

Directors:

**Mike Duran**, *President*

**William Teague**, *Vice President*

**Dennis Coleman**, *Secretary*

**Debra Canero**, *Director*

**Scott Sear**, *Director*

General Manager:

**Beverli A. Marshall**

**REGULAR MEETING OF THE  
BOARD OF DIRECTORS  
Tuesday, July 23, 2019, 1:00 p.m.  
AGENDA**

VALLEY SANITARY DISTRICT BOARD ROOM  
45-500 VAN BUREN STREET  
INDIO, CA 92201

RESOLUTION NO. 2019-1121  
ORDINANCE NO. 2019-120  
MINUTE ORDER NO. 2019-2922

**CALL TO ORDER**

1. Roll Call

**PLEDGE OF ALLEGIANCE**

**CONSENT ITEMS**

*Consent calendar items are expected to be routine and noncontroversial, to be acted upon by the Board of Directors at one time, without discussion. If any Board member requests that an item be removed from the consent calendar, it will be removed so that it may be acted upon separately.*

- a. Consideration of the July 16, 2019 Special Meeting Minutes
- b. Approval of Cash and Investments for June 2019
- c. Approval of Expenditures for July 11, 2019 to July 17, 2019

MINUTE ORDER NO.

**PUBLIC COMMENTS**

*This is the time set aside for public comment on any item not appearing on the agenda. Please notify the Secretary in advance of the meeting if you wish to speak on a non-hearing item.*

**NON-HEARING ITEMS**

2. Adoption of Updated Policies

MINUTE ORDER NO.

**DIRECTOR'S ITEMS**

*Director's items not listed are for discussion only; no action will be taken without an urgency vote pursuant to State law.*

**INFORMATIONAL ITEMS**

*Informational items are for information only; no action will be taken on these items.*

- Combined Monthly Account Summary for Expenses for July 2019
- Monthly Income Summary for July 2019

**ADJOURNMENT**

Pursuant to the Brown Act, items may not be added to this agenda unless the Secretary to the Board has at least 72 hours advance notice prior to the time and date posted on this notice.

POSTED AND MAILED July 18, 2019



Holly Gould, Clerk of the Board  
Valley Sanitary District

**PUBLIC NOTICE**

In compliance with the Americans with Disabilities Act, access to the Board Room and Public Restrooms has been made. If you need special assistance to participate in this meeting, please contact Valley Sanitary District (760) 235-5400. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA TITLE II). All public records related to open session items contained on this Agenda are available upon request at the Administrative Office of Valley Sanitary District located at 45-500 Van Buren Street, Indio, CA 92201. Copies of public records are subject to fees and charges for reproduction.

**VALLEY SANITARY DISTRICT  
MINUTES OF SPECIAL BOARD MEETING  
July 16, 2019**

A special Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held at the District offices, 45-500 Van Buren Street, Indio, California, on Tuesday, July 16, 2019.

**CALL TO ORDER, ROLL CALL**

1. PRESIDENT MIKE DURAN called the meeting to order at 1:00 p.m. Those in attendance were as follows:

DIRECTORS PRESENT: Mike Duran, William Teague, Dennis Coleman (via telephone), Debra Canero, and Scott Sear

DIRECTORS ABSENT: None

STAFF PRESENT: Beverli A. Marshall, General Manager, Holly Gould, Ron Buchwald, Joanne Padgham, and James Mills

GUESTS: None

**CONSENT ITEMS**

- a. Consideration of the June 25, 2019 Regular Board Meeting Minutes
- b. Approval of Expenditures for June 20, 2019 to July 10, 2019

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Check numbers 37342 to 37404 totaling \$197,690.22 and transfers of \$277,577.32 were issued.

**ACTION TAKEN:**

**MOTION:** VICE PRESIDENT TEAGUE made a motion to approve the minutes for the Regular Board Meeting held June 25, 2019 and pay the disbursement items as presented. DIRECTOR CANERO seconded the motion. Motion carried by the following vote: 5 yes

**MINUTE ORDER NO. 2019-2918**

**PUBLIC COMMENTS**

*This is the time set aside for public comment on any item not appearing in the agenda. Please notify the Secretary in advance of the meeting if you wish to speak on a non-hearing item.*

**NON-HEARING ITEMS**

2. Emergency Spending Authorization Approval – Replacement of Two (2) 24-inch Valves Feeding the Ponds

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1. There are two (2) 24-inch valves that control flow from the primary effluent to Pond 2 or to the North Cell. These valves are over 30 years old and have been difficult to operate (open and close) the past couple of years which led to the valve failure. The two (2) valves are located near the ponds and there are a lot of utilities in the area. Due to the proximity of the utilities, it was difficult to assess how long it would take to dig down to the valves to inspect them. The inspection revealed that the valves are very old and badly corroded, and therefore need to be replaced. Due to the age of the valves, replacement parts are not

available. The challenge is that in order to replace the valves, the pipeline entering the ponds needs to be plugged so that flow does not enter the excavation pit. This process will take a professional diver to perform. Borden Excavating put together a cost estimate to replace the valves. The quote came in at \$69,136.18, which includes hiring a professional diver for two (2) days. In order to perform the valve replacement, the primary clarifier effluent pipeline needs to be by-passed around the valves. This effort will be handled by staff. Staff is in the process of receiving quotes from two (2) different companies to rent pumps and the temporary piping to by-pass the main line into the ponds. Borden Excavating provided a time and material quote to excavate down to the two (2) 24-inch valves for a total cost of \$10,370 and a quote to replace the two (2) 24-inch valves, including divers, piping and other miscellaneous items for \$69,136. Based on the initial quotes from rental companies, the cost to rent the pump and pipeline is estimated at \$5,000 for a grand total of \$84,506. Emergency reserve funds will need to be used because these costs are not included in the current fiscal year budget. SECRETARY COLEMAN would like to discuss updating the General Manager's spending authority and he also thanked staff for their efforts during these repairs.

**ACTION TAKEN:**

**MOTION:** DIRECTOR CANERO made a motion to authorize emergency spending authority to the General Manager to replace two (2) 24-inch valves feeding the Ponds and use emergency reserve funds because these costs are not included in the current fiscal year budget. DIRECTOR SEAR seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2019-2919**

AYES: Director(s) Canero, Coleman, Duran, Sear, Teague  
NOES: None  
ABSENT: None  
ABSTAIN: None

3. Request Authorization to Purchase Computer Hardware and Software for the Operations Asset Management Program

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On February 13, 2018, the Board authorized the General Manager to enter into a consulting agreement with Carollo Engineering for a not to exceed amount of \$109,000 to assist in setting up an Asset Management Program for the Operations Department. Staff have been collecting the required data on all assets and they are nearing completion of this task. Staff is now ready to purchase the computer hardware and software needed to complete the Asset Management Program. The Collection's Department has used Lucy for its asset management needs for the past several years with great success. It is recommended to purchase computer hardware from Southwest Networks and software from Lucy for the Operations Department Asset Management Program, not to exceed \$72,000.

