



Board of Directors Agenda Meeting
Tuesday, March 24, 2020 at 1:00 PM
Valley Sanitary District Board Room, 45-500 Van Buren Street

*******SPECIAL NOTICE – Telephonic Accessibility*******

Pursuant to Paragraph 11 of Executive Order N-25-20, executed by the Governor of California on March 12, 2020, as a response to mitigating the spread of coronavirus known as COVID-19, during the March 17, 2020, special meeting of Valley Sanitary District Board of Directors members of the public will be allowed to attend and address the Board of Directors during the open session of the meeting telephonically.

Members of the public wanting to listen to the open session of the meeting may do so by calling (425) 436-6376 and when prompted, enter access code 166514. Members of the public wanting to address the Board, either during public comment or for a specific agenda item, or both, are requested to send an email notification no later than 12:30 p.m. on the day of the meeting to the Valley Sanitary District’s Clerk of the Board at hevans@valley-sanitary.org.

Page

1. CALL TO ORDER

- 1.1. Roll Call
- 1.2. Pledge of Allegiance

2. PUBLIC COMMENT

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.

3. CONSENT CALENDAR

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.

- | | | |
|------|--|-------|
| 3.1. | Approve March 17, 2020 Special Meeting Minutes
3.1 17 Mar 2020 Minutes.pdf | 5 - 8 |
| 3.2. | Approve Warrants for March 5 to March 18, 2020
3.2 Warrants 3-5-20 to 3-18-20.pdf | 9 |

4. PUBLIC HEARING

- | | | |
|------|---|---------|
| 4.1. | Public Hearing to Receive Input from the Community Regarding the Boundaries and the Composition of Wards to be Established for Ward-Based Elections | 10 - 35 |
| | <ul style="list-style-type: none"> • General Notice and Call • President Announces Public Hearing Procedures • General Manager’s Report • President Declares Public Hearing Open • Public Comments • President Declares Public Hearing Closed • Board Discussion | |
| | 4.1 Staff Report Public Hearing Elections by Wards.pdf | |
| | 4.1 Attachment A Powerpoint Presentation.pdf | |
| | 4.1 Attachment B Green Map.pdf | |
| | 4.1 Attachment C Purple Map.pdf | |
| | 4.1 Attachment D Tan Map.pdf | |

5. NON-HEARING ITEMS

- | | | |
|------|---|---------|
| 5.1. | Adopt a Resolution Proclaiming a local Emergency Due to the COVID-19 Virus
5.1 Resolution 1126 Proclamation of Local Emergency.pdf | 36 - 38 |
| 5.2. | Modify Administration & Finance Manager Job Description to Change Title to Business Services Manager and to Change from FLSA Non-Exempt Status for the Purpose of Overtime
5.2 Staff Report Business Services Manager JD.pdf
5.2 Attachment A Job Description Business Services Manager.pdf
5.2 Attachment B Job Description Admin and Finance Manager.pdf | 39 - 48 |
| 5.3. | Modify Chief Plant Operator Job Description to Change Title to Facility Operations Manger and to Change from FLSA Non- | 49 - 56 |

Exempt to Exempt Status for the Purpose of Overtime

[5.3 Staff Report Facilities Operation Manager.pdf](#)

[5.3 Attachment A Facilities Operations Manager.pdf](#)

[5.3 Attachment B Job Description Chief Wastewater Operator.pdf](#)

- 5.4. Approve the Human Resources Specialist Job Description 57 - 61
[5.4 Staff Report Human Resources Specialist JD.pdf](#)
[5.4 Attachment A Job Description HR Specialist.pdf](#)
- 5.5. Adopt VSD Exempt Employees Manual Establishing Terms and Conditions of Employment 62 - 87
[5.5 Staff Report Exempt Employees Manual.pdf](#)
[5.5 Attachment A Exempt Employees Manual 200701.pdf](#)
- 5.6. Discuss and Consider Adopting a New VSD Logo Image 88 - 89
[5.6 Staff Report VSD Logo Options.pdf](#)
- 5.7. Discuss Allowing District Directors to Enroll in the CalPERS Medical Plans Offered by the District to its Employees 90 - 93
[5.7 Staff Report Director Medical Benefits.pdf](#)
[5.7 Attachment A Resolution 2019-1125 Compensation.pdf](#)

6. GENERAL MANAGER'S ITEMS

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

- 6.1. Oral Update on COVID-19

7. 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.

8. INFORMATIONAL ITEMS

- 8.1. Recognize April 6-12, 2020, as National Public Health Week, sponsored by the American Public Health Association. Each day has a theme and the theme for Thursday, April 9, is Environmental Health, which encourages advocacy and action to support science and funding for environmental health issues like clean water. Find more information at

9. 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.

UNNOFFICAL UNTIL APPROVED

VALLEY SANITARY DISTRICT MINUTES OF REGUALR BOARD MEETING March 17, 2020

*****SPECIAL NOTICE – Telephonic Accessibility*****

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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, March 17, 2020.

1. CALL TO ORDER

President Mike Duran called the meeting to order at 1:03 p.m.

1.1 Roll Call

Directors Present via Telephone:

Mike Duran, Scott Sear, Dennis Coleman, William Teague

Directors Present:

Debra Canero

Staff Present:

Beverli A. Marshall, General Manager, Holly Gould, Joanne Padgham, and Ron Buchwald

Guests via Telephone:

Robert Hargreaves, Best Best & Krieger

1.2 Pledge of Allegiance

2. PUBLIC COMMENT

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.

None.

3. CONSENT CALENDAR

3.1 Approve March 10, 2020 Regular Meeting Minutes

ACTION TAKEN:

MOTION:

Director Teague made a motion to approve the consent calendar as presented. Vice President Sear seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

ABSENT: None

ABSTAIN: None

MINUTE ORDER NO. 2020-2996

4. NON-HEARING ITEMS

4.1 Discuss Draft Operations and Maintenance Budget for Fiscal Year 2020/21

General Manager Beverli Marshall gave an overview of the changes for the Fiscal Year 2020/21 Proposed Budget. The budget proposes filling seven (7) vacant positions. Vice President Sear inquired how many of those were most critical. Ms. Marshall stated that four (4) of the seven (7) should be made a priority. Vice President Sear also inquired about the on-site IT consultant. Secretary Canero asked about the solar pond mixer for pond 3. Mr. Buchwald stated that the ponds aren't due to be decommissioned for four (4) to five (5) years and with the new ammonia limits set by our NPDES permit it is an important piece of equipment. Director Coleman asked about the sewer rate and capacity study since the recycled water project was not included in the last study. He asked staff to provide directors with an explanation of toxicity identification evaluation. Director Teague stated that this budget is really telling the board what staff needs. He thinks it's an exceptional budget and stated that staff did an excellent job putting it together. President Duran inquired about the election costs. Director Teague stated that this is the District's portion of the election cost from the Riverside Registrar of Voters. Ms. Marshall explained that due to the new requirements of the Districts permit the operating supplies budget has increased, as well as contract services. The Board gave direction to staff to adjust the budget to fill four (4) vacant positions for the Fiscal Year 2020/21. Staff will make the adjustments and bring the proposed budget back to the board for review in April 2020.

4.2 Capital Improvement Projects Update and Planning

Ron Buchwald, District Engineer, presented two (2) versions of the District's Capital Improvement & Replacement Plan. One version shows the District's plan rate increase for this upcoming year and the second version shows the District's plan rate increase plus a future five-year rate increase. Secretary Canero asked what the priority of these projects are and if there are any that could be pushed off for the future. Ron stated that the Westward Ho Project is high priority, but the District will recover some of the costs of the project through Cal OES and FEMA. The Treatment Plant Expansion and the Influent Pump Station Rehab Project is also of high importance. The Collections

System Rehabilitation Projects do allow for some wiggle room. The New Training and Office Building is a priority due to increasing staff but there are temporary options that can be taken until funds can be freed up. Director Coleman suggested exploring bond financing which would allow for rate smoothing. Vice President Sear asked staff to send the directors information on bond financing. A discussion took place regarding the Plant Expansion Project and recycled water. President Duran asked staff to include the cost of portable buildings in the operating budget.

4.3 Award Contract to Perform Sewer Main Point Repair to Borden Excavation

Staff has received 2 out of 3 requested proposals from contractors for a point repair located on Deglet Noor and Leroy Street. A significant void outside of the sewer infrastructure was identified during a routine CCTV inspection. It was discovered upon reaching a manhole that a cap to seal a stub out was missing. This void could eventually lead to a dangerous sink hole if no action is taken. It is unknown who or what may have caused the cap on the stub out to come off. It is recommended to award a contract to Borden Excavation for \$19,695.29.

ACTION TAKEN:

MOTION: Director Coleman made a motion to authorize the General Manager to a execute contract with Borden Excavating, Inc. in the amount not to exceed \$19,695.29 to perform a point repair on Deglet Noor Street. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
ABSENT: None
ABSTAIN: None

MINUTE ORDER NO. 2020-2997

4.4 Call for Nomination for Special District Member and Alternate, Riverside County Local Agency Formation Commission

Director Coleman made a motion to appoint Debra Canero for the Regular Special District Member position and Scott Sear as the Alternate Special District Member for the Riverside County Local Agency Formation Commission (LAFCO).

ACTION TAKEN:

MOTION: Director Coleman made a motion to appoint Debra Canero for the Regular Special District Member position and Scott Sear as the Alternate Special District Member for the Riverside County Local Agency Formation Commission (LAFCO). Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
ABSENT: None
ABSTAIN: None

MINUTE ORDER NO. 2020-2998

5. GENERAL MANAGER'S ITEMS

Ms. Marshall gave an update of the COVID-19 situation. She has been busy with emails, phone calls and webinars keeping updated with the latest COVID-19 information and protocols. Staff is doing everything they can to protect themselves and the public. The District has closed the dump pad until further notice. The website has been updated to inform the public how best to conduct business during this time. Non-essential tours and meetings have been canceled and board meetings will be conducted telephonically. Ms. Marshall informed the board that this week is National Fix A Leak Week, which promotes water conservations through fixing leaks and reducing waste. A discussion took place regarding baby wipes in our collections system and how to promote not flushing them.

6. 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.

President Duran thanked Ms. Marshall and Mr. Hargreaves for keeping everyone informed during this time. Director Coleman inquired if the SLDA Conference has been canceled.

7. CONVENE IN CLOSED SESSION

- 7.1 Pursuant to Government Code Section 54954.5 Public Employee Performance Evaluation
Title: General Manager

This item will be rescheduled for a future meeting.

8. CONVENE IN OPEN SESSION

9. INFORMATIONAL ITEMS

None

10. ADJOURNMENT

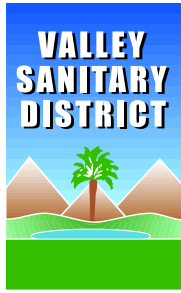
There being no further business to discuss, the meeting was adjourned at 3:03 p.m. The next regular board meeting will be held March 24, 2020.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

DISBURSEMENTS
Approved at the Board Meeting of
March 24, 2020

38050 Associated Time Instruments	Attendance on Demand November 2019	\$301.98
38051 Petty Cash	Replenish Petty Cash	\$494.82
38052 American Red Cross	First Aid & CPR Class	\$1,146.00
38053 Anna Bell	Travel Reimbursement WEF Workshop	\$141.56
38054 Best, Best & Krieger	Legal Services for February 2020	\$10,467.82
38055 Beverli Marshall	Travel Reimbursement Sacramento Meeting	\$150.37
38055 Beverli Marshall	Travel Reimbursement CASA DC Forum	\$245.30
38056 Calif. Water Environment Assn.	Certificate Renewal	\$89.00
38057 California Association of Mutual Water Companies	Membership Dues for 2020	\$500.00
38058 Caltest Analytical Laboratory	Weekly Sampling	\$330.00
38058 Caltest Analytical Laboratory	Weekly NPDES Sampling	\$330.00
38059 Carollo Engineering, Inc	*Environ. Engineering & Planning Services	\$1,152.00
38060 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 03/05/2020	\$570.17
38060 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 03/12/2020	\$673.96
38060 Cintas Corp	First Aid Cabinet	\$313.26
38060 Cintas Corp	First Aid Cabinets	\$1,879.31
38061 CivicPlus LLC	Annual Fee for Web Site	\$2,000.00
38062 Coalition of Accredited Laboratories Organizing Committee	ELAP Reform Project Fee	\$1,000.00
38063 Desert Sewer Supply, Inc.	Sewer Mechanical Plug	\$339.41
38064 Desert Sun Publishing Company	Public Hearing Notice	\$217.80
38065 E.S. Babcock & Sons, Inc.	Biosolids Testing	\$4,354.00
38065 E.S. Babcock & Sons, Inc.	Quarterly NPDES Sampling	\$433.00
38066 Environmental Resource Associates	Laboratory Testing	\$663.61
38067 Facilities Protection Systems	Replace Horn/Strobe	\$590.00
38067 Facilities Protection Systems	Replace Monitor Module	\$720.00
38068 FedEx	Shipping Fees for February 2020	\$1,161.88
38069 Fulton Distributing Co.	Spray Bottles	\$42.67
38069 Fulton Distributing Co.	Bleach & Cleanser	\$229.62
38070 Golden Bell Products, Inc.	Sewer Roach Control	\$43,475.86
38071 Healthy Futures, Inc.	Wellness Program for March 2020	\$1,500.00
38072 Ian Wilson	Travel Rimbusement NPDES Permit Hearing	\$104.82
38073 Innovative Document Solutions	Copy Machine Maintenance	\$164.13
38074 Innovative Federal Strategies LLC	Federal Advocacy for February 2020	\$6,194.73
38075 Kaman Industrial Technologies	Belts	\$24.67
38075 Kaman Industrial Technologies	Variable Pitch Sheave	\$61.53
38076 Lorraine Shinnette	Travel Reimbursement WEF Workshop	\$44.00
38077 McMaster-Carr Supply Co.	Supplies for Polymer Shade Structure	\$74.38
38077 McMaster-Carr Supply Co.	Turnbuckles & Jam Nuts	\$245.96
38078 Northern Safety Co.	Gloves	\$351.32
38079 Polydyne, Inc.	Polymer for Belt Press	\$3,624.31
38080 Powerstride Battery Co.	Battery & Cables	\$896.71
38081 Ryan Williams	Travel Rimbusement Utility Management Conference	\$166.52
38082 Safety-Kleen Systems, Inc.	Parts Washer	\$637.60
38083 SC Fuels	Unleaded & Diesel Fuel	\$3,829.75
38084 SCAP	Annual Membership Dues 2020/2021	\$5,058.00
38085 Southwest Networks, Inc.	BDR Storage for April 2020	\$699.00
38085 Southwest Networks, Inc.	Technical Support for February 2020	\$3,443.75
38085 Southwest Networks, Inc.	*Camera Mounts	\$143.05
38086 Uline Shipping Supply	Bubble Wrap & Cable Ties	\$366.31
38087 United Way of the Desert	PR 02/21/2020 - 03/05/2020 PD 03/13/2020	\$25.00
38088 Univar Solutions	Sodium Hypochlorite	\$7,230.65
38088 Univar Solutions	Sodium Bisulfite	\$5,250.36
38089 UPS	Shipping Fee	\$75.09
38090 Vantage Point Transfer Agents - ICMA	PR 02/21/2020 - 03/05/2020 PD 03/13/2020	\$1,395.00
202003101 Burrtec Waste & Recycling Svcs	Grit Removal for February 2020	\$2,195.09
202003101 Burrtec Waste & Recycling Svcs	Trash Service for March 2020	\$234.97
202003101 SPOK, Inc.	Pager Service for March 2020	\$23.81
202003121 Frontier Communications	Telephone Service for March 2020	\$299.60
202003122 Time Warner Cable	Telephone Service for March 2020	\$1,141.60
202003131 Paychex - Direct Deposit	PR 02/21/2020 - 03/05/2020 PD 03/13/2020	\$66,791.09
202003132 Paychex - Fee	PR 02/21/2020 - 03/05/2020 PD 03/13/2020	\$155.48
202003133 Paychex - Tax	PR 02/21/2020 - 03/05/2020 PD 03/13/2020	\$30,709.66
202003134 MassMutual	PR 02/21/2020 - 03/05/2020 PD 03/13/2020	\$10.00
202003135 Nationwide Retirement Solution	PR 02/21/2020 - 03/05/2020 PD 03/13/2020	\$2,385.00
202003136 CalPERS 457	PR 02/21/2020 - 03/05/2020 PD 03/13/2020	\$1,000.00
202003137 CalPERS Retirement	PR 02/21/2020 - 03/05/2020 PD 03/13/2020	\$17,086.08
202003161 TASC	PR 02/21/2020 - 03/05/2020 PD 03/13/2020	\$296.14
202003171 CalPERS Health	Health Insurance for April 2020	\$35,082.65
202003181 SoCal Gas	Natural Gas Service for February 2020	\$618.81
*Capital Expenditures		\$273,650.02



**Valley Sanitary District
Board of Directors Meeting
March 24, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: Public Hearing to Receive Input from the Community Regarding the Boundaries and the Composition of Wards to Be Established for Ward-Based Elections

<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

Executive Summary

The purpose of this report is for the Board to conduct a public hearing to consider draft Ward maps for future District elections.

