demand for service is an integral part of MCWD's strategic planning to ensure that the District remains prepared to supply water to the community's expanding environment.

The chart below displays the percentage of total permits issued by the MCWD Engineering Department for the various categories of development.

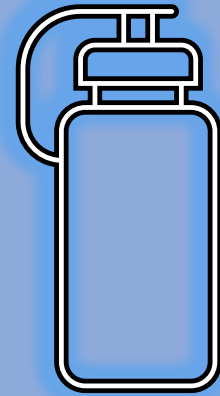


MCWD PROJECTS

The District is committed to providing reliable service for our customers in addition to contributing to the overall well-being of the community. Some of the ways the District has done this is through the following projects and programs.

Water Bottle Filling Stations

In 2022 the District completed construction of two public drinking fountains plus water bottle filling stations. Both stations are located along the Town Loop paved recreation path; one is located adjacent to the public restroom at Mammoth Creek Park- East, and the second can be found on the path at Waterford Avenue. A third station is ready to be installed this summer along the Lakes Basin Bike Path, across from the Twin Lakes Vista parking lot. Infrastructure and the concrete slab were constructed in the fall of 2022, however early winter precipitation hampered the final installation of the fountain.



Mobile Water-Bar

A mobile water-bar was constructed by staff to provide drinking water at public events. The water-bar can be attached to any trailer hitch and is light enough to be moved into place by hand at any event. Using a hose, the water-bar is attached to a potable water source to provide convenient, refreshing drinking water. Look for the MCWD water-bar at the Town of Mammoth Lake's Fourth of July parade and Mammoth Festival of Beers and Bluesapalooza this summer!



In-house Construction & Maintenance

In 2022, District crews replaced water service laterals along Panorama Road and Ridgeway Road. A total of 17 laterals and 26 meter pits were replaced. Meter pits are critical for the District to accurately measure water usage in the community. The Line Maintenance crew worked with contractors to rehabilitate 6,133' of sewer with new slip lining to extend the life of existing lines. That is over one mile of new lining! By using slip lining technology, the District was able to provide rate-payers significant savings and complete the task faster than the traditional open trench technique. Lastly, improvements were made to 22 manholes to prolong the life of the community's sewer infrastructure.

On-site Tesla Battery

Surplus energy generated by the District's solar collection system is now able to be stored on-site with a new Tesla battery! The District received a grant from the California Public Utilities District to purchase the battery. The battery provides the District with greater energy cost savings and increases the District's, and community's, resiliency to power shut-offs. The battery has a capacity of 786.5 kW/3,080.4 kWh, the equivalent of 790,000 AA batteries!



CONSERVATION PROGRAMS

Indoor Rebate Programs

The District continues to incentivize water conservation by providing customers with rebates when upgrading to new dishwashers, toilets, and/or clothes washers. This year, the estimated total water savings resulting from these upgrades is 944,387 gallons!

Number of rebates provided:



Dishwashers



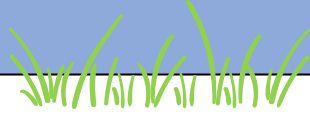
Toilets



Clothes washers

Leak Detection Program

Utilizing our state-of-the-art automated metering infrastructure, staff run daily leak reports to detect water leaks. Customers can also be sent automatically generated notifications from our leak detection system when they enroll in notifications online within their customer account. In 2022, 238 customers were notified of leaks.



Turf Replacement Program

The District kicked off the summer of 2022 with a new rebate opportunity, the Turf Replacement Rebate Program. This is an incentive for customers to remove turf from their landscape to conserve water. The District will give customers \$2.00 per square foot of converted turf area. Customers have chosen to replace turf with mulch, native plants, and xeriscape landscaping, resulting in water saving. This year the District processed 12 applications, five for single-family residences and seven condominium complexes, totaling 50,270 square feet of landscape, estimated to save 1,052,559 gallons of water annually.



AWARDS

The California Water Environment Association recognized MCWD Wastewater Treatment Plant as the 2022 Sierra Section Plant of the Year in the small plant category (less than 5 MGD)! This award acknowledges accomplishments in compliance, innovative practices, cost effectiveness, and superior plant performance.

“This prestigious award is a great accomplishment for MCWD and shows the dedication and effort everyone has put forth this past year,” states Clay Murray, Operations Superintendent. “Thanks to all that contributed to our wastewater plant operations and maintenance.”

MCWD would like to express special appreciation to the following individuals who made this award possible through daily contributions:

Wastewater Treatment Staff: Tyler Nelson, Steven Sornoso, and Kyle Burnett

Laboratory Staff: Bruce Medhurst and Sarah Minich

Plant Maintenance Staff: Rob Motley, Hans Walden, Honovaa Lewis, and Huoy Sytha

This award was presented at the CWEA Sierra Section Awards Banquet on February 4th, 2023, at the Silver Legacy in Reno.



MAMMOTH COMMUNITY WATER DISTRICT

HOUSING RENTAL POLICY

Approved: September 19, 2019

Amended: ~~February 23~~^{xxx}, 2023

I. PURPOSE

To establish a uniform policy and related guidelines for the administration of the Housing Rental Program for District-owned rental housing.

II. POLICY

The Housing Rental Program (“Program”) was established because the District values its workforce and the community it serves. The Program is designed to promote and support recruitment, retention, and living in or near the Town of Mammoth Lakes by providing rental housing assistance to the District workforce. To operate this Program, the District may purchase condominiums or other housing units in order to be able to offer safe and affordable rental housing to eligible employees. The General Manager shall work with the Housing Committee to establish a target for the total number of rental units in the District’s inventory. The target will be reviewed at least annually by the Employee Housing Committee and the General Manager. The General Manager shall oversee the Program and designate the Department responsible for administering the Program.

III. PROGRAM ELIGIBILITY AND ENROLLMENT

- A. District employees occupying permanent positions who do not own homes within Mono County as far north as Mono City and Inyo County as far south as Big Pine are eligible to participate in the Program. Employees with special circumstances may request a review of their eligibility by the General Manager. In certain circumstances provided in this Policy, permanent employees working for other public agencies in the Town of Mammoth Lakes also may be eligible.
- B. Eligible individuals must notify the Program Administrator in writing of their interest in renting a District-owned rental unit (“unit”) ~~in order~~ to be considered for enrollment participation in the Program.
- C. Eligible individuals are placed on a ~~first come first served~~ waiting list in order of when their application is received. When a unit becomes available, the General Manager or their designee will evaluate the operational needs of the District before offering the unit to an eligible employee on the list. District employees will be given priority for renting available housing units. The operational needs of the District include factors such as required stand-by assignment and response time to operational or maintenance emergencies, and the urgency of housing needs for

key staff members. The factors to be applied in making the determination will be stated in the accompanying administrative procedure.

IV. PROGRAM TENANCY

- A. When ~~District-owned rental housing~~ a unit is available, ~~eligible employees will be notified based on their position on the list.~~ the Program Administrator will notify the selected employee from the list as determined under subsection III.C above. In the event there are no employees on the list, a notice of availability will be issued to all District employees. If no District employees are interested in the available ~~housing~~ unit, and subject to the General Manager's approval, the Program administrator shall notify other public agencies in the Town of Mammoth Lakes of the availability of the unit.
- B. Individuals selected to be tenants must enter into the District's rental agreement, and comply with all rules, regulations and required notices in the rental agreement, including the provision which requires vacating the ~~rental~~ unit within 30 days after separating from employment. All rental agreements shall be for a month-to-month tenancy.
- C. All tenants must provide a security deposit equivalent to one month's rent as a condition of ~~leasing-renting~~ a ~~District-owned rental~~ unit. Upon request, a tenant employed by the District may pay the security deposit in six monthly installments.
- D. If pets are allowed in ~~the housing~~ a unit, tenants with pets must pay a pet deposit of \$500.00. The District reserves the right in all cases to prohibit the keeping of any pets in a ~~rental~~ unit or to determine that certain types of pets may be excluded. If a ~~rental~~ unit is subject to a homeowners' association (HOA) and the HOA rules and regulations impose limitations on the keeping of pets, the District's tenants will comply with those HOA rules and regulations.
- E. Units designated by the District as temporary housing used for recruitment purposes have a maximum rental term of 6 months, unless extended with the approval of the General Manager.

V. PROGRAM RENTAL RATE

- A. The Fair Market Rent determined for Mono County by the United States Department of Housing and Urban Development ("HUD") will be the primary consideration used by the District in determining the minimum rent charged for a ~~housing~~ unit. However, if the Mono County HUD Fair Market Rent is insufficient to cover Program costs, monthly rental rates may be adjusted accordingly.

- B. The District evaluates the monthly rental rate annually as part of the budget preparation process. This evaluation is conducted to ensure that a minimum level of rent is charged to cover/recover all District costs associated with the Program (e.g., maintenance and repair, refurbishment between tenant occupancies, HOA fees, taxes, etc.). District costs to administer the Program are deemed not to be chargeable rental costs and are excluded from the calculation.
- C. ~~In the event that~~if an increase to the subsequent year's rental amount is required, the District will provide notice of not less than 30 calendar days, but not more than 90 calendar days, to the tenant.

DRAFT

MAMMOTH COMMUNITY WATER DISTRICT
HOUSING RENTAL POLICY

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Amended: xxx, 2023

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DRAFT



MAMMOTH COMMUNITY WATER DISTRICT
Post Office Box 597
Mammoth Lakes, California 93546-0597

NOTICE OF AN INVESTMENT COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that the Investment Committee of the Board of Directors of the Mammoth Community Water District will hold an **INVESTMENT COMMITTEE MEETING** on **WEDNESDAY, JULY 19, 2023** at **12:00 P.M.**

Please Note:

This meeting will be conducted both in-person in the District's Boardroom at 1315 Meridian Blvd., Mammoth Lakes, CA 93546 and by video/teleconference using the information provided below.

For members of the public interested in viewing and having the ability to comment at the public meeting via Zoom, an internet enabled computer equipped with a microphone and speaker or a mobile device with a data plan is required. Use of a webcam is optional. You also may call in to the meeting using teleconference without video. Please use the following information to join the Zoom Videoconference Meeting:

*<https://zoom.us/j/7609342596> (meeting ID: 760 934 2596) OR
Join via teleconference by dialing 1-669-900-9128, 760-934-2596#*

Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the Agenda below before or during consideration of that item.

Please Note:

*Director Hylton will be participating by video/teleconference from the following location:
11266 Pine Beach Peninsula, Brainerd, MN 56401*

The agenda items are:

1. Discuss the Recent 'Certified' Distinction of the District's Investment Policy from California Municipal Treasurers Association (CMTA) (A-5)
2. Review Management of Investment Accounts with Advisors from Chandler Asset Management, Inc. (CAM)
3. Provide Direction to General Manager to Maintain or Change Current Allocation of Investments, Maintain or Change Specific Investments, or Make a Combination of Changes to Allocations or Investments to Meet Cash Flow Objectives

The meeting will be held in the conference room at the District facility located one mile east of Old Mammoth Road on Meridian Boulevard, just off Highway 203, Mammoth Lakes, California.



MARK BUSBY
General Manager

Date of Issuance: Friday, July 14, 2023

Posted: MCWD Office
MCWD Website: www.mcwd.dst.ca.us
cc: Members, Board of Directors
Town of Mammoth Lakes
KMMT, KIBS, KSRW Radio

If you are an individual with a disability and need assistance or accommodation to participate in this Board meeting at any time, please call Stephanie Hake at (760) 934-2596, ext. 321, or email Ms. Hake at: shake@mcwd.dst.ca.us.

Documents and material relating to an open session agenda item that are provided to the Mammoth Community Water District Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the District facility located at 1315 Meridian Boulevard, Mammoth Lakes, California.

Mammoth Community Water District

Period Ending June 30, 2023

CHANDLER ASSET MANAGEMENT, INC. | 800.317.4747 | www.chandlerasset.com



SECTION 1	Economic Update
SECTION 2	Account Profile
SECTION 3	Portfolio Holdings
SECTION 4	Transactions

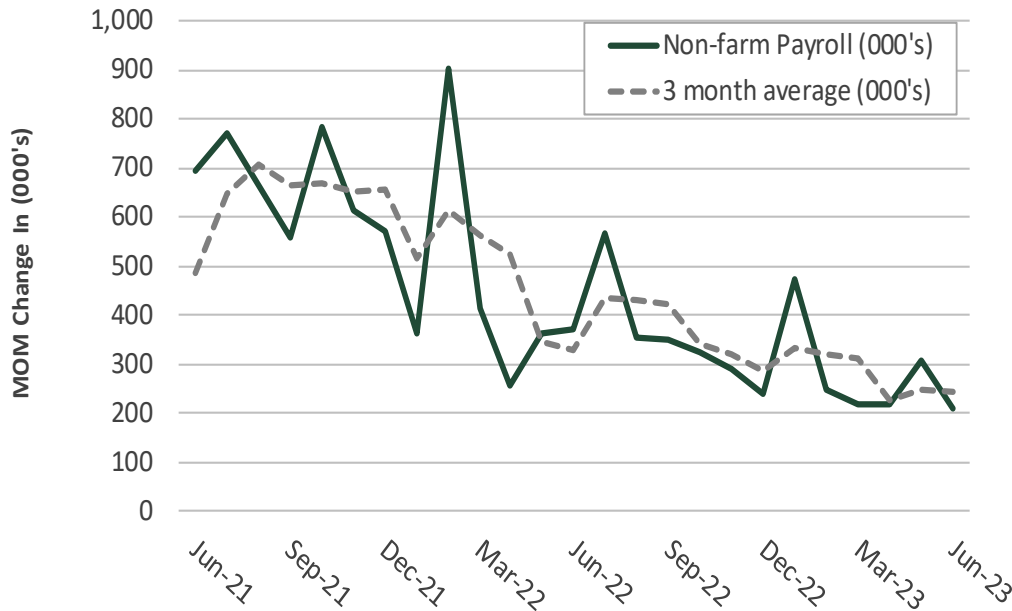
Section 1 | Economic Update

Economic Update

- Recent economic data continues to suggest positive but below trend growth this year. Although the pace of job growth is moderating, labor markets remain solid, and the U.S. consumer has demonstrated resiliency. Inflationary trends are subsiding, but core levels remain well above the Fed's target. Given the cumulative effects of restrictive monetary policy and tighter financial conditions, we believe the economy will gradually soften and the Fed will remain data dependent as they tread cautiously going forward.
- At the June meeting, the Federal Open Market Committee paused in their rate hiking campaign after ten straight rate increases and left the target Federal Funds rate in the current range of 5.00 - 5.25%. Market participants viewed the FOMC's decision as a 'hawkish' pause, expecting further tightening in the future, primarily based on the updated release of the FOMC's Summary of Economic Projections (SEP) forecast which reflected a stronger economic outlook and higher rates compared to the March forecast. We believe the resiliency of future economic data will determine if the Federal Reserve can stay on hold for a period of time or will be forced to tighten policy further to bring inflation back down towards their 2% policy objective.
- The yield curve remained inverted in June. The 2-year Treasury yield surged 50 basis points to 4.90%, the 5-year Treasury yield rose 40 basis points to 4.16%, and the 10-year Treasury yield increased 19 basis points to 3.84%. The inversion between the 2-year Treasury yield and 10-year Treasury yield widened to -106 basis points at June month-end versus -76 basis points at May month-end. The spread between the 2-year Treasury and 10-year Treasury yield one year ago was +6 basis points. The inversion between 3-month and 10-year Treasuries narrowed to -146 basis points in June from -176 basis points in May. The shape of the yield curve indicates that the probability of recession is increasing.

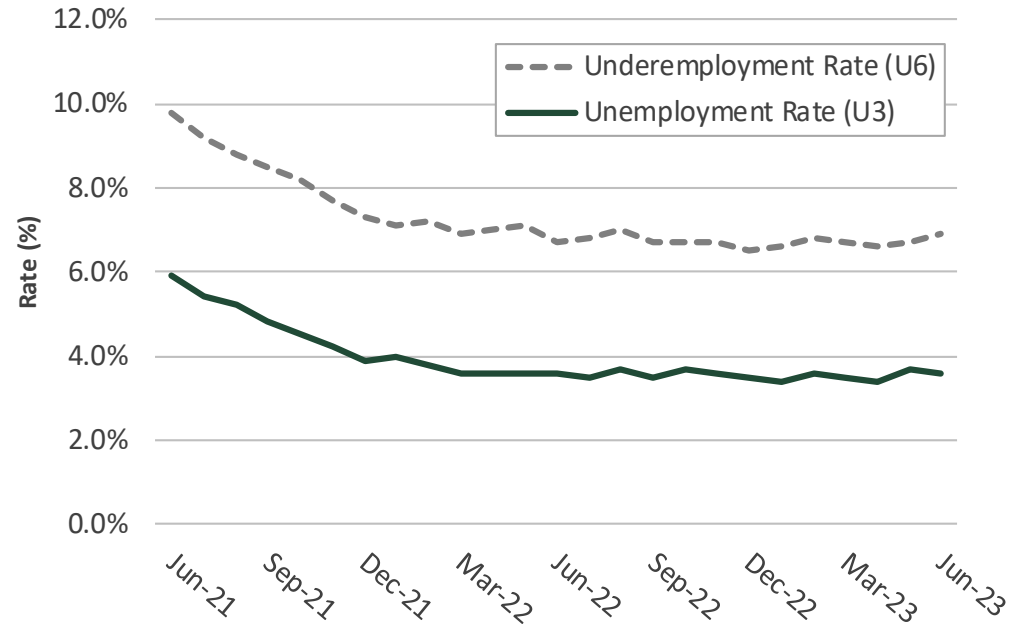
Employment

Nonfarm Payroll (000's)



Source: US Department of Labor

Unemployment Rate

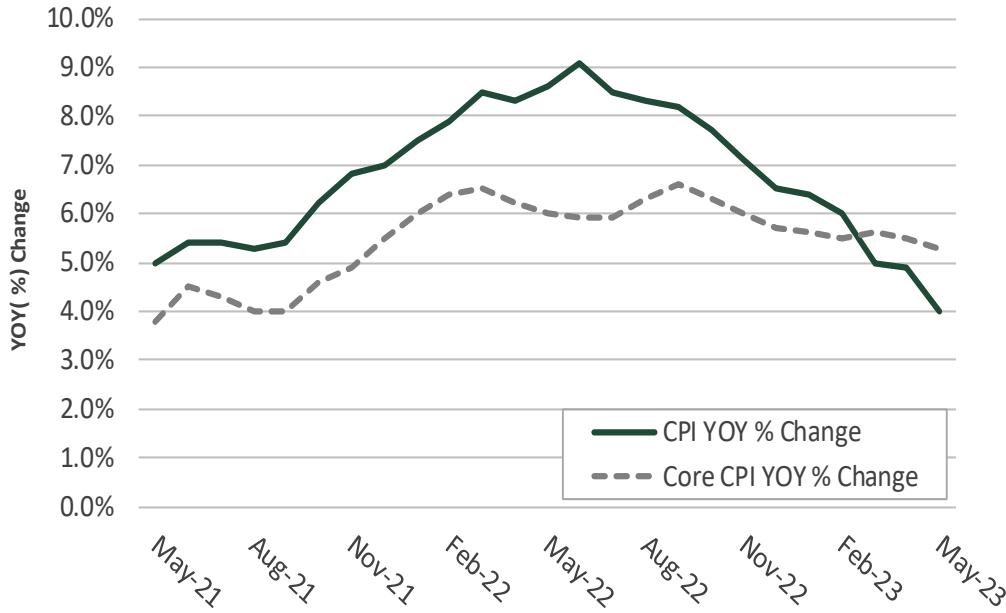


Source: US Department of Labor

The U.S. economy added 209,000 jobs in June, falling short of consensus expectations, and the last two months were revised downward by 110,000 jobs. Although decelerating, the pace of job growth remains healthy with the three-month moving average payrolls at 244,000 and the six-month moving average at 278,000. The unemployment rate declined to 3.6% in June from 3.7% in May, while the labor force participation rate remained at 62.6%. The U-6 underemployment rate, which includes those who are marginally attached to the labor force and employed part time for economic reasons, increased to 6.9% from the prior month at 6.7%. Average hourly earnings remained at 4.4% year-over-year in June, unchanged from an upwardly revised 4.4% increase in May. While the longer-term trend of hiring is slowing, levels remain consistent with a solid labor market.

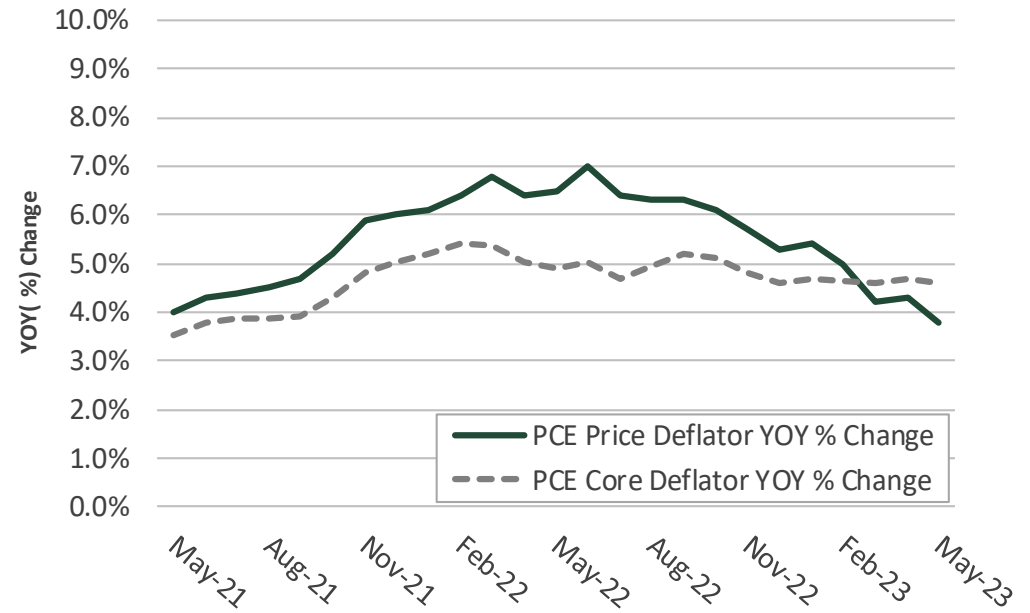
Inflation

Consumer Price Index (CPI)



Source: US Department of Labor

Personal Consumption Expenditures (PCE)

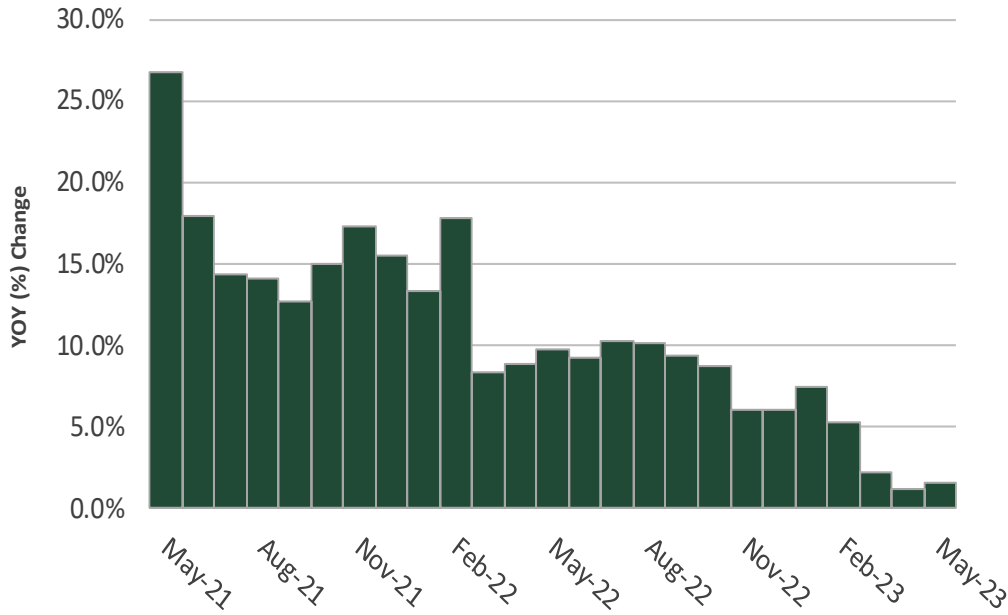


Source: US Department of Commerce

The Consumer Price Index (CPI) increased in May by 0.1% month-over-month and 4.0% year-over-year, down from 4.9% in April. The Core CPI, which excludes volatile food and energy components, remained firm at 0.4% month-over-month and 5.3% year-over-year, decelerating modestly from 5.5% in April. The Personal Consumption Expenditures (PCE) index rose 3.8% year-over-year in May, down from a 4.3% gain in April. Core PCE, the Federal Reserve’s preferred inflation gauge, increased 4.6% year-over-year in May, down slightly from a 4.7% increase in April. Core inflation remains stubbornly elevated above the Fed's 2% target, with service-sector inflation and strong wage growth as headwinds.