**ACTION TAKEN:**

**MOTION:** SECRETARY COLEMAN made a motion to purchase computer hardware and installation support from Southwest Networks for \$22,400 and purchase software, installation and training from Lucy for \$49,600 for the Operations Department Asset Management Program. VICE PRESIDENT TEAGUE seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2019-2920**

AYES: Director(s) Canero, Coleman, Duran, Sear, Teague  
NOES: None  
ABSENT: None  
ABSTAIN: None

4. CalPERS Unfunded Accrued Liability (UAL) Lump Sum Payment

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An annual lump-sum prepayment option is available for employer contributions to CalPERS. The lump-sum is a discounted amount compared to the sum of the twelve (12) monthly installments of \$38,805.04 for a total of \$465,660.48 for Tier I and twelve (12) monthly installments of \$837.48 for a total of \$10,049.76 for Tier II. Total combined monthly installments equal \$475,710.24. If the District remits \$459,350.00 by July 31, 2019, the annual savings will be \$16,360.24.

**ACTION TAKEN:**

**MOTION:** SECRETARY COLEMAN made a motion to approve the payment of \$459,350.00 to CalPERS for the annual lump-sum prepayment option for Fiscal Year 2019-2020. VICE PRESIDENT TEAGUE seconded the motion. Motion carried by the following roll call vote:

**MINUTE ORDER NO. 2019-2921**

AYES: Director(s) Canero, Coleman, Duran, Sear, Teague  
NOES: None  
ABSENT: None  
ABSTAIN: None

5. Resolution to Participate in CSDA/Umpqua Bank Credit Card Program

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The California Special District Association (CSDA) has negotiated with Umpqua Bank to provide a Purchasing Card Program for vendor payments, purchasing, or travel to members of the CSDA. The CSDA credit card program is designed specifically for Special Districts and offers a dividend at the end of each year.

**“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT AUTHORIZING AGREEMENT WITH UMPQUA BANK TO PARTICPATE IN THE CSDA DISTRICT PURCHASING CARD PROGRAM”**

**ACTION TAKEN:**

**MOTION:** VICE PRESIDENT TEAGUE made a motion to adopt Resolution No. 2019-1121 authorizing staff to participate in the CSDA credit card program through Umpqua Bank. DIRECTOR CANERO seconded the motion. Motion carried by the following roll call vote:

**RESOLUTION NO. 2019-1121**

AYES: Director(s) Canero, Coleman, Duran, Sear, Teague  
NOES: None  
ABSENT: None  
ABSTAIN: None

6. Discussion of Codification

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A discussion took place as how to proceed with District Policies and Procedures regarding codification. Ms. Marshall stated that personnel and administrative policies are not generally included in the codification process. The Board supported the direction Ms. Marshall wanted to go with the process and keep the administrative and day to day procedures separate from the District codification.

7. Staff Notes

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Mr. Buchwald reported that it looks favorable that the District will be reimbursed from FEMA for the expenses incurred during the emergency repair of the sewer main in the Whitewater Channel during the rain event in February 2019. Ms. Marshall informed the Board that staff has talked with NBS regarding the 2019/2020 rate analysis. NBS will use the information of the previous rate analysis and perform a more robust study. She will bring this back before the Board at a later date. Lorenzo Yelder has joined the Operations Department as an Operator II. The Employee Appreciation Luncheon is scheduled for July 24, 2019 at 11:00 a.m. at the District.

**DIRECTOR'S ITEMS**

*Director's items not listed are for discussion only; no action will be taken without an urgency vote pursuant to State law.*

The CASA Conference will be August 21-23, 2019 in San Diego, California.

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 1:45 p.m., and the next Regular Board Meeting will be held July 23, 2019.

Respectfully submitted,



Holly Gould, Clerk of the Board  
Valley Sanitary District

**VALLEY SANITARY DISTRICT**  
**SUMMARY OF CASH AND INVESTMENTS**

FOR THE PERIOD: 06/01/2019 TO 06/30/2019 (UNAUDITED)

Agenda Item No. \_\_\_\_\_

**INVESTMENTS**

<b>LAIF Fund 4 - Agency Fund</b>		
Beginning Balance (Fund 4)	667,727	
Net Transfer from (to) Fund 11	0	
Interest (Pd quarterly - Int. Rate 2.57%)	0	
<b>Fund 04 Ending Balance</b>		<u>667,727</u>
<b>LAIF Fund 6 - Wastewater Revenue Refunding Bonds</b>		
Beginning Balance (Fund 6)	830	
Net Transfer from (to) Fund 11	(100)	
Interest (Pd quarterly - Int. Rate 2.57%)	0	
<b>Fund 06 Ending Balance</b>		<u>730</u>
<b>LAIF Fund 11 - Operating Fund</b>		
Beginning Balance (Fund 11)	12,934,382	
Net Transfer from (to) Fund 04	0	
Net Transfer from (to) Fund 06	100	
Net Transfer from (to) Fund 12	471,816	
Net Transfer from (to) Fund 13	(44,783)	
Fund Transfer from (to) LAIF - WF	4,500,000	
Interest (Pd quarterly - Int. Rate 2.57%)	0	
<b>Fund 11 Ending Balance</b>		<u>17,861,515</u>
<b>LAIF Fund 12 - Reserve Fund</b>		
Beginning Balance (Fund 12)	23,241,237	
Net Transfer from (to) Fund 11	(471,816)	
Net Transfer from (to) Fund 13	0	
Interest (Pd quarterly - Int. Rate 2.57%)	0	
<b>Fund 12 Ending Balance</b>		<u>22,769,421</u>
<b>LAIF Fund 13 - Capital Improvement Fund</b>		
Beginning Balance	5,420,115	
Connection Fees	44,783	
(Disbursements) or Reimbursements	<u>0</u>	
Net Transfer from (to) Fund 11	44,783	
Net Transfer from (to) Fund 12	0	
Interest (Pd quarterly - Int. Rate 2.57%)	0	
<b>Fund 13 Ending Balance</b>		<u>5,464,898</u>
<b>TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13</b>		<b>46,764,291</b>

**CASH IN CHECKING ACCOUNT**

<b>WELLS FARGO - FUND 11</b>		
Beginning Balance	6,991,614	
Deposits	259,479	
Fund Transfer from (to) LAIF (net)	(4,500,000)	
Disbursements and Payroll	(784,239)	
<b>Wells Fargo Ending Balance</b>		<u>1,966,854</u>
<b>CALTRUST - FUND 11</b>		
Beginning Balance	1,006,296	
Interest Income	0	
<b>CalTRUST Ending Balance</b>		<u>1,006,296</u>
<b>TOTAL WELLS FARGO AND CALTRUST CHECKING</b>		<u>2,973,150</u>
<b>TOTAL CASH AND INVESTMENTS</b>		<u><u>49,737,441</u></u>

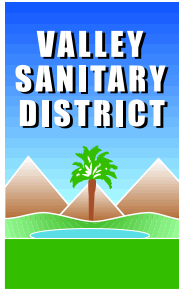
The Board certifies the ability of the District to meet its expenditure requirements for the next six (6) months, as per Government Code 53646(b)(3).

