



5880 Oak Street, Anderson, CA 96007  
Phone: (530) 357-2121 Fax: (530) 357-3723

**Board of Directors: Beverly Fickes - Chair,**  
**Terry Lincoln, Vice Chair**  
**Directors – Pam Beaver, Scott McVay, Logan Johnston**

**General Manager: Paul Kelley**

**REGULAR MEETING: January 17<sup>th</sup> 2024 at 6:00PM: District Office Board Room**

**AGENDA**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**3.A – Election of Chair and Vice-Chair**

**4. OPEN TIME/PUBLIC COMMENT:** Pursuant to Gov. code S54950, persons wishing to address the Board of Directors on matters not listed on the agenda should notify the Secretary prior to the start of the meeting. To speak at this time and for any item listed on the agenda – raise your hand, and when recognized by the Chair – proceed to the podium to address the Board.

**5. CONSENT AGENDA (Action)**

The following items are expected to be routine. Any interested party may comment or request an item be removed from the consent agenda for separate discussion/action.

- a. Minutes from Meetings – Regular meeting 12/13/23
- b. Paid Bills: 12/10/23 – 1/9/24
- c. Payroll: 12-7-23, 12-21-23, 1-4-24
- d. Activity Report: December 2023

**6. OLD BUSINESS/NEW BUSINESS (Discussion/Action)**

- a. **O.B.** - USBR Account Reconciliation (Discussion)
- b. Standing Committee Community Membership Selection & Assignment (Discussion/Action)
- c. Fiscal Year 24 Through Quarter 2 (July-December 2023) Actuals to Budget & Budget Adjustment (Discussion/Action)
- d. Retiree Medical Plan Change actions and MOU Approval (Discussion/Action):
  - i. Resolution 2024-01 of Rescinding Current Vesting (Discussion/Action)
  - ii. Resolution 2024-02 of Establishing Required Minimum as new Retiree Medical (Discussion/Action)

**ADA Related Disabilities:**

Contact the front office and speak with a Staff Member if special consideration is needed to attend any public meeting for disability related accommodations or aide is needed. Please give 72 hours - notice prior to the meeting to allow staff to meet your requests appropriately.

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- iii. Amended Memorandum of Understanding (MOU) February 2, 2024 between the Clear Creek Community Services District and Local Union 792, United Public employees of California (UPEC) for District employees. (Discussion/Action)
- iv. Authorize GM to use Accounts to fund the employee OPEB funds return (Discussion/Action)
- v. Authorize GM to implement new payments/reimbursement for retiree medical program for current district retirees and to sign agreement with a company like Mid America Trust to handle this program (Discussion/Action)

## **7. GENERAL MANAGERS REPORT**

## **8. OPERATIONS REPORT**

## **9. STANDING COMMITTEE REPORT –**

- a. Agriculture –
- b. Finance –
- c. Planning/Steering –

## **10. BOARD MEMBER ITEMS**

## **11. CLOSED SESSION ANNOUNCEMENT: - None**

## **12. ADJOURN THE MEETING**

### **ADA Related Disabilities:**

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## MEMO

**Date:** January 17<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** 5 – Consent Agenda (Action)

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### Discussion:

- 5.a – Minutes of The Meetings: Regular meeting 12/13/23
- 5.b – List of bills paid – from QuickBooks 12/10/24 – 1/09/24
- 5.c – Payroll since last meeting: 12-7-23, 12-21-23
- 5.d – Activity report – December 2023

### Recommendation:

Review, Discussion and by Motion approve items 5.a through 5.d



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**Board of Directors: Beverly Fickes - Chair,**  
**Terry Lincoln, Vice Chair**  
**Directors – Pam Beaver, Scott McVay, Logan Johnston**

**General Manager: Paul Kelley**

**REGULAR MEETING: December 13<sup>th</sup> 2023 at 6:00PM: District Office Board Room**

**Minutes**

**1. CALL TO ORDER** – Chair Fickes at 6:01pm

**2. PLEDGE OF ALLEGIANCE** – Led by Director McVay

**3. ROLL CALL**

*Directors – Vice Chair Lincoln, McVay, Beaver, Johnston, Chair Fickes*

*Staff present – GM Paul Kelley. CPO – Bill Palmaymesa*

*Members of Public: Jackie Longcrier, Jerry Hill, Audra Harl, Dennis Posehn (6:20pm)*

*Others not identified.*

**4. OPEN TIME/PUBLIC COMMENT**

*Jackie Longcrier – Came to podium to introduce potential ag committee member*

*Dr. Audra Harl – Spoke, Ag Instructor at Shasta College and will fill out an application for Ag Committee if the District needs someone*