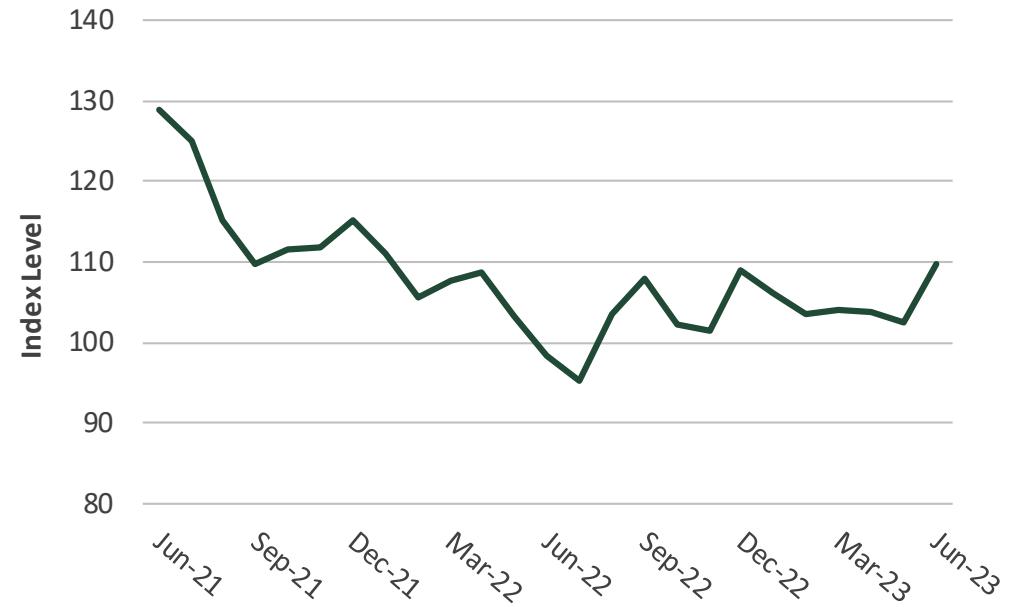
Consumer

Retail Sales YOY % Change



Source: US Department of Commerce

Consumer Confidence

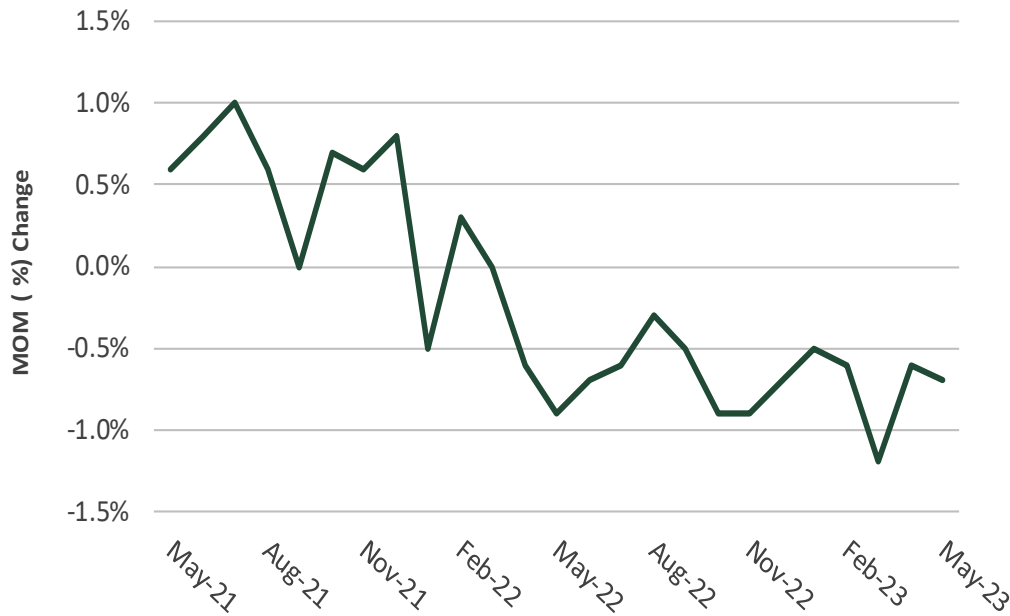


Source: The Conference Board

Advance Retail Sales rose 0.3% month-over-month in May, beating expectations but slowing from a 0.4% increase in April. Gains were broad-based and translated to a year-over-year increase of 1.5% in May versus a downwardly revised 1.2% increase in April. The Conference Board's Consumer Confidence Index surged to a better than expected 109.7 in June from 102.5 in May. Both current conditions and future expectations gained strength.

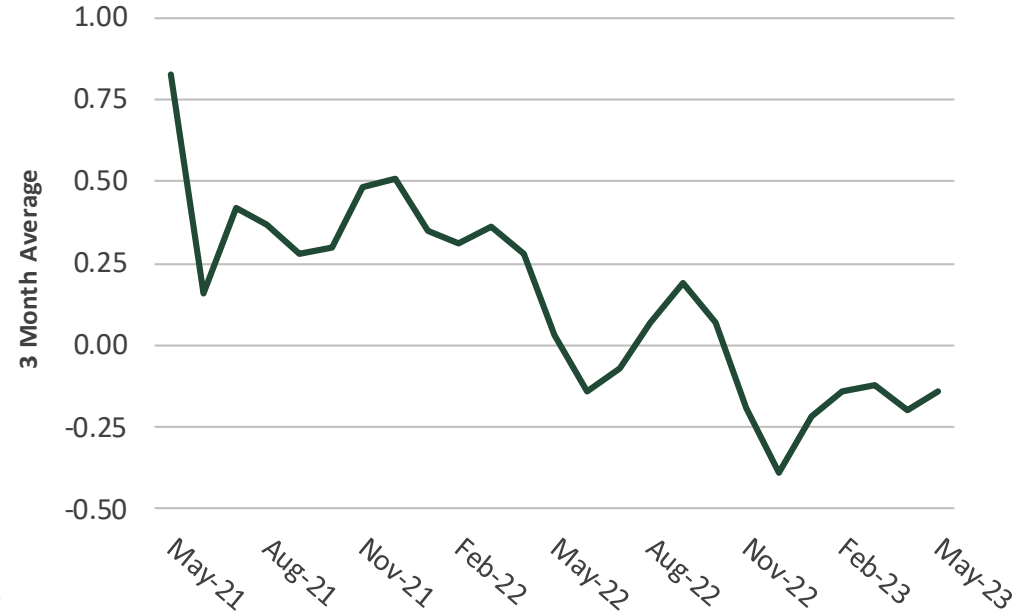
Economic Activity

Leading Economic Indicators (LEI)



Source: The Conference Board

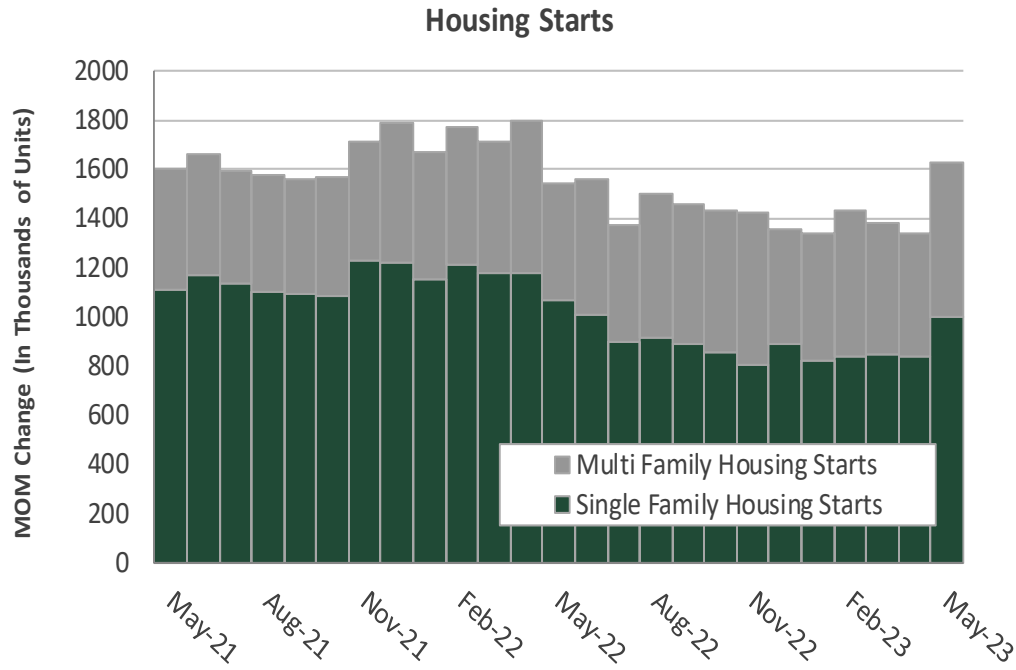
Chicago Fed National Activity Index (CFNAI)



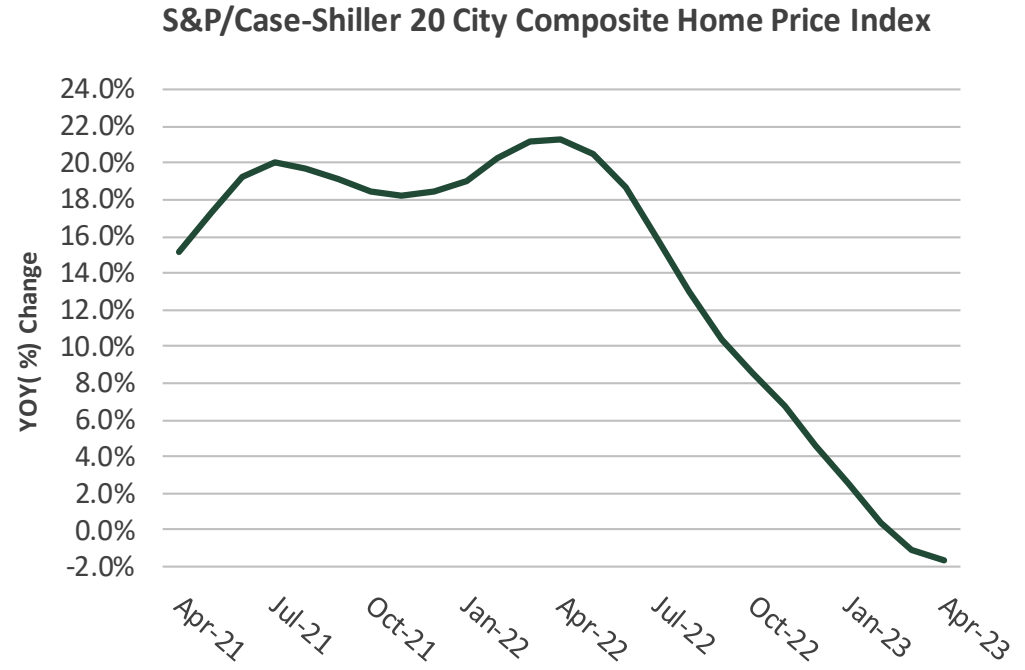
Source: Federal Reserve Bank of Chicago

The Conference Board’s Leading Economic Index (LEI) remained in negative territory for the fourteenth consecutive month at -0.7% in May, versus -0.6% in April and was down 7.9% year-over-year in May. The consistent decline month-over-month continues to signal future contraction in the economy. The Chicago Fed National Activity Index (CFNAI) fell to -0.15 in May from 0.14 in April. On a 3-month moving average basis, the CFNAI remained negative at -0.14 in May, indicating a rate of growth below the historical average trend.

Housing



Source: US Department of Commerce

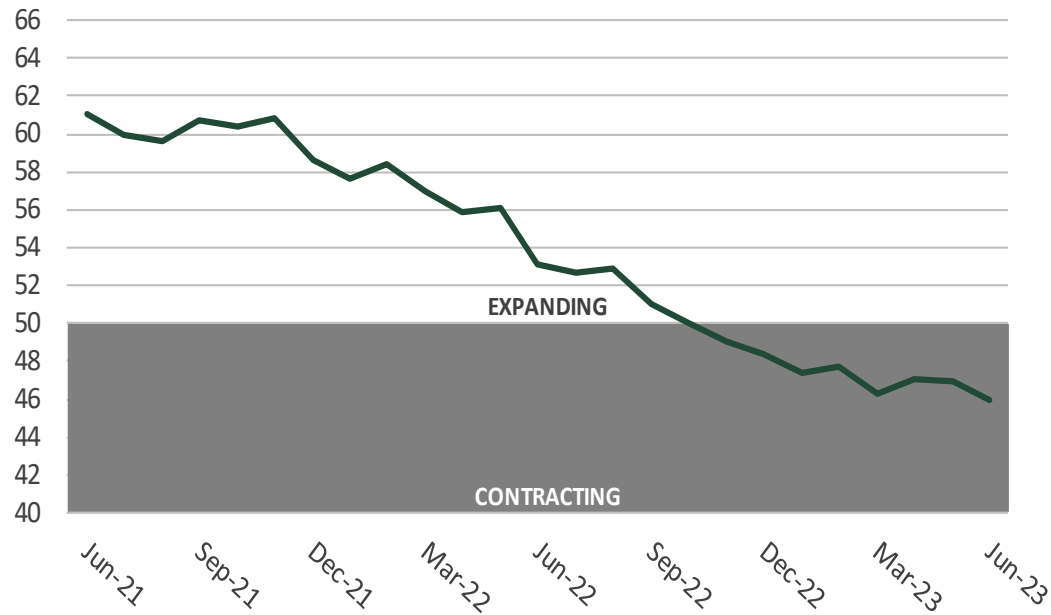


Source: S&P

Total housing starts rose 21.7% month-over-month in May to 1,631,000 units from a downwardly revised 1,340,000 in April and were up 5.7% compared to May 2022. Both single-family and multi-family construction increased as expectations for lower rates and greater availability of construction labor and materials drove the surge in starts. The 30-year fixed rate mortgage stabilized at an average of approximately 6.7% at June month-end according to Freddie Mac. According to the Case-Shiller 20-City Home Price Index, housing prices dropped 1.7% in April after falling 1.1% in March, clearly displaying the impact of higher mortgage rates year-over-year, which have reduced demand for homebuying as affordability has declined. The Southeast remains the strongest region, while the West continues to be the weakest.

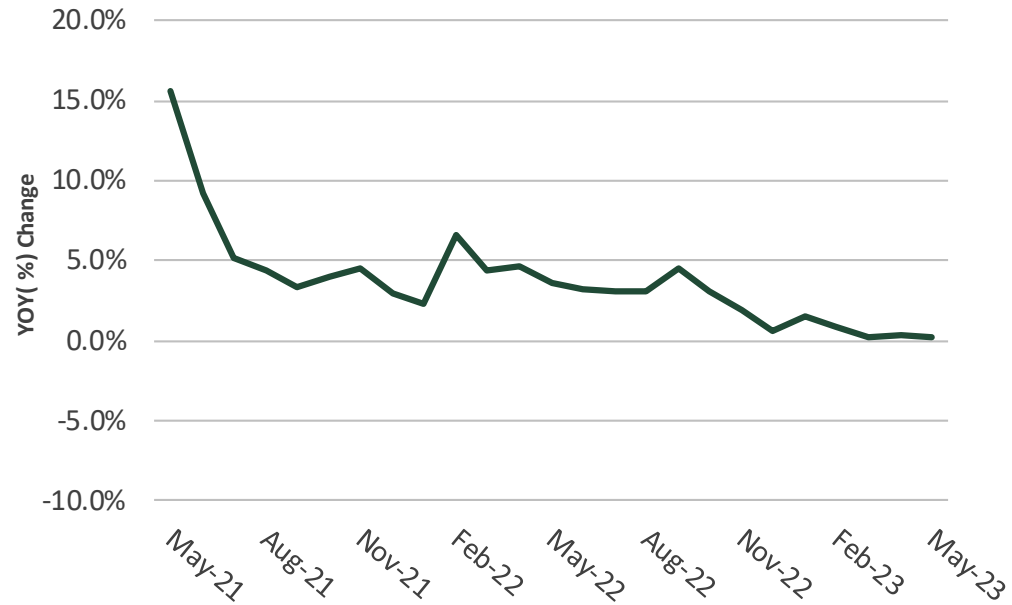
Manufacturing

Institute of Supply Management Purchasing Manager Index



Source: Institute for Supply Management

Industrial Production



Source: Federal Reserve

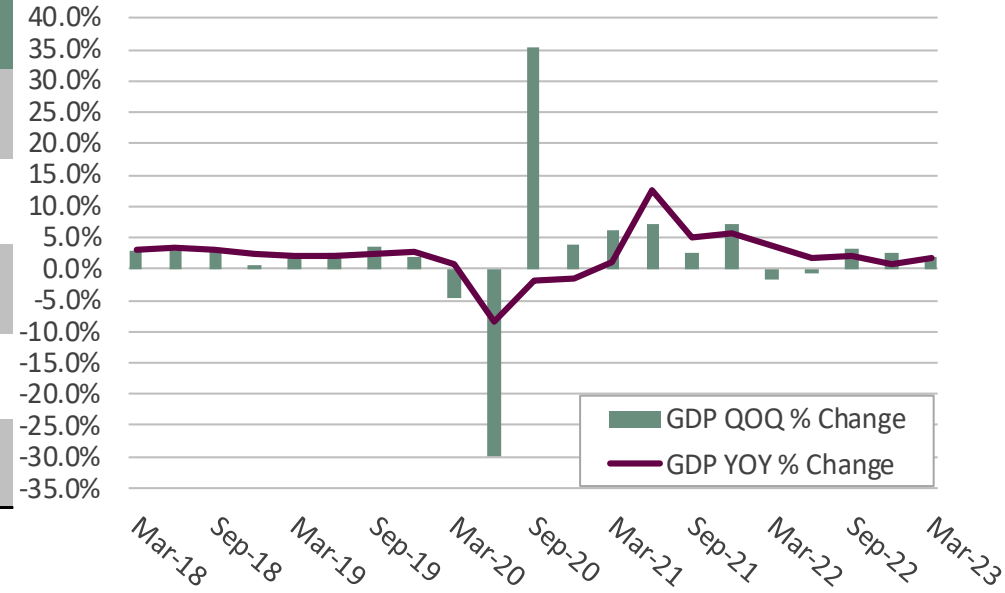
The Institute for Supply Management (ISM) manufacturing index fell to 46.0 in June from 46.9 in May. This is the eighth consecutive month of readings below 50.0, which is indicative of contraction in the manufacturing sector. Industrial production rose 0.5% in April due to increases in manufacturing and mining. This equates to a 0.24% increase in industrial production from the prior year. Capacity utilization increased to 79.7% in April from a downwardly revised 79.4% in March, inching above its 1972-2021 average of 79.6%.

Gross Domestic Product (GDP)

Components of GDP	6/22	9/22	12/22	3/23
Personal Consumption Expenditures	1.4%	1.5%	0.7%	2.8%
Gross Private Domestic Investment	-2.8%	-1.8%	0.8%	-2.2%
Net Exports and Imports	1.2%	2.9%	0.4%	0.6%
Federal Government Expenditures	-0.2%	0.2%	0.4%	0.4%
State and Local (Consumption and Gross Investment)	-0.1%	0.4%	0.3%	0.5%
Total	-0.6%	3.3%	2.6%	2.0%

Source: US Department of Commerce

Gross Domestic Product (GDP)



Source: US Department of Commerce

According to the third estimate, first quarter 2023 GDP growth was revised up to 2.0% from 1.3%. Stronger personal consumption expenditures were the primary driver of the upward revision. The consensus estimate calls for 1.2% growth for the second quarter and 1.3% growth for the full year 2023.

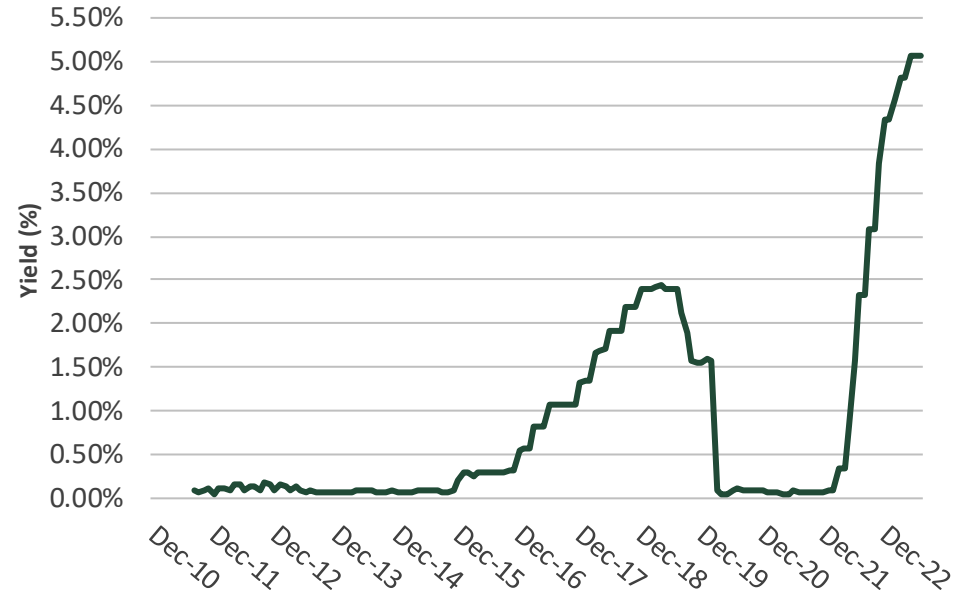
Federal Reserve

Federal Reserve Balance Sheet Assets



Source: Federal Reserve

Effective Federal Funds Rate

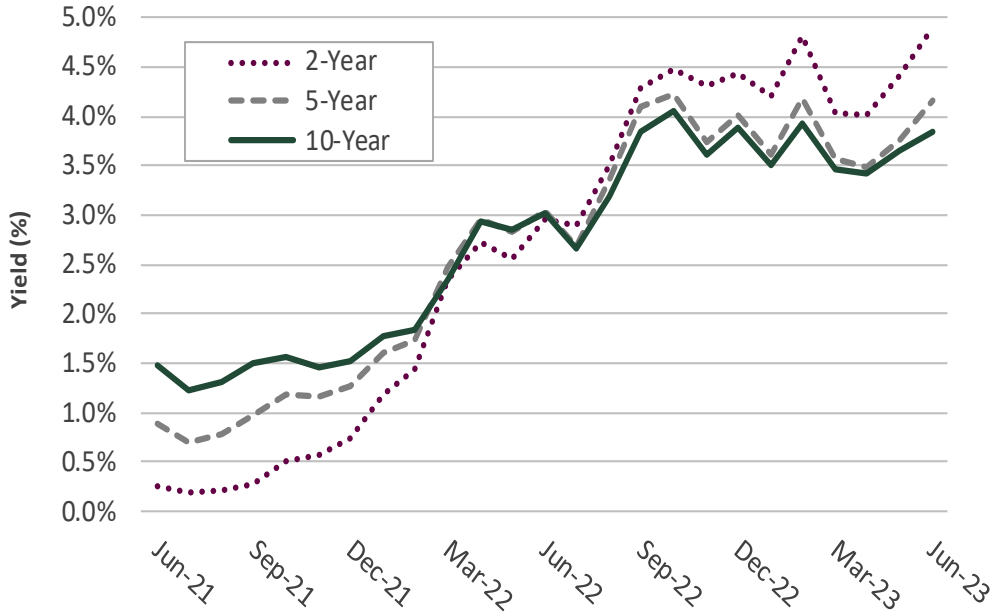


Source: Bloomberg

At the June meeting, the Federal Open Market Committee paused in their rate hiking campaign after ten straight rate increases and left the target Federal Funds rate in the current range of 5.00 - 5.25%. Market participants viewed the FOMC's decision as a 'hawkish' pause, expecting further tightening in the future, primarily based on the updated release of the FOMC's Summary of Economic Projections (SEP) forecast. The SEP is forecasting higher GDP, a lower unemployment rate, and higher PCE inflation compared to the March 2023 forecast. The median forecast for the Fed Funds rate was also increased to 5.6% in June, compared to the prior forecast of 5.1% in March, suggesting another 50 basis points of tightening in 2023. We believe the resiliency of future economic data will determine if the Federal Reserve can stay on hold for a period of time or will be forced to tighten policy further to bring inflation back down towards their 2% policy objective.