Fiscal Impact

There is no fiscal impact from this discussion.

Background

The California Voting Rights Act (CVRA) was enacted in 2001 to address disparities between ethnic demographics and elected officials. The CVRA prohibits special districts like VSD from using the “at-large” method of election that may impair the ability of a protected class from electing candidates of its choice or influencing the outcome of an election to their benefit. In other words, without ward-based elections, their voice might be diluted by the combined total of all voters.

To date, over 300 cities and special districts have changed to district-based elections. AB 350 established the steps to transition to proceed. Adoption of a resolution indicating the District’s intent to move At-Large to By-Ward elections was the first official step in the process, which was completed on October 22, 2019. The timeline for the process, with a target of the November 2020 General Election, is as follows.

- | | |
|-------------------|---|
| December 17, 2019 | Public Hearing to Discuss Map Criteria #1 |
| January 14, 2020 | Public Hearing to Discuss Map Criteria #2 |
| March 10, 2020 | Public Hearing to Discuss Draft Maps #1 |
| March 24, 2020 | Public Hearing to Discuss Draft Maps #2 |
| April 14, 2020 | Board Adopts Map Establishing Wards |
| April 30, 2020 | Notify Riverside County Registrar of Voters |
| November 3, 2020 | General Election – Three Wards (TBD) |

Recommendation

Staff recommends that the Board of Directors conduct Public Hearing #4 to discuss the draft Ward maps and provide direction to staff at the conclusion of the hearing.

Attachments

Attachment A: PowerPoint Presentation

Attachment B: Ward Map Option #1: Green

Attachment C: Ward Map Option #2: Purple

Attachment D: Ward Map Option #3: Tan

Transition to Ward-Based Elections

Valley Sanitary District

March 24, 2020

Agenda

- **Process**
- **Legal Requirements**
- **VSD Demographic Information**
- **Current Board Demographics**
- **Draft Ward Maps and Data**
- **Election Schedule**
- **Next steps**

Process

- **October 22, 2019 – Resolution adopted**
- **December 10, 2019 – Public Hearing #1**
- **January 14, 2020 – Public Hearing #2**
- **By March 1 – Draft maps for review**
- **March 10, 2020 – Public Hearing # 3**
- **March 24, 2020 – Public Hearing #4**

Process (continued)

- **April 14, 2020 – Adopt Wards map**
- **November 2020 – Ward-based Elections for 3 Wards**
- **November 2022 – Ward-based Elections in remaining Wards**

Legal Requirements

- Based on Census 2010 population data
- Election Wards equal (+/- 10%) in population size
- Take “Communities of Interest” into account
- Protected groups have ability to elect representatives of their choice

Legal Requirements (continued)

- Race cannot be the “predominant” factor
- Optional Considerations:
 - 📌 Boundaries of other political subdivisions (e.g., City of Indio districting)
 - 📌 Avoid head-to-head contests between incumbents (if possible)
 - 📌 Topography, geography, recognizable boundaries, interests

Legal Requirements (continued)

- Draft based on Census block of total population
- Estimates of Citizen Voting Age Population (18+)
- Race / ethnic categories

VSD Demographic Information

- **Five elected directors = Five Wards**
- **Population from Census 2010 = 75,135**
- **Each Ward = one-fifth of population (15,027 residents)**
- **Size may vary by 10% (from 13,524 up to 16, 529 residents)**

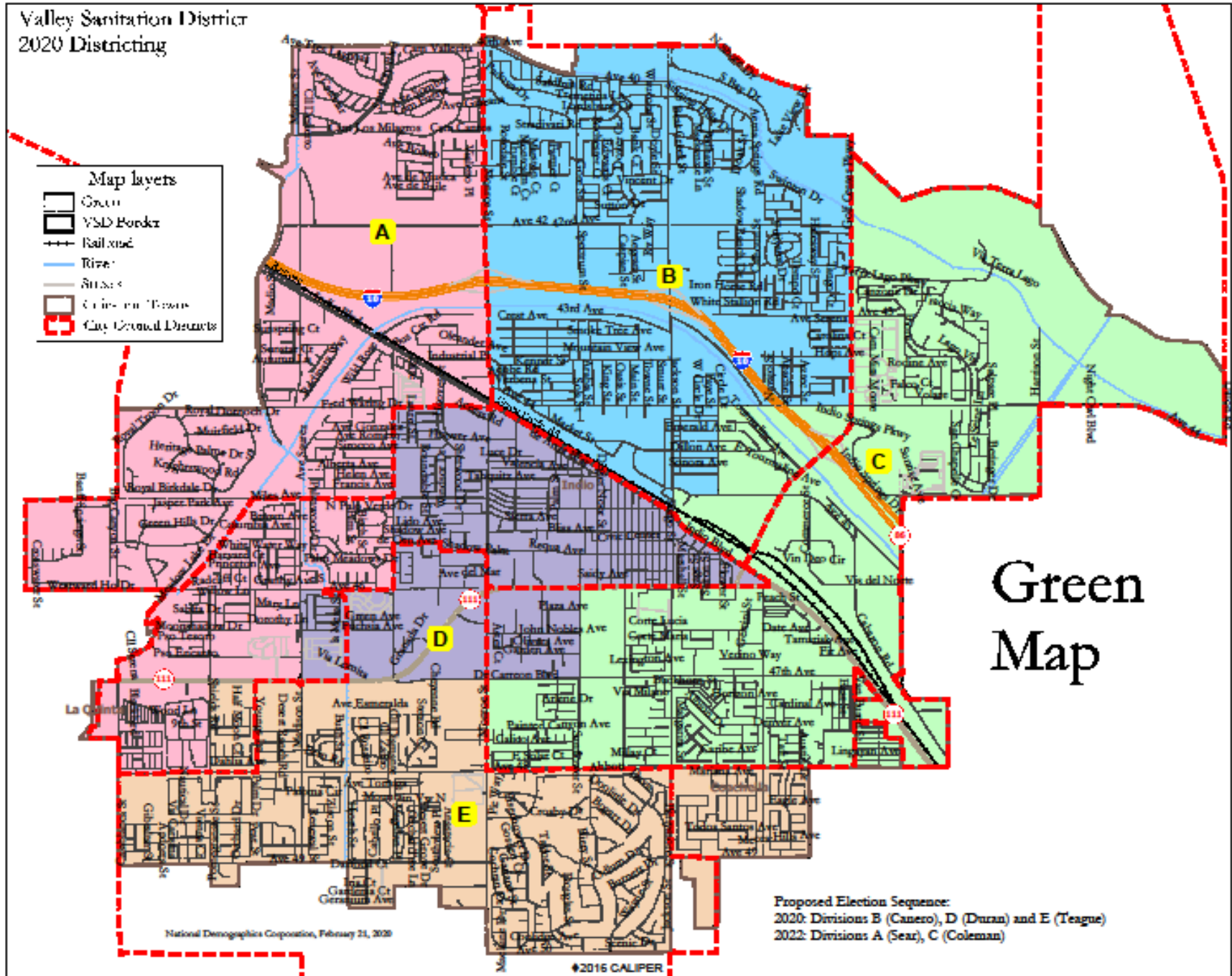
VSD Demographic Information (cont'd)

- **Latinos (protected group) are:**
 - ✓ **73% of VSD's total population**
 - ✓ **63% of eligible voters**
 - ✓ **62% of registered voters (November 2018)**
 - ✓ **52 of voters casting ballots (2018)**
 - ✓ **Concentrated in central and northwest**

Current VSD Board Demographics

- **Race:**
 - ✓ African American: 1
 - ✓ Latino: 2
 - ✓ Caucasian: 2
- **Tenure:**
 - ✓ One year: two
 - ✓ One to five years: one
 - ✓ Ten years or more: two

Ward Map Option #1 – Green

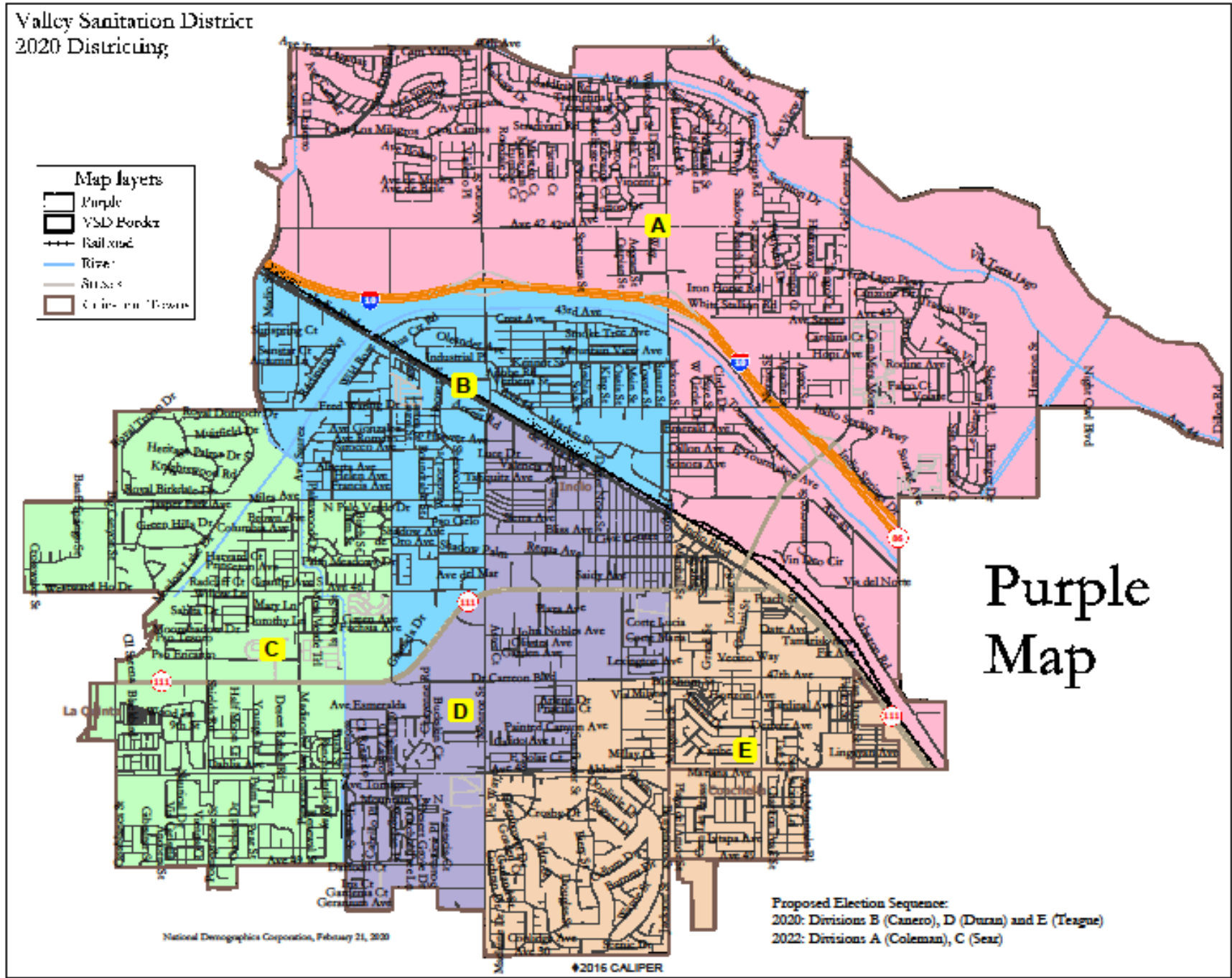


Green
Map

Ward Map Option #1 – Green

- **Considerations:**
 - ✓ **Closely follows City of Indio districts**
 - ✓ **Population variance minimal**
 - ✓ **No Directors within same Ward**
 - ✓ **All Wards have Hispanic majority population**

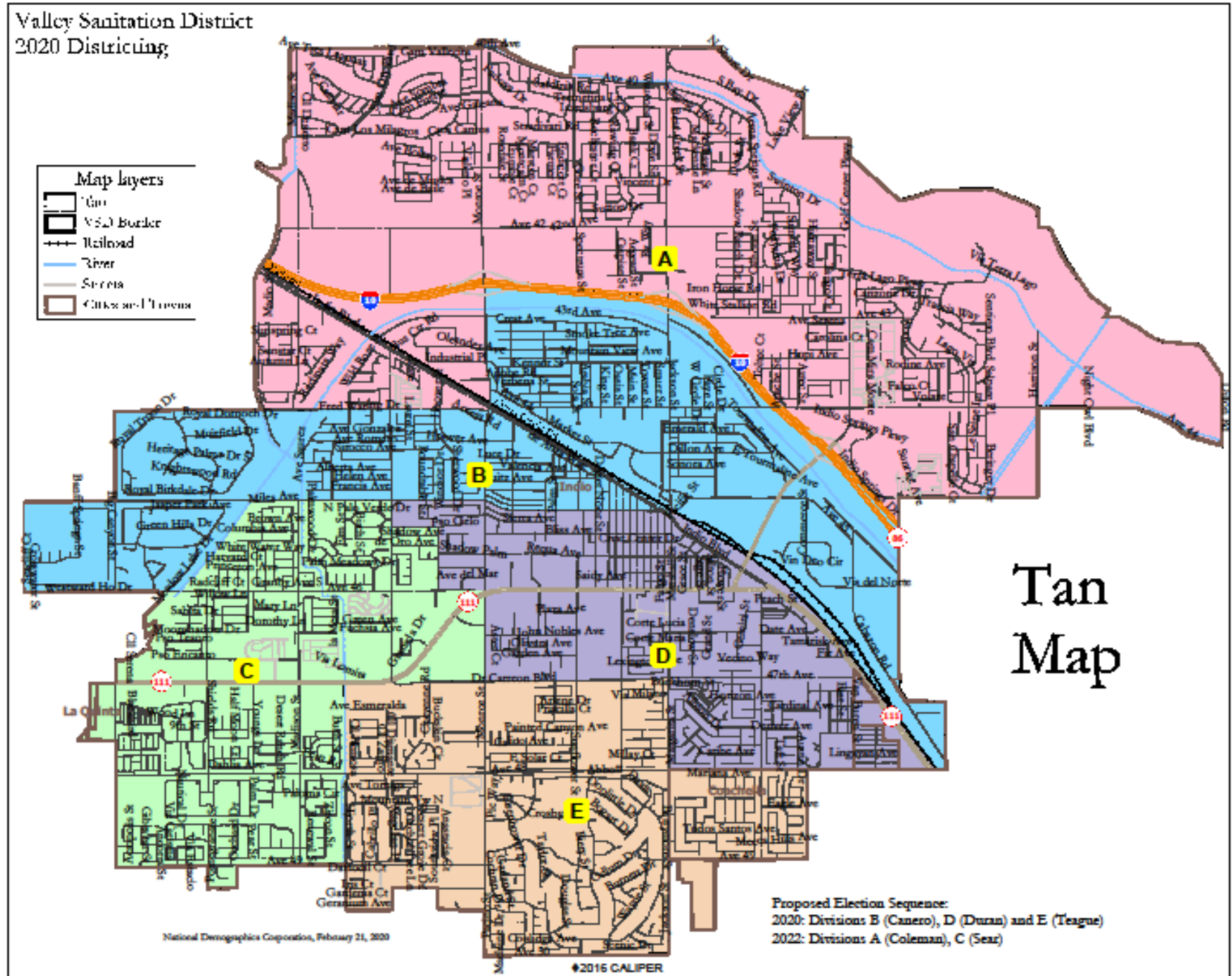
Ward Map Option #2 – Purple



Ward Map Option #2 – Purple

- **Considerations:**
 - ✓ Follows major roads, waterways, etc.
 - ✓ Population variance within ideal
 - ✓ No Directors within same Ward
 - ✓ Four Wards have Hispanic majority population (Ward A is 49%)