*Jerry Hill – Rancher/Customer on saddle trail. Spoke during 6c and comments included here as it wasn't all part of a particular item – asked about cost of ag water, how calculated, why high cost, cows need 35gal/day, the allocation was hard on ranchers.*

**5. CONSENT AGENDA (Action)**

The following items are expected to be routine. Any interested party may comment or request an item be removed from the consent agenda for separate discussion/action.

a. Minutes from Meetings – Regular meeting 11/15/23

b. Paid Bills: 11/10/23 – 12/7/23

i. GM Kelley mentioned some items and some discussion on the Ability Answering service. Director Beaver suggested we have something in the Newsletter about calls non-biz hours, list our hours/holidays, the cost of non-biz hours turn ons/off.

ii. GM Kelley also mentioned other bills and the consolidated ones for PACE that were different grants, the paving expense for leaks -

iii. Directors asked about some of the bills and answered in packet.

c. Payroll: 11-9-23, 11-22-23

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- d. Activity Report: November 2023
  - i. GM Kelley mentioned the “misc” income that the higher than normal was from insurance payments – one settling a leak of 3 years ago, and the other related to vehicle damage repair reimbursement from JPIA.
  - ii. Also mentioned that the revenue on base rate is getting closer to 95% goal, somewhat impacted by the delinquency notices/shut off etc.

**Motion to approve consent: McVay, 2<sup>nd</sup>: Lincoln. Motion carried Unanimously (5-0)**

## **6. OLD BUSINESS/NEW BUSINESS (Discussion/Action)**

### **a. O.B. - USBR Account Reconciliation (Discussion)**

GM Kelley updated the board on this item – not much change in the original reconciliation, but that the Bureau will look to make changes in the next reconciliation. The District made its last payment to the Bureau for the WIIN act and waiting for acknowledgment letter. The credit for water account (paid vs delivered) that carried to other accounts has triggered the Bureau to update their “payment” recap spreadsheet.

### **b. Bid Award: Grant Funded Backwash Ponds Repair Project (Discussion/Action)**

GM Kelley reviewed the attached memo, acknowledge CPO Bill Palmaymesa in audience for questions, and recommended the Board award the bid to Allen Gill Construction.

Discussion - Various comments and questions from the board regarding the timing, payments and other components of the project.

**Motion to Accept and Award the Bid for the Backwash Ponds Repair Project in the Amount of \$4,778,650.00 to Allen Gill Construction with submitted sub-contractors – Dir Lincoln, 2<sup>nd</sup>: McVay – Carried Unanimously (5-0)**

### **c. Drought and Supplemental water program (Discussion/Action)**

Gm Kelley reviewed the updates to the program and the ordinance in the packet.

Chair Fickes asked some questions and there were edits provided for clarity related to deposits and specific water year.

Discussion - From members of the public and the board on implementation. GM Kelley re-read the edits as per the Boards discussion and recommendation.

**Motion to Approve Ordinance 2023-15 – Drought and Supplemental Water Program: McVay, 2<sup>nd</sup>: Beaver – carried Unanimously (5-0)**

## **7. GENERAL MANAGERS REPORT**

Gm Kelley gave a report as in packet and added some background information.

Dennis Pohsan – suggested Firewise using grant writer John Livingston – and will forward contact to District.

## **8. OPERATIONS REPORT**

GM Kelley gave a background on the Operations Report memo in packet

## **9. STANDING COMMITTEE REPORT –**

### **ADA Related Disabilities:**

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GM Kelley reported only one application for Ag committee, more coming in tonight. None for the other committees and recommended extending the time to apply on the website to January 10<sup>th</sup>.

- a. Agriculture –
- b. Finance –
- c. Planning/Steering –

## **10. BOARD MEMBER ITEMS**

Chair Fickes brought up Firewise rep Dennis Poesahn to ask for letters of support for the two Firewise Grant applications. The Board acknowledge and said that they were fine with GM signing the letters when Dennis gets them to the District.

Chair Fickes also updated the Board on LAFCO meeting and that special district rep Fred Ryness was elected Director McVay asked CPO Palmaymesa questions about treatment plant operations, challenges, and needs.

CPO Palmaymesa responded that they are creating lists and costs for the GM's consideration.

## **11. CLOSED SESSION ANNOUNCEMENT: Board Adjourned to Closed session: 7:48pm**

**The Board will adjourn to a closed session to discuss the following items**

- A. Conference with Labor Negotiators. Government Code s. 54957.6  
February 8<sup>th</sup> MOU Between District and UPEC 792 Article 25.4d
  - Designated Representatives: GM - Paul Kelley
  - Employee Organization: UPEC 792

Board returned from Closed session at 9:14pm and reported it gave direction to it's negotiator and any action items will be on a future regular meeting.