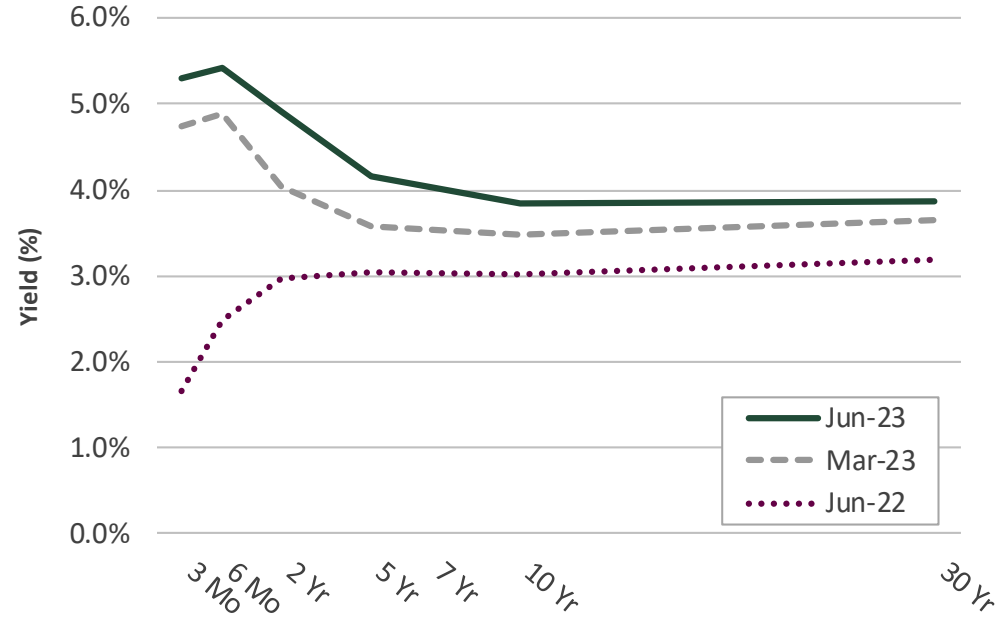
Bond Yields

US Treasury Note Yields



Source: Bloomberg

US Treasury Yield Curve



Source: Bloomberg

At the end of June, the 2-year Treasury yield was 194 basis points higher, and the 10-Year Treasury yield was about 82 basis points higher, year-over-year. The inversion between the 2-year Treasury yield and 10-year Treasury yield widened to -106 basis points at June month-end versus -76 basis points at May month-end. The average historical spread (since 2003) is about +130 basis points. The inversion between 3-month and 10-year Treasuries narrowed to -146 basis points in June from -176 basis points in May. The shape of the yield curve indicates that the probability of recession is increasing.

Periodic Table of Asset Class Returns

As of June 30, 2023

2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	YTD 2023
US Small Cap Stocks 39.1%	US Real Estate 30.4%	US Real Estate 2.5%	US Small Cap Stocks 20.4%	Emerging Market Stocks 37.3%	International Bonds 3.2%	US Large Cap Stocks 31.5%	US Mid Cap Stocks 19.8%	US Real Estate 43.1%	Diversified Commodities 26.0%	US Large Cap Stocks 16.9%
US Mid Cap Stocks 36.3%	US Large Cap Stocks 13.7%	US Large Cap Stocks 1.4%	US High Yield Bonds 17.5%	International Stocks 25.0%	US Core Bonds 0.0%	US Mid Cap Stocks 30.6%	US Small Cap Stocks 19.2%	Diversified Commodities 40.4%	US High Yield Bonds -11.2%	International Stocks 11.7%
US Large Cap Stocks 32.4%	US Mid Cap Stocks 13.4%	International Bonds 1.3%	US Mid Cap Stocks 12.6%	US Large Cap Stocks 21.8%	US High Yield Bonds -2.3%	US Small Cap Stocks 25.9%	US Large Cap Stocks 18.4%	US Large Cap Stocks 28.7%	International Bonds -12.7%	US Small Cap Stocks 8.9%
International Stocks 22.8%	International Bonds 9.1%	US Core Bonds 0.6%	US Large Cap Stocks 12.0%	US Mid Cap Stocks 20.3%	US Large Cap Stocks -4.4%	US Real Estate 25.8%	Emerging Market Stocks 18.3%	US Mid Cap Stocks 24.0%	US Core Bonds -13.3%	US Mid Cap Stocks 7.4%
US High Yield Bonds 7.4%	US Core Bonds 6.4%	US Mid Cap Stocks -0.6%	Diversified Commodities 11.4%	International Real Estate 20.0%	US Real Estate -4.6%	International Stocks 22.0%	International Stocks 7.8%	US Small Cap Stocks 21.1%	International Stocks -14.5%	US Real Estate 5.5%
International Real Estate 5.8%	US Small Cap Stocks 6.1%	International Stocks -0.8%	Emerging Market Stocks 11.2%	US Small Cap Stocks 15.2%	International Real Estate -6.4%	International Real Estate 21.0%	US Core Bonds 7.6%	International Stocks 11.3%	US Mid Cap Stocks -16.9%	US High Yield Bonds 5.4%
US Real Estate 2.5%	International Real Estate 2.8%	International Real Estate -3.8%	US Real Estate 8.6%	US High Yield Bonds 7.5%	US Mid Cap Stocks -8.1%	Emerging Market Stocks 18.4%	US High Yield Bonds 6.2%	International Real Estate 8.1%	US Small Cap Stocks -17.8%	Emerging Market Stocks 4.9%
International Bonds 1.8%	US High Yield Bonds 2.5%	US Small Cap Stocks -4.1%	International Bonds 4.9%	Diversified Commodities 5.8%	US Small Cap Stocks -11.0%	Diversified Commodities 17.6%	International Bonds 4.7%	US High Yield Bonds 5.4%	US Large Cap Stocks -18.1%	International Bonds 3.6%
Diversified Commodities -1.2%	Emerging Market Stocks -2.2%	High Yield Bonds -4.6%	US Core Bonds 2.6%	US Real Estate 5.1%	International Stocks -13.8%	US High Yield Bonds 14.4%	International Real Estate -7.1%	US Core Bonds -1.6%	Emerging Market Stocks -20.1%	US Core Bonds 2.1%
US Core Bonds -2.3%	International Stocks -4.9%	Emerging Market Stocks -14.9%	International Real Estate 1.3%	US Core Bonds 3.6%	Diversified Commodities -13.8%	US Core Bonds 9.0%	US Real Estate -7.6%	International Bonds -2.1%	International Real Estate -24.3%	International Real Estate -4.7%
Emerging Market Stocks -2.6%	Diversified Commodities -33.1%	Diversified Commodities -32.9%	International Stocks 1.0%	International Bonds 2.6%	Emerging Market Stocks -14.6%	International Bonds 8.1%	Diversified Commodities -23.7%	Emerging Market Stocks -2.5%	US Real Estate -24.5%	Diversified Commodities -7.5%

Index returns as of 6/30/2023. Past performance is not indicative of future results. Index returns assume reinvestment of all distributions and do not reflect fees or expenses. It is not possible to invest directly in an index. This information is not intended to constitute an offer, solicitation, recommendation, or advice regarding securities or investment strategy. Please see attached Asset Class Disclosure.

Section 2 | Account Profile

Investment Objectives

The Mammoth Community Water District's investment objectives, in order of priority, are to provide safety to ensure the preservation of capital in the overall portfolio, provide sufficient liquidity for cash needs and a market rate of return consistent with the investment program.

Chandler Asset Management Performance Objective

The performance objective for the portfolio is to earn a total rate of return through a market cycle that is equal to or above the return on the benchmark.

Strategy

In order to achieve these objectives, the portfolio invests in high quality fixed income securities consistent with the investment policy and California Government Code.

Mammoth Community Water District Consolidated

Assets managed by Chandler Asset Management are in full compliance with state law and the Client's investment principles.

Category	Standard	Comment
U.S. Treasuries	No limit; 5 years max maturity; 10 years max maturity for LADWP Settlement Fund	<i>Complies</i>
Federal Agencies	25% max per Agency/GSE issuer; 20% max agency callable securities; 5 years max maturity; 10 years max maturity for LADWP Settlement Fund	<i>Complies</i>
Supranational Obligations	"AA" rating category or better by a NRSRO; 30% max; 10% max per issuer; 5 years max maturity; USD denominated senior unsecured unsubordinated obligations; Issued or unconditionally guaranteed by IBRD, IFC, or IADB	<i>Complies</i>
Municipal Securities	"A" rating category or better by a NRSRO; 30% max; 5% max per issuer; 5 years max maturity; 10 years max maturity for LADWP Settlement Fund	<i>Complies</i>
Corporate Medium Term Notes	"A" rating category or better by a NRSRO; 10% max of the portfolio may be invested in securities where one NRSRO rates at "A" or better, and one or more NRSROs rate the security below "A" or equivalent; 30% max; 5% max per issuer; 5 years max maturity; Issuer is a corporation organized and operating within the U.S. or by depository institutions licensed by the U.S. or any state and operating within the U.S.	<i>Complies</i>
Asset-Backed, Mortgage-Backed, Mortgage Pass-Through Securities, Collateralized Mortgage Obligations	"AA" rating category or better by a NRSRO; 20% max (combined); 5% max per Asset-Backed or Commercial Mortgage security issuer; 5 years max maturity; From issuers not defined in US Treasury and Federal Agencies sections of the Authorized Investments section of the policy	<i>Does not Comply*</i>
Negotiable Certificates of Deposit ("NCD")	The amount of NCD insured up to the FDIC limit does not require any credit ratings; Any amount above FDIC insured limit must be issued by institutions with "A-1" short-term debt rating or better by a NRSRO; or "A" long-term rating category or better by a NRSRO; 30% max (combined with CDARS); 5% max per issuer; 5 years max maturity; 10 years max maturity for LADWP Settlement Fund	<i>Complies</i>
Certificate of Deposit Placement Service (CDARS)	30% max (combined Certificates of Deposit, including CDARS); 5 years max maturity; 10 years max maturity for LADWP Settlement Fund	<i>Complies</i>
Time Deposits (Non-negotiable CD/TD)	20% max combined FDIC & Collateralized CD/TD; 5 years max maturity; 10 years max maturity for LADWP Settlement Fund	<i>Complies</i>
Collateralized Bank Deposits	Deposits with financial institutions will be collateralized with pledged securities per California Government Code	<i>Complies</i>
Banker's Acceptances	A-1 short-term debt rated or better by a NRSRO; or "A" long-term debt rating category or better by a NRSRO; 40% max; 5% max per issuer; 180 days max maturity	<i>Complies</i>
Commercial Paper	"A-1" rated or better by a NRSRO; "A" long-term rating category or better by a NRSRO; 25% max; 5% max per issuer; 10% max of the outstanding commercial paper of any single issuer; 270 days max maturity; Issuer is a corporation organized and operating in the U.S. with assets >\$500 million	<i>Complies</i>

Mammoth Community Water District Consolidated

Assets managed by Chandler Asset Management are in full compliance with state law and the Client's investment principles.

Category	Standard	Comment
Money Market Mutual Funds	20% max combined Money Market Mutual Funds and Mutual Funds; 20% max per MMMF; Meet either of the following criteria: (i) Attained highest rating by two NRSROs; or (ii) Retained an investment adviser registered or exempt from SEC registration with > 5 years experience managing MMMF with AUM >\$500 million	Complies
Mutual Funds	20% max combined Money Market Mutual Funds and Mutual Funds; 10% max per MF; Meet either of the following criteria: (i) Attained highest rating by two NRSROs; or (ii) Retained an investment adviser registered or exempt from SEC registration with > 5 years experience investing in securities authorized by CGC & with AUM >\$500 million	Complies
Local Agency Investment Fund (LAIF)	Maximum amount permitted by LAIF; Not used by investment adviser	Complies
Local Government Investment Pools	Other LGIPs permitted by client; No issuer limitation; Not used by Investment Adviser	Complies
Repurchase Agreements	1 year max maturity; 102% Collateralized; Not used by investment adviser	Complies
Maximum Maturity	Except for LADWP Settlement Fund, the District will not invest in securities maturing more than 5 years, unless the Board of Directors has by resolution granted authority to make such an investment either specifically or as part of an investment program it has approved no less than 3 months prior to investment; Notwithstanding Section XIII.B of the policy, the District may purchase securities and other investments with a maximum term of ten years only for monies in the long-term capital reserve fund and the reserve fund for the settlement payment required in February 2074 to the Los Angeles Department of Water and Power (the "LADWP Settlement Fund").	Complies

*1 CMOs and 11 Mortgage Pass Thrus with maturities over 5 years; client contributed securities.

Mammoth Community Water District

	06/30/23		03/31/23
	Benchmark*	Portfolio	Portfolio
Average Maturity (yrs)	2.10	2.46	2.53
Average Modified Duration	1.99	1.92	1.91
Average Purchase Yield	n/a	2.08%	1.90%
Average Market Yield	4.79%	5.04%	4.52%
Average Quality**	AAA	AA/Aa2	AA/Aa2
Total Market Value		15,761,472	15,774,041

*ICE BofA 0-5 Yr US Treasury Index

**Benchmark is a blended rating of S&P, Moody's, and Fitch. Portfolio is S&P and Moody's respectively.

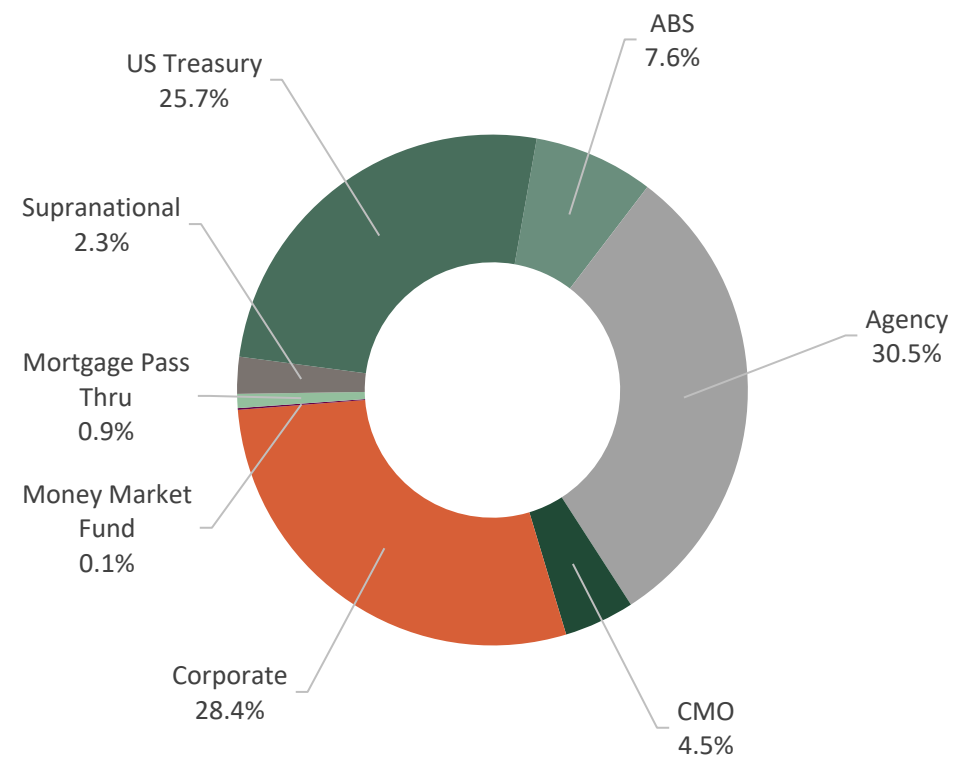
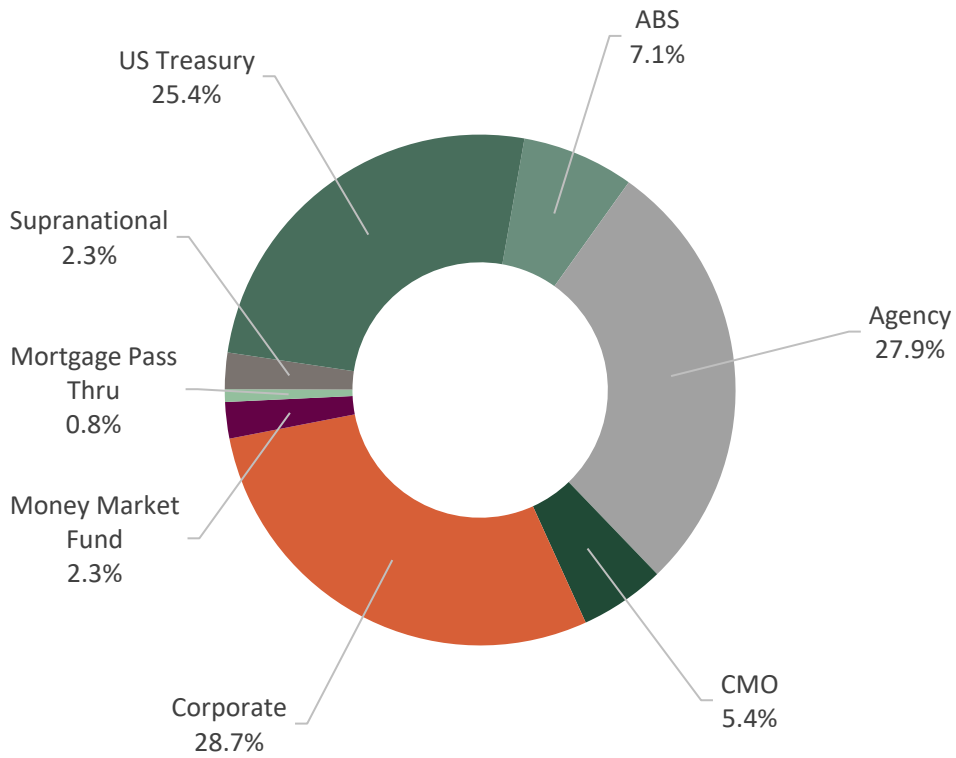
Sector Distribution

As of June 30, 2023

Mammoth Community Water District

June 30, 2023

March 31, 2023



Mammoth Community Water District – Account #10652

Issue Name	Investment Type	% Portfolio
Government of United States	US Treasury	25.41%
Federal Farm Credit Bank	Agency	10.41%
Federal Home Loan Bank	Agency	7.37%
Federal National Mortgage Association	Agency	6.28%
Federal Home Loan Mortgage Corp	CMO	4.60%
Federal Home Loan Mortgage Corp	Agency	3.86%
Intl Bank Recon and Development	Supranational	2.31%
First American Govt Oblig Fund	Money Market Fund	2.28%
Bank of New York	Corporate	2.22%
Bank of America Corp	Corporate	2.09%
Caterpillar Inc	Corporate	1.72%
Chubb Corporation	Corporate	1.55%
Charles Schwab Corp/The	Corporate	1.53%
Salesforce.com Inc	Corporate	1.51%
Bank of Montreal Chicago	Corporate	1.51%
Paccar Financial	Corporate	1.49%
American Express ABS	ABS	1.49%
Truist Financial Corporation	Corporate	1.47%
Target Corp	Corporate	1.47%
United Health Group Inc	Corporate	1.46%
Wal-Mart Stores	Corporate	1.42%
Abbott Laboratories	Corporate	1.39%
Mercedes-Benz	ABS	1.39%
Deere & Company	Corporate	1.39%
JP Morgan Chase & Co	Corporate	1.38%
Morgan Stanley	Corporate	1.25%
Berkshire Hathaway	Corporate	1.23%
Royal Bank of Canada	Corporate	1.22%
Amazon.com Inc	Corporate	1.14%
Toyota ABS	ABS	1.03%
GM Financial Automobile Leasing Trust	ABS	0.86%
GS Mortgage Securities Corp II	CMO	0.85%
Hyundai Auto Receivables	ABS	0.69%
Federal National Mortgage Association	Mortgage Pass Thru	0.65%
John Deere ABS	ABS	0.59%
Verizon Master Trust	ABS	0.50%
Honda ABS	ABS	0.36%
Merck & Company	Corporate	0.28%

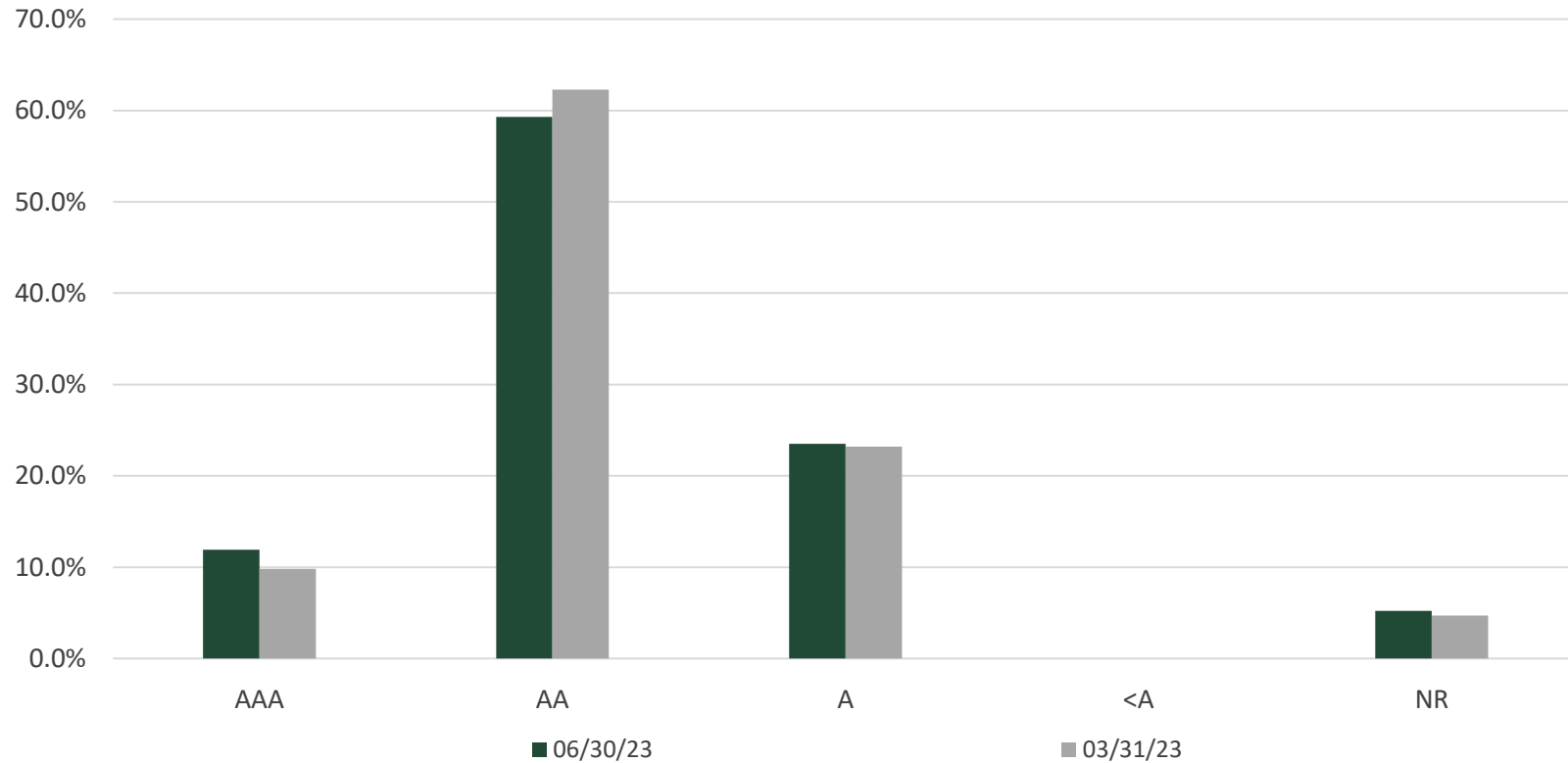
Mammoth Community Water District – Account #10652

Issue Name	Investment Type	% Portfolio
Federal Home Loan Mortgage Corp	Mortgage Pass Thru	0.18%
Verizon Owner Trust	ABS	0.16%
TOTAL		100.00%