Ward Map Option #3 – Tan



Ward Map Option #3 – Tan

- **Considerations:**
 - ✓ Follows major roads, waterways, etc.
 - ✓ Population variance within ideal
 - ✓ No Directors within same Ward
 - ✓ Four Wards have Hispanic majority population (Ward A is 50%)

Election Schedule





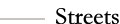
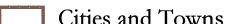

- **November 3, 2020**
 - ✓ **Canero**
 - ✓ **Duran**
 - ✓ **Teague**
- **November 8, 2022**
 - ✓ **Coleman**
 - ✓ **Sear**

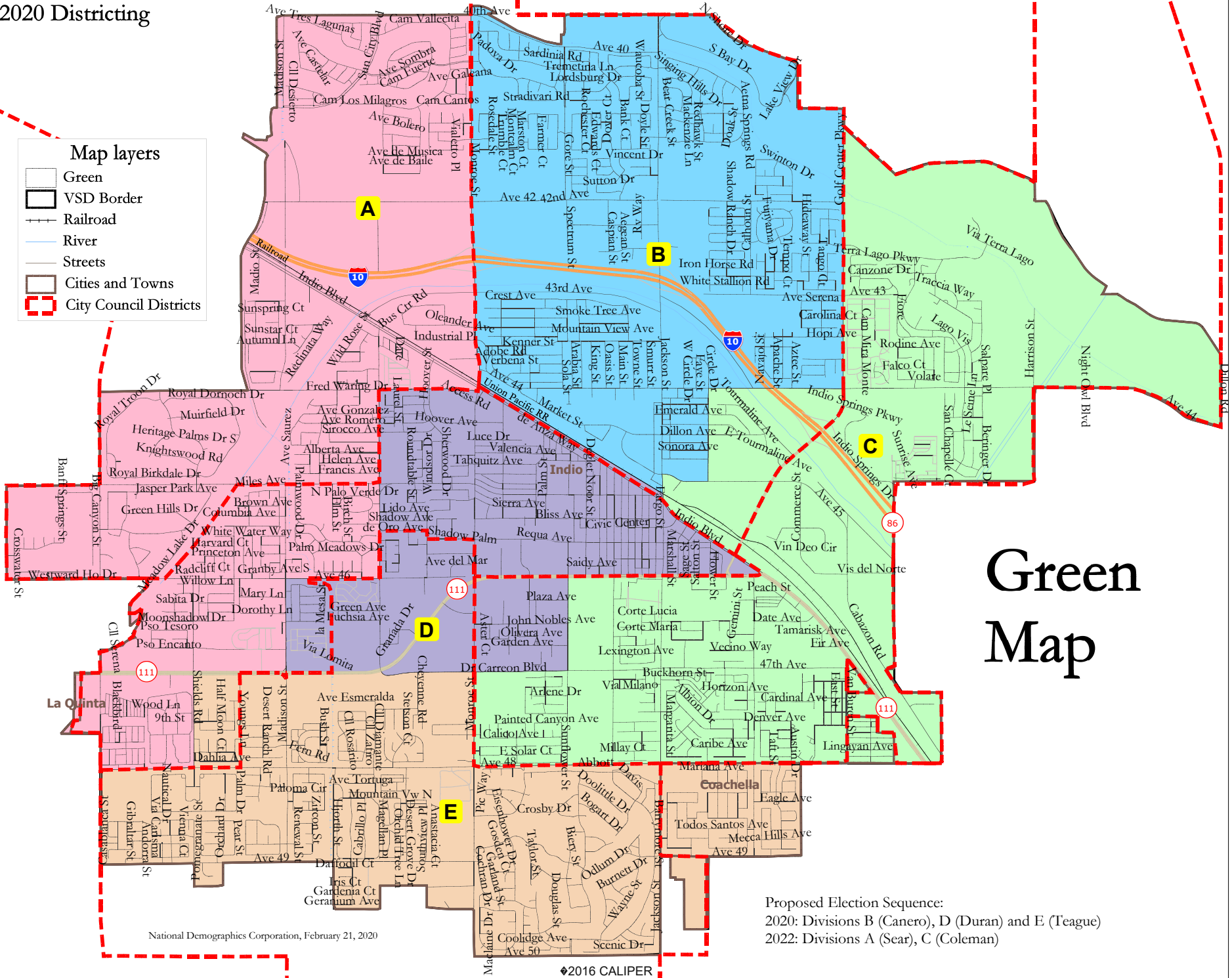
Next Steps

- **Public hearing # 4 on March 24**
- **VSD Board adopts Election Wards map**
- **VSD notifies Riverside County Registrar of Voters**
- **November 2020 – Election for Three Wards Based on map chosen**
- **November 2022 – Election for Remaining Two Wards**

Valley Sanitation District 2020 Districting

Map layers

-  Green
-  VSD Border
-  Railroad
-  River
-  Streets
-  Cities and Towns
-  City Council Districts



Green Map

Proposed Election Sequence:
 2020: Divisions B (Canero), D (Duran) and E (Teague)
 2022: Divisions A (Sear), C (Coleman)

National Demographics Corporation, February 21, 2020

©2016 CALIPER

Valley Sanitation District - Green Map

District		A	B	C	D	E	Total
	Total Pop	15,028	15,212	14,959	15,005	14,931	75,135
	Deviation from ideal	1	185	-68	-22	-96	281
	% Deviation	0.01%	1.23%	-0.45%	-0.15%	-0.64%	1.87%
Total Pop	% Hisp	61%	73%	82%	85%	63%	73%
	% NH White	35%	22%	14%	10%	32%	23%
	% NH Black	2%	2%	2%	3%	2%	2%
	% Asian-American	2%	3%	2%	1%	2%	2%
	Total	10,379	9,795	7,481	7,966	9,888	45,509
Citizen Voting Age Pop	% Hisp	50%	68%	72%	80%	51%	63%
	% NH White	44%	27%	21%	15%	45%	32%
	% NH Black	3%	2%	5%	3%	1%	3%
	% Asian/Pac.Isl.	2%	3%	2%	1%	3%	2%
	Total	7,493	6,414	5,289	4,556	6,737	30,489
Voter Registration (Nov 2018)	% Latino est.	49%	66%	73%	79%	54%	62%
	% Spanish-Surnamed	44%	59%	65%	71%	48%	56%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	1%
	% NH White est.	46%	31%	24%	17%	44%	34%
	% NH Black	3%	2%	2%	3%	1%	2%
Voter Turnout (Nov 2018)	Total	4,776	3,575	2,654	2,121	4,013	17,140
	% Latino est.	38%	59%	65%	72%	43%	52%
	% Spanish-Surnamed	34%	53%	58%	65%	39%	47%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	1%	1%	2%	1%	1%	1%
	% NH White est.	56%	38%	31%	23%	54%	44%
% NH Black	4%	2%	2%	3%	2%	3%	
Voter Turnout (Nov 2016)	Total	5,436	4,454	3,300	2,943	4,856	20,988
	% Latino est.	45%	58%	77%	76%	48%	58%
	% Spanish-Surnamed	40%	52%	69%	69%	44%	52%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	1%
	% NH White est.	50%	35%	13%	18%	48%	36%
% NH Black est.	3%	2%	7%	3%	1%	3%	
ACS Pop. Est.	Total	18,054	16,585	15,132	15,476	15,332	80,580
Age	age0-19	29%	31%	30%	31%	25%	29%
	age20-60	47%	55%	54%	53%	52%	52%
	age60plus	24%	14%	16%	16%	23%	19%
Immigration	immigrants	24%	24%	37%	33%	27%	29%
	naturalized	34%	46%	34%	36%	41%	38%
Language spoken at home	english	50%	40%	29%	31%	48%	40%
	spanish	47%	56%	68%	68%	49%	57%
	asian-lang	2%	2%	2%	1%	1%	2%
	other lang	2%	2%	1%	0%	1%	1%
Language Fluency	Speaks Eng. "Less than Very Well"	22%	26%	39%	35%	25%	29%
Education (among those age 25+)	hs-grad	61%	61%	52%	56%	67%	60%
	bachelor	11%	9%	10%	5%	11%	9%
	graduatedegree	8%	5%	3%	2%	6%	5%
Child in Household	child-under18	28%	33%	36%	31%	27%	31%
Pct of Pop. Age 16+	employed	53%	59%	54%	55%	58%	56%
Household Income	income 0-25k	20%	20%	29%	37%	20%	25%
	income 25-50k	27%	21%	33%	30%	26%	27%
	income 50-75k	21%	19%	18%	16%	21%	19%
	income 75-200k	29%	37%	21%	15%	29%	26%
	income 200k-plus	3%	2%	1%	1%	3%	2%
Housing Stats	single family	94%	94%	74%	53%	82%	80%
	multi-family	6%	6%	26%	47%	18%	20%
	rented	25%	29%	39%	54%	29%	34%
	owned	75%	71%	61%	46%	71%	66%

Total population data from the 2010 Decennial Census.

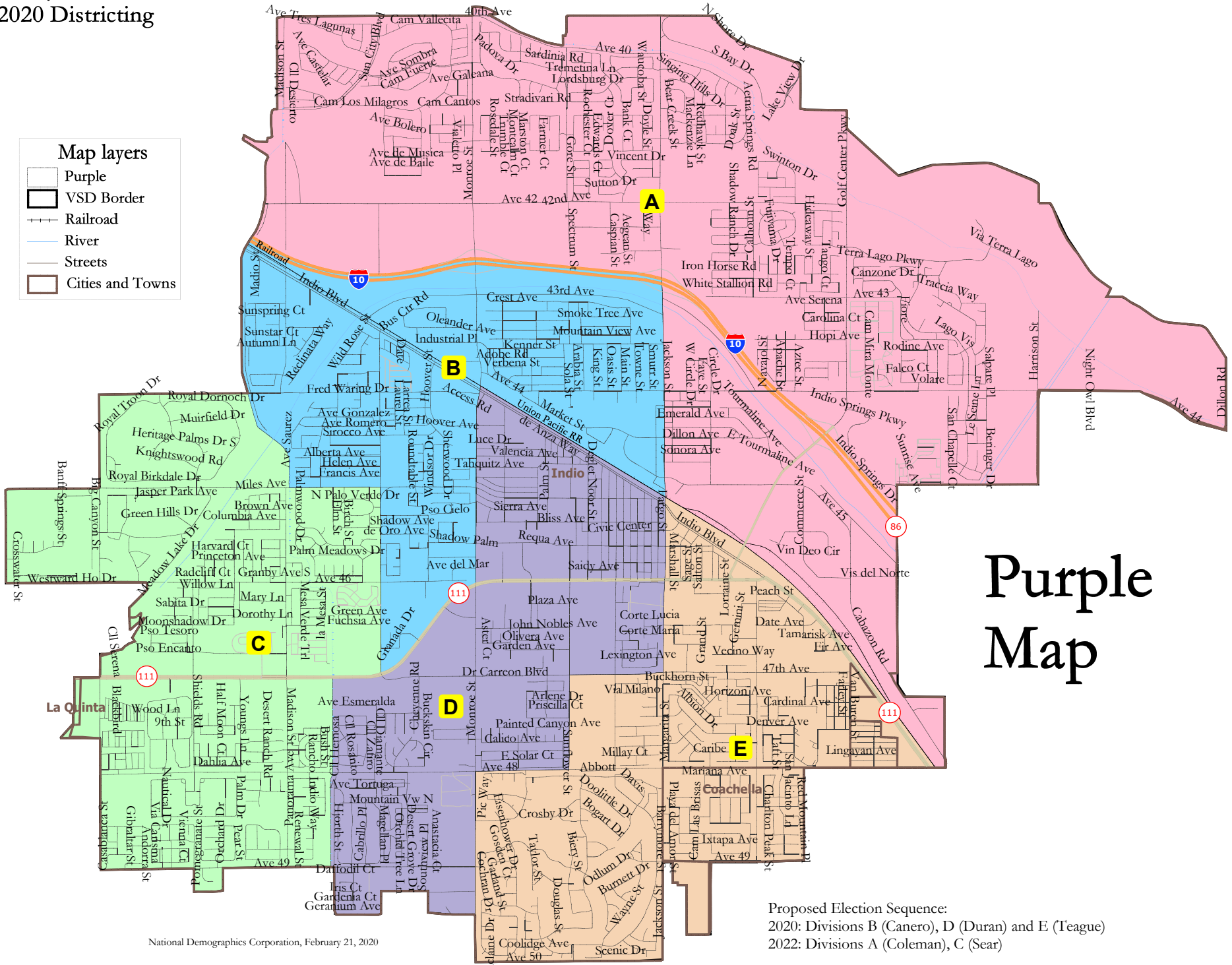
Surname-based Voter Registration and Turnout data from the California Statewide Database.

Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2013-2017 American Community Survey and Special Tabulation 5-year data.