This report is in compliance with the District's Investment Policy under Government Code 53646(b)(2).

**DISBURSEMENTS**  
**Approved at the Board Meeting of**  
**July 23, 2019**

37405 Bank of New York Mellon Corporate Trust Dept.	Wasterwater Revenue Refunding Bonds Series 2015	\$1,800.00
37405 Bank of New York Mellon Corporate Trust Dept.	Wasterwater Revenue Refunding Bonds Series 2015	\$100.00
37406 Caltest Analytical Laboratory	Monthly NPDES Testing	\$318.24
37407 Carquest Auto Parts	New Charges for June 2019	\$507.61
37408 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 07/15/2019	\$966.09
37409 Code Publishing Co.	Initial Codification of District Code	\$4,455.00
37410 CSI Ceja Security International	Plant Security 7/1/19-7/15/19	\$2,790.00
37411 Daniels Tire Service, Inc.	Mount Tires	\$15.01
37412 Debra Canero	CSDA Conference Travel Reimbursement	\$767.48
37413 FedEx	Shipping Fees for June 2019	\$178.86
37413 FedEx	Shipping Fees for July 2019	\$464.28
37414 Foster-Gardner, Inc.	Calcium Hypochlorite	\$563.33
37415 Grainger	Humidity Meter	\$91.18
37416 Hach Company	Ammonia Vials	\$146.95
37417 Harris & Associates	*PADM Collection System Phase 2 5/26/19-6/29/19	\$45,156.50
37417 Harris & Associates	*PADM Collection Sytstem Phase 2 4/28/19-5/25/19	\$30,344.25
37418 IDEXX Distribution, Inc.	Coliform Containers	\$222.75
37419 Interstate All Battery Center	Batteries for Generator #4	\$336.34
37420 Kaman Industrial Technologies	Fan Belt	\$19.90
37420 Kaman Industrial Technologies	Belts	\$27.23
37421 McMaster-Carr Supply Co.	Basket Strainers for Hypo Building	\$1,454.13
37422 Mike Duran	CSDA Conference Travel Reimbursement	\$767.48
37423 Paloma Air Conditioning	A/C Repairs	\$180.00
37424 Scott Sear	CSDA Conference Travel Reimbursement	\$782.48
37425 Univar USA Inc.	Sodium Bisulfite	\$5,659.64
37425 Univar USA Inc.	Sodium Hypochlorite	\$6,744.37
37426 UPS	Shipping Fees for July 2019	\$27.42
37427 Carollo Engineering, Inc	*Arc Flash Study June 2019	\$1,854.00
201907172 CalPERS Retirement	PR 06/14/2019 - 06/27/2019 PD 07/05/2019	\$15,895.38
201907104 Burrtec Waste & Recycling Svcs	Grit Removal for June 2019	\$2,190.49
201907123 Home Depot Credit Services	New Charges for June 2019	\$738.11
201907161 CalPERS Health	Health Insurance for August 2019	\$32,559.35
201907171 CalPERS 457	PR 06/14/2019 - 06/27/2019 PD 07/05/2019	\$750.00
201907191 Bank of America #8846	New Charges for June 2019	\$2,873.03
201907192 Imperial Irrigation District	Electricity Charges for June 2019	\$37,905.62
201907193 Paychex - Direct Deposit	PR 06/28/2019 - 07/11/2019 PD 07/19/2019	\$66,069.87
201907194 Paychex - Fee	PR 06/28/2019 - 07/11/2019 PD 07/19/2019	\$145.69
201907195 Paychex - Tax	PR 06/28/2019 - 07/11/2019 PD 07/19/2019	\$32,631.91
201907196 Nationwide Retirement Solution	PR 06/28/2019 - 07/11/2019 PD 07/19/2019	\$2,530.76
201907197 MassMutual	PR 06/28/2019 - 07/11/2019 PD 07/19/2019	\$10.00
201907198 TASC	PR 06/28/2019 - 07/11/2019 PD 07/19/2019	\$376.89
201907201 Office Depot Credit Plan	Restock Office Supplies for June 2019	\$1,248.70
*Capital Expenditures		\$302,666.32





Valley Sanitary District  
Board of Directors Meeting  
July 23, 2019

TO: Board of Directors  
THRU: Beverli A. Marshall, General Manager  
FROM: Joanne Padgham, Administration & Finance Manager  
SUBJECT: Adoption of Updated Policies

<input checked="" type="checkbox"/> Board Action	<input type="checkbox"/> New Budget Approval	<input type="checkbox"/> Contract Award
<input type="checkbox"/> Board Information	<input type="checkbox"/> Existing FY Approved Budget	<input type="checkbox"/> Closed Session

**Recommendation:**

It is recommended that the Board of Directors adopt the attached revised Valley Sanitary District's Policies:

- Travel Approval & Reimbursement Policy
- Policy and Complaint Procedure Against Harassment, Discrimination, Retaliation and Workplace Bullying
- Appearance Standards Policy

**Background:**

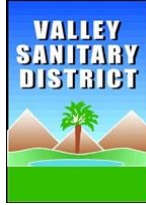
To be in compliance with current requirements, we have updated or created the attached policies. As part of our mission to be more efficient and transparent, we have revised the Travel & Reimbursement Policy (the last update was 1994). We have also added a Policy and Complaint Procedure Against Harassment, Discrimination, Retaliation and Workplace Bullying, and an Appearance Standards Policy.

**Fiscal Impact:**

None

**Attachments:**

Travel Approval & Reimbursement Policy  
Policy and Complaint Procedure Against Harassment, Discrimination, Retaliation and Workplace Bullying  
Appearance Standards Policy



## **TRAVEL APPROVAL & REIMBURSEMENT POLICY**

Adopted: \_\_/\_\_/19

### **I. PURPOSE**

To establish guidelines for reimbursing travel expenses associated with the performance of District business. Reimbursement for expenses is predicated on the understanding that each attendee is returning with knowledge that will be of benefit to the District and/or to individual job performance.

### **II. POLICY**

It is the policy of the Valley Sanitary District (District) to authorize its employees and Directors to attend seminars, conferences, workshops, and other professional meetings to encourage professional development and the improved performance of their duties. Employees and Directors may also be required to travel to conduct official District business.

All employees and Directors who attend meetings, conferences or other functions are expected to be present at all of the scheduled working sessions unless otherwise authorized. Directors and employees shall not attend professional events if it is apparent that there is no significant benefit to District.