Quality Distribution

As of June 30, 2023

Mammoth Community Water District June 30, 2023 vs. March 31, 2023



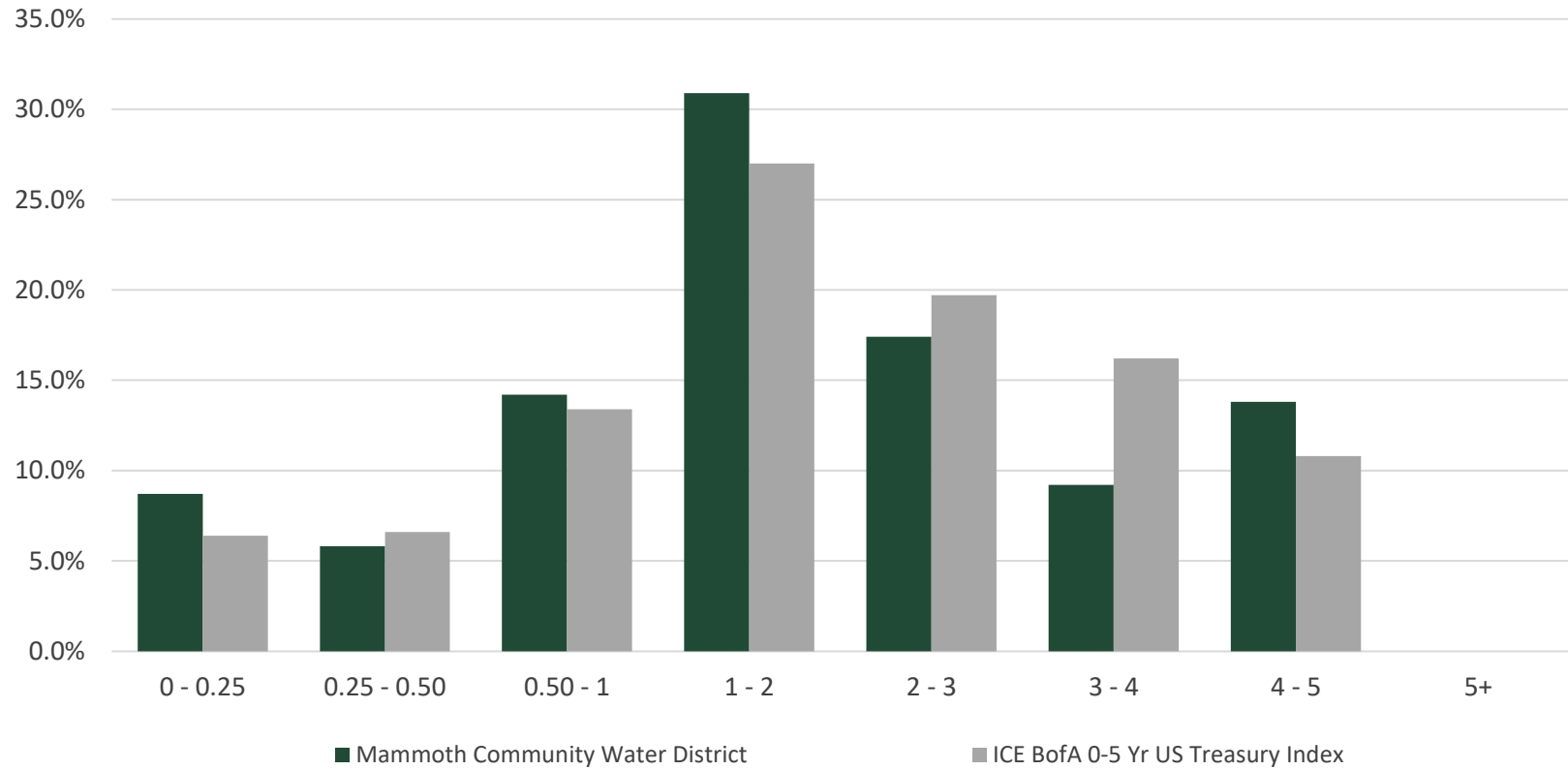
	AAA	AA	A	<A	NR
06/30/23	11.9%	59.3%	23.5%	0.0%	5.2%
03/31/23	9.8%	62.3%	23.2%	0.0%	4.7%

Source: S&P Ratings

Duration Distribution

As of June 30, 2023

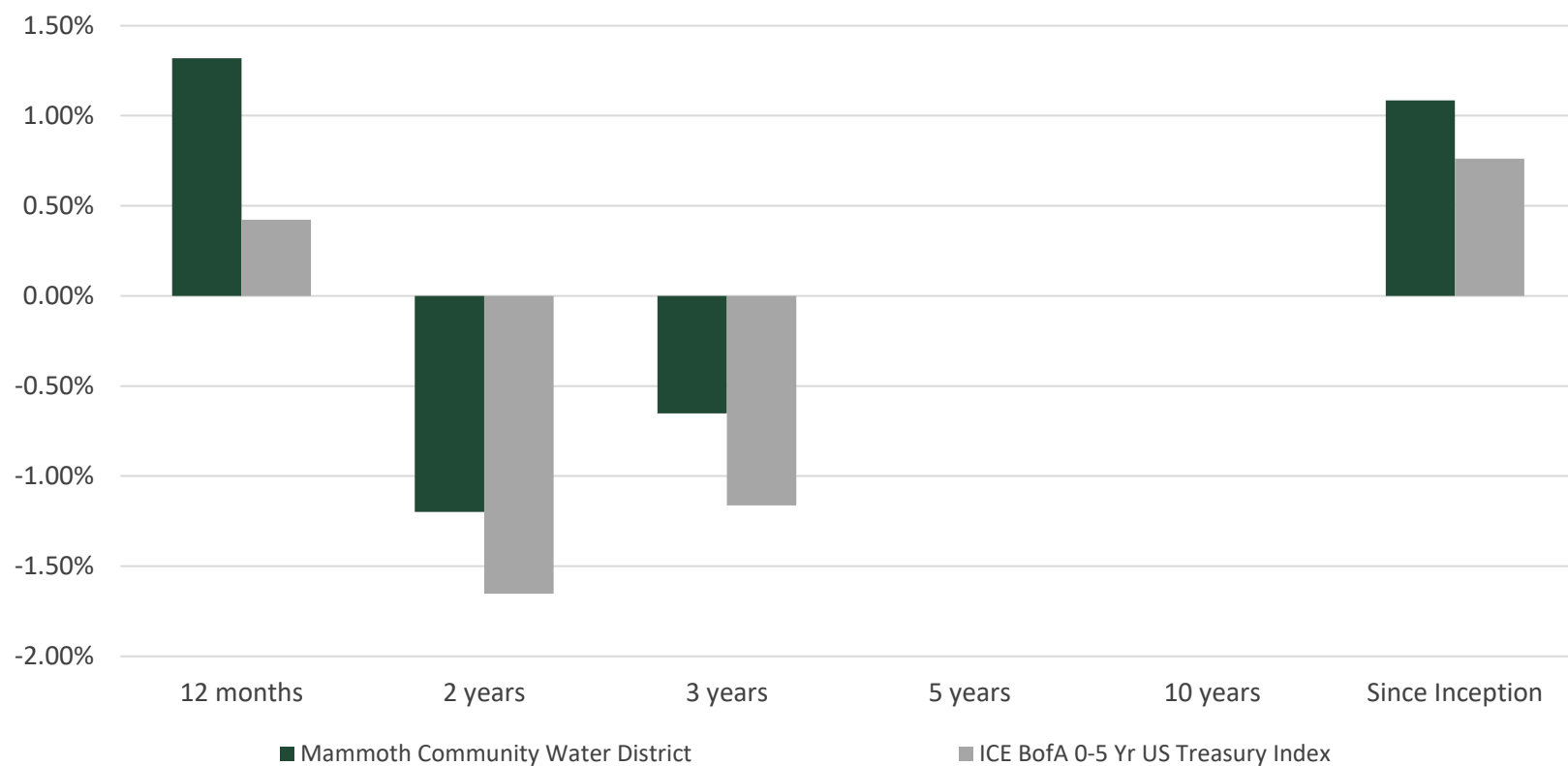
Mammoth Community Water District Portfolio Compared to the Benchmark



	0 - 0.25	0.25 - 0.50	0.50 - 1	1 - 2	2 - 3	3 - 4	4 - 5	5+
Portfolio	8.7%	5.8%	14.2%	30.9%	17.4%	9.2%	13.8%	0.0%
Benchmark*	6.4%	6.6%	13.4%	27.0%	19.7%	16.2%	10.8%	0.0%

*ICE BofA 0-5 Yr US Treasury Index

Mammoth Community Water District Total Rate of Return Annualized Since Inception January 31, 2019



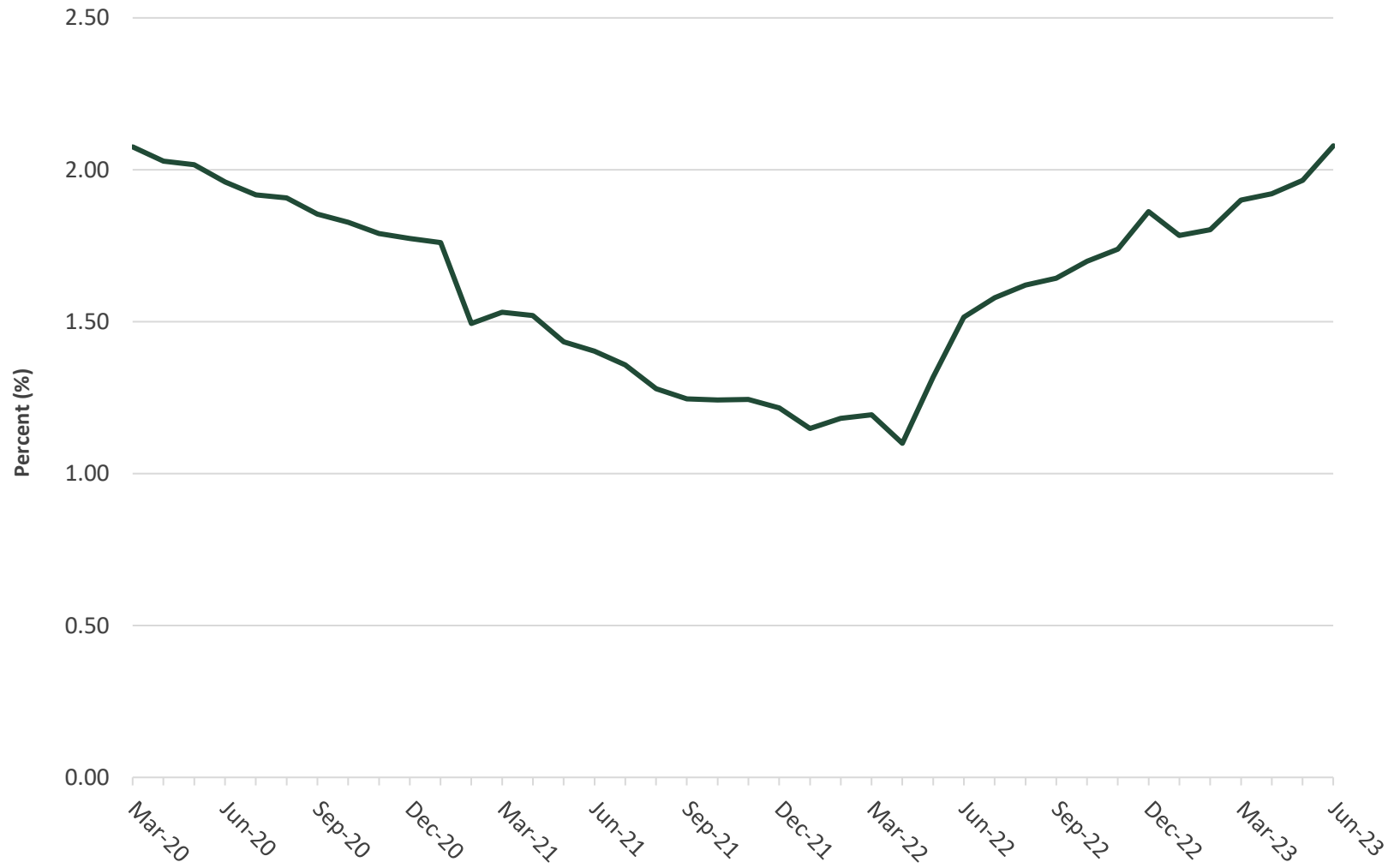
TOTAL RATE OF RETURN	Annualized						
	3 months	12 months	2 years	3 years	5 years	10 years	Since Inception
Mammoth Community Water District	-0.04%	1.32%	-1.20%	-0.65%	N/A	N/A	1.08%
ICE BofA 0-5 Yr US Treasury Index	-0.42%	0.42%	-1.65%	-1.16%	N/A	N/A	0.76%

Total rate of return: A measure of a portfolio’s performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains and losses in the portfolio.

Historical Average Purchase Yield

As of June 30, 2023

Mammoth Community Water District
Purchase Yield as of 06/30/23 = 2.08%



Portfolio Characteristics

As of June 30, 2023

Mammoth Community Water District Liquidity Portfolio

	06/30/23		03/31/23
	Benchmark*	Portfolio	Portfolio
Average Maturity (yrs)	0.15	0.17	0.14
Average Modified Duration	0.14	0.17	0.14
Average Purchase Yield	n/a	5.06%	3.88%
Average Market Yield	5.03%	5.06%	4.67%
Average Quality**	AAA	AAA/Aaa	AAA/Aa1
Total Market Value		6,391,124	5,636,119

*ICE BofA 3-Month US Treasury Bill Index

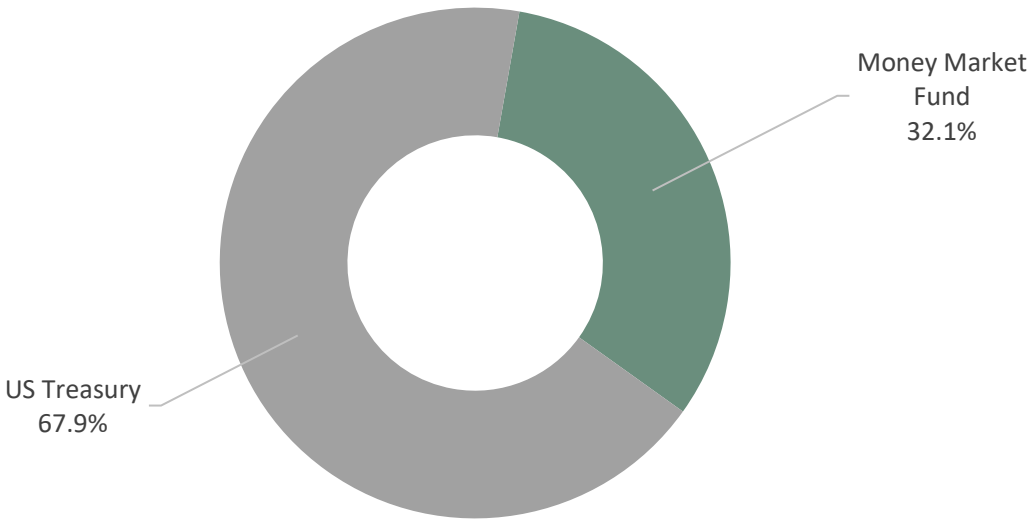
**Benchmark is a blended rating of S&P, Moody's, and Fitch. Portfolio is S&P and Moody's respectively.

Sector Distribution

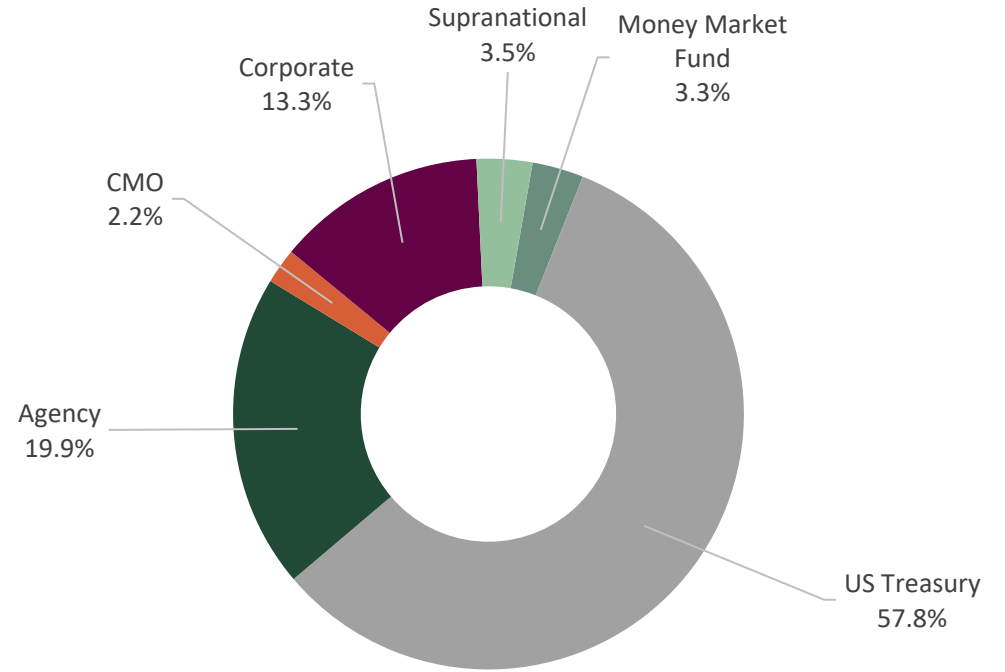
As of June 30, 2023

Mammoth Community Water District Liquidity Portfolio

June 30, 2023



March 31, 2023



Mammoth Community Water District Liquidity Portfolio – Account #10987

Issue Name	Investment Type	% Portfolio
Government of United States	US Treasury	67.95%
First American Govt Oblig Fund	Money Market Fund	32.05%
TOTAL		100.00%

Portfolio Characteristics

As of June 30, 2023

MCWD LADWP Sett Fd

	06/30/23		03/31/23
	Benchmark*	Portfolio	Portfolio
Average Maturity (yrs)	3.94	3.65	4.30
Average Modified Duration	3.63	3.21	3.87
Average Purchase Yield	n/a	4.50%	4.16%
Average Market Yield	4.51%	4.71%	4.05%
Average Quality**	AAA	AA+/Aa1	AA+/Aa1
Total Market Value		2,015,914	1,023,345

*ICE BofA 1-10 Yr US Treasury & Agency Index

**Benchmark is a blended rating of S&P, Moody's, and Fitch. Portfolio is S&P and Moody's respectively.

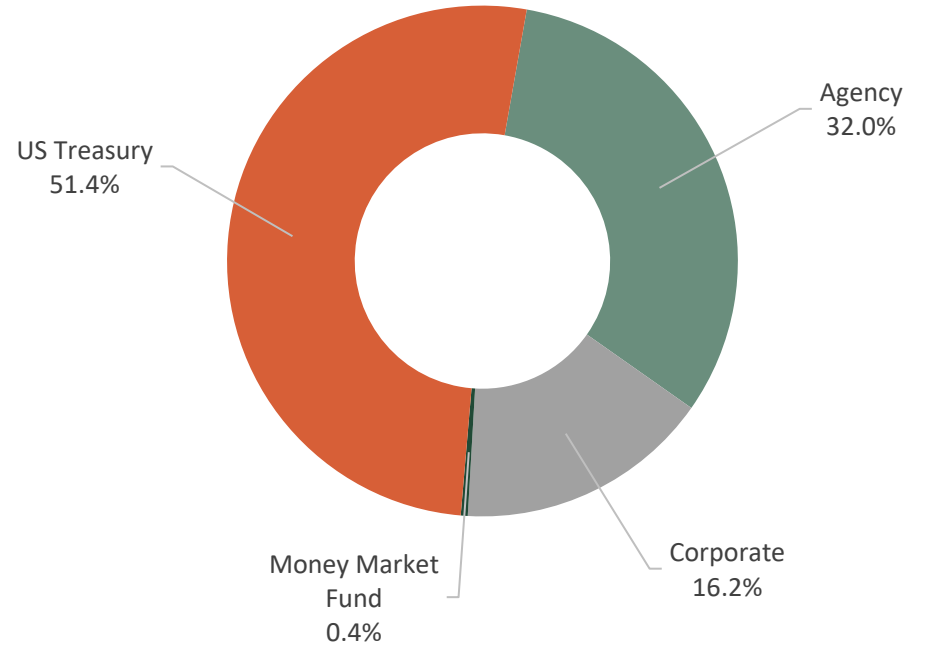
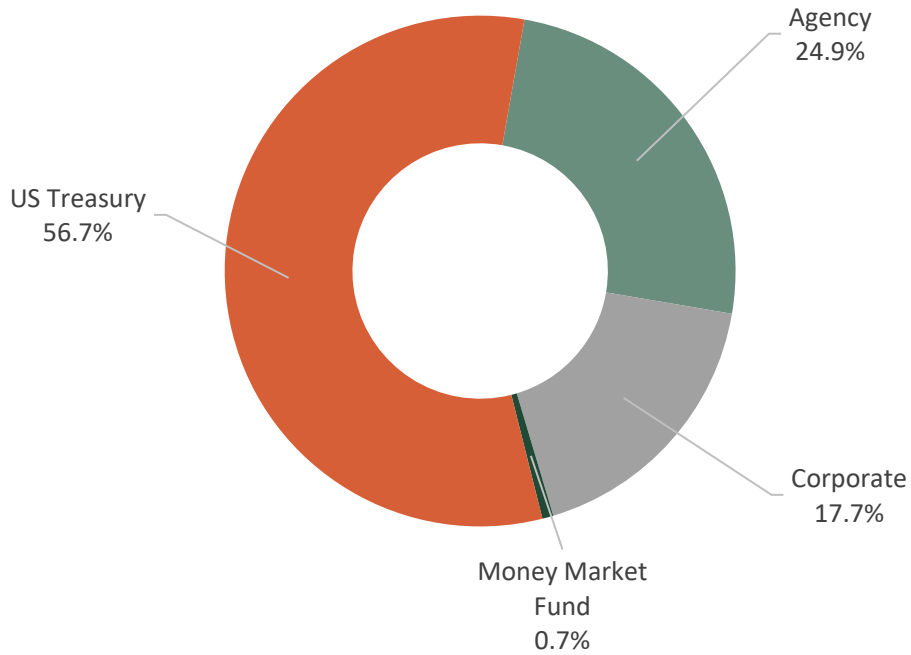
Sector Distribution

As of June 30, 2023

MCWD LADWP Sett Fd

June 30, 2023

March 31, 2023



MCWD LADWP Sett Fd – Account #10992

Issue Name	Investment Type	% Portfolio
Government of United States	US Treasury	56.70%
Federal Farm Credit Bank	Agency	11.95%
Federal Home Loan Bank	Agency	9.53%
JP Morgan Chase & Co	Corporate	4.14%
United Health Group Inc	Corporate	2.16%
Morgan Stanley	Corporate	2.12%
Bank of America Corp	Corporate	2.11%
Amazon.com Inc	Corporate	2.01%
Dominion Resources Inc	Corporate	1.91%
Federal Home Loan Mortgage Corp	Agency	1.80%
Toyota Motor Corp	Corporate	1.60%
Federal National Mortgage Association	Agency	1.60%
Deere & Company	Corporate	1.01%
First American Govt Oblig Fund	Money Market Fund	0.67%
Charles Schwab Corp/The	Corporate	0.67%
TOTAL		100.00%

MCWD Long Term Reserves

	06/30/23		03/31/23
	Benchmark*	Portfolio	Portfolio
Average Maturity (yrs)	3.94	3.84	4.58
Average Modified Duration	3.63	3.30	3.47
Average Purchase Yield	n/a	3.27%	3.17%
Average Market Yield	4.51%	4.81%	4.29%
Average Quality**	AAA	AA/Aa1	AA/Aa1
Total Market Value		7,012,801	7,049,129