Valley Sanitation District 2020 Districting

Map layers

- Purple
- VSD Border
- Railroad
- River
- Streets
- Cities and Towns



National Demographics Corporation, February 21, 2020

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Valley Sanitation District - Purple Map

District		A	B	C	D	E	Total
	Total Pop	14,806	15,022	15,372	14,662	15,273	75,135
	Deviation from ideal	-221	-5	345	-365	246	710
	% Deviation	-1.47%	-0.03%	2.30%	-2.43%	1.64%	4.72%
Total Pop	% Hisp	56%	85%	63%	80%	78%	73%
	% NH White	36%	12%	31%	15%	18%	23%
	% NH Black	2%	2%	2%	3%	2%	2%
	% Asian-American	4%	1%	3%	1%	2%	2%
	Total	11,095	8,210	10,163	8,235	7,806	45,509
Citizen Voting Age Pop	% Hisp	49%	79%	55%	68%	71%	63%
	% NH White	45%	17%	40%	25%	26%	32%
	% NH Black	2%	3%	2%	5%	1%	3%
	% Asian/Pac.Isl.	3%	1%	2%	1%	2%	2%
	Total	8,181	5,280	7,544	4,551	4,933	30,489
Voter Registration (Nov 2018)	% Latino est.	51%	71%	54%	73%	72%	62%
	% Spanish-Surnamed	46%	64%	49%	66%	65%	56%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	1%
	% NH White est.	46%	22%	43%	22%	26%	34%
	% NH Black	2%	3%	2%	3%	1%	2%
	Total	5,012	2,797	4,562	2,259	2,511	17,140
Voter Turnout (Nov 2018)	% Latino est.	42%	61%	45%	64%	62%	52%
	% Spanish-Surnamed	38%	55%	40%	58%	56%	47%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	1%
	% NH White est.	54%	30%	52%	31%	36%	44%
	% NH Black	2%	5%	3%	4%	1%	3%
	Total	5,804	3,449	5,323	2,926	3,487	20,988
Voter Turnout (Nov 2016)	% Latino est.	41%	74%	52%	71%	66%	58%
	% Spanish-Surnamed	37%	67%	47%	64%	60%	52%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	1%
	% NH White est.	49%	20%	43%	23%	31%	36%
	% NH Black est.	5%	3%	3%	3%	1%	3%
	Total	17,359	16,520	16,962	14,741	14,998	80,580
ACS Pop. Est.	Total	17,359	16,520	16,962	14,741	14,998	80,580
Age	age0-19	28%	33%	28%	28%	29%	29%
	age20-60	49%	53%	51%	54%	54%	52%
	age60plus	24%	14%	20%	18%	17%	19%
Immigration	immigrants	21%	31%	23%	32%	37%	29%
	naturalized	49%	32%	42%	35%	35%	38%
Language spoken at home	english	53%	31%	48%	36%	30%	40%
	spanish	41%	67%	48%	63%	69%	57%
	asian-lang	4%	0%	3%	1%	0%	2%
	other lang	2%	2%	1%	0%	0%	1%
Language Fluency	Speaks Eng. "Less than Very Well"	18%	35%	22%	33%	40%	29%
Education (among those age 25+)	hs-grad	60%	56%	65%	57%	59%	60%
	bachelor	15%	4%	11%	7%	8%	9%
	graduatedegree	9%	2%	6%	2%	4%	5%
Child in Household	child-under18	28%	34%	29%	30%	35%	31%
Pct of Pop. Age 16+	employed	55%	56%	57%	54%	58%	56%
Household Income	income 0-25k	18%	33%	22%	30%	23%	25%
	income 25-50k	21%	28%	26%	32%	32%	27%
	income 50-75k	17%	21%	19%	18%	21%	19%
	income 75-200k	40%	19%	30%	18%	23%	26%
	income 200k-plus	4%	0%	3%	1%	1%	2%
Housing Stats	single family	95%	75%	91%	58%	76%	80%
	multi-family	5%	25%	9%	42%	24%	20%
	rented	24%	40%	26%	52%	32%	34%
	owned	76%	60%	74%	48%	68%	66%







Total population data from the 2010 Decennial Census.

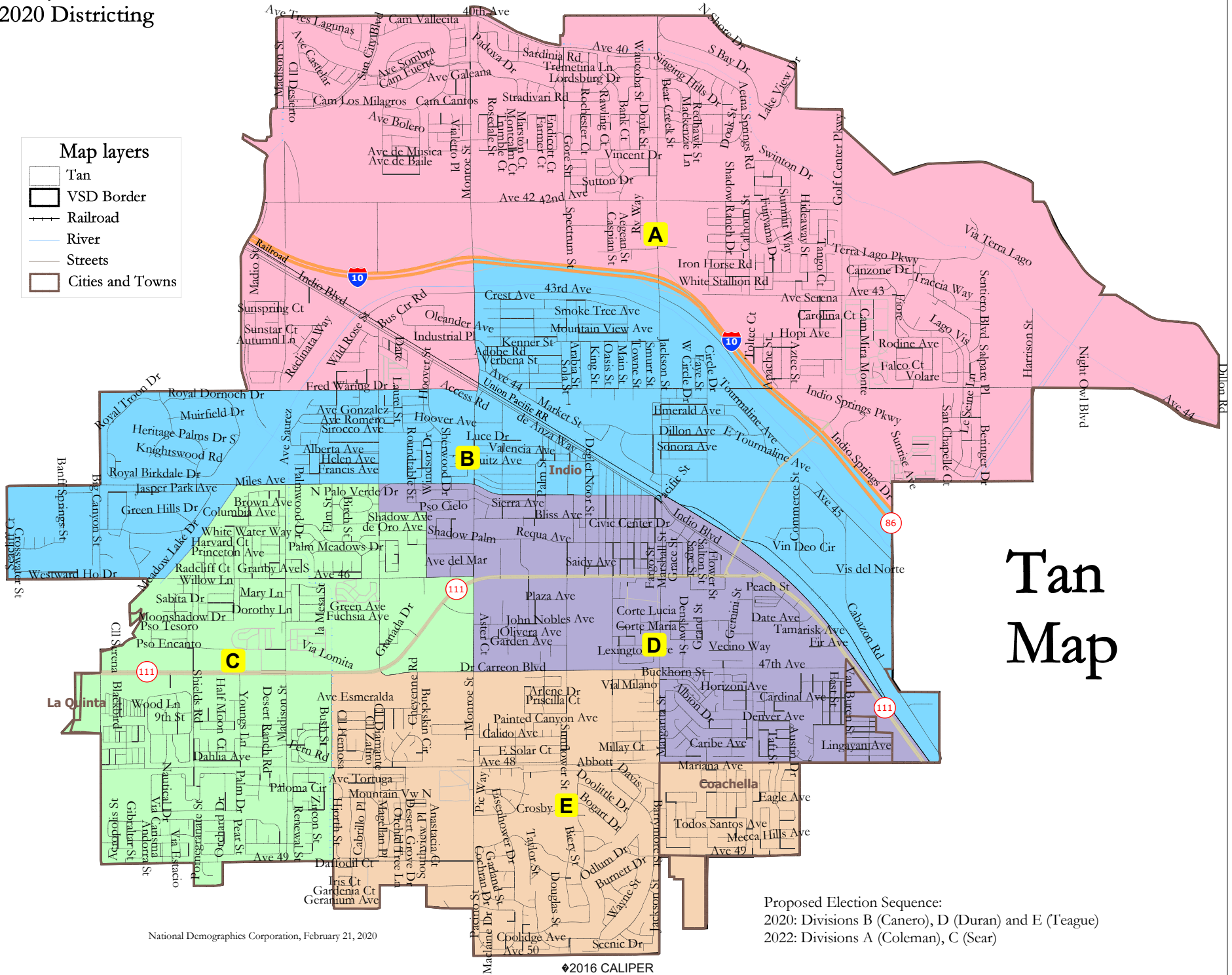
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Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2013-2017 American Community Survey and Special Tabulation 5-year data.

Valley Sanitation District 2020 Districting

Map layers

-  Tan
-  VSD Border
-  Railroad
-  River
-  Streets
-  Cities and Towns



National Demographics Corporation, February 21, 2020

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Valley Sanitation District - Tan Map

District		A	B	C	D	E	Total
	Total Pop	15,109	15,357	14,856	15,581	14,232	75,135
	Deviation from ideal	82	330	-171	554	-795	1,349
	% Deviation	0.55%	2.20%	-1.14%	3.69%	-5.29%	8.98%
Total Pop	% Hisp	55%	78%	73%	87%	70%	73%
	% NH White	38%	20%	22%	8%	26%	23%
	% NH Black	2%	1%	2%	3%	2%	2%
	% Asian-American	4%	1%	2%	1%	2%	2%
Citizen Voting Age Pop	Total	11,514	8,643	9,389	7,214	8,749	45,509
	% Hisp	50%	66%	65%	84%	59%	63%
	% NH White	44%	29%	31%	12%	35%	32%
	% NH Black	2%	2%	2%	3%	3%	3%
	% Asian/Pac.Isl.	4%	2%	2%	1%	2%	2%
Voter Registration (Nov 2018)	Total	8,451	5,746	6,799	3,849	5,644	30,489
	% Latino est.	48%	64%	63%	87%	63%	62%
	% Spanish-Surnamed	43%	57%	56%	78%	57%	56%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	1%	1%	2%	1%	1%	1%
	% NH White est.	47%	33%	34%	10%	34%	34%
	% NH Black	2%	2%	2%	2%	2%	2%
Voter Turnout (Nov 2018)	Total	5,295	3,261	3,812	1,700	3,072	17,140
	% Latino est.	40%	52%	54%	83%	52%	52%
	% Spanish-Surnamed	36%	46%	49%	75%	46%	47%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	1%	1%	2%	1%	1%	1%
	% NH White est.	54%	44%	42%	12%	45%	44%
	% NH Black	3%	3%	3%	3%	2%	3%
Voter Turnout (Nov 2016)	Total	5,770	4,098	4,753	2,459	3,909	20,988
	% Latino est.	38%	67%	59%	86%	58%	58%
	% Spanish-Surnamed	34%	60%	53%	77%	52%	52%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	1%
	% NH White est.	54%	25%	35%	9%	39%	36%
	% NH Black est.	5%	3%	3%	2%	1%	3%
ACS Pop. Est.	Total	18,676	15,874	16,322	15,129	14,578	80,580
Age	age0-19	28%	31%	29%	31%	26%	29%
	age20-60	49%	51%	53%	54%	54%	52%
	age60plus	22%	18%	18%	15%	20%	19%
Immigration	immigrants	21%	30%	25%	40%	28%	29%
	naturalized	47%	34%	40%	34%	36%	38%
Language spoken at home	english	54%	33%	43%	24%	43%	40%
	spanish	41%	64%	53%	75%	56%	57%
	asian-lang	3%	1%	2%	0%	1%	2%
	other lang	3%	2%	1%	0%	1%	1%
Language Fluency	Speaks Eng. "Less than Very Well"	18%	34%	24%	43%	28%	29%
Education (among those age 25+)	hs-grad	62%	54%	65%	50%	66%	60%
	bachelor	15%	6%	10%	7%	9%	9%
	graduatedegree	10%	3%	5%	2%	4%	5%
Child in Household	child-under18	29%	30%	31%	36%	28%	31%
Pct of Pop. Age 16+	employed	56%	52%	58%	54%	58%	56%
Household Income	income 0-25k	14%	34%	25%	34%	20%	25%
	income 25-50k	22%	28%	26%	34%	29%	27%
	income 50-75k	19%	18%	19%	16%	24%	19%
	income 75-200k	41%	19%	27%	15%	26%	26%
	income 200k-plus	4%	1%	2%	1%	2%	2%
Housing Stats	single family	98%	79%	86%	60%	73%	80%
	multi-family	2%	21%	14%	40%	27%	20%
	rented	22%	39%	30%	45%	37%	34%
	owned	78%	61%	70%	55%	63%	66%

Total population data from the 2010 Decennial Census.

Surname-based Voter Registration and Turnout data from the California Statewide Database.

Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2013-2017 American Community Survey and Special Tabulation 5-year data.

RESOLUTION NO. 2020 – 1126

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY SANITARY DISTRICT PROCLAIMING A LOCAL EMERGENCY DUE TO THE NOVEL CONONAVIRUS (COVID-19)

WHEREAS, conditions of disaster or of extreme peril to the health and safety of persons and property have arisen both internationally and within the United States as a result of the introduction of the novel coronavirus (COVID-19), a communicable disease which led California Governor Gavin Newsom to proclaim a State of Emergency for California on March 4, 2020; and

WHEREAS, the Centers for Disease Control and Prevention (CDC) confirmed person-to-person transmission of COVID-19 in the United States, raising the possibility of community transmission occurring in the general public, which resulted in a Federal Declaration of National Emergency by President Donald Trump on March 13, 2020; and

WHEREAS, currently COVID-19 has spread globally to more than 70 countries, infecting more than 180,000 persons and causing more than 7,100 fatalities worldwide. Due to the expanding list of countries with widespread transmission of COVID-19 and increasing travel alerts and warnings for countries experiencing sustained or uncontrolled community transmission issued by the CDC, COVID-19 has created conditions that are likely to be beyond the control of local resources and require the combined forces of other political subdivisions to combat this virus; and

WHEREAS, a Local Health Emergency was proclaimed by the County of Riverside (County) Public Health Officer on March 8, 2020, ratified by the Board of Supervisors of the County of Riverside on March 10, 2020. In addition, a Local Emergency was proclaimed by the Board of Supervisors on March 10, 2020; and

WHEREAS, the Valley Sanitary District (District) is a special district duly formed and operating under Municipal Water District Law set forth in Water Code Section 71000 et. seq. Government Code Section 8634 provides that during a Local Emergency, the governing body of a political subdivision, such as the District, may promulgate orders and regulations necessary to provide for the protection of life and property. Such orders and regulations, and amendments and rescissions thereof, must be in writing and must be given publicity and notice.

WHEREAS, pursuant to the authority of the District under the Government Code and the authorities provided to the District under the federal, state and county declarations of emergencies, the Board of Directors has the authority to proclaim a local emergency and take actions as set forth in this Resolution; and

WHEREAS, California Government Code Section 3100 states that all public employees are declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law, and the District needs to provide water, wastewater and recycled water services, as well as flood control functions, all of which are deemed essential public services; and

WHEREAS, as covered under the California Emergency Services Act, the Board desires to authorize any actions that the District may take to ensure the continuation of critical services to protect the safety of customers and to provide for immunities that will protect the District for actions taken; and

WHEREAS, working with the County, this proclamation authorizes the undertaking of powers and invoking and disseminating emergency orders (e.g., emergency orders, emergency spending authorities, emergency or pre-established contracting, order necessary Personal Protective Equipment, recovery, etc.) and regulations necessary to provide for the protection of life, property, and the environment; and

WHEREAS, this proclamation establishes that: (1) an emergency exists; (2) the Emergency Services Act applies; and (3) the California Master Mutual Aid Agreement and any local agreements will be utilized to provide mutual aid if mutual aid of in-county resources is needed to assist the District; and

WHEREAS, this proclamation establishes that an emergency exists and if out-of-county assistance is needed, requests for mutual aid should follow procedures set forth by the Standardized Emergency Management System and the Governor's Office of Emergency Services (CalOES), including obtaining mission numbers through the County Emergency Management Department from CalOES for responding agencies. This is particularly important for possible reimbursement of extraordinary expenses in the event of a proclaimed "State of Emergency" or in the event of a presidential declaration of disaster when state or federal disaster relief funds become available; and

WHEREAS, the District's ability to mobilize local resources, coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and seek future reimbursement by state and federal governments will be critical to successfully responding to COVID-19; and

WHEREAS, these conditions warrant and necessitate that the District proclaim the existence of a local emergency; now, therefore,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Valley Sanitary District as follows:

1. That the Board of Directors of the District hereby proclaims the existence of a local emergency and directs District staff to take the necessary steps for the protection of life, health and safety.
2. During the existence of said local emergency, the General Manager, or her designees (collectively, "General Manager") is hereby authorized to promulgate orders and regulations necessary to provide for the protection of life and property as authorized under Government Code Section 8634, the applicable state of emergency and any other applicable laws and regulations.
3. The General Manager is hereby authorized to take any and all action which may be necessary to apply for and obtain funding and reimbursement from the applicable Federal and State agencies. Such authority includes, but is not limited to, the

drafting, execution and submission of applications and other documents. It is the intent of the District to be reimbursed amounts which have been and will be expended with respect to the actions ratified and authorized under this Resolution.

4. Actions taken by the General Manager prior to the effective date of this Resolution, in response to the threats posed by COVID-19, are hereby ratified.

5. That during the existence of said local emergency, the powers, functions, and duties of the District shall be those prescribed by state law and by ordinances and resolutions of the District Board.

6. As determined in the General Manager's reasonable discretion, all departments of the District shall review and revise their department emergency and contingency plans to address the risks COVID-19 poses to their critical functions.

7. Under the direction of the General Manager, all District departments shall track costs for staffing, supplies, and equipment related to COVID-19 preparation and prevention and forward that information to the District's finance department; and complete an Initial Damage Estimate (IDE) Category B, and forward that information to the Riverside County Emergency Management Department (EMD) on a daily basis.

8. As determined in the General Manager's reasonable discretion, the District's internal departments shall coordinate District-wide planning, preparedness and response efforts regarding COVID-19 with the Riverside County EMD.