Directors and employees are expected to exercise good judgement and a proper regard for economy when incurring expenses. Employees and Directors are responsible for making their own travel arrangements.

Directors or employees may be accompanied by a companion who is not a Director or District employee if their presence does not detract from the attendee's performance of District duties. The District will not reimburse any expenses attributable to any companion.

A Director or employee shall not attend an event for which there is an expense to District if it occurs after the Director or employee has announced their pending resignation or if it occurs after an election in which it has been determined that the Director will not retain their seat on the Board.

In situations where extraordinary travel expenses are expected to be incurred, or where this Policy does not adequately cover the situation or would cause an undue hardship, exception may be made with prior approval of the General Manager for such extraordinary travel expenses for District employees or by the Board President for the General Manager and Directors.

**III. AUTHORIZATION FOR TRAVEL AND EXPENSES**

Directors are authorized to travel anywhere in the local area (defined as Coachella Valley) for the purpose of conducting District business as assigned by the Board President. Directors are authorized to travel to local functions sponsored by local associations in which District maintains a membership without prior approval. Other travel on District business by Directors shall be undertaken only with the prior approval of the Board of Directors.

The General Manager is authorized to travel anywhere in the local area (defined as Coachella Valley) for the purpose of conducting District business. The General Manager is authorized to participate in conferences, seminars, and events sponsored by professional associations in which District maintains a membership without prior approval. Participation by the General Manager in conferences and seminars conducted by professional associations in which District does not maintain a membership must be approved in advance by the Board of Directors.

A District employee may travel on District business anywhere within Coachella Valley if authorized by their supervisor. With approval of the supervisor, employees are authorized to travel to local functions sponsored by local associations in which the District maintains a membership. Other travel on District business by employees shall be undertaken only with the prior approval of the General Manager or their designee. Employees must complete a Training & Travel Request Form for travel outside of Coachella Valley.

**A. Event Registration**

The cost of registration, including special events described in the agenda that contribute to educational or professional development, is eligible for reimbursement. Whenever possible, registration expenses are to be pre-paid by District in the form of District check or credit card.

**B. Compensation**

Directors shall be compensated at the relevant rate for each day of attendance at an approved conference, seminar or workshop, up to the allowable limit.

Employees shall be paid for time actually attending professional conferences, seminars, workshops or meetings. Attendance work time includes the time it takes to travel to and from the event. Attendance at voluntary social events or events that are not of a benefit to District (mixers, golf tournaments, tours, etc.) will not be compensated as time worked.

**C. Meals for Non-Overnight Travel**

For non-overnight business travel, reimbursement will be made for meals, including beverages and tips. If a meal is provided as part of non-overnight business travel, reimbursement will not be provided for an attendee choosing to skip that meal.

**Valley Sanitary District**  
**Travel Approval & Reimbursement Policy**  
**Page 3**

Reimbursements for meals not provided as part of a non-overnight business travel will be made up to the limits listed below. Receipts are required and no amounts in excess of the limits below will be reimbursed.

Breakfast	\$16.00
Lunch	\$17.00
Dinner	\$28.00

If a meal is provided as part of non-overnight business travel but the cost of the meal is not included in the event price, the amount reimbursed will be the actual cost of the meal and not subject to the limits above. The meal reimbursement amounts shall be adjusted to conform with the applicable IRS rates, as amended from time to time. Snacks or refreshments outside of regular meal times are not eligible for reimbursement.

Alcoholic beverages may be served at business meetings. The consumption of alcohol is guided by applicable District policies. District will not reimbursement employees or Directors for the purchase of alcoholic beverages.

**D. Per Diem**

Meals and incidental expenses incurred for overnight business travel away from home are governed by the applicable per diem rate, which will be based on the Internal Revenue Service using the Specific Locality Method for Meals and Incidental Expenses (laundry, fees and tips for baggage handlers, etc.) only. Incidental expenses do not include fees imposed by a commercial travel carrier, taxi fares, or parking.

Per diem rates for meals and incidental expenses are calculated by determining the total number of eligible days, which is the total number of overnight stays plus one additional day to allow for travel. The eligible days are multiplied by the identified per diem rate. The per diem rate is identified on the specific locality table located at <http://www.gsa.gov/portal/content/104877>.

Receipts are not required for meals and incidental expenses when using the per diem method. Per diem expenses are **not** allowed to be charged to District issued credit cards.

**E. Lodging**

Whenever possible, lodging should be arranged at the facility where the event is being held at the event rate. If lodging at the event facility is not available, or if a different facility is needed, reimbursement will be limited to the event facility rate, or the available government rate, whichever is greater, for a double-person occupancy basic room. Exceptions to this limit must be approved, in advance, by the Board.

**Valley Sanitary District**  
**Travel Approval & Reimbursement Policy**  
**Page 4**

Lodging shall not be authorized unless one of the following criteria is met:

- The destination is at least 100 miles, one way, from District's office.
- There is a very early (before 9:00 a.m.) or late (after 5:00 p.m.) official meeting (excludes social events) that could justify the attendee staying overnight at the destination.
- The total event time per day, including commute or travel time, would result in a workday of more than 10 hours per day. For the purpose of determining total event time per day, the hours of work for the day of the event attendance will be the same as the hours of the official event, excluding social events.
- The event lasts for more than one day and the commute expense, including overtime pay, is more expensive than the cost of the lodging, parking and per diem.

Payment for lodging shall be limited to the minimum number of nights required for attendance at the event. An additional night at the conclusion of the event may be authorized if one of the following criteria is met:

- ✓ The total event time per day, including commute or travel time, would result in a workday of more than 10 hours per day and the commute or travel time required to return home would result in an arrival time at home after 9:00 p.m. For the purpose of determining total event time, the hours of work for the day of the event attendance will be the same as the hours of the official event, excluding social events.
- ✓ There are no flights available within a reasonable time after the conclusion of the official event.
- ✓ The event lasts for more than one day and the overtime pay for the commute or travel time is more expensive than the cost of the extra night of lodging, parking and per diem.

Whenever reasonably possible, the justification for the request for an additional night of lodging must be submitted to, and approved by, the General Manager (or their designee) in the case of employees or the Board President, in the case of the General Manager and Directors, in advance of the event. An additional night of lodging due to the cancellation of the return flight by the carrier or other unforeseen emergency does not require advance approval.

Charges imposed by the hotel for the use of internet service may be paid by District if the General Manager has authorized the employee to access their District email account or files during their travel or, in the case of a Director, the

**Valley Sanitary District**  
**Travel Approval & Reimbursement Policy**  
**Page 5**

Board President has authorized the expense. If the employee or Director has not been approved for this expense, they must pay for any internet access charges.

Charges imposed by the hotel for local and long-distance phone calls will be reimbursed when such calls are made in conducting official District business or essential personal calls such as a "safe arrival call."