*ICE BofA 1-10 Yr US Treasury & Agency Index

**Benchmark is a blended rating of S&P, Moody's, and Fitch. Portfolio is S&P and Moody's respectively.

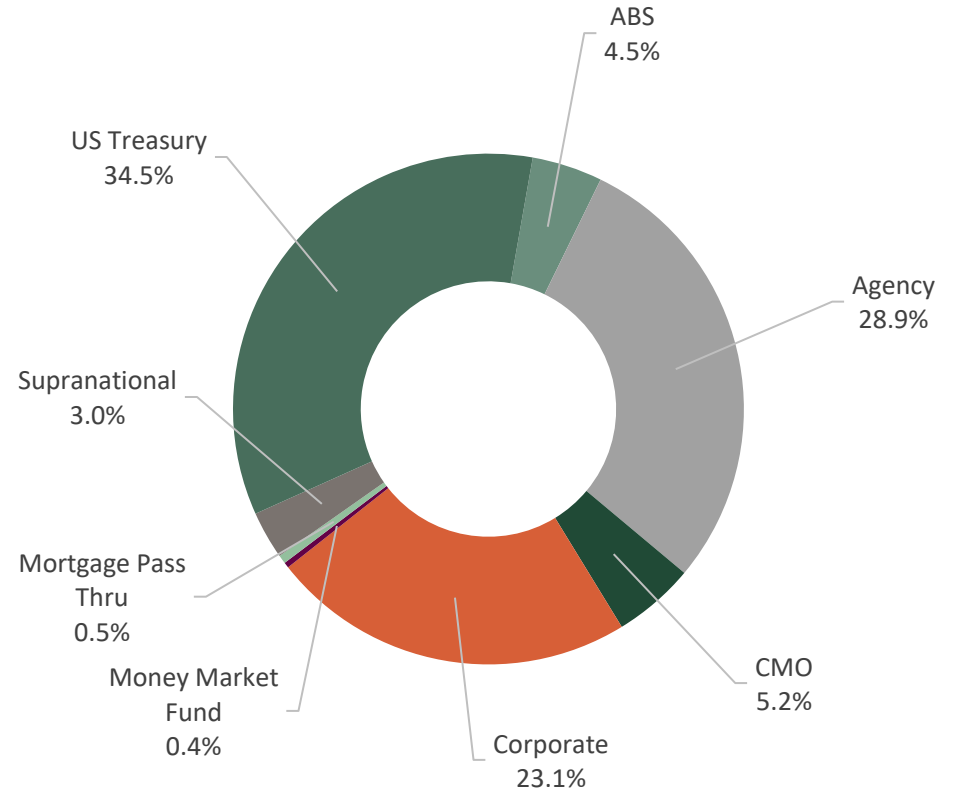
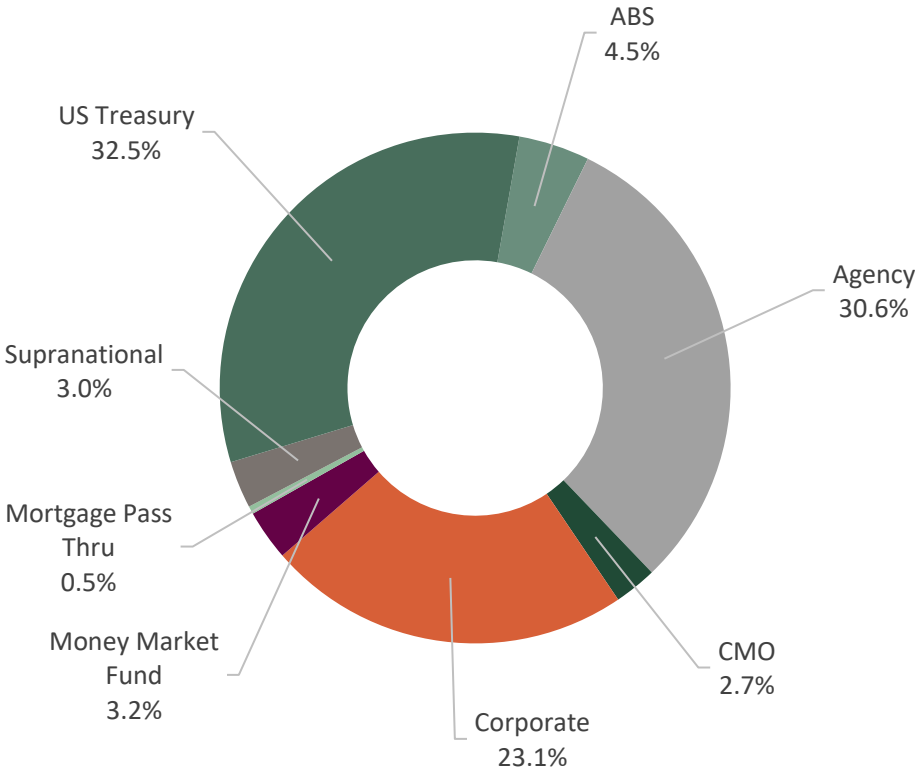
Sector Distribution

As of June 30, 2023

MCWD Long Term Reserves

June 30, 2023

March 31, 2023



MCWD Long Term Reserves – Account #11043

Issue Name	Investment Type	% Portfolio
Government of United States	US Treasury	32.47%
Federal Home Loan Bank	Agency	13.36%
Federal Farm Credit Bank	Agency	8.21%
Federal National Mortgage Association	Agency	6.83%
Northern Trust Corp	Corporate	3.45%
First American Govt Oblig Fund	Money Market Fund	3.17%
Caterpillar Inc	Corporate	3.15%
Inter-American Dev Bank	Supranational	3.05%
Honda Motor Corporation	Corporate	2.87%
Toronto Dominion Holdings	Corporate	2.83%
Federal Home Loan Mortgage Corp	CMO	2.69%
Honda ABS	ABS	2.26%
John Deere ABS	ABS	2.20%
Tennessee Valley Authority	Agency	2.20%
Deere & Company	Corporate	1.46%
United Health Group Inc	Corporate	1.38%
Morgan Stanley	Corporate	1.36%
Toyota Motor Corp	Corporate	1.35%
Bank of America Corp	Corporate	1.35%
Charles Schwab Corp/The	Corporate	1.29%
JP Morgan Chase & Co	Corporate	1.29%
Amazon.com Inc	Corporate	1.28%
Federal Home Loan Mortgage Corp	Mortgage Pass Thru	0.37%
Federal National Mortgage Association	Mortgage Pass Thru	0.14%
TOTAL		100.00%

Portfolio Characteristics

As of June 30, 2023

Mammoth Community Water District Consolidated

	06/30/23		03/31/23
	Benchmark*	Portfolio	Portfolio
Average Maturity (yrs)	2.10	2.38	2.62
Average Modified Duration	1.99	1.95	2.01
Average Purchase Yield	n/a	3.10%	2.65%
Average Market Yield	4.79%	4.97%	4.48%
Average Quality**	AAA	AA+/Aa1	AA+/Aa1
Total Market Value		31,181,311	29,482,635

*ICE BofA 0-5 Yr US Treasury Index

**Benchmark is a blended rating of S&P, Moody's, and Fitch. Portfolio is S&P and Moody's respectively.

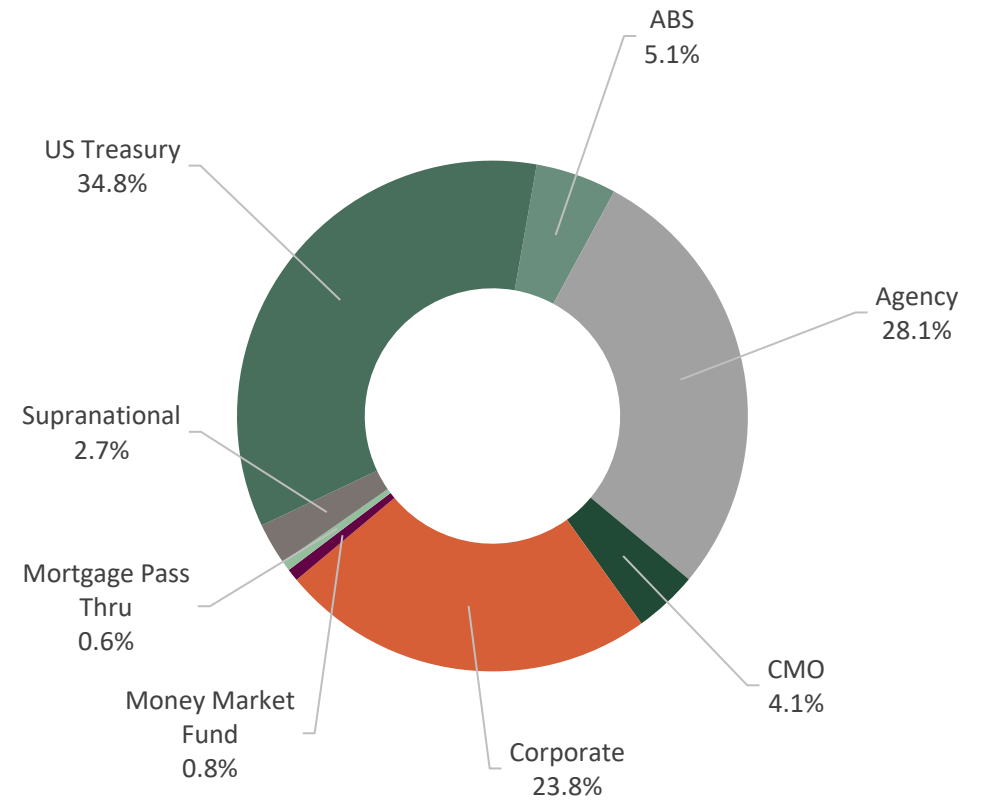
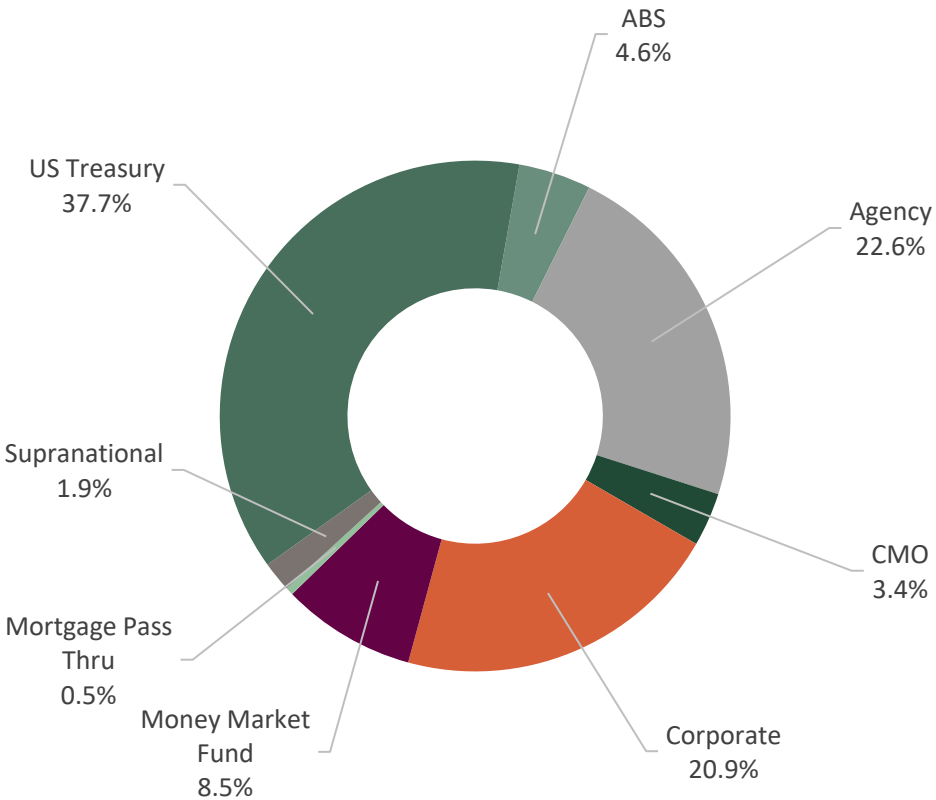
Sector Distribution

As of June 30, 2023

Mammoth Community Water District Consolidated

June 30, 2023

March 31, 2023



Mammoth Community Water District Consolidated – Account #10988

Issue Name	Investment Type	% Portfolio
Government of United States	US Treasury	34.08%
First American Govt Oblig Fund	Money Market Fund	8.44%
Federal Farm Credit Bank	Agency	7.11%
Federal Home Loan Bank	Agency	6.73%
Federal National Mortgage Association	Agency	4.71%
Government of United States	US Treasury	3.67%
Federal Home Loan Mortgage Corp	CMO	2.93%
Federal Home Loan Mortgage Corp	Agency	1.95%
Caterpillar Inc	Corporate	1.58%
Bank of America Corp	Corporate	1.36%
Intl Bank Recon and Development	Supranational	1.17%
Bank of New York	Corporate	1.12%
Charles Schwab Corp/The	Corporate	1.07%
United Health Group Inc	Corporate	1.05%
Deere & Company	Corporate	1.03%
JP Morgan Chase & Co	Corporate	0.99%
Morgan Stanley	Corporate	0.94%
Amazon.com Inc	Corporate	0.87%
John Deere ABS	ABS	0.79%
Chubb Corporation	Corporate	0.78%
Northern Trust Corp	Corporate	0.78%
Federal Farm Credit Bank	Agency	0.77%
Salesforce.com Inc	Corporate	0.77%
Bank of Montreal Chicago	Corporate	0.76%
Paccar Financial	Corporate	0.75%
American Express ABS	ABS	0.75%
Truist Financial Corporation	Corporate	0.74%
Target Corp	Corporate	0.74%
Wal-Mart Stores	Corporate	0.72%
Abbott Laboratories	Corporate	0.70%
Mercedes-Benz	ABS	0.70%
Honda ABS	ABS	0.69%
Inter-American Dev Bank	Supranational	0.69%
Honda Motor Corporation	Corporate	0.65%
Toronto Dominion Holdings	Corporate	0.64%
Berkshire Hathaway	Corporate	0.62%
Federal Home Loan Bank	Agency	0.62%
Royal Bank of Canada	Corporate	0.61%

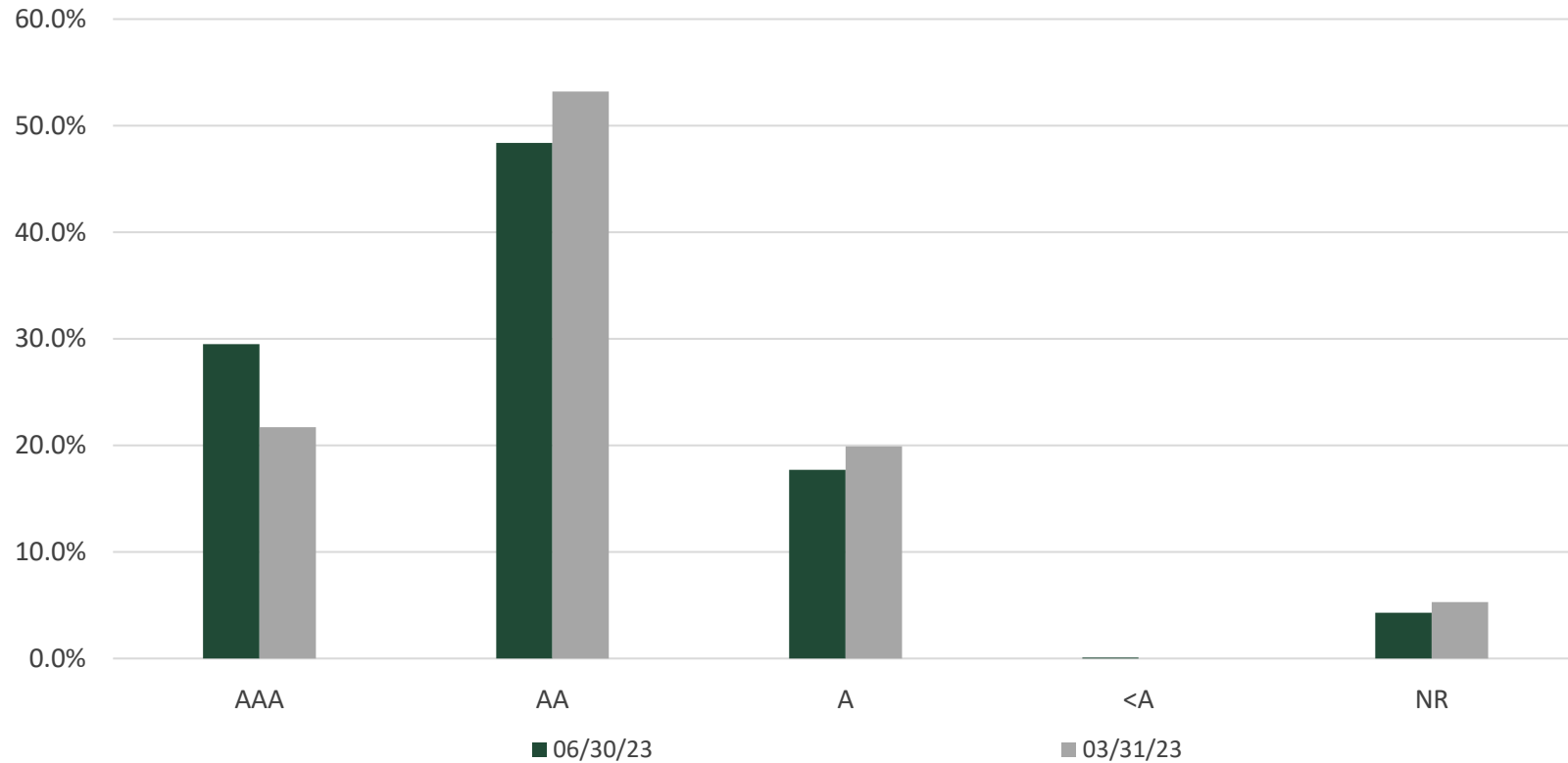
Mammoth Community Water District Consolidated – Account #10988

Issue Name	Investment Type	% Portfolio
Toyota ABS	ABS	0.52%
Tennessee Valley Authority	Agency	0.49%
GM Financial Automobile Leasing Trust	ABS	0.44%
GS Mortgage Securities Corp II	CMO	0.43%
Federal National Mortgage Association	Mortgage Pass Thru	0.36%
Hyundai Auto Receivables	ABS	0.35%
Toyota Motor Corp	Corporate	0.30%
JP Morgan Chase & Co	Corporate	0.27%
Verizon Master Trust	ABS	0.25%
Federal Home Loan Mortgage Corp	Mortgage Pass Thru	0.18%
Merck & Company	Corporate	0.14%
United Health Group Inc	Corporate	0.14%
Morgan Stanley	Corporate	0.14%
Bank of America Corp	Corporate	0.14%
Amazon.com Inc	Corporate	0.13%
Dominion Resources Inc	Corporate	0.12%
Federal Home Loan Mortgage Corp	Agency	0.12%
Toyota Motor Corp	Corporate	0.10%
Federal National Mortgage Association	Agency	0.10%
Verizon Owner Trust	ABS	0.08%
Deere & Company	Corporate	0.07%
First American Govt Oblig Fund	Money Market Fund	0.04%
Charles Schwab Corp/The	Corporate	0.04%
TOTAL		100.00%

Quality Distribution

As of June 30, 2023

Mammoth Community Water District Consolidated June 30, 2023 vs. March 31, 2023



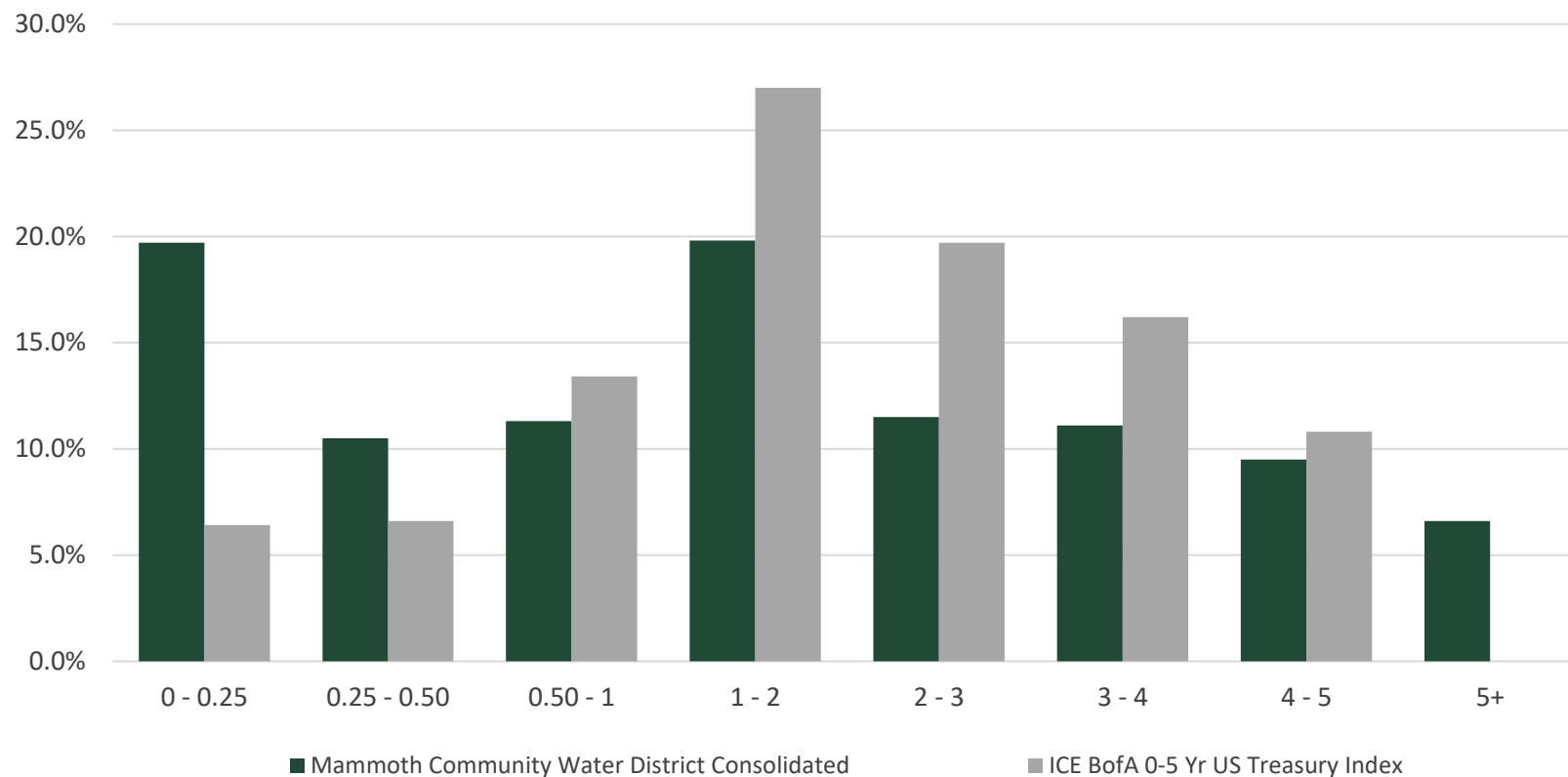
	AAA	AA	A	<A	NR
06/30/23	29.5%	48.4%	17.7%	0.1%	4.3%
03/31/23	21.7%	53.2%	19.9%	0.0%	5.3%

Source: S&P Ratings

Duration Distribution

As of June 30, 2023

Mammoth Community Water District Consolidated Portfolio Compared to the Benchmark



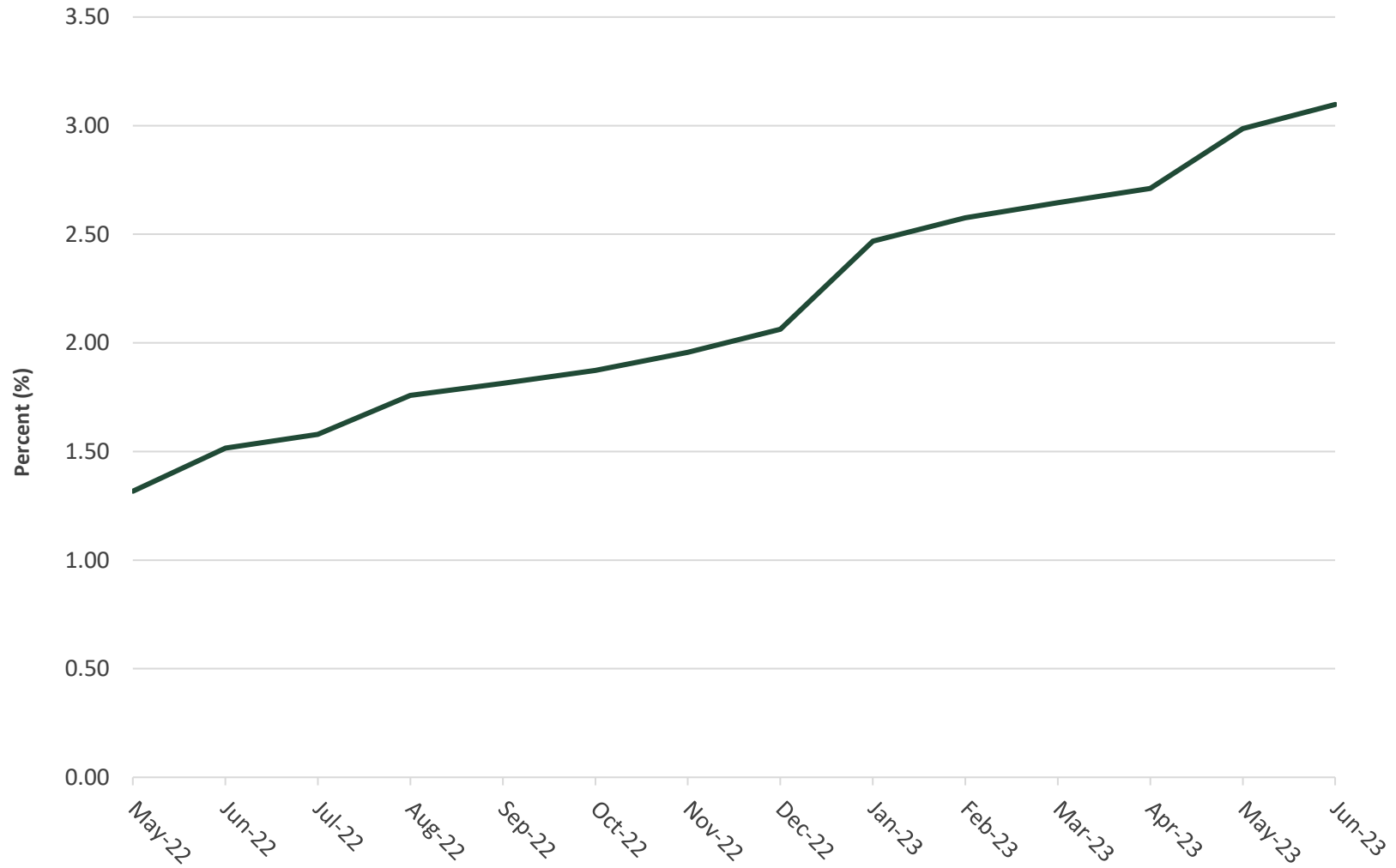
	0 - 0.25	0.25 - 0.50	0.50 - 1	1 - 2	2 - 3	3 - 4	4 - 5	5+
Portfolio	19.7%	10.5%	11.3%	19.8%	11.5%	11.1%	9.5%	6.6%
Benchmark*	6.4%	6.6%	13.4%	27.0%	19.7%	16.2%	10.8%	0.0%