9. If any section, subsection, clause or phrase in this Resolution is for any reason held invalid, the validity of the remainder of this Resolution shall not be affected thereby. The Board hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof be held invalid.

10. That this Resolution shall take effect immediately and that widespread publicity and notice shall be given said proclamation through the most feasible and adequate means of disseminating such notice throughout the District.

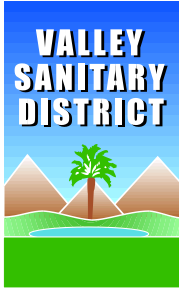
11. The recitals set forth above are incorporated herein and made an operative part of this Resolution.

12. That a copy of this Resolution be forwarded to the Riverside County EMD to be forwarded to the Director of the California Governor's Office of Emergency Services.

ADOPTED this 24th day of March 2020.

Board President

ATTEST:



**Valley Sanitary District
Board of Directors Meeting
March 24, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Discontinue Administration & Finance Manager Classification and Replace it with the Business Services Manager Classification to Update Title and to Change from FLSA Non-Exempt to Exempt Status for the Purposes of Overtime**

<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

Executive Summary

The purpose of this report is for the Board to discuss the new classification.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 1.1.3: Evaluate and update pay and benefits if appropriate.

Fiscal Impact

The cost of the new classification is approximately \$70,000 and is included in the draft budget.

Background

The staffing analysis identified that the Administrative & Finance Manager classification is typically exempt in the comparable agencies. In addition, the current title is out of date. The proposed classification is more in line with the comparable agencies. The wage and benefits for the new classification are included in the proposed Exempt Employees Manual.

Recommendation

Staff recommends that the Board of Directors authorize discontinuing the Administration & Finance Manager classification and replace it with the Business Services Manager classification to update title and to change from FLSA non-exempt to exempt status for the purposes of overtime.

Attachments

- Attachment A: Business Services Manager job description
- Attachment B: Administration & Finance Manager job description

BUSINESS SERVICES MANAGER

ESSENTIAL FUNCTION

Under general direction of the General Manager, plans, organizes, and manages the District's financial affairs, including but not limited to the areas of financial planning for capital projects, budgeting, accounting, cash management, project accounting, rate setting, and financing.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing and integrating broad, comprehensive financial services for the District, including the issuance of financing vehicles and the management and investment of all District funds. The incumbent plays a key role in the development and implementation of the District's operating and capital budgets and annual rate analysis and rate setting process. Assignments are broad and complex in scope and allow for a high degree of administrative discretion in their execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Employees in this classification may perform any combination of duties assigned to this series. The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification.

- continuously monitors the District's financial position and proposes strategies and restructuring programs to improve revenue and reduce operating expenses.
- responsible for all finance and budget services and activities including cash management, budget management, debt management and internal control management.
- plans, directs, and coordinates the finance and capital budget work plan;
- meets with staff to identify and resolve problems and assigns work;
- prepares instructional material and coordinates meetings with department and executive management personnel as needed to facilitate budget preparation;
- ensures budget adoption prior to July 1 of each year;
- directs the preparation and distribution of regular budget performance reports and periodic financial reports to the General Manager, Board, District management, departments and other governmental and regulatory bodies.
- Provides short- and long-term financial planning and debt management for the District, including coordination of debt issuance activities each year to ensure adequate revenue to meet debt obligations.
- Oversees and participates in the annual review and revision of the District's sewer rates and charges; develops strategies and approaches for evaluating rate change alternatives; directs the development and recommends proposed rates; attends and participates in public meetings and rate hearings; oversees the implementation of new rates following board approval;

- Directs and oversees the District's investments and cash management programs; proposes investment guidelines and alternatives based on market strategies;
- ensures compliance of investment activities with policy requirements;
- monitors and evaluates investment performance and strategies for strengthening and improving yield and reducing risk.
- Oversees administration, including required plan participant communication and notification and record keeping of the District's deferred compensation program in accordance with plan provisions and legal requirements.
- Analyzes, develops and reviews reports of findings, alternatives and recommendations involving a broad range of revenue, financing and financial management issues;
- makes presentations to District management, the board and board committees and others on District financial status and operations;
- monitors developments related to finance and funding matters and evaluates their impact on District operations and financial programs;
- recommends policy and procedural improvements.
- develops and directs the implementation of goals, objectives, policies and standards for the Finance department and customer service function, including the accounting, cash and investments, deferred compensation administration, assessment district administration, payroll and accounting support functions, customer relations and billing;
- plans, organizes, controls, integrates and evaluates the work of the Finance department and customer service function;
- develops, implements and monitors long-term plans, goals and objectives focused on achieving the department's mission and assigned priorities;
- participates in the development of and monitors performance against the department's annual budget;
- manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.
- Provides leadership to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices that support the District's mission, strategic plan, objectives and values.
- Initiates and coordinates internal audits from time to time within the various segments of the organization as deemed necessary to support the District's annual financial audit and at the request of the General Manager.
- Evaluates capital improvement projects to ensure maximization of investment.
- Determines source of funding for all capital improvement projects.
- Develops major assumptions from which annual budget is developed; and
- performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the following is required to perform the essential duties of this classification.

- Principles and practices of general, fund and governmental accounting including financial statement preparation and methods of financial control and reporting;
- principles and practices of cost and fixed asset accounting;
- internal control and audit principles and practices;
- GAAP, GASB and GFOA accounting standards and requirements; principles and practices of public agency budgeting; principles and practices of public agency capital financing;
- principles, practices, laws and regulations governing the investment and management of public funds;
- federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility;
- District operations and functions and associated financial management issues; principles and practices of public administration, including budgeting, purchasing and maintenance of public records;
- customer billing and delinquent account collection, and property casualty insurance requirements; research methods and statistical and financial analysis techniques;
- organization and functions of a public board;
- principles and practices of computer-based financial and accounting systems; principles and practices of effective management and supervision; and,
- the District's personnel rules, policies and procedures.

Ability to do the following is required to perform the essential duties of this classification.

- Analyze and make sound recommendations on complex financial data, operations, management and administrative issues;
- plan and direct a variety of financial programs and activities;
- evaluate financial programs and make recommendations for improvement;
- evaluate complex investment vehicles and strategies and make sound, prudent investment decisions that maximize financial return while safeguarding the District's assets;
- define complex financial, rate setting and financing issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations;
- understand, interpret, explain and apply District, state, and federal policy, law, regulation and court decisions applicable to areas of responsibility;
- present proposals and recommendations clearly, logically and persuasively in public meetings;

- represent the District effectively on a variety of issues;
- prepare clear, concise and comprehensive financial statements, correspondence, reports, studies and other written materials;
- exercise sound, expert independent judgment within general policy guidelines;
- establish and maintain effective working relationships with all levels of District management, other governmental officials, employees and the public;
- use written and oral communication skills;
- read and interpret complex data, information and documents;
- analyze and solve problems;
- observe and interpret people and situations;
- use math and mathematical reasoning;
- learn and apply new information or skills;
- perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines and interact with District board members, management, staff, outside auditors, bond counsel, officials of other governmental agencies and the public;
- exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- work under typical office conditions with minimal noise level;
- talk or hear, in person, in meetings and by telephone;
- frequently required to sit, walk, and stand;
- use hands to finger, handle, feel or operate standard office equipment and reach with hands and arms; and
- close vision and the ability to adjust focus.

EXPERIENCE AND EDUCATION

Any combination of training and experience that demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed) will be considered. A person with the following training and experience would typically qualify to compete in a selection process.

Experience

At least ten years of progressively responsible finance and accounting experience, including the investment and management of funds, at least five of which were in a management capacity. Experience in a governmental setting is preferred.

Education

Graduation from an accredited college or university with a bachelor's degree in finance, accounting, business administration, or a closely related field.

Certificates; Licenses; Special Requirements:

License as a Certified Public Accountant and/or a graduate degree in Business Administration or Management are highly desirable.

Must have and maintain a satisfactory driving record and be insurable by the District for the operation of District vehicles.

Have or obtain valid First Aid and CPR certificates within six months of hire.

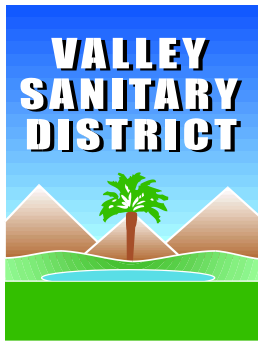
Employees of the District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities that promote the protection of public health and safety or the preservation of lives and property, either at the District or within the local or their own community.

EMPLOYMENT CONDITIONS

Fair Labor Standards Act Overtime: Exempt

Appointment and Removal Authority: General Manager

Approved: _____/ 2020



JOB DESCRIPTION
Administration and Finance Manager
Range 18 (\$6,973 - \$8,483)

GENERAL PURPOSE

Under policy direction and the direction of the General Manager, develops and implements financial strategies; plans, organizes, and manages the District's financial affairs, including but not limited to the areas of financial planning for capital projects, budgeting, accounting, cash management, project accounting, rate setting, bond financing, customer relations, billing, and related services; provides highly responsible and complex, expert, professional assistance to the District's General Manager on financial, accounting, public financing and related matters; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing and integrating broad, comprehensive financial services for the District, including the issuance of financing vehicles and the management and investment of all District funds. The incumbent plays a key role in the development and implementation of the District's operating and capital budgets and annual rate analysis and rate setting process. Assignments are broad and complex in scope and allow for a high degree of administrative discretion in their execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Continuously monitors the District's financial position and seeks opportunities to enhance and strengthen this position by proposing strategies and restructuring programs to improve revenue, reduce operating expenses, and optimize use of restricted funds.
- Assumes full management responsibility for all finance and budget services and activities including cash management, budget management, debt management and internal control management.
- Plans, directs, and coordinates the finance and capital budget work plan; meets with staff to identify and resolve problems; assigns responsibility; prepares instructional material and coordinates meetings with department and executive management personnel as needed to facilitate budget preparation; reviews and evaluates work methods and procedures to ensure budget adoption prior to July 1 of each year.
- Directs the preparation and distribution of regular budget performance reports and periodic financial reports to the General Manager, Board, District management, departments and other governmental and regulatory bodies.
- Provides short and long term financial planning and debt management for the District, including coordination of debt issuance activities each year to ensure adequate revenue to meet debt obligations.
- Oversees and participates in the annual review and revision of the District's sewer rates and charges; develops strategies and approaches for evaluating rate change alternatives; directs the development and recommends proposed rates; attends and participates in public meetings and rate hearings; oversees the implementation of new rates following board approval.

- Directs and oversees the District's investments and cash management programs; proposes investment guidelines and alternatives based on market strategies; ensures compliance of investment activities with policy requirements; monitors and evaluates investment performance and strategies for strengthening and improving yield and reducing risk.
- Oversees administration, including required plan participant communication and notification and record keeping of the District's deferred compensation program in accordance with plan provisions and legal requirements.
- Analyzes, develops and reviews reports of findings, alternatives and recommendations involving a broad range of revenue, financing and financial management issues; makes presentations to District management, the board and board committees and others on District financial status and operations; monitors developments related to finance and funding matters and evaluates their impact on District operations and financial programs; recommends policy and procedural improvements.
- Develops and directs the implementation of goals, objectives, policies and standards for the Finance department and customer service function, including the accounting, cash and investments, deferred compensation administration, assessment district administration, payroll and accounting support functions, customer relations and billing.
- Plans, organizes, controls, integrates and evaluates the work of the Finance department and Customer Service function; develops, implements and monitors long-term plans, goals and objectives focused on achieving the department's mission and assigned priorities; participates in the development of and monitors performance against the department's annual budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.
- Provides leadership to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices that support the District's mission, strategic plan, objectives and values.
- Initiates and coordinates internal audits from time to time within the various segments of the organization as deemed necessary to support the District's annual financial audit and at the request of the General Manager.
- Evaluates capital improvement projects to ensure maximization of investment.
- Determines source of funding for all capital improvement projects.
- Develops major assumptions from which annual budget is developed.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of general, fund and governmental accounting including financial statement preparation and methods of financial control and reporting; principles and practices of cost and fixed asset accounting; internal control and audit principles and practices; GAAP, GASB and GFOA accounting standards and requirements; principles and practices of public agency budgeting; principles and practices of public agency capital financing; principles, practices, laws and regulations governing the investment and management of public funds; federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility; District operations and functions and associated financial management issues; principles and practices of public administration, including budgeting, purchasing and maintenance of public records; customer billing and delinquent account collection, and property casualty insurance requirements; research methods and statistical and financial analysis techniques; organization and functions of a public board; principles and practices of computer-based financial and accounting systems; principles and practices of effective management and supervision; the District's personnel rules, policies and procedures.

Ability to:

Analyze and make sound recommendations on complex financial data, operations, management and administrative issues; plan and direct a variety of financial programs and activities; evaluate financial programs and make recommendations for improvement; evaluate complex investment vehicles and strategies and make sound, prudent investment decisions that maximize financial return while safeguarding the District's assets; define complex financial, rate setting and financing issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations; understand, interpret, explain and apply District, state, and federal policy, law, regulation and court decisions applicable to areas of responsibility; present proposals and recommendations clearly, logically and persuasively in public meetings; represent the District effectively on a variety of issues; prepare clear, concise and comprehensive financial statements, correspondence, reports, studies and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with all levels of District management, other governmental officials, employees and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor's degree in finance, accounting, business administration, or a closely related field; and at least ten years of progressively responsible finance and accounting experience, including the investment and management of funds, at least five of which were in a management capacity; or an equivalent combination of training and experience. Experience in a governmental setting is preferred.

Certificates; Licenses; Special Requirements:

License as a Certified Public Accountant and/or a graduate degree in Business Administration or Management are highly desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines and interact with District board members, management, staff, outside auditors, bond counsel, officials of other governmental agencies and the public.

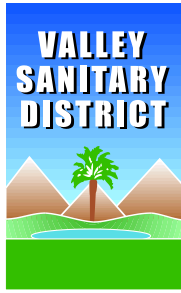
WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while

performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

FLSA DETERMINATION: Non-exempt



**Valley Sanitary District
Board of Directors Meeting
March 24, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Discontinue Chief Plant Operator Classification and Replace it with the Facilities Operations Manager Classification to Update Title and to Change from FLSA Non-Exempt to Exempt Status for the Purposes of Overtime**

<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

Executive Summary

The purpose of this report is for the Board to discuss the new classification.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 1.1.3: Evaluate and update pay and benefits if appropriate.

Fiscal Impact

The cost of the new classification is approximately \$40,000 and is included in the draft budget.

Background

The staffing analysis identified that the Chief Plant Operator classification is typically exempt in the comparable agencies. In addition, the current title is out of date. The proposed classification is more in line with the comparable agencies. The wage and benefits for the new classification are included in the proposed Exempt Employees Manual.

Recommendation

Staff recommends that the Board of Directors authorize discontinuing the Chief Plant Operator classification and replace it with the Facilities Operations Manager classification to update title and to change from FLSA non-exempt to exempt status for the purposes of overtime.

Attachments

- Attachment A: Facilities Operations Manager job description
- Attachment B: Chief Plant Operator job description

FACILITIES OPERATIONS MANAGER

ESSENTIAL FUNCTION

Under general direction of the General Manager, plans, organizes and directs the work of personnel engaged in the operation, monitoring, regulation, maintenance and repair of the wastewater treatment plant.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing and integrating the maintenance and operations staff assigned to a state-of-the-art wastewater treatment plant. Responsibilities and assignments are broad in scope and require independent judgment on issues which are complex, interpretive and evaluative in nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Employees in this classification may perform any combination of duties assigned to this series. The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification.