**F. Commercial Travel**

Air travel reimbursement shall be limited to economy or coach fares. Travel shall be by the most direct, cost-effective route. If an indirect route is used, any additional costs shall be at the Director's or employee's personal expense. Additional charges for "Friends Fly Free" or other companion fares must be paid by the attendee. Travel arrangements should be made with sufficient lead time to take advantage of the lowest possible rates.

When taking into consideration all travel-related expenses, if it is more cost effective to fly to or from the destination on an earlier or later date, this may be allowed. If an attendee chooses to arrive earlier or stay later for personal convenience, the additional lodging and other related expenses will not be reimbursed by District.

The use of taxis or car services is permissible when shuttles are not available or it is a cost-effective alternative to renting a car.

**G. Rental Car**

Rental car expenses will be reimbursed if the expense is less than other surface methods of transportation (shuttles, cabs, etc.). Rental car expenses may be reimbursed when an indirect air travel arrangement in combination with a rental car is more cost effective than a direct air travel arrangement. District will not pay for or reimburse pre-paid fuel charges, upgrades or other additional costs not necessary to the rental of the vehicle. District will pay for the cost of, and the attendee should accept, the standard liability insurance coverage on the rental vehicle.

In the event that a rental car is necessary, the cost shall ordinarily be limited to the commercial car rental contract rates established by the State of California Department of General Services (DGS) Statewide Travel Program, which may be found at: <http://www.dgs.ca.gov/travel/Programs/RentingaVehicle.aspx>.

Absent unusual circumstances, the vehicle size shall be no larger than mid-size (intermediate). For purposes of this policy, "unusual circumstances" may include, but are not limited to, multiple employees or Directors sharing the same vehicle, unavailability of a mid-size (intermediate) vehicle, need for a larger vehicle to accommodate an individual with a disability, the availability of a larger vehicle or upgrade that does not increase the cost of the vehicle rental

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and other circumstances that warrant renting a larger size vehicle. If a larger size vehicle is needed, its rental must be approved in advance by the General Manager for District employees or, for Directors, by the Board President. Attendees are required to share the use of a rented car. Attendees are required to use a District credit card when renting automobiles if they have been issued a District credit card.

**H. Use of Personal Vehicle**

Reimbursement for the use of private cars shall be at the rate established by the Internal Revenue Service (IRS). Mileage reimbursement shall not exceed the lowest available fare for air travel. Parking charges necessary for the business purpose of the trip will be reimbursed.

The distance traveled from an employee's primary residence to their primary work site will not be reimbursed, as this is considered a personal expense. An employee driving a personal vehicle from their primary residence to an event site shall be reimbursed only for mileage that **exceeds** the round-trip distance from their primary residence to their primary work site. If an employee utilizes rideshare, the employee shall be reimbursed only for mileage that exceeds the round-trip distance he/she would have travelled the day of the event attended.

An employee driving to and from the airport when traveling on business will be reimbursed only for mileage that **exceeds** the round-trip distance from their primary residence to their primary work site. If an employee is driving a personal vehicle from their primary residence to an event site on their normal day off, the employee shall be reimbursed for the total distance driven.

Employees who utilize personal vehicles for business purposes are required to have a valid driver's license and at least the minimum insurance coverage required by law. Primary insurance for use of a personal vehicle for business purposes shall be through the employee's personal automobile insurance policy and will be responsible for any damage to the vehicle, as well as for liability. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

Travel in District vehicles may be approved when circumstances warrant it. When traveling in a District vehicle, receipts shall be secured for the purchase of gas, oil and other supplies necessary. These amounts shall be shown on the expense reimbursement form with a notation that a District vehicle was used, indicating the unit number of the vehicle. If emergency repairs are necessary, they shall be paid for by the person to whom the car is assigned. All receipts for such payment must be furnished in order to obtain reimbursement.

**I. Reimbursements**

Directors and employees are required to complete a Travel & Training Expense Reimbursement Form when incurring expenses. Requests for reimbursement

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should be made as soon as possible following the seminar or conference or by the end of the month in which the expenses were incurred. Claims must be clear, listing the following (certain data may be listed on the attached receipt).

- The amount of the expense
- The time and place of travel or expense
- The business purpose of the expense
- In the case of business-related expenses incurred on behalf of others, the name and business relationship of the individuals.

Receipts, paid bills, etc. must be attached to each expense claim form regardless of amount for the following expenses:

- Registration
- Travel (including air fare, taxi, shuttle, etc.)
- Lodging (hotel bills, etc.);
- Mileage
- Parking
- Meals related to non-overnight travel

Prior to processing requests for reimbursement, the Board of Directors shall approve all Travel & Training Expense Reimbursement Forms for Directors as well as all reimbursement requests for the General Manager when the expenses exceed \$250. The General Manager, or their designee, shall approve all Travel & Training Expense Reimbursement Forms for employees.

Personal or unauthorized expenses are not allowed to be charged on District credit cards. When more than one employee or Director attends the same function, one person may pay the bill for the group, provided a receipt and list of names are included. Any personal or unauthorized expenses charged on the District credit card shall be paid by the employee or Director incurring the charge.

In circumstances where the use of personal credit cards and/or cash is deemed impractical, and where the total expense is expected to exceed fifty dollars (\$50.00), District may provide an advance of funds. Such advance will not exceed one hundred percent (100%) of the anticipated out-of-pocket expense, less those items that are required to be pre-paid. All such payment requests must allow sufficient time for normal processing and approval prior to payment.

If a District credit card was used to pay for the travel and related expenses, requests for reimbursement will not be processed until District is able to reconcile the District credit card statement with the reimbursement form.

No additional reimbursements will be made for personal expenses such as newspapers, laundry and dry cleaning, magazines, haircuts, shoeshines,



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excess personal telephone calls and other personal expenses. These are included in the per diem incidental expenses allowance

This policy is intended to comply with all Internal Revenue Service requirements for an accountable plan so that reimbursements are not treated as part of wages for tax purposes.

It is against the law to falsify expense reports. Penalties for misuse of public resources or violating this policy may include, but are not limited to the following.

- The loss of reimbursement privileges.
- Restitution to District.
- Civil penalties for misuse of public resources pursuant to Government Code Section 8314.
- Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code.
- For employees, disciplinary action, up to and including termination.

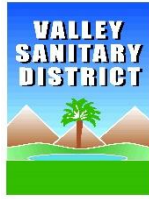
**IV. DEFINITIONS**

As used in this policy, the following words and phrases shall have the following definitions.

**Incidental Expenses:** minor expenses that are incurred while travelling. These often include the purchase of personal items (toiletries, reading material, snacks, etc.), laundry and dry cleaning, haircuts, shoeshines, excess personal telephone calls and other personal expenses.

**Per diem:** a daily allowance or payment made for expenses incurred each day of travel.

**Travel:** attendance at meetings, conferences, events or other functions on District business at other than the District's offices or facilities.