*ICE BofA 0-5 Yr US Treasury Index

Historical Average Purchase Yield

As of June 30, 2023

Mammoth Community Water District Consolidated
Purchase Yield as of 06/30/23 = 3.10%





Section 3 | Portfolio Holdings

Holdings Report

As of June 30, 2023

Mammoth Community Water District - Account #10652

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
43813KAC6	Honda Auto Receivables Trust 2020-3 A3 0.370% Due 10/18/2024	19,646.84	09/22/2020 0.38%	19,643.94 19,646.49	98.61 5.95%	19,374.63 2.63	0.12% (271.86)	NR / AAA AAA	1.30 0.25
36262XAC8	GM Financial Auto Lease Trust 2021-3 A2 0.390% Due 10/21/2024	138,096.54	05/04/2022 2.99%	133,597.61 136,632.95	98.59 5.86%	136,154.07 16.46	0.86% (478.88)	NR / AAA AAA	1.31 0.25
92290BAA9	Verizon Owner Trust 2020-B A 0.470% Due 02/20/2025	24,798.15	08/04/2020 0.48%	24,792.94 24,796.26	99.30 5.63%	24,625.16 3.56	0.16% (171.10)	Aaa / NR AAA	1.65 0.13
43813GAC5	Honda Auto Receivables Trust 2021-1 A3 0.270% Due 04/21/2025	38,410.54	02/17/2021 0.27%	38,409.83 38,410.37	97.65 6.18%	37,508.93 2.88	0.24% (901.44)	Aaa / NR AAA	1.81 0.39
44891RAC4	Hyundai Auto Receivables Trust 2020-C A3 0.380% Due 05/15/2025	29,808.20	10/20/2020 0.39%	29,801.34 29,806.90	98.11 6.19%	29,243.66 5.03	0.19% (563.24)	NR / AAA AAA	1.88 0.32
89240BAC2	Toyota Auto Receivables Owners 2021-A A3 0.260% Due 05/15/2025	80,708.77	05/25/2022 2.54%	79,044.16 80,056.08	97.82 5.87%	78,947.22 9.33	0.50% (1,108.86)	Aaa / NR AAA	1.88 0.39
02582JIR2	American Express 2021-1 A 0.900% Due 11/15/2026	250,000.00	05/05/2022 3.22%	236,113.28 242,415.83	93.87 5.66%	234,664.50 100.00	1.49% (7,751.33)	Aaa / NR AAA	3.38 1.32
47800AAC4	John Deere Owner Trust 2022-B A3 3.740% Due 02/16/2027	95,000.00	07/12/2022 3.77%	94,990.93 94,993.33	97.15 5.73%	92,296.68 157.91	0.59% (2,696.65)	Aaa / NR AAA	3.64 1.46
89231CAD9	Toyota Auto Receivables Owner 2022-C A3 3.760% Due 04/15/2027	85,000.00	08/08/2022 3.80%	84,985.80 84,989.52	97.39 5.38%	82,784.22 142.04	0.53% (2,205.30)	NR / AAA AAA	3.79 1.65
448979AD6	Hyundai Auto Receivables Trust 2023-A A3 4.580% Due 04/15/2027	80,000.00	04/04/2023 4.63%	79,992.19 79,992.81	98.46 5.42%	78,771.60 162.84	0.50% (1,221.21)	NR / AAA AAA	3.79 1.93
92348KAV5	Verizon Master Trust 2022-5 A1A 3.720% Due 07/20/2027	80,000.00	08/02/2022 3.75%	79,996.48 79,997.61	98.78 5.25%	79,025.12 90.93	0.50% (972.49)	NR / AAA AAA	4.06 1.09
58768PAC8	Mercedes-Benz Auto Receivables 2022-1 A3 5.210% Due 08/16/2027	220,000.00	11/15/2022 5.28%	219,956.48 219,964.05	99.54 5.56%	218,991.52 509.42	1.39% (972.53)	Aaa / AAA NR	4.13 1.57
TOTAL ABS		1,141,469.04	3.49%	1,121,324.98 1,131,702.20	5.65%	1,112,387.31 1,203.03	7.07% (19,314.89)	Aaa / AAA AAA	3.13 1.13
Agency									
3135G05G4	FNMA Note 0.250% Due 07/10/2023	285,000.00	07/08/2020 0.32%	284,387.25 284,994.96	99.91 3.51%	284,742.08 338.44	1.81% (252.88)	Aaa / AA+ AAA	0.03 0.03
3135G0U43	FNMA Note 2.875% Due 09/12/2023	350,000.00	06/21/2019 1.87%	364,217.00 350,673.49	99.49 5.42%	348,203.10 3,046.70	2.23% (2,470.39)	Aaa / AA+ AAA	0.20 0.20
3137EAEY1	FHLMC Note 0.125% Due 10/16/2023	225,000.00	10/14/2020 0.25%	224,160.75 224,917.99	98.46 5.43%	221,541.08 58.59	1.41% (3,376.91)	Aaa / AA+ AAA	0.30 0.29

Holdings Report

As of June 30, 2023

Mammoth Community Water District - Account #10652

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
3130A0F70	FHLB Note 3.375% Due 12/08/2023	175,000.00	02/12/2019 2.62%	180,943.00 175,540.58	99.17 5.29%	173,554.68 377.34	1.10% (1,985.90)	Aaa / AA+ AAA	0.44 0.43
3130A1XJ2	FHLB Note 2.875% Due 06/14/2024	400,000.00	03/24/2020 0.99%	430,996.00 407,015.31	97.57 5.52%	390,278.40 543.06	2.48% (16,736.91)	Aaa / AA+ NR	0.96 0.92
3133EMNF5	FFCB Note 0.375% Due 01/15/2025	400,000.00	08/30/2021 0.50%	398,376.00 399,257.15	92.96 5.19%	371,828.00 691.67	2.36% (27,429.15)	Aaa / AA+ AAA	1.55 1.50
3135G04Z3	FNMA Note 0.500% Due 06/17/2025	385,000.00	Various 0.47%	385,584.85 385,248.07	91.81 4.93%	353,461.96 74.86	2.24% (31,786.11)	Aaa / AA+ AAA	1.97 1.91
3137EAEX3	FHLMC Note 0.375% Due 09/23/2025	425,000.00	01/28/2021 0.44%	423,767.50 424,408.43	90.74 4.80%	385,630.98 433.85	2.45% (38,777.45)	Aaa / AA+ AAA	2.24 2.17
3133EPBM6	FFCB Note 4.125% Due 08/23/2027	270,000.00	02/24/2023 4.35%	267,526.80 267,714.03	99.51 4.25%	268,669.17 3,960.00	1.73% 955.14	Aaa / AA+ AAA	4.15 3.72
3133EPDJ1	FFCB Note 4.375% Due 09/15/2027	300,000.00	03/28/2023 3.90%	305,748.00 305,416.72	100.56 4.23%	301,675.20 3,864.58	1.94% (3,741.52)	Aaa / AA+ AAA	4.21 3.76
3133EN4S6	FFCB Note 3.750% Due 12/22/2027	400,000.00	12/22/2022 3.87%	397,788.00 398,013.94	97.61 4.34%	390,446.00 375.00	2.48% (7,567.94)	Aaa / AA+ AAA	4.48 4.07
3130ATS57	FHLB Note 4.500% Due 03/10/2028	300,000.00	03/28/2023 3.89%	308,124.00 307,701.62	100.96 4.27%	302,890.50 4,162.50	1.95% (4,811.12)	Aaa / AA+ AAA	4.70 4.14
3133EPGW9	FFCB Note 3.875% Due 04/25/2028	300,000.00	04/27/2023 3.72%	302,061.00 301,988.68	98.83 4.14%	296,502.90 2,131.25	1.89% (5,485.78)	Aaa / AA+ AAA	4.82 4.32
3130AEB25	FHLB Note 3.250% Due 06/09/2028	300,000.00	06/28/2023 4.04%	289,404.00 289,415.73	96.54 4.03%	289,630.20 595.83	1.84% 214.47	Aaa / AA+ NR	4.95 4.50
TOTAL Agency		4,515,000.00	2.13%	4,563,084.15 4,522,306.70	4.68%	4,379,054.25 20,653.67	27.91% (143,252.45)	Aaa / AA+ AAA	2.55 2.33
CMO									
3137BWWD2	FHLMC K725 A2 3.002% Due 01/25/2024	241,941.60	08/18/2021 0.49%	255,323.99 244,801.48	98.53 5.74%	238,387.72 605.26	1.52% (6,413.76)	NR / AAA AAA	0.57 0.47
3137BSRE5	FHLMC K059 A2 3.120% Due 09/25/2026	275,000.00	02/18/2022 1.98%	286,816.41 283,292.97	95.18 4.76%	261,749.95 715.00	1.67% (21,543.02)	NR / AAA AAA	3.24 2.91
3137FETN0	FHLMC K073 A2 3.350% Due 01/25/2028	235,000.00	05/24/2023 4.34%	225,857.03 226,029.03	94.79 4.64%	222,750.63 131.21	1.41% (3,278.40)	NR / NR AAA	4.58 4.05



Holdings Report

As of June 30, 2023

Mammoth Community Water District - Account #10652

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
36198FAE2	GS Mortgage Securities Trust 2013-GC14 A5 4.243% Due 08/10/2046	134,340.76	06/22/2017 2.62%	146,426.05 134,390.00	99.83 5.56%	134,108.48 475.01	0.85% (281.52)	Aaa / NR NR	23.13 0.09
TOTAL CMO		886,282.36	2.27%	914,423.48 888,513.48	5.13%	856,996.78 1,926.48	5.45% (31,516.70)	Aaa / AAA AAA	5.96 2.08
Corporate									
06053FAA7	Bank of America Corp Note 4.100% Due 07/24/2023	100,000.00	08/10/2018 3.56%	102,422.00 100,030.79	99.93 5.12%	99,926.20 1,788.06	0.65% (104.59)	A1 / A- AA-	0.07 0.07
06406FAD5	Bank of NY Mellon Corp Callable Note Cont 6/16/2023 2.200% Due 08/16/2023	100,000.00	08/19/2019 2.05%	100,584.00 100,018.45	99.59 5.37%	99,592.00 825.00	0.64% (426.45)	A1 / A AA-	0.13 0.13
24422EVN6	John Deere Capital Corp Note 0.450% Due 01/17/2024	165,000.00	03/01/2021 0.47%	164,882.85 164,977.66	97.30 5.54%	160,537.08 338.25	1.02% (4,440.58)	A2 / A A+	0.55 0.53
808513BN4	Charles Schwab Corp Callable Note Cont 2/18/2024 0.750% Due 03/18/2024	250,000.00	05/27/2021 0.47%	251,952.50 250,497.17	96.47 5.84%	241,187.25 536.46	1.53% (9,309.92)	A2 / A- A	0.72 0.69
91324PEB4	United Health Group Inc Callable Note Cont 5/15/2022 0.550% Due 05/15/2024	240,000.00	06/25/2021 0.59%	239,704.80 239,910.40	95.83 5.49%	229,995.60 168.67	1.46% (9,914.80)	A3 / A+ A	0.88 0.85
69371RR81	Paccar Financial Corp Note 3.150% Due 06/13/2024	240,000.00	06/06/2022 3.16%	239,944.80 239,973.72	97.88 5.47%	234,900.48 378.00	1.49% (5,073.24)	A1 / A+ NR	0.96 0.92
06367TQW3	Bank of Montreal Note 0.625% Due 07/09/2024	250,000.00	09/29/2021 0.71%	249,430.00 249,789.56	94.98 5.74%	237,446.25 746.53	1.51% (12,343.31)	A2 / A- AA-	1.03 0.99
79466LAG9	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 07/15/2024	250,000.00	12/23/2021 0.99%	247,685.00 249,054.09	95.19 5.44%	237,974.50 720.49	1.51% (11,079.59)	A2 / A+ NR	1.04 1.01
78015K7C2	Royal Bank of Canada Note 2.250% Due 11/01/2024	200,000.00	09/22/2020 0.69%	212,574.00 204,101.86	95.42 5.86%	190,836.60 750.00	1.22% (13,265.26)	A1 / A AA-	1.34 1.28
46647PAH9	JP Morgan Chase & Co Callable Note 2X 3/1/2024 3.220% Due 03/01/2025	220,000.00	08/19/2020 2.12%	237,619.80 226,491.51	98.02 6.27%	215,648.40 2,361.33	1.38% (10,843.11)	A1 / A- AA-	1.67 0.64
89788JAA7	Truist Bank Callable Note Cont 02/10/2025 1.500% Due 03/10/2025	250,000.00	12/23/2021 1.27%	251,835.00 250,970.92	92.36 6.32%	230,907.75 1,156.25	1.47% (20,063.17)	A2 / A A+	1.70 1.62
06051GHR3	Bank of America Corp Callable Note 1X 3/15/2024 3.458% Due 03/15/2025	230,000.00	03/15/2021 2.28%	246,946.40 237,236.19	98.01 6.36%	225,428.98 2,341.83	1.45% (11,807.21)	A1 / A- AA-	1.71 0.68

Holdings Report

As of June 30, 2023

Mammoth Community Water District - Account #10652

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
00440EAS6	Chubb INA Holdings Inc Note 3.150% Due 03/15/2025	250,000.00	03/25/2021 1.05%	270,317.50 258,747.62	96.53 5.30%	241,314.25 2,318.75	1.55% (17,433.37)	A3 / A A	1.71 1.62
002824BB5	Abbott Laboratories Callable Note Cont 12/15/2024 2.950% Due 03/15/2025	225,000.00	05/27/2021 0.82%	242,903.25 233,041.62	96.77 4.94%	217,724.40 1,954.38	1.39% (15,317.22)	Aa3 / AA- NR	1.71 1.62
24422EWF2	John Deere Capital Corp Note 3.400% Due 06/06/2025	60,000.00	06/01/2022 3.41%	59,986.20 59,991.11	96.83 5.14%	58,096.92 141.67	0.37% (1,894.19)	A2 / A A+	1.94 1.84
06406RBF3	Bank of NY Mellon Corp Callable Note Cont 6/13/2024 3.430% Due 06/13/2025	255,000.00	06/08/2022 4.18%	255,000.00 255,000.00	97.52 5.94%	248,685.95 437.33	1.58% (6,314.05)	A1 / A AA-	1.96 1.84
6174468C6	Morgan Stanley Note 4.000% Due 07/23/2025	200,000.00	06/22/2022 4.08%	199,558.00 199,704.15	97.09 5.51%	194,176.60 3,511.11	1.25% (5,527.55)	A1 / A- A+	2.07 1.91
14913R2Z9	Caterpillar Financial Service Note 3.650% Due 08/12/2025	275,000.00	08/08/2022 3.69%	274,667.25 274,765.31	97.06 5.13%	266,906.20 3,875.59	1.72% (7,859.11)	A2 / A A+	2.12 1.98
084670BS6	Berkshire Hathaway Callable Note Cont 12/15/2025 3.125% Due 03/15/2026	200,000.00	05/02/2022 3.39%	198,090.00 198,662.59	96.33 4.58%	192,654.20 1,840.28	1.23% (6,008.39)	Aa2 / AA A+	2.71 2.53
023135BX3	Amazon.com Inc Callable Note Cont 4/12/2026 1.000% Due 05/12/2026	200,000.00	07/28/2021 0.81%	201,804.00 201,080.13	89.90 4.81%	179,805.40 272.22	1.14% (21,274.73)	A1 / AA AA-	2.87 2.76
931142ER0	Wal-Mart Stores Callable Note Cont 08/17/2026 1.050% Due 09/17/2026	250,000.00	09/29/2021 1.06%	249,820.00 249,883.44	89.28 4.68%	223,207.00 758.33	1.42% (26,676.44)	Aa2 / AA AA	3.22 3.08
87612EBM7	Target Corp Callable Note Cont 12/15/2026 1.950% Due 01/15/2027	250,000.00	01/28/2022 1.96%	249,905.00 249,932.08	91.54 4.56%	228,856.00 2,247.92	1.47% (21,076.08)	A2 / A A	3.55 3.32
58933YBH7	Merck & Co Callable Note Cont 4/17/2028 4.050% Due 05/17/2028	45,000.00	05/08/2023 4.07%	44,963.55 44,964.45	98.26 4.45%	44,217.86 222.75	0.28% (746.59)	A1 / A+ NR	4.88 4.36
TOTAL Corporate		4,705,000.00	1.88%	4,792,595.90 4,738,824.82	5.45%	4,500,025.87 29,691.20	28.74% (238,798.95)	A1 / A A+	1.72 1.53
Money Market Fund									
31846V203	First American Govt Obligation Fund Class Y	360,061.54	Various 4.70%	360,061.54 360,061.54	1.00 4.70%	360,061.54 0.00	2.28% 0.00	Aaa / AAA AAA	0.00 0.00
TOTAL Money Market Fund		360,061.54	4.70%	360,061.54	4.70%	0.00	0.00	AAA	0.00

Holdings Report

As of June 30, 2023

Mammoth Community Water District - Account #10652

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
Mortgage Pass Thru									
31418BLL8	FNMA FN MA2130 3.500% Due 12/01/2029	23,067.11	09/01/2015 2.64%	24,404.07 23,669.45	95.67 5.33%	22,068.95 67.28	0.14% (1,600.50)	Aaa / AA+ AAA	6.43 2.29
3138YTM8	FNMA FN AZ2169 2.500% Due 07/01/2030	16,883.92	09/01/2015 2.25%	17,172.63 17,020.20	92.74 5.38%	15,657.91 35.17	0.10% (1,362.29)	Aaa / AA+ AAA	7.01 2.51
3138WE3R8	FNMA FN AS5307 3.000% Due 07/01/2030	13,667.24	09/01/2015 2.43%	14,210.65 13,923.75	95.27 4.86%	13,021.12 34.17	0.08% (902.63)	Aaa / AA+ AAA	7.01 2.49
3138WE5U9	FNMA FN AS5358 3.000% Due 07/01/2030	14,806.65	09/01/2015 2.43%	15,395.36 15,084.54	95.28 4.87%	14,107.33 37.02	0.09% (977.21)	Aaa / AA+ AAA	7.01 2.46
3138YR6T0	FNMA FN AZ0881 2.500% Due 07/01/2030	19,627.59	08/11/2016 1.95%	20,340.44 19,986.97	93.31 5.19%	18,315.31 40.89	0.12% (1,671.66)	Aaa / AA+ AAA	7.01 2.47
3132KFBZ4	FHLMC FG V60956 2.500% Due 09/01/2030	18,698.33	11/12/2015 2.32%	18,926.05 18,808.63	93.05 5.24%	17,397.97 38.95	0.11% (1,410.66)	Aaa / AA+ AAA	7.18 2.55
3128MEMN8	FHLMC FG G15565 3.000% Due 10/01/2030	12,023.91	10/14/2015 2.38%	12,557.41 12,282.46	95.39 4.82%	11,469.08 30.06	0.07% (813.38)	Aaa / AA+ AAA	7.26 2.52
3138ETA55	FNMA FN AL8127 2.000% Due 01/01/2031	20,081.37	08/08/2016 1.76%	20,413.92 20,254.70	91.13 5.72%	18,300.88 33.47	0.12% (1,953.82)	Aaa / AA+ AAA	7.51 2.38
TOTAL Mortgage Pass Thru		138,856.12	2.26%	143,420.53 141,030.70	5.22%	130,338.55 317.01	0.83% (10,692.15)	Aaa / AA+ AAA	7.03 2.45
Supranational									
459058JL8	Intl. Bank Recon & Development Note 0.500% Due 10/28/2025	400,000.00	02/17/2021 0.61%	398,004.00 399,009.00	90.76 4.74%	363,055.60 350.00	2.31% (35,953.40)	Aaa / AAA AAA	2.33 2.26
TOTAL Supranational		400,000.00	0.61%	398,004.00 399,009.00	4.74%	363,055.60 350.00	2.31% (35,953.40)	Aaa / AAA AAA	2.33 2.26
US Treasury									
91282CBE0	US Treasury Note 0.125% Due 01/15/2024	300,000.00	05/27/2021 0.25%	299,050.78 299,804.63	97.27 5.31%	291,796.80 173.00	1.85% (8,007.83)	Aaa / AA+ AAA	0.55 0.53
912828Y87	US Treasury Note 1.750% Due 07/31/2024	300,000.00	01/31/2020 1.35%	305,203.13 301,254.07	96.18 5.42%	288,539.10 2,189.92	1.84% (12,714.97)	Aaa / AA+ AAA	1.09 1.04
912828YE4	US Treasury Note 1.250% Due 08/31/2024	350,000.00	03/15/2021 0.48%	359,187.50 353,103.69	95.38 5.38%	333,826.15 1,462.30	2.13% (19,277.54)	Aaa / AA+ AAA	1.17 1.13
912828YH7	US Treasury Note 1.500% Due 09/30/2024	230,000.00	07/28/2021 0.39%	238,023.05 233,163.53	95.41 5.33%	219,452.43 867.21	1.40% (13,711.10)	Aaa / AA+ AAA	1.25 1.21

Holdings Report

As of June 30, 2023

Mammoth Community Water District - Account #10652

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
91282CDB4	US Treasury Note 0.625% Due 10/15/2024	235,000.00	05/02/2022 2.88%	222,543.16 228,437.91	94.21 5.32%	221,404.78 309.00	1.41% (7,033.13)	Aaa / AA+ AAA	1.30 1.25
912828YY0	US Treasury Note 1.750% Due 12/31/2024	300,000.00	04/12/2021 0.56%	313,136.72 305,310.79	95.07 5.21%	285,210.90 14.27	1.81% (20,099.89)	Aaa / AA+ AAA	1.51 1.45
91282CEH0	US Treasury Note 2.625% Due 04/15/2025	100,000.00	05/02/2022 2.93%	99,136.72 99,476.27	95.92 5.03%	95,921.90 552.25	0.61% (3,554.37)	Aaa / AA+ AAA	1.79 1.71
91282CAB7	US Treasury Note 0.250% Due 07/31/2025	400,000.00	03/25/2021 0.67%	392,781.25 396,540.64	91.00 4.84%	363,984.40 417.13	2.31% (32,556.24)	Aaa / AA+ AAA	2.09 2.03
91282CAT8	US Treasury Note 0.250% Due 10/31/2025	400,000.00	02/26/2021 0.76%	390,734.38 395,364.47	90.25 4.71%	361,000.00 168.48	2.29% (34,364.47)	Aaa / AA+ AAA	2.34 2.27
912828M56	US Treasury Note 2.250% Due 11/15/2025	325,000.00	Various 2.77%	319,624.02 321,177.59	94.48 4.74%	307,048.95 933.94	1.95% (14,128.64)	Aaa / AA+ AAA	2.38 2.26
912828R36	US Treasury Note 1.625% Due 05/15/2026	200,000.00	12/23/2021 1.21%	203,500.00 202,296.12	92.27 4.52%	184,539.00 415.08	1.17% (17,757.12)	Aaa / AA+ AAA	2.88 2.75
912828V98	US Treasury Note 2.250% Due 02/15/2027	450,000.00	06/22/2022 3.31%	429,626.95 434,102.30	92.99 4.36%	418,447.35 3,803.87	2.68% (15,654.95)	Aaa / AA+ AAA	3.63 3.39
9128283W8	US Treasury Note 2.750% Due 02/15/2028	320,000.00	04/27/2023 3.60%	308,150.00 308,582.38	93.98 4.19%	300,737.60 3,306.08	1.93% (7,844.78)	Aaa / AA+ AAA	4.63 4.23
91282CHE4	US Treasury Note 3.625% Due 05/31/2028	325,000.00	05/31/2023 3.78%	322,676.76 322,716.18	97.81 4.12%	317,890.63 997.87	2.02% (4,825.55)	Aaa / AA+ AAA	4.92 4.44
TOTAL US Treasury		4,235,000.00	1.74%	4,203,374.42 4,201,330.57	4.86%	3,989,799.99 15,610.40	25.41% (211,530.58)	Aaa / AA+ AAA	2.35 2.21
TOTAL PORTFOLIO		16,381,669.06	2.08%	16,496,289.00 16,382,779.01	5.04%	15,691,719.89 69,751.79	100.00% (691,059.12)	Aa2 / AA AAA	2.46 1.92
TOTAL MARKET VALUE PLUS ACCRUALS						15,761,471.68			