- plans, organizes, controls, integrates and evaluates the work of the maintenance and operations staff assigned to a water treatment plant;
- develops, implements and monitors work plans to achieve goals and objectives;
- contributes to the development of and monitors performance against the annual plant budget;
- supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards;
- plans, organizes, directs and evaluates the performance of assigned maintenance and operations staff;
- establishes performance requirements and personal development targets;
- regularly monitors performance and provides coaching for performance improvement and development;
- recommends compensation and provides other rewards to recognize performance;
- subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with District personnel rules, policies and labor contract provisions;
- provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the plant's and the District's mission, strategic plan, objectives and values;
- prepares the plant's annual operating and capital outlay budget requests; monitors expenditures against goals and objectives;

- prepares a variety of special and recurring studies and reports; develops recommendations to improve plant operations; coordinates plant activities with other divisions, departments and agencies;
- reviews and coordinates with appropriate personnel the implementation of local, state and federal laws and regulations regarding wastewater treatment;
- provides technical assistance to staff;
- monitors, researches, develops and recommends improvements, modifications, enhancements and changes to the plant's Supervisory Control and Data Acquisition System (SCADA);
- confers with and advises District staff regarding wastewater treatment-related needs and requirements;
- through subordinates, ensures operational status of the plant's treatment system, facilities and processes; ensures treatment standards and goals are achieved through the proper operation and maintenance of facilities and equipment;
- Ensures the District's safety program and goals are implemented and carried out in the plant's maintenance, repair and operation; develops and proposes safety requirements;
- participates in the analysis of trends such as population, industrial growth and the development of strategies to meet and serve expanding community needs;
- develops, maintains, and utilizes departmental performance indicators in making decisions; establishes performance criteria for assigned staff;
- the incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy; and
- performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the following is required to perform the essential duties of this classification.

- Methods, practices, techniques and equipment used in operating and maintaining a state-of-the-art wastewater treatment facility;
- federal, state and local laws pertaining to the operation of wastewater treatment facilities;
- administrative principles and methods including goal setting, program development and implementation;
- principles and practices of budget preparation and administration;
- safety regulations, safe work practices and safety equipment related to the work;
- computer application related to the work, including modern, state-of-the-art supervisory control and data acquisition systems;
- codes, regulations and guidelines pertaining to the work;
- office and records management practices and procedures;
- principles and practices of sound business communication;
- principles and practices of effective supervision;

- District personnel rules, policies and procedures.

Ability to do the following is required to perform the essential duties of this classification.

- Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas;
- manage and direct a wastewater treatment operation and facility;
- select, motivate and evaluate staff and provide for their training and development;
- prepare, administer and monitor a division budget;
- analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action;
- develop and implement goals, objectives, policies, procedures, work standards and management controls;
- understand, interpret, explain and apply District, local, state and federal laws and regulations applicable to areas of responsibility;
- prepare clear and concise records, reports, correspondence and other written materials;
- exercise independent judgment and initiative within general policy guidelines;
- establish and maintain effective working relationships with those encountered in the course of the work;
- use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers, both internal and external;
- regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms;
- frequently required to stand, talk, hear, walk, and sit;
- close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus;
- regularly required to use oral and written communication skills;
- read and interpret data, information and documents;
- analyze and solve problems;
- observe and interpret situations;
- use math and mathematical reasoning; deal with changing, intensive deadlines;
- interact with officials and the public;
- frequently works outside in a wide range of weather conditions, near moving mechanical parts, and on slippery and uneven surfaces;
- may, at times, be required to wear appropriate personal protective equipment including respiratory protection while performing work in environments that could have the

potential to contain wet or humid conditions, vapors or particulates, hazardous chemicals, and the risk of electric shock'

- exposure to frequent and loud noise level.

EXPERIENCE AND EDUCATION

Any combination of training and experience that demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed) will be considered. A person with the following training and experience would typically qualify to compete in a selection process.

Experience

At least four years of supervisory experience in a wastewater treatment facility. Experience in a governmental setting is preferred.

Education

Graduation from high school or G.E.D. equivalent. Graduation from an accredited college or university with a bachelor's degree in public or business administration, environmental, civil or sanitary engineering, or closely related field is desirable.

Certificates; Licenses; Special Requirements:

A Grade IV Wastewater Treatment Certificate issued by the State of California Water Resources Control Board is required.

A valid California driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.

Have or obtain valid First Aid and CPR certificates within six months of hire.

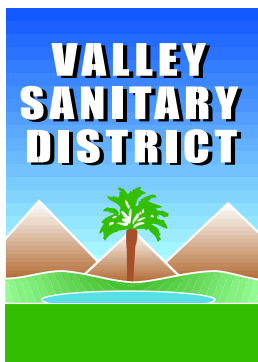
Employees of the District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities that promote the protection of public health and safety or the preservation of lives and property, either at the District or within the local or their own community.

EMPLOYMENT CONDITIONS

Fair Labor Standards Act Overtime: Exempt

Appointment and Removal Authority: General Manager

Approved: _____/ 2020



JOB DESCRIPTION
Chief Plant Operator
Range 18 (\$6,973-\$8,483)

GENERAL PURPOSE

Under administrative direction, plans, organizes and directs the work of personnel engaged in the operation, monitoring, regulation, maintenance and repair of a state-of-the-art wastewater treatment plant; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class are responsible for managing and integrating the maintenance and operations staff assigned to a state-of-the-art wastewater treatment plant. Responsibilities and assignments are broad in scope and require independent judgment on issues which are complex, interpretive and evaluative in nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, controls, integrates and evaluates the work of the maintenance and operations staff assigned to a water treatment plant; with staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual plant budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- Plans, organizes, directs and evaluates the performance of assigned maintenance and operations staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with District personnel rules, policies and labor contract provisions.
- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the plant's and the District's mission, strategic plan, objectives and values.
- Prepares the plant's annual operating and capital outlay budget requests; monitors expenditures against goals and objectives.
- Prepares a variety of special and recurring studies and reports; develops recommendations to improve plant operations; coordinates plant activities with other divisions, departments and agencies.
- Reviews and coordinates with appropriate personnel the implementation of local, state and federal laws and regulations regarding wastewater treatment.
- Provides technical assistance to staff.
- Monitors, researches, develops and recommends improvements, modifications, enhancements and changes to the plant's Supervisory Control and Data Acquisition System (SCADA).
- Confers with and advises District staff regarding wastewater treatment-related needs and requirements.
- Through subordinates, ensures operational status of the plant's treatment system, facilities and processes; ensures treatment standards and goals are achieved through the proper operation and maintenance of facilities and equipment.

- Ensures the District's safety program and goals are implemented and carried out in the plant's maintenance, repair and operation; develops and proposes safety requirements.
- Participates in the analysis of trends such as population, industrial growth and the development of strategies to meet and serve expanding community needs.
- Performs related duties as assigned.

OTHER DUTIES

- Develops, maintains, and utilizes departmental performance indicators in making decisions; establishes performance criteria for assigned staff; ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Methods, practices, techniques and equipment used in operating and maintaining a state-of-the-art wastewater treatment facility; federal, state and local laws pertaining to the operation of wastewater treatment facilities; administrative principles and methods including goal setting, program development and implementation; principles and practices of budget preparation and administration; safety regulations, safe work practices and safety equipment related to the work; computer application related to the work, including modern, state-of-the-art supervisory control and data acquisition systems; codes, regulations and guidelines pertaining to the work; office and records management practices and procedures; principles and practices of sound business communication; principles and practices of effective supervision; District personnel rules, policies and procedures.

Ability to:

Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas; manage and direct a wastewater treatment operation and facility; select, motivate and evaluate staff and provide for their training and development; prepare, administer and monitor a division budget; analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action; develop and implement goals, objectives, policies, procedures, work standards and management controls; understand, interpret, explain and apply District, local, state and federal laws and regulations applicable to areas of responsibility; prepare clear and concise records, reports, correspondence and other written materials; exercise independent judgment and initiative within general policy guidelines; establish and maintain effective working relationships with those encountered in the course of the work; use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers, both internal and external.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and four years of administrative or supervisory experience in a wastewater treatment facility; or an equivalent combination of training and experience.

Bachelor's degree with major in public or business administration, environmental, civil or sanitary engineering, or closely related field is desired.

Licenses; Certificates; Special Requirements:

A valid California driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.

A State of California Water Resources Control Board Wastewater Treatment Certificate Grade V.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear; walk or sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; deal with changing, intensive deadlines; and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works outside in a wide range of weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. Employees may, at times, be required to wear appropriate personal protective equipment including respiratory protection while performing work in environments that could have the potential to contain wet or humid conditions, vapors or particulates, hazardous chemicals, and the risk of electric shock. The noise level in the work environment is frequently loud.

FLSA DETERMINATION: Non-exempt.



**Valley Sanitary District
Board of Directors Meeting
March 24, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: Approve the Human Resources Specialist Job Description

<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

Executive Summary

The purpose of this report is for the Board to discuss the new classification.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 1.1: Enough staffing to fulfill goals and objectives safely and efficiently.

Fiscal Impact

If approved as part of the Fiscal Year 2020/21 Operations & Maintenance Budget, the cost of the new classification is approximately \$102,000.

Background

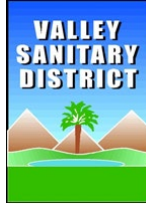
The staffing analysis identified that there is a need for a position that is responsible for human resources tasks and support for the Business Services Manager. The District has not established such a classification. The typical position at comparable agencies is a Human Resources Specialist, which is a non-exempt, confidential position. The wage and benefits for the new classification are included in the draft O & M Budget for Fiscal Year 2020/21.

Recommendation

Staff recommends that the Board of Directors approve Human Resources Specialist classification.

Attachments

Attachment A: Human Resources Specialist job description



HUMAN RESOURCES SPECIALIST

ESSENTIAL FUNCTION

Under general supervision, assists in the administration of the District's human resources functions in coordinating policies, procedures, legal compliance, benefits administration, and new employee orientation and onboarding.

DISTINGUISHING CHARACTERISTICS

Incumbent performs the full journey level scope of assignments under moderate supervision subject to infrequent review while in progress and upon completion. Assignments require knowledge and understanding of human resources fundamentals and the ability to independently solve human resources problems of moderate difficulty. Incumbent is expected to use independent judgment and to have contact with staff and with representatives of other agencies. Receives general supervision from the Administration & Finance Manager. Incumbent does not routinely exercise supervision.

ESSENTIAL DUTIES

Employees in this classification may perform any combination of duties assigned to this series. The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification.

- Implements, supports, and reviews personnel related initiatives, policies, procedures, and systems.
- Provides training and oversight on benefits, policies, and procedures.
- Develops, coordinates, and evaluates new employee onboarding and orientation.
- Handles sensitive human resources transactions, including disciplinary and grievance issues, and other confidential information.
- Coordinates and administer employee benefit programs including life, health and disability insurance programs; assists in claims processing and premium compilation and payment; counsels employees regarding benefit programs; maintains other work life benefits and programs; coordinates annual open enrollment and renewals.
- Provides information and general assistance to staff and the public regarding human resources policies and procedures; answers questions and provide information regarding personnel actions, employee records, benefits and other related matters; resolves complaints efficiently and timely.

- Coordinates recruitments and selection of job applicants and respond to requests for information regarding job openings.
- Answers a variety of questions from staff and the public about benefit offerings and programs; responds to questions and refers unresolved issues.
- Assists in benefit and classification surveys; compute and compile survey data and results; recommends modifications to administrative programs, policies and procedures as appropriate.
- Maintains all employee benefit programs; acts as the liaison between employees, benefit providers, attorneys, brokers, providers, physicians, etc.; supports human resources administrative operations by overseeing benefit plan implementation, enrollments, data collection, and contract renewals.
- Works closely with finance staff on a strict, cyclical schedule processing changes or entering new information in a timely manner (including payroll, separation, benefits, etc.).
- Ensures changes to new hires, open enrollment, retirement, insurances, and other changes to benefit plans or employee information are put into effect and reported correctly.
- Assists employees in completing enrollment and other forms as required; educates and informs employees about benefits; explains benefit programs, including health, dental, vision, long-term disability, life insurance, flexible benefits, deferred compensation, retirement plans, leave policies, and other federal and state mandated programs.
- Maintains and updates the database of employee information and creates reports as required; helps maintain and update salary schedules.
- Performs related duties and responsibilities as required

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the following is required to perform the essential duties of this classification.

- modern office practices, methods, and equipment, including a computer and applicable software;
- Modern principles, procedures, and regulations of public sector recruitment and selection, benefits administration, and employee relations;
- principles, techniques, and laws applicable to a variety of personnel programs;
- research techniques and practices including statistical concepts and methods;
- principles of organizational management and supervision;
- applicable federal, state, and local laws, codes, and regulations;
- basic principles of mathematics; applicable federal, federal, state, and local laws, codes, and regulations;
- methods and techniques of scheduling work assignments;

- standard office procedures, practices, and equipment;
- methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar;
- occupational hazards and standard safety practices.

Ability to do the following is required to perform the essential duties of this classification.

- Operate standard office equipment, including a computer and variety of word processing and software applications.
- effectively conduct recruitment and selection activities;
- effectively coordinate benefit programs; acquire a working knowledge of other departmental programs;
- provide accurate interpretations of policies and regulations; prepare a variety of reports and analyses; maintain statistical records;
- analyze and interpret a variety of human resources programs; exercise exceptional organizational and time management skills;
- analyze a complex issue and develop and implement an appropriate response with an aptitude for critical thinking, problem solving, and decision making;
- follow written and oral directions;
- exhibit strength of character, ethics, commitment, confidentiality and reliability; sound policy and procedural recommendations;
- oversee and/or manage special projects and programs;
- work effectively with management, staff, other governmental agencies, and the public;
- prepare clear and concise administrative documents and reports;
- analyze, interpret, summarize, and present a variety of administrative reports in an effective manner;
- perform mathematical calculations quickly and accurately;
- interpret, explain, and apply applicable laws, codes, and regulations;
- read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments;
- work independently and as part of a team;
- make sound decisions within established guidelines;
- analyze a complex issue and develop and implement an appropriate response;
- follow written and oral directions;
- observe safety principles and work in a safe manner;
- communicate clearly and concisely, both orally and in writing;

- work effectively with people with varying backgrounds, educational levels, races, and cultures;
- prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities;
- grasp, perform repetitive hand movement, and use fine coordination in preparing statistical reports and data using a computer keyboard;
- use near and far vision in reading correspondence, statistical data, and using the computer, and acute hearing is required when providing phone and personal service; and
- lift, drag, and push files, paper and documents weighing up to 25.

EXPERIENCE AND EDUCATION

Any combination of training and experience that demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed) will be considered. A person with the following training and experience would typically qualify to compete in a selection process.

Experience

Have two years of administrative experience related to employee benefits, human resources, customer service, or a related field, which includes interpreting and applying rules and regulations.

Education

Possession of a Human Resources General Certificate, or similar certification, from an accredited college or university. A Bachelor's degree in human resources, business or public administration, or a related field is preferred. Must be at least 18 years of age by the time of appointment.

License or Certificate

Must have and maintain a satisfactory driving record and be insurable by the District for the operation of District vehicles. Possession of a valid State of California driver's license of the required category, compliance with established District vehicle operation standards.

Have or obtain valid First Aid and CPR certificates within one year of hire.

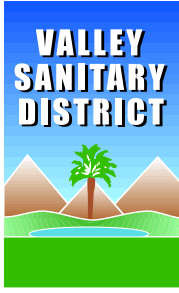
Employees of the District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities that promote the protection of public health and safety or the preservation of lives and property, either at the District or within the local or their own community.

EMPLOYMENT CONDITIONS

Fair Labor Standards Act Overtime: Non-Exempt

Appointment and Removal Authority: General Manager

Approved: _____/ 2020



**Valley Sanitary District
Board of Directors Meeting
March 24, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Adopt the Exempt Employees Manual Establishing Wages, Benefits, and Terms and Conditions of Employment, Effective July 1, 2020**

<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

Executive Summary

The purpose of this report is for the Board to discuss the manual.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 1.1.3: Evaluate and update pay and benefits if appropriate.