**POLICY AND COMPLAINT PROCEDURE AGAINST HARASSMENT, DISCRIMINATION,  
RETALIATION AND WORKPLACE BULLYING**

Adopted: \_\_/\_\_/19

**I. PURPOSE**

Establish a strong commitment to prohibit and prevent discrimination, harassment, retaliation, and workplace bullying at the Valley Sanitary District (VSD) facilities; define those terms; and to set forth a procedure for investigating and resolving internal complaints. VSD encourages all covered individuals to report, as soon as possible, any conduct that is believed to violate this Policy.

**II. POLICY**

Valley Sanitary District (VSD) has zero tolerance for any conduct that violates this Policy. Conduct need not arise to the level of a violation of law to violate this Policy. Instead a single act can violate this Policy and provide grounds for discipline or other appropriate sanctions.

This Policy prohibits VSD elected or appointed officials, officers, employees, or contractors from harassing or discriminating against applicants, officers, elected or appointed officials, employees, unpaid interns, volunteers, or contractors (or members of the public) because of: 1) an individual's protected classification; 2) the perception that an individual has a protected classification; or 3) the individual associates with a person who has or is perceived to have a protected classification. This Policy also prohibits bullying another person for any reason.

Allegations of harassment, discrimination, bullying, or retaliation could be the subject of disciplinary action, up to and including termination from employment, if determined to be frivolous or made in bad faith.

**A. Non-Harassment, Discrimination, and Retaliation**

Harassment or discrimination against an applicant, officers, elected or appointed officials, employees, unpaid interns, volunteers, contractors or members of the public by a supervisor, employee, elected or appointed official, co-worker, member of the

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public, or contractor on the basis of a protected classification, as defined in this policy or law, will not be tolerated.

This Policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.

Disciplinary action or other appropriate sanction up to and including termination of employment will be instituted for prohibited behavior as defined in this Policy.

Any retaliation against a person for filing a complaint or participating in the complaint resolution process is prohibited. Individuals found to be retaliating in violation of this Policy will be subject to appropriate sanctions or disciplinary action up to and including termination of employment.

**B. Workplace Bullying**

VSD considers workplace bullying unacceptable and will not tolerate it under any circumstances. It is VSD's policy that all applicants, officers, elected or appointed officials, employees, unpaid interns, volunteers, contractors or members of the public should be able to conduct business and work in an environment free of bullying. It is VSD's expectation that all communication and interaction between its employees will be professional, courteous, and respectful.

Managers and supervisors must take reasonable measures to prevent workplace bullying, and to respond promptly if it is identified, to address and prevent future instances. All employees are encouraged to report workplace bullying.

Disciplinary action or other appropriate sanctions up to and including termination of employment will be instituted for prohibited behavior as defined in this Policy.

Retaliation against any employee who is a target of bullying behavior, as well as any employee who makes complaints about or participates in any investigation or administrative process related to a complaint of workplace bullying is prohibited.

**C. Guidelines for Identifying Harassment**

To help clarify what constitutes harassment in violation of this Policy, use the following guidelines:

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1. Harassment includes any conduct which would be "unwelcome" to an individual of the recipient's same protected classification and which is taken because of the recipient's protected classification.
2. It is no defense that the recipient appears to have voluntarily "consented" to the conduct at issue. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized.
3. 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. The fact that no one is complaining now does not preclude anyone from complaining if the conduct is repeated.
4. Even visual, verbal, or physical conduct between two employees who appear to welcome the conduct can constitute harassment of a third applicant, officer, elected or appointed official, employee, or contractor who observes the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.
5. Conduct can constitute harassment in violation of this Policy even if the individual engaging in the conduct 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 a reasonable individual of the recipient's same protected classification would find it offensive (e.g., gifts, over attention, endearing nicknames).

**D. Complaint Procedure**

There is no need to follow the chain of command. An employee, job applicant, unpaid intern, volunteer, or contractor who believes they has been harassed may make a complaint verbally or in writing to any of the following.

- Immediate supervisor
- Administration & Finance Manager
- General Manager

Any supervisor or department manager who receives a harassment complaint shall notify the Administration & Finance Manager immediately.

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Members of the public who believe that they have been harassed may make a complaint verbally or in writing to the General Manager, or their designee.

VSD takes a proactive approach to potential Policy violations and will conduct an investigation if its officers, supervisors, or managers become aware that harassment, discrimination, bullying, or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

Individuals have the option to report harassment, discrimination, or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). These administrative agencies offer legal remedies and a complaint process. Individuals can check the posters that are located on VSD bulletin boards for office locations and telephone numbers.

Upon receiving notification of a harassment complaint, the Administration & Finance Manager shall:

1. Provide the complainant with a timely response indicating that the complaint has been received and that a fair, timely, and thorough investigation will be conducted.
2. Timely authorize and supervise a fair and thorough investigation of the complaint by impartial and qualified personnel and/or investigate the complaint. The investigation will afford all parties with appropriate due process and include interviews with: 1) the complainant; 2) the accused harasser; and 3) other persons who have relevant knowledge concerning the allegations in the complaint.
3. Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, discrimination, retaliation or bullying, 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.
4. Timely report a summary of the determination as to whether harassment occurred to appropriate persons, including the complainant, the alleged harasser, the supervisor, and the department head. If discipline is imposed, the level of discipline will not be communicated to the complainant.

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5. If conduct in violation of this Policy occurred, take or recommend to the appointing authority prompt and effective remedial action. The remedial action will be commensurate with the severity of the offense.
6. Take reasonable steps to protect the complainant from further harassment, discrimination, or retaliation.
7. Take reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

**E. Confidentiality**

Every possible effort will be made to assure the confidentiality of complaints made under this Policy. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible. An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by a supervisor or the Administration & Finance Manager. Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate sanction. The employer 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.

**F. Responsibilities**

Managers and Supervisors are responsible for:

1. Informing employees of this Policy.
2. Modeling appropriate behavior.
3. Taking all steps necessary to prevent harassment, discrimination, bullying, or retaliation from occurring.
4. Receiving complaints in a fair and serious manner, and documenting steps taken to resolve complaints.

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5. Monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
6. Following up with those who have complained to ensure that the behavior has stopped and that there are no reprisals.
7. Informing those who complain of harassment or discrimination of their option to contact the EEOC or DFEH regarding alleged Policy violations.
8. Assisting, advising, or consulting with employees and the Administration & Finance Manager regarding this Policy and Complaint Procedure.
9. Assisting in the investigation of complaints involving employee(s) in their departments and, if the complaint is substantiated, recommending appropriate corrective or disciplinary action in accordance with VSD Personnel Rules, up to and including discharge.
10. Implementing appropriate disciplinary and remedial actions.
11. Reporting potential violations of this Policy of which they become aware, regardless of whether a complaint has been submitted, to the Administration & Finance Manager.
12. Participating in periodic training and scheduling employees for training.