Holdings Report

As of June 30, 2023

Mammoth Community Water District Liquidity Portfolio – Account #10987

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
Money Market Fund									
31846V203	First American Govt Obligation Fund Class Y	2,048,643.37	Various 4.70%	2,048,643.37 2,048,643.37	1.00 4.70%	2,048,643.37 0.00	32.05% 0.00	Aaa / AAA AAA	0.00 0.00
TOTAL Money Market Fund		2,048,643.37	4.70%	2,048,643.37	4.70%	2,048,643.37	32.05%	Aaa / AAA	0.00
US Treasury									
912796ZZ5	US Treasury Bill 4.718% Due 07/20/2023	400,000.00	02/14/2023 4.88%	391,822.31 399,004.00	99.75 4.88%	399,004.00 0.00	6.24% 0.00	P-1 / A-1+ F-1+	0.05 0.05
912797GF8	US Treasury Bill 5.075% Due 08/08/2023	800,000.00	06/27/2023 5.18%	795,376.11 795,714.44	99.46 5.18%	795,714.44 0.00	12.45% 0.00	P-1 / A-1+ F-1+	0.11 0.10
912797GR2	US Treasury Bill 5.084% Due 09/05/2023	800,000.00	06/27/2023 5.21%	792,204.53 792,543.46	99.07 5.21%	792,543.46 0.00	12.40% 0.00	P-1 / A-1+ F-1+	0.18 0.18
912797HA8	US Treasury Bill 5.150% Due 10/10/2023	800,000.00	06/27/2023 5.30%	788,097.78 788,441.11	98.56 5.30%	788,441.11 0.00	12.34% 0.00	P-1 / A-1+ F-1+	0.28 0.27
912797FJ1	US Treasury Bill 5.150% Due 11/09/2023	800,000.00	06/27/2023 5.32%	784,664.44 785,007.77	98.13 5.32%	785,007.77 0.00	12.28% 0.00	P-1 / A-1+ F-1+	0.36 0.35
912797FT9	US Treasury Bill 5.160% Due 12/07/2023	800,000.00	06/27/2023 5.36%	781,425.80 781,769.77	97.72 5.36%	781,769.77 0.00	12.23% 0.00	P-1 / A-1+ F-1+	0.44 0.43
TOTAL US Treasury		4,400,000.00	5.24%	4,333,590.97 4,342,480.55	5.24%	4,342,480.55	67.95%	Aaa / AAA AAA	0.25 0.25
TOTAL PORTFOLIO		6,448,643.37	5.06%	6,382,234.34 6,391,123.92	5.06%	6,391,123.92	100.00%	Aaa / AAA AAA	0.17 0.17
TOTAL MARKET VALUE PLUS ACCRUALS						6,391,123.92			

Holdings Report

As of June 30, 2023

MCWD LADWP Sett Fd - Account #10992

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
Agency									
3130A2UW4	FHLB Note 2.875% Due 09/13/2024	35,000.00	12/22/2022 4.49%	34,077.40 34,351.53	97.17 5.33%	34,008.10 301.88	1.70% (343.43)	Aaa / AA+ AAA	1.21 1.15
3133EPCW3	FFCB Note 5.000% Due 03/10/2025	45,000.00	06/28/2023 4.99%	45,006.75 45,006.73	99.82 5.11%	44,918.01 693.75	2.26% (88.72)	Aaa / AA+ AAA	1.70 1.58
3133EPNB7	FFCB Note 4.625% Due 06/20/2025	45,000.00	06/28/2023 4.83%	44,827.65 44,828.13	99.31 4.99%	44,691.08 63.59	2.22% (137.05)	Aaa / AA+ AA+	1.98 1.86
3137EAEX3	FHLMC Note 0.375% Due 09/23/2025	40,000.00	12/27/2022 4.23%	36,055.20 36,784.99	90.74 4.80%	36,294.68 40.83	1.80% (490.31)	Aaa / AA+ AAA	2.24 2.17
3133EN5E6	FFCB Note 4.000% Due 12/29/2025	40,000.00	12/29/2022 4.29%	39,678.40 39,732.39	98.28 4.74%	39,313.16 8.89	1.95% (419.23)	Aaa / AA+ AAA	2.50 2.34
3130AWGR5	FHLB Note 4.375% Due 06/12/2026	45,000.00	06/28/2023 4.41%	44,953.20 44,953.29	99.53 4.55%	44,787.65 54.69	1.73% (165.64)	Aaa / AA+ AA+	2.95 2.73
3130ATUS4	FHLB Note 4.250% Due 12/10/2027	35,000.00	12/27/2022 4.01%	35,363.30 35,326.13	99.66 4.34%	34,879.92 86.77	1.73% (446.21)	Aaa / AA+ NR	4.45 4.00
3133EN5N6	FFCB Note 4.000% Due 01/06/2028	40,000.00	01/30/2023 3.75%	40,448.40 40,410.58	99.02 4.24%	39,607.60 777.78	2.00% (802.98)	Aaa / AA+ AAA	4.52 4.01
3130AEB25	FHLB Note 3.250% Due 06/09/2028	35,000.00	12/22/2022 3.95%	33,804.05 33,915.78	96.54 4.03%	33,790.19 69.51	1.68% (125.59)	Aaa / AA+ NR	4.95 4.50
3133EN7B0	FFCB Note 3.750% Due 01/25/2030	35,000.00	01/31/2023 3.88%	34,726.65 34,742.83	97.06 4.27%	33,971.00 568.75	1.71% (771.83)	Aaa / AA+ AAA	6.58 5.65
3135G05Q2	FNMA Note 0.875% Due 08/05/2030	40,000.00	01/31/2023 3.62%	32,832.40 33,226.97	80.38 4.09%	32,153.56 141.94	1.60% (1,073.41)	Aaa / AA+ AAA	7.10 6.70
3133ENUJ7	FFCB Note 2.900% Due 04/12/2032	40,000.00	12/29/2022 4.50%	35,177.60 35,439.19	90.17 4.25%	36,068.36 254.56	1.80% 629.17	Aaa / AA+ AAA	8.79 7.54
3130AVWG3	FHLB Note 4.000% Due 06/10/2033	45,000.00	06/28/2023 4.18%	44,334.90 44,335.27	97.47 4.31%	43,859.79 285.00	2.19% (475.48)	Aaa / AA+ AA+	9.95 8.05
TOTAL Agency		520,000.00	4.27%	501,285.90 503,053.81	4.56%	498,343.10 3,347.94	24.89% (4,710.71)	Aaa / AA+ AAA	4.47 3.95
Corporate									
61747YEA9	Morgan Stanley Callable Note Cont 5/30/2024 0.790% Due 05/30/2025	45,000.00	Various 5.97%	42,507.00 42,720.16	94.99 6.09%	42,747.08 30.61	2.12% 26.92	A1 / A- A+	1.92 1.83
46647PCH7	JP Morgan Chase & Co Callable Note Cont 6/1/2024 0.824% Due 06/01/2025	45,000.00	Various 5.91%	42,576.75 42,781.43	95.06 6.07%	42,778.67 30.90	2.12% (2.76)	A1 / A- AA-	1.92 1.83

Holdings Report

As of June 30, 2023

MCWD LADWP Sett Fd - Account #10992

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
06051GHY8	Bank of America Corp Callable Note Cont 2/13/2025 2.015% Due 02/13/2026	45,000.00	Various 5.99%	42,156.30 42,323.60	93.65 6.20%	42,141.15 347.59	2.11% (182.45)	A1 / A- AA-	2.63 1.54
023135BX3	Amazon.com Inc Callable Note Cont 4/12/2026 1.000% Due 05/12/2026	45,000.00	Various 4.54%	40,522.90 40,780.51	89.90 4.81%	40,456.22 61.25	2.01% (324.29)	A1 / AA AA-	2.87 2.76
89236TJK2	Toyota Motor Credit Corp Note 1.125% Due 06/18/2026	15,000.00	12/27/2022 4.63%	13,330.80 13,573.21	89.41 5.01%	13,411.82 6.09	0.67% (161.39)	A1 / A+ A+	2.97 2.85
808513BY0	Charles Schwab Corp Callable Note Cont 2/3/2027 2.450% Due 03/03/2027	15,000.00	12/27/2022 4.63%	13,768.65 13,917.22	89.58 5.63%	13,436.57 120.46	0.67% (480.65)	A2 / A- A	3.68 3.40
89236TJZ9	Toyota Motor Credit Corp Note 3.050% Due 03/22/2027	20,000.00	01/30/2023 4.41%	18,978.40 19,080.49	93.65 4.93%	18,730.50 167.75	0.94% (349.99)	A1 / A+ A+	3.73 3.43
46647PCB0	JP Morgan Chase & Co Callable Note Cont 4/22/2026 1.578% Due 04/22/2027	45,000.00	Various 5.50%	40,408.65 40,612.35	89.82 5.54%	40,419.59 136.10	2.01% (192.76)	A1 / A- AA-	3.81 2.67
91324PEG3	United Health Group Inc Callable Note Cont 4/15/2027 3.700% Due 05/15/2027	45,000.00	Various 4.38%	43,885.50 43,921.63	96.40 4.73%	43,379.33 212.75	2.16% (542.30)	A3 / A+ A	3.88 3.54
927804GH1	Virginia Electric Power Corp Callable Note Cont. 4/15/2027 3.750% Due 05/15/2027	40,000.00	06/28/2023 4.87%	38,426.80 38,427.91	95.75 4.97%	38,301.12 191.67	1.91% (126.79)	A2 / BBB+ A	3.88 3.53
24422EWR6	John Deere Capital Corp Note 4.750% Due 01/20/2028	20,000.00	01/30/2023 4.34%	20,358.60 20,328.77	99.92 4.77%	19,983.34 453.89	1.01% (345.43)	A2 / A A+	4.56 3.96
TOTAL Corporate		380,000.00	5.16%	356,920.35 358,467.28	5.41%	355,785.39 1,759.06	17.74% (2,681.89)	A1 / A A+	3.13 2.69
Money Market Fund									
31846V203	First American Govt Obligation Fund Class Y	13,583.86	Various 4.70%	13,583.86 13,583.86	1.00 4.70%	13,583.86 0.00	0.67% 0.00	Aaa / AAA AAA	0.00 0.00
TOTAL Money Market Fund		13,583.86	4.70%	13,583.86	4.70%	13,583.86 0.00	0.67% 0.00	Aaa / AAA AAA	0.00 0.00
US Treasury									
912797FY8	US Treasury Bill 5.015% Due 07/18/2023	500,000.00	06/29/2023 5.10%	498,746.25 498,815.90	99.76 5.10%	498,815.90 0.00	24.74% 0.00	P-1 / A-1+ F-1+	0.05 0.05

Holdings Report

As of June 30, 2023

MCWD LADWP Sett Fd - Account #10992

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
912828J27	US Treasury Note 2.000% Due 02/15/2025	45,000.00	12/22/2022 4.19%	43,001.37 43,477.36	95.19 5.12%	42,834.38 338.12	2.14% (642.98)	Aaa / AA+ AAA	1.63 1.56
912828R36	US Treasury Note 1.625% Due 05/15/2026	45,000.00	12/22/2022 3.96%	41,704.10 42,200.49	92.27 4.52%	41,521.28 93.39	2.06% (679.21)	Aaa / AA+ AAA	2.88 2.75
912828X88	US Treasury Note 2.375% Due 05/15/2027	25,000.00	11/30/2022 4.09%	23,264.65 23,491.83	93.12 4.32%	23,279.30 75.83	1.16% (212.53)	Aaa / AA+ AAA	3.88 3.63
91282CFM8	US Treasury Note 4.125% Due 09/30/2027	45,000.00	06/28/2023 4.12%	45,012.30 45,012.28	99.44 4.27%	44,748.63 466.60	2.24% (263.65)	Aaa / AA+ AAA	4.25 3.82
9128283F5	US Treasury Note 2.250% Due 11/15/2027	45,000.00	12/22/2022 3.81%	41,890.43 42,214.63	92.11 4.25%	41,447.48 129.31	2.06% (767.15)	Aaa / AA+ AAA	4.38 4.08
91282CHE4	US Treasury Note 3.625% Due 05/31/2028	45,000.00	06/28/2023 3.98%	44,289.84 44,290.63	97.81 4.12%	44,015.63 138.17	2.19% (275.00)	Aaa / AA+ AAA	4.92 4.44
9128285M8	US Treasury Note 3.125% Due 11/15/2028	40,000.00	12/22/2022 3.80%	38,585.94 38,708.27	95.26 4.12%	38,104.68 159.65	1.90% (603.59)	Aaa / AA+ AAA	5.38 4.86
9128286B1	US Treasury Note 2.625% Due 02/15/2029	45,000.00	06/28/2023 3.97%	41,967.77 41,970.72	92.66 4.10%	41,697.09 443.78	2.09% (273.63)	Aaa / AA+ AAA	5.64 5.09
91282CFJ5	US Treasury Note 3.125% Due 08/31/2029	35,000.00	01/30/2023 3.64%	33,947.27 34,013.39	94.98 4.05%	33,243.18 365.57	1.67% (770.21)	Aaa / AA+ AAA	6.18 5.47
91282CFT3	US Treasury Note 4.000% Due 10/31/2029	35,000.00	01/30/2023 3.64%	35,746.48 35,700.75	99.74 4.05%	34,908.41 235.87	1.74% (792.34)	Aaa / AA+ AAA	6.34 5.51
912828YS3	US Treasury Note 1.750% Due 11/15/2029	45,000.00	12/29/2022 3.85%	39,332.81 39,747.76	87.69 3.95%	39,459.38 100.58	1.96% (288.38)	Aaa / AA+ AAA	6.38 5.90
91282CAV3	US Treasury Note 0.875% Due 11/15/2030	50,000.00	12/22/2022 3.63%	40,630.86 41,235.95	80.92 3.87%	40,460.95 55.88	2.01% (775.00)	Aaa / AA+ AAA	7.38 6.98
91282CFF3	US Treasury Note 2.750% Due 08/15/2032	45,000.00	12/27/2022 3.81%	41,199.61 41,399.46	91.68 3.84%	41,254.11 464.92	2.07% (145.35)	Aaa / AA+ AAA	9.13 7.84
91282CFV8	US Treasury Note 4.125% Due 11/15/2032	45,000.00	06/28/2023 3.75%	46,314.84 46,314.07	102.19 3.84%	45,984.38 237.08	2.29% (329.69)	Aaa / AA+ AAA	9.39 7.70
91282CGM7	US Treasury Note 3.500% Due 02/15/2033	45,000.00	06/28/2023 3.74%	44,149.22 44,149.70	97.41 3.82%	43,832.84 591.71	2.20% (316.86)	Aaa / AA+ AAA	9.64 7.97
91282CHC8	US Treasury Note 3.375% Due 05/15/2033	45,000.00	06/28/2023 3.72%	43,708.01 43,708.73	96.44 3.81%	43,396.88 193.97	2.16% (311.85)	Aaa / AA+ AAA	9.88 8.25
TOTAL US Treasury		1,180,000.00	4.40%	1,143,491.75 1,146,451.92	4.55%	1,139,004.50 4,090.43	56.70% (7,447.42)	Aaa / AAA AAA	3.50 3.08
TOTAL PORTFOLIO		2,093,583.86	4.50%	2,015,281.86 2,021,556.87	4.71%	2,006,716.85 9,197.43	100.00% (14,840.02)	Aa1 / AA+ AAA	3.65 3.21
TOTAL MARKET VALUE PLUS ACCRUALS						2,015,914.28			

MCWD Long Term Reserves - Account #11043

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
43815GAC3	Honda Auto Receivables Trust 2021-4 A3 0.880% Due 01/21/2026	165,000.00	Various 1.21%	163,861.30 164,383.93	95.98 5.92%	158,363.87 40.33	2.26% (6,020.06)	Aaa / NR AAA	2.56 0.80
47800BAC2	John Deere Owner Trust 2022-C A3 5.090% Due 06/15/2027	155,000.00	10/12/2022 5.15%	154,987.97 154,990.27	99.21 5.61%	153,770.85 350.64	2.20% (1,219.42)	Aaa / NR AAA	3.96 1.69
TOTAL ABS		320,000.00	3.12%	318,849.27 319,374.20	5.77%	312,134.72 390.97	4.46% (7,239.48)	Aaa / NR AAA	3.25 1.24
Agency									
3130AB3H7	FHLB Note 2.375% Due 03/08/2024	250,000.00	06/14/2019 1.95%	254,782.50 250,695.49	97.97 5.42%	244,915.00 1,863.72	3.52% (5,780.49)	Aaa / AA+ NR	0.69 0.66
3135G0X24	FNMA Note 1.625% Due 01/07/2025	120,000.00	01/08/2020 1.69%	119,617.20 119,883.31	94.82 5.22%	113,779.80 942.50	1.64% (6,103.51)	Aaa / AA+ AAA	1.53 1.46
3135G05X7	FNMA Note 0.375% Due 08/25/2025	400,000.00	02/17/2021 0.52%	397,359.20 398,741.26	90.99 4.83%	363,979.60 525.00	5.20% (34,761.66)	Aaa / AA+ AAA	2.16 2.09
3133EPDJ1	FFCB Note 4.375% Due 09/15/2027	150,000.00	03/28/2023 3.90%	152,874.00 152,708.36	100.56 4.23%	150,837.60 1,932.29	2.18% (1,870.76)	Aaa / AA+ AAA	4.21 3.76
3130ATUS4	FHLB Note 4.250% Due 12/10/2027	400,000.00	12/22/2022 3.88%	406,616.00 405,935.75	99.66 4.34%	398,627.60 991.67	5.70% (7,308.15)	Aaa / AA+ NR	4.45 4.00
3130ATS57	FHLB Note 4.500% Due 03/10/2028	150,000.00	02/24/2023 4.32%	151,242.00 151,158.21	100.96 4.27%	151,445.25 2,081.25	2.19% 287.04	Aaa / AA+ AAA	4.70 4.14
880591EZ1	Tennessee Valley Authority Note 3.875% Due 03/15/2028	155,000.00	03/30/2023 3.97%	154,319.55 154,354.12	98.39 4.26%	152,503.57 1,518.25	2.20% (1,850.55)	Aaa / AA+ AAA	4.71 4.21
3133EN7B0	FFCB Note 3.750% Due 01/25/2030	150,000.00	02/27/2023 4.36%	144,549.00 144,814.74	97.06 4.27%	145,590.00 2,437.50	2.11% 775.26	Aaa / AA+ AAA	6.58 5.65
3133ENG53	FFCB Note 1.625% Due 12/09/2031	150,000.00	02/27/2023 4.33%	120,642.00 121,768.34	81.47 4.26%	122,206.65 148.96	1.74% 438.31	Aaa / AA+ AAA	8.45 7.68
3133EPCJ2	FFCB Note 4.375% Due 03/03/2033	150,000.00	03/28/2023 4.17%	152,479.50 152,415.24	100.09 4.36%	150,129.15 2,151.04	2.17% (2,286.09)	Aaa / AA+ AAA	9.68 7.71
3130AV4X7	FHLB Note 4.375% Due 03/11/2033	135,000.00	04/27/2023 4.11%	137,884.95 137,833.73	100.05 4.37%	135,069.53 2,034.38	1.96% (2,764.20)	Aaa / AA+ NR	9.70 7.72
TOTAL Agency		2,210,000.00	3.06%	2,192,365.90 2,190,308.55	4.57%	2,129,083.75 16,626.56	30.60% (61,224.80)	Aaa / AA+ AAA	4.57 3.99

MCWD Long Term Reserves - Account #11043

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CMO									
3137FBTA4	FHLMC K278 A2 3.064% Due 08/25/2024	193,214.69	05/25/2022 2.69%	193,667.54 193,441.40	97.35 5.73%	188,087.35 493.34	2.69% (5,354.05)	NR / NR AAA	1.16 0.93
TOTAL CMO		193,214.69	2.69%	193,667.54 193,441.40	5.73%	188,087.35 493.34	2.69% (5,354.05)	NR / NR AAA	1.16 0.93
Corporate									
89114QCB2	Toronto Dominion Bank Note 3.250% Due 03/11/2024	200,000.00	08/19/2019 2.09%	210,012.00 201,528.27	98.31 5.74%	196,626.20 1,986.11	2.83% (4,902.07)	A1 / A AA-	0.70 0.67
14913Q3B3	Caterpillar Finl Service Note 2.150% Due 11/08/2024	230,000.00	03/15/2021 0.86%	240,605.30 233,949.12	95.82 5.38%	220,394.74 728.01	3.15% (13,554.38)	A2 / A A+	1.36 1.30
61747YEA9	Morgan Stanley Callable Note Cont 5/30/2024 0.790% Due 05/30/2025	100,000.00	02/24/2023 5.95%	93,675.00 94,621.44	94.99 6.09%	94,993.50 68.03	1.36% 372.06	A1 / A- A+	1.92 1.83
06051GHY8	Bank of America Corp Callable Note Cont 2/13/2025 2.015% Due 02/13/2026	100,000.00	02/24/2023 5.95%	93,177.00 93,953.35	93.65 6.20%	93,647.00 772.42	1.35% (306.35)	A1 / A- AA-	2.63 1.54
023135BX3	Amazon.com Inc Callable Note Cont 4/12/2026 1.000% Due 05/12/2026	100,000.00	02/24/2023 4.91%	88,534.00 89,740.43	89.90 4.81%	89,902.70 136.11	1.28% 162.27	A1 / AA AA-	2.87 2.76
02665WDZ1	American Honda Finance Note 1.300% Due 09/09/2026	225,000.00	05/02/2022 3.63%	204,063.75 209,637.09	89.05 5.06%	200,362.28 910.00	2.87% (9,274.81)	A3 / A- A	3.20 3.04
808513BY0	Charles Schwab Corp Callable Note Cont 2/3/2027 2.450% Due 03/03/2027	100,000.00	02/24/2023 5.03%	90,744.00 91,521.66	89.58 5.63%	89,577.10 803.06	1.29% (1,944.56)	A2 / A- A	3.68 3.40
89236TJZ9	Toyota Motor Credit Corp Note 3.050% Due 03/22/2027	100,000.00	02/24/2023 4.97%	92,992.00 93,573.24	93.65 4.93%	93,652.50 838.75	1.35% 79.26	A1 / A+ A+	3.73 3.43
46647PCB0	JP Morgan Chase & Co Callable Note Cont 4/22/2026 1.578% Due 04/22/2027	100,000.00	02/24/2023 5.73%	88,511.00 89,444.39	89.82 5.54%	89,821.30 302.45	1.29% 376.91	A1 / A- AA-	3.81 2.67
665859AW4	Northern Trust Company Callable Note Cont 4/10/2027 4.000% Due 05/10/2027	250,000.00	06/27/2022 3.98%	250,232.50 250,184.46	96.34 5.05%	240,843.25 1,416.67	3.45% (9,341.21)	A2 / A+ A+	3.86 3.50
91324PEG3	United Health Group Inc Callable Note Cont 4/15/2027 3.700% Due 05/15/2027	100,000.00	02/24/2023 4.87%	95,596.00 95,948.43	96.40 4.73%	96,398.50 472.78	1.38% 450.07	A3 / A+ A	3.88 3.54