Fiscal Impact

The cost associated with adopting the manual is included in the draft Operations & Maintenance Budget for Fiscal Year 2020/21 and is approximately \$112,000.

Background

The Board of Directors has established a wage schedule and benefits for all employees with most of the benefits being identical between FLSA exempt and non-exempt employees. Various grand juries have stated that all employees of public agencies, which include elected officials, executives, exempt, non-exempt, unrepresented, and represented employees should have documents that details wages, benefits and terms of employment. CalPERS requires that all wages reported as reportable compensation must be in a document adopted by the governing Board.

Industry best practice is to avoid tying any one group of employees to another group that should be considered separate. This prevents any appearance of “me too” conflicts of interest in establishing the wages, benefits, and terms and conditions of employment. It is also a best practice to have all wages and benefits for a specified group of employees in a single document for transparency and easy reference for the public.

Recommendation

Staff recommends that the Board of Directors adopt the attached document that outlines wages, benefits, and terms and conditions of employment for exempt employees.

Attachments

Attachment A: Exempt Employees Manual effective July 1, 2020

Valley Sanitary District
Exempt Employees Manual

Effective: July 1, 2020

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**VALLEY SANITARY DISTRICT
EXEMPT EMPLOYEE MANUAL**

This document establishes the rules governing benefits and working conditions, which are in effect for Exempt employees and have been approved by the Board of Directors of the Valley Sanitary District.

This Exempt Employee Manual provides policies and procedures that affect the working conditions and benefits of Exempt employees of the Valley Sanitary District. Rules, which describe general policies of the District's personnel system, are found in the Valley Sanitary District Personnel Policy and Procedure Manual. This manual supersedes the Valley Sanitary District Personnel Policy and Procedure Manual and related resolutions when language conflicts with this manual.

ARTICLE 1
HOURS, COMPENSATION AND OVERTIME

This Section is intended only to define the normal hours of work and the time for which wages shall be paid. Nothing in these rules shall be construed as a guarantee of hours of work per day or per week, or of days of work per week. The District's pay records, practices and procedures shall govern the payment of all wages.

- 1.01 Hours and Days of Work:** Full-time employees shall work a predetermined schedule of 40 hours per week plus unpaid lunch breaks.
- 1.02 Workweek:** The workweek shall consist of seven days beginning at 12:01 p.m. on Friday to and including 12:00 p.m. the following Friday and shall consist of 40 hours of work.
- 1.03 Payment of Wages:** Employees shall be paid on a bi-weekly retrospective basis, with pay days on alternate Fridays. If a pay day falls on a holiday, that pay day will be the preceding workday.
- 1.04 Wage Ranges:** Wage ranges shall be reviewed and adjusted, as appropriate, July 1 of each year by the Board of Directors. For the current wage ranges, see Exhibit B.
- 1.05 Working in a Higher Classification:** Employees may be assigned to work temporarily in a higher classification. To be eligible for a higher classification, an employee must work a minimum of one full day, meet the minimum qualifications of the higher classification, and perform duties of the higher classification. Employees meeting these requirements will be compensated at the lowest step of the higher classification that provides at least a five percent differential. Department managers are excluded from this provision.

For employees classified as Classic Members of CalPERS, this special assignment pay will be reported to CalPERS as compensation earnable (Government Code 20636 and 2 CCR § 571 (a)). For employees classified as New Members of CalPERS, this special assignment pay will not be reported to CalPERS as pensionable compensation (Government Code § 7522.34).

ARTICLE 2
PROBATIONARY PERIOD

- 2.01 Length of Probationary Period:** All original and promotional appointments to positions in the regular service, except those identified as At-Will, shall be tentative and subject to a Probationary Period. The length of the Probationary Period shall be 6 months of actual service. Probationary Periods must be completed within 12 months of the hire date. Probationary employees are to be evaluated by their immediate supervisors every three months.
- 2.02 Objectives of Probationary Period:** The Probationary Period shall be regarded as a part of the selection process and shall be used to closely observe and evaluate the employee's work, to secure the most effective adjustment of a new employee to their position and to eliminate any probationary employee whose performance does not meet the required standards of work.
- 2.03 Rejection During Probationary Period:** During the Probationary Period, an employee may be rejected from employment at any time by the General Manager, or their designee, without cause and without the right of appeal.
- 2.04 Rejection During Promotion Probationary Period:** An employee rejected during the Probationary Period following a promotional appointment shall be reinstated to the classification from which they was promoted unless charges are filed and they is discharged in the manner provided in the Valley Sanitary District Personnel Policy and Procedure Manual.
- 2.05 Performance-Based Wage Increases:** Upon satisfactory completion of the Probationary Period, the employee may qualify for a merit increase. Upon each anniversary of the employee's hire date, the employee may qualify for advancement along the established wage range until such time as the employee achieves the top of the applicable wage range in the then-current Wage Schedule. If advancement is approved, the effective date shall be the first day of the pay period following the employee's anniversary date. If the end of the period being evaluated is the first day of a pay period, the merit increase shall be effective that day.

ARTICLE 3
VACATION LEAVE

3.01 Vacation Accrual: Employees shall be entitled to earn annual Vacation Leave as follows:

Annual Accrual	Pay Period Accrual	Years of Actual Service
15 days	4.62 hours	0 through 3 years
20 days	6.15 hours	4 through 10 years
25 days	7.69 hours	11+ years

Vacation accrual shall be posted to an employee's account for each pay period in which the employee is in a paid status for the majority of the pay period. The amount accrued shall be equal to the employee's annual accrual hours divided by 26 and rounded to the nearest 0.01 hours (0.005 rounding up). In the event an employee's accrual rate changes during a pay period, the Vacation Leave credited during that period shall be at the higher rate.

3.02 Leave Approval: Vacation Leave must be approved, in advance, by the employee's supervisor. In the case of an employee requesting Vacation Leave due to an unanticipated emergency, advance notice is not required.

3.03 Leave Use: Employees shall not be eligible to use Vacation Leave for the first six months of employment. The General Manager may grant special approval, on a case-by-case basis, for an employee to take Vacation Leave within the first six months of employment. Employees shall not be entitled to take Vacation Leave in excess of their accrued Vacation Leave except under conditions outlined in Article 7.

3.04 Leave Scheduling: The times during the calendar year at which an employee shall take their Vacation Leave shall be determined by the employee's supervisor.

3.05 Maximum Vacation Leave Accumulation: Employees may accrue Vacation Leave up to a maximum cumulative total of 400 hours. If an employee reaches 400 hours, they shall cease to accrue Vacation Leave until they are below the 400-hour maximum. Supervisors shall be flexible in granting employee Vacation Leave requests to employees approaching the accrual limit.

3.06 Payout Upon Termination or Extended Unpaid Leave: Upon termination, including death, extended military leave or other extended leave without pay, an employee or their estate shall be paid for all accrued unused Vacation Leave at the employee's hourly rate of pay at the time of their termination.

3.07 Holidays Occurring During Leave: If an observed District holiday occurs during an employee's scheduled Vacation Leave, no deduction from accrued Vacation Leave will be made for the holiday period.

3.08 Vacation Leave in Lieu of Sick Leave: Vacation Leave shall not be used in lieu of accrued

Sick Leave for absences due to illness. If accrued sick leave is exhausted, Vacation Leave may be used for absences due to illness in compliance with the Healthy Workplaces, Healthy Families Act of 2014, currently located in California Labor Code 245, et seq.

ARTICLE 4
SICK LEAVE

- 4.01 Accrual:** All full-time regular employees are eligible to accrue 3.70 hours of Sick Leave per pay period beginning the first day of employment, provided that the employee is in a paid status for at least 41 hours in the applicable pay period. Employees may accrue Sick Leave up to a maximum cumulative total of 1,000 hours. If an employee reaches 1,000 hours, they shall cease to accrue sick leave until they are below the 1,000-hour maximum.
- 4.02 Sick Leave Not a Privilege:** Sick Leave shall not be considered a privilege, which an employee may use at their discretion, but shall be allowed in compliance with the Healthy Workplaces, Healthy Families Act of 2014, currently located in California Labor Code 245, et seq.
- 4.03 Family Sick Leave:** Subject to the provisions of applicable District policies and procedures, employees may use up to a total of 80 hours of accrued Sick Leave in a calendar year to care for a family member. Family member shall be as defined in the Healthy Workplaces, Healthy Families Act of 2014, currently located in California Labor Code 245, et seq. The General Manager, at their discretion, may expand this definition to include other persons with whom the employee has extremely close personal ties.
- 4.04 Notice to Supervisor:** In order to use Sick Leave to cover an absence due to an unanticipated illness, the employee shall notify their supervisor no less than one hour before the time set for the beginning of the employee's regular work shift. Leave for non-emergency medical appointments shall be requested in advance of the workday.
- 4.05 Injury Incurred in Outside Employment:** Unless otherwise required by law, Sick Leave may be denied for an injury sustained by an employee while working for another employer.
- 4.06 Sick Leave Benefits and State Disability Insurance/Paid Family Leave:** Eligible employees must use their accrued Sick Leave benefits during the normal waiting period before being paid benefits from State Disability Insurance or Paid Family Leave. Following the waiting period, an employee will continue to receive accrued Sick Leave pay until the accrual is exhausted.
- 4.07 Workers' Compensation and Wage Continuation:** Workers' Compensation benefits are administered by a third-party provider. The District shall integrate Workers' Compensation and other benefits in accordance with state law.
- 4.08 Sick Leave Upon Separation:** Separation from employment with the District shall cause cancellation of any unused Sick Leave accrual, except as provided in this Article, and no payment other than that provided for in this Article shall be made for such accrued but unused Sick Leave. If an employee returns to District employment within 365 days after the date of separation, the former accrued Sick Leave balance shall be credited

to the employee's Sick Leave account. Absence from employment for more than 365 days, other than for an approved leave of absence, shall preclude the employee from receiving credit for any Sick Leave accrued during their prior service.

ARTICLE 5
HOLIDAYS

5.01 Holidays: Regular full-time employees shall be entitled to take all authorized holidays at full pay, not to exceed eight hours for any one day, provided they are in a pay status on both their regularly scheduled workdays immediately preceding and following the holiday. Employees working alternative schedules (9/80 or 4/10) will receive eight hours of straight-time pay for each holiday and will be given the option for the remaining two hours to utilize vacation or administrative leave or to work the two hours in the same pay period that the holiday falls.

The District observes the following holidays.

Holiday	Day Observed
New Years Day	January 1
MLK Jr. Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Friday before Easter	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Friday after Thanksgiving Day
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

If the observed holiday falls on a Saturday, the District shall observe it on the Friday immediately preceding the holiday. If the observed holiday falls on a Sunday, the District shall observe it on the Monday immediately following the holiday.

5.02 Eligibility: In order to be eligible for holiday pay, an employee must be on paid leave status on their regularly scheduled workdays before the holiday. If an employee is on unpaid leave status, they will not be paid for the observed holiday.

5.03 Working on the Holiday: FLSA exempt employees who are required to work on the day observed by the District as a holiday will be granted an alternative scheduled holiday during the same workweek.

ARTICLE 6
OTHER PAID LEAVES OF ABSENCE

It is the policy of the District that it adheres to the principles of public accountability. Employees exempt under the Fair Labor Standards Act (FLSA) must use accrued paid leave to account for hours not worked if such hours exceed three hours on any scheduled work day.

6.01 Bereavement Leave: Any employee who experiences a death in the immediate family shall be granted up to 24 hours of paid leave for the purpose of attending the funeral or memorial service. In the event an employee must travel in excess of 250 miles to attend the service, or to plan, in connection with the death of a family member, they may use up to 16 additional hours off with pay.

For the purpose of Bereavement Leave only, immediate family shall mean:

- For the Employee: spouse, registered domestic partner, mother/father, foster parent, step-parent, grandmother/grandfather, sister/brother, son/daughter, step-child, grandchild, aunt/uncle, son-in-law/daughter-in-law and any relative of the employee residing in the employee's immediate household at the time of the death.
- For the Employee's Spouse or Registered Domestic Partner: mother/ father, grandmother/grandfather, sister/brother, aunt/uncle and any relative of the employee's spouse residing in the employee's immediate household at the time of the death.

The supervisor may, within their discretion, grant the employee additional time off provided that all accrued leave shall be used prior to taking a leave of absence without pay for this purpose.

6.02 Jury Duty or Witness Leave: Any employee who is called or required to serve as a juror or witness in a court case, in which they or their dependent is not a party, upon notification and appropriate verification from the court submitted to their immediate supervisor, shall be entitled to be absent with pay from their duties with the District during the period of such service and while necessarily being present in court as a result of such call.

An employee is required to be present at work when not serving as a juror or as a member of a jury selection panel. An employee will notify their supervisor of any requirements (on-call status) made by the court that may affect the employee's ability to simultaneously fulfill their jury duty service and employment obligations. The employee must surrender to the District any payment received for jury service or witness fees, excluding mileage reimbursement.

6.03 Administrative Leave: Employees who are in classifications that are FLSA Exempt shall accrue 1.538 hours of Administrative Leave each pay period. This leave is granted to

employees whose job responsibilities cause them to work numerous hours in excess of the normal workweek. Employees may accrue Administrative Leave up to a maximum cumulative total of 60 hours. If an employee reaches 60 hours, they shall cease to accrue Administrative Leave until they are below the 60-hour maximum.

Administrative Leave must be approved in advance by the employee's supervisor. Upon termination, including death, extended military leave or other extended leave without pay, an employee or their estate shall be paid for all accrued unused Administrative Leave at the employee's hourly rate of pay at the time of their termination.

6.04 Child Related Activities Leave: In compliance with California Labor Code, Section 230.8, any employee who is a parent of one or more children of the age to attend kindergarten or grades 1 to 12, inclusive, or a licensed child care provider, shall be allowed to take up to 40 hours each calendar year, for the purpose of attending child related activities, as defined in the Labor Code. The employee may use Vacation Leave, Administrative Leave, Compensatory Time Off, or time off without pay for the purpose of attending these activities. Whenever practical, the employee shall request time off in advance of the time needed to attend these activities and provide documentation from the school or licensed child care provider as proof of participation in these activities.

ARTICLE 7
LEAVES OF ABSENCE WITHOUT PAY

- 7.01 Power to Grant Leave:** The General Manager shall have the power within their sole discretion to grant leaves of absence, with or without pay.
- 7.02 Authorized Leave Without Pay:** The General Manager may grant or deny a leave of absence without pay to an employee for a period not to exceed 30 working days. Leave without pay shall not be granted for more than 30 working days except upon written request of the employee and approval by the Board of Directors. Failure on the part of an employee to report to work promptly at the expiration of authorized leave without pay will result in discipline up to and including termination.
- 7.03 Unauthorized Leave of Absence:** All leaves of absence must be approved in accordance with the applicable sections of this Manual. Any absence on the part of the employee who has failed to obtain such approval or failure of an employee to report for duty with appropriate authorization will result in the employee being placed on unauthorized leave of absence without pay. Unauthorized leave of absence without pay shall be cause for disciplinary action up to and including termination.
- 7.04 Family Care Leave:** The District will fully comply with the requirements of the state and federal law regarding pregnancy disability leave and medical/family illness/childcare leave. All leaves of absence under this section are unpaid unless an employee has accrued leave balances, which shall be integrated with any disability insurance payments.
- 7.05 Military Leave:** An employee who is a member of the Reserve Corps of the Armed Forces of the United States or of the National Guard shall be allowed time off in accordance with current provisions of Federal and California law for the purpose of fulfilling any required military obligation. An employee shall be provided up to thirty days with pay.