Each employee or contractor is responsible for:

1. Treating all employees and contractors with respect and consideration.
2. Modeling appropriate behavior.
3. Participating in periodic training.
4. Fully cooperating with VSD's investigations by responding fully and truthfully to all questions posed during the investigation.
5. Maintaining the confidentiality of any investigation that VSD conducts by not disclosing the substance of any investigatory interview, except as directed by the supervisor or Administration & Finance Manager.

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6. Reporting any act they believe in good faith constitutes harassment, discrimination, bullying, or retaliation as defined in this Policy, to their immediate supervisor, or Administration & Finance Manager.

G. Dissemination of Policy

All employees shall receive a copy of this Policy when they are hired. The Policy may be updated from time to time and redistributed with a form for the employee to sign and return acknowledging that the employee has received, read, and understands this Policy.

**III. DEFINITIONS**

As used in this policy, the following words and phrases shall have the following definitions.

Adverse Conduct: includes, but is not limited to the following types of behavior that is taken in response to a report of discrimination, harassment, or bullying.

- taking sides because an individual has reported prohibited behavior
- spreading rumors about a complaint or complainant
- shunning and avoiding an individual who reports harassment, discrimination, bullying,
- real or implied threats of intimidation to prevent an individual from reporting harassment, discrimination, bullying or retaliation

Discrimination: treating individuals differently because of the individual's protected classification as defined in this Policy or law.

FEHA: the California Fair Employment and Housing Act (FEHA), which established the state prohibition against discrimination, harassment, and retaliation based on protected status. The Act provides employees and job applicants with far greater rights than those available through Title VII in terms of scope, coverage, and available remedies.

Harassment: includes, but is not limited to, the following types of behavior that is taken because of a person's protected classification. Note that harassment is not limited to conduct that VSD's employees take. Under certain circumstances, harassment can also include conduct taken by those who are not employees, such as elected or appointed officials, persons providing services under contracts, or members of the public:



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- Speech, such as epithets, derogatory comments or slurs, and propositioning on the basis of a protected classification. This might include inappropriate comments on appearance, including dress or physical features, or dress consistent with gender identification, or race-oriented stories and jokes.
- Physical acts, such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement. This includes pinching, grabbing, patting, leering, or making explicit or implied job threats or promises in return for submission to physical acts.
- Visual acts, such as derogatory posters, cartoons, emails, pictures, or drawings related to a protected classification.
- 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.

Policy Coverage: prohibits the employer, elected or appointed officials, officers, employees, or contractors from harassing or discriminating against applicants, officers, elected or appointed officials, employees, unpaid interns, volunteers, or contractors because of: 1) an individual's protected classification; 2) the perception that an individual has a protected classification; or 3) the individual associates with a person who has or is perceived to have a protected classification.

Protected Classification: Includes race, religion, color, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including heterosexuality, homosexuality, or bisexuality), medical condition, military or veteran status, or any other protected classification as defined by the Act.

Protected Individual: Any individual who belongs to, or is perceived to belong to, a protected classification.

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Retaliation: Any adverse conduct taken because an applicant, employee, or contractor has reported harassment, discrimination, bullying, or has participated in the complaint and investigation process described in this Policy, is prohibited. The following individuals are protected from retaliation: those who make good faith reports of harassment, discrimination, bullying, or retaliation, and those who associate with an individual who is involved in reporting harassment, discrimination, bullying, or retaliation or who participates in the complaint or investigation process.

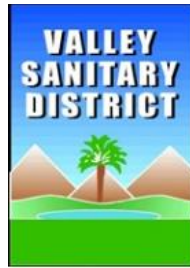
Workplace Bullying: Behavior that harms, intimidates, offends, degrades or humiliates an individual, possibly in front of other employees, clients, or members of the public. Examples include, but are not limited to, profane or disrespectful language; hostile and rude behavior and speech directed at another person; derogatory or sarcastic remarks and comments about another person's appearance or job performance; angry outbursts or yelling; name calling; throwing anything at or toward another person; comments that undermine another person's trust and confidence; and, retaliation against any person who has reported bullying behavior. Does not include adverse comments made by a supervisor as part of an employee's performance evaluation.

The contact person for complaints about harassment, discrimination, bullying or retaliation is:

Name: Joanne Padgham, Administration & Finance Manager

Telephone Number: (760) 238-5400

Email Address: [jpadgham@valley-sanitary.org](mailto:jpadgham@valley-sanitary.org)



## ***APPEARANCE STANDARDS POLICY***

Adopted: \_\_/\_\_/2019

### **I. PURPOSE**

The purpose of this policy is to provide the District's legitimate and non-discriminatory goals to promote workplace safety and a professional image that is consistent with employees' job duties and level of public contact.

### **II. POLICY**

The Valley Sanitary District is a professional workplace and, as such, it is the District's policy that all employees, both uniformed and non-uniformed, maintain and promote a professional public image with the community, visitors, and the general public by dressing in appropriate business attire. A professional appearance and good personal hygiene reflects favorably on both the employee and the District. For health and safety, employees are required to dress appropriately for the tasks they are performing.

It is the responsibility of each supervisor and Department manager to ensure that their employees comply with this policy. Employees unsure of the appropriateness of their attire or grooming should check with their supervisor or department manager. Employees wearing inappropriate clothing will be required to leave work, without compensation, to change into appropriate attire.

A. Appropriate attire and grooming for employees assigned to wear a uniform or perform field work.

- Regular work days: wear the assigned uniform clothing and safety gear provided by the District for health and safety purposes. The uniforms must be worn in a manner that promotes a professional appearance. Field workers not required to wear uniforms must wear attire that is appropriate to the task, in good condition, and District identification must be visible at all times.
- Training and Special Events: District uniform or comply with the requirements for non-uniformed employees.
- Staff authorized to wear self-contained breathing apparatus (SCBA) must be trained in how the equipment should be worn and adjusted and to determine proper fit. The fit must take into account the face seal of the equipment, which must not be

impeded by facial hair, such as beard, goatees, sideburns, or by anything worn on the head.

B. Appropriate attire and grooming for employees *not* assigned to wear a uniform or perform field work.

- Clothing and footwear must be neat, clean, in good repair, and appropriate for the work environment and functions performed. Shoes may be pumps, loafers, dress sandals, boots or sneakers (tennis shoes).
- Business casual is acceptable as long as it is in good condition. Jeans, if worn, must be medium- or dark-washed and have no rips or stains.
- Dress shoes (heels 3" or lower), loafers or casual shoes, dress boots, sandals (may be thong style if leather and with a heel), sneakers (tennis shoes).