MCWD Long Term Reserves - Account #11043

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
24422EWR6	John Deere Capital Corp Note 4.750% Due 01/20/2028	100,000.00	02/24/2023 4.85%	99,540.00 99,571.66	99.92 4.77%	99,916.70 2,269.44	1.46% 345.04	A2 / A A+	4.56 3.96
TOTAL Corporate		1,705,000.00	3.85%	1,647,682.55 1,643,673.54	5.31%	1,606,135.77 10,703.83	23.06% (37,537.77)	A2 / A A+	2.83 2.52
Money Market Fund									
31846V203	First American Govt Obligation Fund Class Y	222,096.74	Various 4.70%	222,096.74 222,096.74	1.00 4.70%	222,096.74 0.00	3.17% 0.00	Aaa / AAA AAA	0.00 0.00
TOTAL Money Market Fund		222,096.74	4.70%	222,096.74	4.70%	222,096.74 0.00	3.17% 0.00	Aaa / AAA AAA	0.00 0.00
Mortgage Pass Thru									
3138YDAS8	FNMA FN AY0016 2.500% Due 01/01/2030	10,449.13	09/01/2015 2.24%	10,626.67 10,529.69	93.30 5.34%	9,748.98 21.77	0.14% (780.71)	Aaa / AA+ AAA	6.51 2.34
31307PEF2	FHLMC FG J32834 2.500% Due 09/01/2030	12,750.39	10/14/2015 2.16%	13,059.06 12,899.10	93.03 5.16%	11,861.73 26.56	0.17% (1,037.37)	Aaa / AA+ AAA	7.18 2.63
31307PNB1	FHLMC FG J33086 3.000% Due 11/01/2030	15,060.03	11/12/2015 2.53%	15,570.56 15,310.25	95.38 4.80%	14,364.02 37.65	0.21% (946.23)	Aaa / AA+ AAA	7.35 2.55
TOTAL Mortgage Pass Thru		38,259.55	2.33%	39,256.29 38,739.04	5.06%	35,974.73 85.98	0.51% (2,764.31)	Aaa / AA+ AAA	7.06 2.52
Supranational									
4581X0EE4	Inter-American Dev Bank Note 3.250% Due 07/01/2024	215,000.00	06/22/2022 3.26%	214,978.50 214,989.24	97.81 5.53%	210,282.69 3,493.75	3.05% (4,706.55)	Aaa / AAA AAA	1.01 0.95
TOTAL Supranational		215,000.00	3.26%	214,978.50 214,989.24	5.53%	210,282.69 3,493.75	3.05% (4,706.55)	Aaa / AAA AAA	1.01 0.95
US Treasury									
9128285Z9	US Treasury Note 2.500% Due 01/31/2024	290,000.00	09/11/2019 1.61%	300,863.67 291,451.20	98.34 5.41%	285,185.42 3,024.17	4.11% (6,265.78)	Aaa / AA+ AAA	0.59 0.56
912828J27	US Treasury Note 2.000% Due 02/15/2025	350,000.00	05/27/2021 0.49%	369,482.42 358,529.83	95.19 5.12%	333,156.25 2,629.83	4.79% (25,373.58)	Aaa / AA+ AAA	1.63 1.56
91282CEF4	US Treasury Note 2.500% Due 03/31/2027	275,000.00	Various 3.65%	261,744.14 264,160.99	93.71 4.33%	257,715.70 1,728.14	3.70% (6,445.29)	Aaa / AA+ AAA	3.75 3.50
912828X88	US Treasury Note 2.375% Due 05/15/2027	150,000.00	02/27/2023 4.31%	138,925.78 139,812.01	93.12 4.32%	139,675.80 454.99	2.00% (136.21)	Aaa / AA+ AAA	3.88 3.63

Holdings Report

As of June 30, 2023

MCWD Long Term Reserves - Account #11043

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
9128284V9	US Treasury Note 2.875% Due 08/15/2028	140,000.00	03/29/2023 3.76%	134,017.19 134,300.35	94.20 4.14%	131,873.42 1,512.15	1.90% (2,426.93)	Aaa / AA+ AAA	5.13 4.64
9128285M8	US Treasury Note 3.125% Due 11/15/2028	150,000.00	02/27/2023 4.17%	142,083.98 142,550.52	95.26 4.12%	142,892.55 598.68	2.05% 342.03	Aaa / AA+ AAA	5.38 4.86
91282CFJ5	US Treasury Note 3.125% Due 08/31/2029	140,000.00	03/29/2023 3.70%	135,400.78 135,583.10	94.98 4.05%	132,972.70 1,462.30	1.92% (2,610.40)	Aaa / AA+ AAA	6.18 5.47
91282CFLO	US Treasury Note 3.875% Due 09/30/2029	150,000.00	03/28/2023 3.66%	151,851.56 151,778.34	99.02 4.05%	148,523.40 1,461.07	2.14% (3,254.94)	Aaa / AA+ AAA	6.26 5.44
91282CFT3	US Treasury Note 4.000% Due 10/31/2029	150,000.00	02/27/2023 4.11%	149,044.92 149,093.12	99.74 4.05%	149,607.45 1,010.87	2.15% 514.33	Aaa / AA+ AAA	6.34 5.51
91282CGQ8	US Treasury Note 4.000% Due 02/28/2030	140,000.00	03/29/2023 3.67%	142,821.88 142,718.03	99.93 4.01%	139,901.58 1,871.74	2.02% (2,816.45)	Aaa / AA+ AAA	6.67 5.73
91282CAV3	US Treasury Note 0.875% Due 11/15/2030	150,000.00	02/27/2023 3.94%	119,683.59 121,007.31	80.92 3.87%	121,382.85 167.63	1.73% 375.54	Aaa / AA+ AAA	7.38 6.98
91282CEP2	US Treasury Note 2.875% Due 05/15/2032	140,000.00	03/29/2023 3.61%	132,037.50 132,259.61	92.72 3.85%	129,806.32 514.06	1.86% (2,453.29)	Aaa / AA+ AAA	8.88 7.67
91282CGM7	US Treasury Note 3.500% Due 02/15/2033	150,000.00	03/28/2023 3.56%	149,214.84 149,235.28	97.41 3.82%	146,109.45 1,972.38	2.11% (3,125.83)	Aaa / AA+ AAA	9.64 7.97
TOTAL US Treasury		2,375,000.00	3.02%	2,327,172.25 2,312,479.69	4.40%	2,258,802.89 18,408.01	32.47% (53,676.80)	Aaa / AA+ AAA	4.76 4.23
TOTAL PORTFOLIO		7,278,570.98	3.27%	7,156,069.04 7,135,102.40	4.81%	6,962,598.64 50,202.44	100.00% (172,503.76)	Aa1 / AA AAA	3.84 3.30
TOTAL MARKET VALUE PLUS ACCRUALS						7,012,801.08			



Section 4 | Transactions

Transaction Ledger

As of June 30, 2023

Mammoth Community Water District - Account #10652

March 31, 2023 through June 30, 2023

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	04/12/2023	448979AD6	80,000.00	Hyundai Auto Receivables Trust 2023-A A3 4.58% Due: 04/15/2027	99.990	4.63%	79,992.19	0.00	79,992.19	0.00
Purchase	04/28/2023	3133EPGW9	300,000.00	FFCB Note 3.875% Due: 04/25/2028	100.687	3.72%	302,061.00	96.88	302,157.88	0.00
Purchase	04/28/2023	9128283W8	320,000.00	US Treasury Note 2.75% Due: 02/15/2028	96.297	3.60%	308,150.00	1,750.28	309,900.28	0.00
Purchase	05/17/2023	58933YBH7	45,000.00	Merck & Co Callable Note Cont 4/17/2028 4.05% Due: 05/17/2028	99.919	4.07%	44,963.55	0.00	44,963.55	0.00
Purchase	05/30/2023	3137FETN0	235,000.00	FHLMC K073 A2 3.35% Due: 01/25/2028	96.109	4.34%	225,857.03	634.17	226,491.20	0.00
Purchase	05/31/2023	91282CHE4	325,000.00	US Treasury Note 3.625% Due: 05/31/2028	99.285	3.78%	322,676.76	0.00	322,676.76	0.00
Purchase	06/29/2023	3130AEB25	300,000.00	FHLB Note 3.25% Due: 06/09/2028	96.468	4.04%	289,404.00	541.67	289,945.67	0.00
Subtotal			1,605,000.00				1,573,104.53	3,023.00	1,576,127.53	0.00
TOTAL ACQUISITIONS			1,605,000.00				1,573,104.53	3,023.00	1,576,127.53	0.00
DISPOSITIONS										
Sale	04/06/2023	3137EAEN5	75,000.00	FHLMC Note 2.75% Due: 06/19/2023	99.532	5.04%	74,649.00	613.02	75,262.02	-326.88
Sale	04/28/2023	3130A9YY1	255,000.00	FHLB Note 2.125% Due: 12/11/2026	94.218	3.85%	240,255.90	2,062.14	242,318.04	1,530.72
Sale	04/28/2023	9128282A7	350,000.00	US Treasury Note 1.5% Due: 08/15/2026	93.109	3.74%	325,882.81	1,044.20	326,927.01	4,666.71
Sale	05/26/2023	3130A0F70	150,000.00	FHLB Note 3.375% Due: 12/08/2023	98.890	5.51%	148,335.00	2,362.50	150,697.50	-2,232.61
Sale	05/31/2023	912828XB1	225,000.00	US Treasury Note 2.125% Due: 05/15/2025	95.652	4.47%	215,217.77	207.88	215,425.65	-6,282.83

Transaction Ledger

As of June 30, 2023

Mammoth Community Water District - Account #10652

March 31, 2023 through June 30, 2023

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Sale	05/31/2023	91282CEH0	100,000.00	US Treasury Note 2.625% Due: 04/15/2025	96.629	4.52%	96,628.91	329.92	96,958.83	-2,822.53
Subtotal			1,155,000.00				1,100,969.39	6,619.66	1,107,589.05	-5,467.42
Maturity	06/19/2023	3137EAEN5	200,000.00	FHLMC Note 2.75% Due: 06/19/2023	100.000		200,000.00	0.00	200,000.00	0.00
Maturity	06/26/2023	3137EAES4	315,000.00	FHLMC Note 0.25% Due: 06/26/2023	100.000		315,000.00	0.00	315,000.00	0.00
Subtotal			515,000.00				515,000.00	0.00	515,000.00	0.00
TOTAL DISPOSITIONS			1,670,000.00				1,615,969.39	6,619.66	1,622,589.05	-5,467.42

Transaction Ledger

As of June 30, 2023

Mammoth Community Water District Liquidity Portfolio – Account #10987

March 31, 2023 through June 30, 2023

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	04/27/2023	912797FP7	1,200,000.00	US Treasury Bill 4.83% Due: 06/20/2023	99.276	4.93%	1,191,306.00	0.00	1,191,306.00	0.00
Purchase	06/28/2023	912797FJ1	800,000.00	US Treasury Bill 5.15% Due: 11/09/2023	98.083	5.32%	784,664.44	0.00	784,664.44	0.00
Purchase	06/28/2023	912797FT9	800,000.00	US Treasury Bill 5.16% Due: 12/07/2023	97.678	5.36%	781,425.80	0.00	781,425.80	0.00
Purchase	06/28/2023	912797GF8	800,000.00	US Treasury Bill 5.075% Due: 08/08/2023	99.422	5.18%	795,376.11	0.00	795,376.11	0.00
Purchase	06/28/2023	912797GR2	800,000.00	US Treasury Bill 5.084% Due: 09/05/2023	99.026	5.21%	792,204.53	0.00	792,204.53	0.00
Purchase	06/28/2023	912797HA8	800,000.00	US Treasury Bill 5.15% Due: 10/10/2023	98.512	5.30%	788,097.78	0.00	788,097.78	0.00
Subtotal			5,200,000.00				5,133,074.66	0.00	5,133,074.66	0.00
TOTAL ACQUISITIONS			5,200,000.00				5,133,074.66	0.00	5,133,074.66	0.00
DISPOSITIONS										
Maturity	04/06/2023	89236TJD8	325,000.00	Toyota Motor Credit Corp Note 0.4% Due: 04/06/2023	100.000		325,000.00	0.00	325,000.00	0.00
Maturity	04/06/2023	912796YN3	700,000.00	US Treasury Bill 4.467% Due: 04/06/2023	100.000		700,000.00	0.00	700,000.00	0.00
Maturity	04/13/2023	912796YU7	300,000.00	US Treasury Bill 4.591% Due: 04/13/2023	100.000		300,000.00	0.00	300,000.00	0.00
Maturity	04/25/2023	3137B3NX2	126,781.19	FHLMC K031 A2 Due: 04/25/2023	100.000		126,781.19	0.00	126,781.19	0.00
Maturity	05/03/2023	037833AK6	220,000.00	Apple Inc Note 2.4% Due: 05/03/2023	100.000		220,000.00	0.00	220,000.00	0.00
Maturity	05/05/2023	3137EAER6	305,000.00	FHLMC Note 0.375% Due: 05/05/2023	100.000		305,000.00	0.00	305,000.00	0.00

Transaction Ledger

As of June 30, 2023

Mammoth Community Water District Liquidity Portfolio – Account #10987

March 31, 2023 through June 30, 2023

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Maturity	05/17/2023	313384FS3	225,000.00	FHLB Discount Note 4.7% Due: 05/17/2023	100.000		225,000.00	0.00	225,000.00	0.00
Maturity	05/24/2023	4581X0DM7	200,000.00	Inter-American Dev Bank Note 0.5% Due: 05/24/2023	100.000		200,000.00	0.00	200,000.00	0.00
Maturity	05/25/2023	404280BA6	200,000.00	HSBC Holdings PLC Note 3.6% Due: 05/25/2023	100.000		200,000.00	0.00	200,000.00	0.00
Maturity	06/08/2023	912796ZP7	1,700,000.00	US Treasury Bill 4.574% Due: 06/08/2023	100.000		1,700,000.00	0.00	1,700,000.00	0.00
Maturity	06/20/2023	912797FP7	1,380,000.00	US Treasury Bill 4.798% Due: 06/20/2023	100.000		1,380,000.00	0.00	1,380,000.00	0.00
Maturity	06/21/2023	313384HD4	600,000.00	FHLB Discount Note 4.73% Due: 06/21/2023	100.000		600,000.00	0.00	600,000.00	0.00
Subtotal			6,281,781.19				6,281,781.19	0.00	6,281,781.19	0.00
TOTAL DISPOSITIONS			6,281,781.19				6,281,781.19	0.00	6,281,781.19	0.00

Transaction Ledger

As of June 30, 2023

MCWD LADWP Sett Fd - Account #10992

March 31, 2023 through June 30, 2023

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	06/29/2023	3130AVWG3	45,000.00	FHLB Note 4% Due: 06/10/2033	98.522	4.18%	44,334.90	275.00	44,609.90	0.00
Purchase	06/29/2023	3130AWGR5	45,000.00	FHLB Note 4.375% Due: 06/12/2026	99.896	4.41%	44,953.20	43.75	44,996.95	0.00
Purchase	06/29/2023	3133EPCW3	45,000.00	FFCB Note 5% Due: 03/10/2025	100.015	4.99%	45,006.75	681.25	45,688.00	0.00
Purchase	06/29/2023	3133EPNB7	45,000.00	FFCB Note 4.625% Due: 06/20/2025	99.617	4.83%	44,827.65	52.03	44,879.68	0.00
Purchase	06/29/2023	9128286B1	45,000.00	US Treasury Note 2.625% Due: 02/15/2029	93.262	3.97%	41,967.77	437.26	42,405.03	0.00
Purchase	06/29/2023	91282CFM8	45,000.00	US Treasury Note 4.125% Due: 09/30/2027	100.027	4.12%	45,012.30	456.45	45,468.75	0.00
Purchase	06/29/2023	91282CFV8	45,000.00	US Treasury Note 4.125% Due: 11/15/2032	102.922	3.75%	46,314.84	226.99	46,541.83	0.00
Purchase	06/29/2023	91282CGM7	45,000.00	US Treasury Note 3.5% Due: 02/15/2033	98.109	3.74%	44,149.22	583.01	44,732.23	0.00
Purchase	06/29/2023	91282CHC8	45,000.00	US Treasury Note 3.375% Due: 05/15/2033	97.129	3.72%	43,708.01	185.72	43,893.73	0.00
Purchase	06/29/2023	91282CHE4	45,000.00	US Treasury Note 3.625% Due: 05/31/2028	98.422	3.98%	44,289.84	129.25	44,419.09	0.00
Purchase	06/30/2023	023135BX3	25,000.00	Amazon.com Inc Callable Note Cont 1% Due: 05/12/2026	90.186	4.70%	22,546.50	33.33	22,579.83	0.00
Purchase	06/30/2023	06051GHY8	30,000.00	Bank of America Corp Callable Note Cont 2.015% Due: 02/13/2026	93.912	6.13%	28,173.60	230.05	28,403.65	0.00
Purchase	06/30/2023	46647PCB0	25,000.00	JP Morgan Chase & Co Callable Note Cont 1.578% Due: 04/22/2027	89.881	5.66%	22,470.25	74.52	22,544.77	0.00
Purchase	06/30/2023	46647PCH7	30,000.00	JP Morgan Chase & Co Callable Note Cont 0.824% Due: 06/01/2025	95.143	6.04%	28,542.90	19.91	28,562.81	0.00

Transaction Ledger

As of June 30, 2023

MCWD LADWP Sett Fd - Account #10992

March 31, 2023 through June 30, 2023

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Purchase	06/30/2023	61747YEA9	30,000.00	Morgan Stanley Callable Note Cont 5/30/2024 0.79% Due: 05/30/2025	95.037	6.08%	28,511.10	19.75	28,530.85	0.00
Purchase	06/30/2023	912797FY8	500,000.00	US Treasury Bill 5.015% Due: 07/18/2023	99.749	5.10%	498,746.25	0.00	498,746.25	0.00
Purchase	06/30/2023	91324PEG3	25,000.00	United Health Group Inc Callable Note Cont 4/15/2027 3.7% Due: 05/15/2027	97.018	4.55%	24,254.50	115.63	24,370.13	0.00
Purchase	06/30/2023	927804GH1	40,000.00	Virginia Electric Power Corp Callable Note Cont. 4/15/2027 3.75% Due: 05/15/2027	96.067	4.87%	38,426.80	187.50	38,614.30	0.00
Subtotal			1,155,000.00				1,136,236.38	3,751.40	1,139,987.78	0.00
TOTAL ACQUISITIONS			1,155,000.00				1,136,236.38	3,751.40	1,139,987.78	0.00
DISPOSITIONS										
Maturity	05/23/2023	912797FF9	70,000.00	US Treasury Bill 4.18% Due: 05/23/2023	100.000		70,000.00	0.00	70,000.00	0.00
Maturity	06/20/2023	912797FP7	70,000.00	US Treasury Bill 4.575% Due: 06/20/2023	100.000		70,000.00	0.00	70,000.00	0.00
Subtotal			140,000.00				140,000.00	0.00	140,000.00	0.00
TOTAL DISPOSITIONS			140,000.00				140,000.00	0.00	140,000.00	0.00

Transaction Ledger

As of June 30, 2023

MCWD Long Term Reserves - Account #11043

March 31, 2023 through June 30, 2023

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	04/28/2023	3130AV4X7	135,000.00	FHLB Note 4.375% Due: 03/11/2033	102.137	4.11%	137,884.95	1,000.78	138,885.73	0.00
Subtotal			135,000.00				137,884.95	1,000.78	138,885.73	0.00
TOTAL ACQUISITIONS			135,000.00				137,884.95	1,000.78	138,885.73	0.00
DISPOSITIONS										
Sale	04/28/2023	91282CEF4	125,000.00	US Treasury Note 2.5% Due: 03/31/2027	95.754	3.67%	119,692.38	239.07	119,931.45	-150.48
Subtotal			125,000.00				119,692.38	239.07	119,931.45	-150.48
TOTAL DISPOSITIONS			125,000.00				119,692.38	239.07	119,931.45	-150.48

Important Disclosures

As of June 30, 2023

2023 Chandler Asset Management, Inc, An Independent Registered Investment Adviser.

Information contained herein is confidential. Prices are provided by ICE Data Services Inc ("IDS"), an independent pricing source. In the event IDS does not provide a price or if the price provided is not reflective of fair market value, Chandler will obtain pricing from an alternative approved third party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed in Item 5 of our Form ADV Part 2A.

Performance results are presented gross-of-advisory fees and represent the client's Total Return. The deduction of advisory fees lowers performance results. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, clients should not assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

Index returns assume reinvestment of all distributions. Historical performance results for investment indexes generally do not reflect the deduction of transaction and/or custodial charges or the deduction of an investment management fee, the incurrence of which would have the effect of decreasing historical performance results. It is not possible to invest directly in an index.

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Fixed income investments are subject to interest, credit and market risk. Interest rate risk: the value of fixed income investments will decline as interest rates rise. Credit risk: the possibility that the borrower may not be able to repay interest and principal. Low rated bonds generally have to pay higher interest rates to attract investors willing to take on greater risk. Market risk: the bond market in general could decline due to economic conditions, especially during periods of rising interest rates.

Ratings information have been provided by Moody's, S&P and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.

Security level ratings for U.S. Agency issued mortgage-backed securities ("MBS") reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest and carries a AA+/Aaa/AAA by S&P, Moody's and Fitch respectively.

Your qualified custodian bank maintains control of all assets reflected in this statement and we urge you to compare this statement to the one you receive from your qualified custodian. Chandler does not have any authority to withdraw or deposit funds from/to the custodian account.

Asset Class 10-Year Snapshot Disclosure

As of June 30, 2023

- **US Small Cap Stocks – Morgan Stanley Capital International (MSCI) Small Cap 1750** – The MSCI Small Cap 1750 is a market capitalization weighted index that measures the performance of small capitalization U.S. stocks.
- **US Mid Cap Stocks – Morgan Stanley Capital International (MSCI) Mid Cap 450** – The MSCI Mid Cap 450 is a market capitalization weighted index that measures the performance of mid-capitalization U.S. stocks.
- **US Large Cap Stocks – Standard & Poor's 500** – The S&P 500 is a market value weighted index of 500 large capitalization stocks. The 500 companies included in the index capture approximately 80% of available U.S. market capitalization.
- **International Stocks – Morgan Stanley Capital International (MSCI) EAFE** – The MSCI EAFE International Equity Index is a market capitalization weighted index that captures international equity performance of large and mid-cap stocks in the developed stock markets of Europe, Australasia, and the Far East.
- **Emerging Market Stocks – Morgan Stanley Capital International (MSCI) Emerging Markets** – The MSCI Emerging Markets Index is a market capitalization weighted index that captures equity performance of large and mid-cap stocks across emerging market countries.
- **U.S. Real Estate – Morgan Stanley Capital International (MSCI) REIT** – The MSCI US REIT Index is a free float-adjusted market capitalization index that is comprised of equity REITs. It represents about 99% of the US REIT universe and securities are classified in the REIT sector according to the Global Industry Classification Standard (GICS®). It excludes Mortgage REITs and selected Specialized REITs.
- **International Real Estate – S&P Developed Ex-US Property** – The S&P Developed Ex-US Property Index is a market capitalization weighted index that captures the performance of a universe of publicly traded property companies based in developing countries outside of the US. The companies included are engaged in real estate related activities, such as property ownership, management, development, rental and investment.
- **US Core Bonds – ICE BofA US Corporate, Government, Mortgage** – The ICE BofA US Corporate, Government, Mortgage index is a broad measure of US investment grade bond performance, including US Treasuries, agencies, investment-grade corporates and mortgage securities.
- **US High Yield Bonds – ICE BofA US High Yield** – The ICE BofA High Yield Bond Index measures the market of USD-denominated, non-investment grade, fixed-rate, taxable corporate bonds.
- **International Bonds – Bloomberg Barclays Global Aggregate ex-USD Total Return Index Value Unhedged USD** – Index from 2/1/2013 – current. This index measures the performance of global investment grade debt from 24 local currency markets. This multi-currency benchmark includes treasury, government-related, corporate and securitized fixed-rate bonds from both developed and emerging markets issuers. S&P Citigroup International Govt Bond – Index from 1/1/2009 – 1/31/2013. This index measures the performance of sovereign bonds of non-U.S. developed countries.

- **Diversified Commodities – S&P GSCI Commodity Index** – The S&P GSCI Commodity Index is a world production-weighted measure of general commodity price movements and inflation in the world economy. It consists of a basket of physical commodity futures contracts.

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All investments contain risk and may lose value. Fixed income investments are subject to interest rate, credit, and market risk. Interest rate risk: the value of fixed income investments will decline as interest rates rise. Credit risk: the possibility that the borrower may not be able to repay interest and principal. Low rated bonds generally have to pay higher interest rates to attract investors willing to take on greater risk. Market risk: the bond market in general could decline due to economic conditions, especially during periods of rising interest rates. International: Non-US markets may be more volatile due to a variety of factors including less liquidity, transparency and oversight of companies and assets. Values of non-US investments may fluctuate due to changes in currency exchange rates. Non-US companies are also subject to risks that come with political and economic stability that may affect their respective countries. These risks may be greater in emerging market countries. Equities: Investments on equities are subject to risks from stock market fluctuations that occur in response to economic and business developments.

ICE BofA 3-Month US Treasury Bill Index

The ICE BofA US 3-Month Treasury Bill Index is comprised of a single issue purchased at the beginning of the month and held for a full month. At the end of the month that issue is sold and rolled into a newly selected issue. The issue selected at each month-end rebalancing is the outstanding Treasury Bill that matures closest to, but not beyond, three months from the rebalancing date.

ICE BofA 1-10 Yr US Treasury & Agency Index

The ICE BofA 1-10 Year US Treasury & Agency Index tracks the performance of US dollar denominated US Treasury and nonsubordinated US agency debt issued in the US domestic market. Qualifying securities must have an investment grade rating (based on an average of Moody's, S&P and Fitch). Qualifying securities must have at least one year remaining term to final maturity and less than ten years remaining term to final maturity, at least 18 months to maturity at time of issuance, a fixed coupon schedule, and a minimum amount outstanding of \$1 billion for sovereigns and \$250 million for agencies.

ICE BofA 0-5 Yr US Treasury Index

The ICE BofA 0-5 Year US Treasury Index tracks the performance of US Dollar denominated Sovereign debt publicly issued by the US government in its domestic market with maturities less than five years. Qualifying securities must have at least 18 months to maturity at point of issuance, at least one month and less than five years remaining term to final maturity, a fixed coupon schedule and a minimum amount outstanding of \$1 billion.