ARTICLE 8
EMPLOYEE FRINGE BENEFITS

8.01 Group Medical/Dental/Vision Insurance Benefits: Regular employees may participate in the District's group medical and dental benefits.

Effective July 1, 2020, the District will up to an amount equal to the minimum employer contribution required under Public Employees Medical Health Care Act (PEMHCA) each month toward the cost of medical insurance premiums. This shall be known as the employer's monthly contribution.

For the term of this MOU, the Authority agrees to maintain a Cafeteria Plan (Plan), pursuant to Section 125 of the Internal Revenue Code, for the purpose of providing employees with a flexible spending account to access various health and welfare benefits. Benefits through the Plan include medical insurance, dental plan, and vision plan premiums. The Authority agrees to provide a Plan allowance to each eligible employee up to a maximum of \$2,000 per month for regular, full-time employees.

Commencing January 1 of each year, the maximum Plan allowance will be adjusted to reflect the percentage rate of change in the medical care component of the CPI-U, as determined by CalPERS, rounded to the nearest whole dollar.

Any and all additional sums over and above the amounts stated above that are required to purchase the employee selected medical and prescription plan premiums shall be paid by the employee through payroll deduction.

Benefits shall begin the first day of the calendar month following the first day of work at the District. Coverage shall end the last day of the first full month following an employee's separation, except in the case of leave in accordance with the FMLA/CFRA.

8.02 Life Insurance: The District shall provide basic group life insurance coverage to all employees by a carrier of the District's choice. The coverage shall be \$250,000. The District shall pay the full premium for such life insurance coverage up to the age of 65. At age 65, a benefit reduction schedule may apply. This benefit is subject to applicable payroll taxes. Life insurance shall become effective the first day of the calendar month following the first day of work at the District and shall continue until the last day of employment.

8.03 Deferred Compensation: District employees are eligible to participate in the District's Deferred Compensation Plan through voluntary payroll deductions from the employee's wage. Employees may contribute, by payroll deduction, an amount up to the maximum allowed by law to the deferred compensation plan (457). The District shall match each employee's contribution to the plan up to a maximum of \$1,200.

8.04 Annual PPE Allowance: Each employee covered by this manual may submit requests for reimbursement of expenditures for up to \$250 each calendar year. Expenditures may be related to safety shoes (if relevant) and computer glasses. All requests for reimbursement must be submitted in time to be processed as part of the last paycheck

of each calendar year.

- 8.05 Tuition Reimbursement:** Each employee covered by this manual may submit requests for reimbursement of expenditures for up to \$4,000 each calendar year. Expenditures must be related to continuing education or related personal technology. All requests for reimbursement must be submitted in time to be processed as part of the last paycheck of each calendar year.
- 8.06 Wellness Program:** To encourage employees to engage in healthy activities, each employee covered by this manual will receive a monthly allowance of \$35 to pay for the cost of a gym membership or exercise/fitness classes.
- 8.07 Short-term Disability:** Employees contribute to the State of California Short-term Disability Plan. Contributions are made through payroll deduction. Short-term disability is payable when an employee is unable to work due to a qualifying injury or illness.
- 8.08 Long-term Disability:** The District fully funds a long-term disability insurance program for employees that will cover (in coordinated benefits) up to 66.6 % of their salary, up to a maximum of \$8,000 per month, in the case of a qualifying long-term disability. This benefit, if applicable, will take effect after 90 days of a verified disability event.

ARTICLE 9
RETIREMENT BENEFITS

9.01 Retirement Plan: The District contracts with the California Public Employees Retirement System (“CalPERS”) to provide retirement benefits for employees. District employees are covered by either the CalPERS 2% @ 55 (Classic) or the 2% @ 62 (PEPRA) benefit formula, depending on eligibility.

Participation in the retirement plan shall be consistent with the requirements of the California Public Employees’ Pension Reform Act of 2013 (“PEPRA”). To the extent PEPRA conflicts with any provision of this MOU, PEPRA will govern. Retirement benefits are calculated based on the employee’s formula eligibility as described below:

1. “New Members” - For purposes of this section “New Member” is defined by PEPRA to be any of the following:
 - a) An individual who becomes a member of any public retirement system for the first time on or after January 1, 2013, and who was not a member of any other public retirement system prior to that date.
 - b) An individual who becomes a member of a public retirement system for the first time on or after January 1, 2013, and who was a member of another public retirement system prior to that date, but who was not subject to reciprocity with the previous system.
 - c) An individual who was an active member in a retirement system and who, after a break in service of more than six months, returned to active membership in that system with a new employer. For purposes of this subdivision, a change in employment between state entities or from one school employer to another shall not be considered as service with a new employer.

Employees who are “New Members”, as defined above, are covered by the 2% @ 62 (PEPRA) benefit formula.

2. “Classic Members” - For purposes of this section “Classic Member” is defined as a member who does not meet the definition of a "New Member" as defined by PEPRA. Employees who are “Classic Members”, as defined above, are covered by the 2% @ 55 (Classic) benefit formula.

Only wages and special compensation allowed by CalPERS will be reported to CalPERS for the purposes of calculating pensionable compensation.

Each employee covered by second tier benefits shall contribute 50% of the Total Normal Cost, as determined by CalPERS, or the same amount as similarly situated employees, as determined by CalPERS, whichever is greater, of their reportable pay, as defined by CalPERS, each pay period to CalPERS.

9.02 Retiree Medical Benefits: Employees that currently participate in the CalPERS Retirement Plan may be eligible to continue their CalPERS medical coverage into retirement. The District will contribute the minimum employer contribution as set forth in Public Employment Retirement Law (“PERL”) directly to CalPERS on behalf of an eligible retiree. The remaining cost of the employee’s enrollment in CalPERS medical coverage will be at the employee’s own expense. This plan is subject to the rules of CalPERS.

ARTICLE 10
DISCIPLINARY ACTION

10.01 Policy: It is the Policy of the District that, whenever possible, progressive discipline shall be utilized. In all cases, the action taken by the District shall be commensurate with the offense.

Employees of the District may be disciplined for just cause. Disciplinary actions may include the following:

- Written reprimand
- Suspension
- Reduction in pay
- Demotion
- Discharge

10.02 Probationary Employees: Probationary employees, except those who are serving a probationary period pursuant to promotion or job change within the District, may be disciplined up to and including termination for any reason. Such action shall not be subject to any appeal. It is understood that employees who are serving a probationary period pursuant to a promotion or job change may be returned to their previous job without any appeal rights. Employees returned to their previous jobs under this section shall be provided with the reasons for the District's decision.

10.03 Due Process: The District agrees to comply with established laws of the State of California regarding due process and notice to the employee of disciplinary action.

10.04 Appeals: Employees, except probationary employees, may appeal a disciplinary action through the grievance procedure.

ARTICLE 11
GRIEVANCE PROCEDURE

11.01 Grievance Procedure: A grievance is any dispute between an employee who has successfully completed the required probationary period and the District with respect to the meaning, interpretation, application and enforcement of this Manual. At any step of this grievance procedure, an aggrieved employee may represent him/herself or may choose to have legal representation at the employee's expense.

11.02 Grievance Steps

Step I: An aggrieved employee must file the grievance in writing with their first level supervisor within 21 calendar days of the alleged violation of this Manual. The grievance must be in writing and state what section of this Manual, or District policy, that the employee believes has been violated, the date of the alleged violation, and the remedy sought. If the employee and supervisor are unable to resolve the matter, either party may refer the grievance to Step II within 21 calendar days of the date that the grievance is filed.

Step II: Upon the written request of the employee, the General Manager shall review the matter and respond to the employee within 21 calendar days of the referral to Step II.

Step III: If an employee is not satisfied with the Step II response, they may file an appeal with the Board of Directors within 21 calendar days of receipt of the General Manager's decision. The appeal must be in writing setting forth the provisions of the Agreement violated, how it was violated and the suggested remedy. All supporting and prior documentation relating to the grievance shall be attached to the appeal. The Board shall consider both sides of the matter and issue a final and binding decision within 45 calendar days of receipt.

11.03 Discharge, Suspension, Disciplinary Demotion: In grievances involving only discharges, suspension or disciplinary demotion, the employee may request, within 21 calendar days of the Step II response, that the matter be referred to a neutral arbitrator for an advisory, non-binding opinion. After the decision of the arbitrator, the matter shall be referred to the Board of Directors for final determination. The parties shall share the cost of the arbitrator equally.

11.04 Time Limits: The parties agree to make every reasonable attempt to respond within the time limits set forth in this Manual. However, time limits may be extended by mutual agreement in writing or by the General Manager where a written request for such extension is submitted prior to the expiration of the applicable time period. Failure at any step of the procedure to communicate a decision on a grievance within the specified time limits shall mean that the grievance is denied at that step and shall permit the lodging of an appeal at the next step. Failure to appeal a decision within the specified time limits shall be deemed a withdrawal of the grievance.

EXHIBIT A
CLASSIFICATIONS COVERED BY
EXEMPT EMPLOYEE MANUAL

Classification

Business Services Manager
Engineering Services Manager
Facility Operations Manager

Status

Exempt
Exempt
Exempt

EXHIBIT B
BI-WEEKLY WAGE SCHEDULES

Effective January 1, 2019

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>	<u>Step G</u>
Business Services Manager	4,873	5,117	5,373	5,642	5,924	6,220	6,531
Engineering Services Manager	5,178	5,436	5,708	5,994	6,293	6,608	6,938
Facility Operations Manager	4,069	4,272	4,486	4,710	4,946	5,193	5,453

EXHIBIT C
DEFINITIONS

Accrual: The rate at which a leave or benefit is earned.

Administrative Leave: Paid leave accrued per the established annual accrual rate for positions identified as exempt from paid overtime.

At-Will Employee: An employee that can be terminated for any reason and without advance notice and without any right to grieve the decision.

Alternative Work Schedule: Work schedule that differs from the standard work schedule, including part-time and flexible time schedules.

Anniversary Date: The day on which an employee attains an additional year of continuous service.

Authorized Leave Without Pay: Time off from work without pay with pre-approval of the General Manager, or their designee.

Day: Except where specifically stated, all references to days for the purpose of tracking deadlines or notice requirements shall refer to calendar days.

Grievance: A written complaint by an employee concerning the interpretation or application of policies or procedures.

Hours Worked: Time that an employee actually works, as opposed to hours paid, which may include holidays and leaves (Vacation, Sick, Administrative).

Merit Increase: Adjustment to an employee's base pay rate based on performance.

Performance Evaluation: A continual process of identifying and measuring and developing job-related employee performance.

Probationary Period: The period in which an employee's performance is reviewed as part of the selection process for original or promotional appointment into a District position.

Regular Employee: An employee who has successfully completed the required probationary period.

Regular Rate of Pay: The rate of pay, as defined by the Fair Labor Standards Act, used to pay time worked in excess of the regular workweek.

Sick Leave: Paid leave accrued per the established annual accrual rate for the sole purpose of time off needed due to the employee's illness, disability, medical appointment or in the case of illness, disability, medical appointment.

Time Increments: For the purpose of tracking time, earning overtime pay or compensatory time off or leave use, the District uses increments of 1/10 of an hour (0.10).

Unauthorized Leave Without Pay: Time off from work without pay without pre-approval of the General Manager, or their designee.

Exempt Employee: An employee of the District who is not represented by a representative bargaining unit such as a union or employee association.



**Valley Sanitary District
Board of Directors Meeting
March 24, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: Discuss and Consider Adopting a New VSD Logo Image

<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

Executive Summary

The purpose of this report is for the Board to review and discuss draft logo images as the first step in updating the District’s brand.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 4.3: Rebrand Valley Sanitary District to increase public recognition of the District’s move toward reuse and recycling.

Fiscal Impact

There is no cost associated with adopting a new logo. Current logos will be replaced as items are replaced.

Background

The Board adopted the VSD Strategic Plan 2020, which identified rebranding as a priority. Current branding paradigms indicate that the following logo trends are best.

- KISS
- Powerful
- Recognizable
- Industry relevance
- Memorable
- Clarity of message

At the budget workshop, the Board indicated that it did not want to spend a great deal of money on rebranding at this time. With that in mind, staff proposes the following options for discussion and consideration.



Once the Board adopts a logo, staff will work to implement the artwork on applicable items as budget allows.

Recommendation

Staff recommends that the Board of Directors adopt a new VSD logo.

Attachments

None



**Valley Sanitary District
Board of Directors Meeting
March 24, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Discuss Allowing District Directors to Enroll in the CalPERS Medical Plans Offered by the District to its Employees**

<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

Executive Summary

The purpose of this report is for the Board to discuss whether the District will allow directors to enroll in CalPERS medical plans.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 6: Improve Planning, Administration, and Governance.

Fiscal Impact

There is no cost associated with allowing directors to enroll as long as the contribution amount is not changed.

Background

At its meeting on December 10, 2019, the Board adopted resolution 2019-1125 setting the directors’ annual stipend for medical expenses at the PEMHCA minimum amount. The District does not allow directors the option of enrolling in one of the CalPERS medical plans that are to District employees. Several directors have expressed interest in being allowed to do so.

CalPERS regulations and Government Code sections 53200 – 53210 allow local agencies to offer health and welfare benefits to their elected officials, subject to certain limits. One of those limits is that the benefits may not exceed the benefits offered to other group of employees. Resolution 2019-1125 set the benefits at the PEMHCA minimum, which is less than the benefits provided to District employees.

If the Board decides to offer directors the option of enrolling in the CalPERS medical plans, staff will prepare the necessary resolutions for Board approval and then inform CalPERS of the District’s intent. The effective date of the enrollment would be January 1, 2021.

Recommendation

Staff recommends that the Board of Directors discuss this issue and provide direction to staff.

Attachments

Attachment A: Resolution 2019-1125

RESOLUTION NO. 2019-1125

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY SANITARY DISTRICT AMENDING EMPLOYEE COMPENSATION FOR FISCAL YEAR 2019/20

WHEREAS, the General Manager submitted to the Board of Directors a draft budget for Fiscal Year 2019/20 that included employee compensation; and,

WHEREAS, the Board of Directors has considered the issues relating to employee wages from a cost of living viewpoint and has concluded that a 2.7 percent (2.7%) COLA adjustment is warranted.

NOW, THEREFORE, the Board of Directors of Valley Sanitary District hereby resolves that:

SECTION 1: The attached Salary Schedules are adopted.

SECTION 3: The District will contribute the CalPERS determined Employer Contribution Rate of 11.533% towards the retirement of all legacy employees enrolled in the District's Tier 1 CalPERS Retirement Plan and 7.072% for all employees enrolled in the District's Tier 2 CalPERS Retirement Plan.

SECTION 4: Each employee will contribute the Employee Contribution rate of 8% for all legacy employees enrolled in the District's Tier 1 CalPERS Retirement Plan and 7.25% for all employees enrolled in the District's Tier 2 CalPERS Retirement Plan.

SECTION 5: Each Board member is offered a medical, vision and dental stipend of \$1,500.00 for the calendar year. Effective January 1, 2020, the annual amount will be set at the monthly PEMHCA rate established by CalPERS multiplied by 12 months.

SECTION 6: Employees shall be granted a \$100 per month increase when said employee has completed his/her 7th anniversary and each 5th anniversary of continuous service thereafter, effective the first day of the pay period following each longevity anniversary.

SECTION 7: Standby Time shall be paid at a rate of \$36.00 per weekday and \$77.00 per weekend day and observed District holidays.

SECTION 8: The effective date of these changes shall be January 1, 2020.

Resolution No. 2019-1118 is hereby rescinded.

PASSED, APPROVED, and ADOPTED this 10th day of December 2019, by the following roll call vote:

AYE: Canero, Coleman, Duran, Sear, Teague

NAYE: None


ABSENT: None

ABSTAIN: None



Mike Duran, President

ATTEST:



Dennis Coleman, Secretary