C. Inappropriate attire and grooming for all employees.

- Athletic wear such as sweatpants, sweatsuits, etc., unless layered under other appropriate attire; cutoff shorts; items that are shorter than knee-length.
- Shirts or outerwear may not depict offensive images or comments.
- Tank tops, halter or tube tops; ripped, revealing, or provocative items; visible undergarments; bare midriffs.
- Casual sandals such as flip-flops or slip-on (toeless and backless) styles without heels or made from rubber material.
- Tattoos are not allowed on the head, face, or neck above the collar. Visible tattoos shall not depict anything that is: obscene, sexually explicit, discriminatory to sex, race, religion, or national origin, extremist, or gang-related. Any non-conforming tattoo must be covered with clothing, bandage, or makeup while at work. Permanent cosmetics are allowed.
- Objects, articles, jewelry, or ornamentation, *other than for religious reasons*, shall be attached to or through the skin if visible on any body part, including the tongue or any part of the mouth, except on or around the ear and worn in such a manner not to constitute a health or safety hazard. No more than two earrings are allowed in each ear and ear gauges must be no larger than 1/2" in diameter. Any non-conforming piercing must be removed, covered with a bandage, or replaced with a clear spacer.

**Valley Sanitary District**  
**Combined Monthly Account Summary**  
June 2019 (UNAUDITED)

<u>Account Description</u>	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Budget</u>	<u>% Expended</u>	<u>Balance</u>
<b>Operating Expenses</b>					
Salaries	104,179	2,371,058	2,496,500	95 %	125,442
Callout	147	10,936	7,000	156 %	(3,936)
Group dental/vision	2,019	21,452	26,100	82 %	4,648
Group disability	964	12,195	12,300	99 %	105
Group health	29,511	379,286	433,600	87 %	54,314
Group life	439	5,592	5,900	95 %	308
Longevity	1,477	33,646	35,200	96 %	1,554
Overtime	188	26,276	15,500	170 %	(10,776)
Payroll taxes	6,612	181,293	195,600	93 %	14,307
Retirement	7,590	222,098	272,000	82 %	49,902
Standby	1,416	33,374	35,000	95 %	1,626
Workers comp	18,527	59,403	48,800	122 %	(10,603)
Certifications	470	3,634	8,100	45 %	4,466
Chemicals	24,849	321,488	366,030	88 %	44,542
Clothing/Safety	2,684	32,594	38,400	85 %	5,806
Comprehensive insurance	0	293,286	295,000	99 %	1,714
Contract services	16,477	353,627	550,085	64 %	196,458
County charges	3	18,298	22,000	83 %	3,702
Directors' fees	1,050	39,050	36,500	107 %	(2,550)
Electricity	48,766	487,899	509,300	96 %	21,401
Gas/Oil	4,019	33,621	52,000	65 %	18,379
Memberships/Subscriptions	700	30,103	37,385	81 %	7,282
Natural gas	155	4,458	4,000	111 %	(458)
Office expense	2,287	20,439	16,000	128 %	(4,439)
Operating supplies	12,342	122,358	153,100	80 %	30,742
Other expenses	949	19,352	30,000	65 %	10,648
Permits & fees	930	73,757	81,950	90 %	8,193
Pretreatment	0	0	1,000	0 %	1,000
Professional/Legal	10,175	297,638	404,840	74 %	107,202
Publications	227	1,633	4,500	36 %	2,867
Repairs/Maintenance	22,338	555,800	567,600	98 %	11,800
Research & monitoring	1,800	38,351	89,300	43 %	50,949
Small tools	816	15,023	17,750	85 %	2,727
Telephone	1,676	16,989	19,500	87 %	2,511
Trash collection	1,619	30,382	35,000	87 %	4,618
Travel/Mtgs/Ed	4,595	39,994	74,000	54 %	34,006
Water	1,661	17,293	27,500	63 %	10,207
<b>Total Expenses</b>	<b>333,656</b>	<b>6,223,679</b>	<b>7,024,340</b>	<b>89 %</b>	<b>800,661</b>

**Valley Sanitary District**  
**Combined Monthly Account Summary**  
 June 2019 (UNAUDITED)

<u>Account Description</u>	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Budget</u>	<u>% Expended</u>	<u>Balance</u>
<b>Capital Expenses</b>					
Capital O & M Fund 11	26,322	338,851	400,000	85 %	61,149
Capital Replacement Fund 12	98,391	1,209,666	2,657,020	46 %	1,447,354
Capital Improvement Fund 13	0	0	211,240	0 %	211,240
<b>Total Capital Expenses</b>	<b>124,713</b>	<b>1,548,517</b>	<b>3,268,260</b>	<b>47 %</b>	<b>1,719,743</b>

**Valley Sanitary District**  
**Monthly Income Summary**  
June 2019 (UNAUDITED)

	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Projection</u>	<u>% Received</u>	<u>Balance</u>
<b>Revenues</b>					
Sewer Service Chgs-Current	\$61,740	\$10,791,112	\$11,005,080	98 %	\$213,968
Sewer Service Chgs-Prior	\$0	\$37	\$0	0 %	(\$37)
Sewer Service Chgs-Penalties	\$0	\$0	\$1,000	0 %	\$1,000
Permit & Inspection Fees	\$790	\$25,390	\$10,000	254 %	(\$15,390)
Saddles/Disconnect Fees	\$0	\$160	\$0	0 %	(\$160)
Plan Check Fees	\$1,350	\$10,950	\$10,000	110 %	(\$950)
Other Services	\$0	\$0	\$1,800	0 %	\$1,800
Sale of Surplus Property	\$0	\$3,050	\$0	0 %	(\$3,050)
Taxes - Current Secured	\$104,873	\$801,483	\$700,000	114 %	(\$101,483)
Taxes - Current Unsecured	\$0	\$23,010	\$21,000	110 %	(\$2,010)
Taxes - Prior Secured	\$0	\$4,215	\$6,000	70 %	\$1,785
Taxes - Penalties	\$0	\$0	\$1,500	0 %	\$1,500
Supple Prop. Taxes - Current	\$0	\$4,481	\$7,000	64 %	\$2,519
Supple Prop. Taxes - Prior	\$0	\$0	\$3,200	0 %	\$3,200
Homeowners Tax Relief	\$881	\$5,873	\$6,000	98 %	\$127
Interest Income	\$0	\$334,058	\$140,000	239 %	(\$194,058)
Non-Operating Revenues - Fnd 11	\$24,668	\$25,628	\$500	5,126 %	(\$25,128)
Interest Income	\$0	\$383,277	\$0	0 %	(\$383,277)
Connection Fees	\$44,783	\$1,046,418	\$895,650	117 %	(\$150,768)
Interest Income	\$0	\$94,852	\$55,000	172 %	(\$39,852)
<b>Total Revenues</b>	<b>\$239,084</b>	<b>\$13,553,996</b>	<b>\$12,863,730</b>	<b>105 %</b>	<b>(\$690,266)</b>