## **12. ADJOURN THE MEETING – 9:15pm**

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3:23 PM

01/10/24

Accrual Basis

# Clear Creek Community Services District

## Custom Transaction Detail Report

December 10, 2023 through January 10, 2024

Type	Date	Num	Name	Memo	Amount	Balance
<b>Dec 10, '23 - Jan 10, 24</b>						
Check	12/13/2023	EFT 7113	CCEA	Payroll deductions 112423-120723	-45.00	-45.00
Check	12/13/2023	ACH 5189	CalPERS 457 (Reg/Roth)	payroll deductions PP 112423-120723	-650.00	-695.00
Check	12/13/2023	EFT 5188	CalPERS PEPRA/Classic	Classic payroll deductions PP 112423-120723	-697.41	-1,392.41
Check	12/13/2023	EFT 5187	CalPERS PEPRA/Classic	Classic payroll deductions PP 112423-120723	-4,152.63	-5,545.04
Bill Pmt -Check	12/13/2023	31547	Pace Engineering	Scada Grant D2118158	-15,666.93	-21,211.97
Check	12/13/2023		Tri Counties Bank	Service Charge	-758.43	-21,970.40
Bill Pmt -Check	12/19/2023		AT&T	QuickBooks generated zero amount transaction for bill payment stub	0.00	-21,970.40
Bill Pmt -Check	12/19/2023	31548	Ace Hardware - Acct # 2186	2186	-70.61	-22,041.01
Bill Pmt -Check	12/19/2023	31549	Ace Hardware - Acct# 2118	2118	-161.83	-22,202.84
Bill Pmt -Check	12/19/2023	31550	Apex Automotive, Inc.	wdp unit 9	-77.63	-22,280.47
Bill Pmt -Check	12/19/2023	31551	Axner Excavating, Inc.	6920038	-14,642.79	-36,923.26
Bill Pmt -Check	12/19/2023	31552	Beaver, Patricia A	12/13/23 Board Meeting	-100.00	-37,023.26
Bill Pmt -Check	12/19/2023	31553	Cascade Comfort Service (AC)	office heater maintenance	-99.00	-37,122.26
Bill Pmt -Check	12/19/2023	31554	Cintas Corporation	22228100	-204.03	-37,326.29
Bill Pmt -Check	12/19/2023	31555	Com-Pair Services	10117	-80.00	-37,406.29
Bill Pmt -Check	12/19/2023	31556	Computer Logistics Corp	3 months extra service needs	-825.00	-38,231.29
Bill Pmt -Check	12/19/2023	31557	Fasteners Inc	373	-18.74	-38,250.03
Bill Pmt -Check	12/19/2023	31558	Ferguson Waterworks	409921	-9,756.39	-48,006.42
Bill Pmt -Check	12/19/2023	31559	Fickes, Beverly	12/13/23 Board Meeting	-100.00	-48,106.42
Bill Pmt -Check	12/19/2023	31560	Harvest Printing Company		-2,827.65	-50,934.07
Bill Pmt -Check	12/19/2023	31561	Johnston, Logan	12/13/23 Board Meeting	-100.00	-51,034.07
Bill Pmt -Check	12/19/2023	31562	McVay, Scott	12/13/23 Board Meeting	-100.00	-51,134.07
Bill Pmt -Check	12/19/2023	31563	Northwood Backflow Services	backflow test/cert	-5,325.00	-56,459.07
Bill Pmt -Check	12/19/2023	31564	Pace Analytical Services LLC	20-100128	-425.64	-56,884.71
Bill Pmt -Check	12/19/2023	31565	Pace Engineering		-35,011.47	-91,896.18
Bill Pmt -Check	12/19/2023	31566	Professional Exterminator of R...	17387	-65.00	-91,961.18
Bill Pmt -Check	12/19/2023	31567	Quadiant Leasing USA, Inc	01363449	-2,017.77	-93,978.95
Bill Pmt -Check	12/19/2023	31568	RCAC-Loan Fund (Dump Truck)	6332-CCCSO-01	-1,696.07	-95,675.02
Bill Pmt -Check	12/19/2023	31569	Record Searchlight	271805	-216.60	-95,891.62
Bill Pmt -Check	12/19/2023	31570	Shasta Mosquito and Vector C...	SA10039	-166.25	-96,057.87
Bill Pmt -Check	12/19/2023	31571	United Public Employees of C...	union dues	-495.00	-96,552.87
Bill Pmt -Check	12/19/2023	31572	US Bank Equipment Finance	1453267	-346.81	-96,899.68
Bill Pmt -Check	12/19/2023	31573	USA Blue Book	919740	-229.78	-97,129.46
Bill Pmt -Check	12/19/2023	31574	USBR - Water Payments	14-06-200-489-A-P	-1,318.32	-98,447.78
Bill Pmt -Check	12/19/2023	31575	Valley Pacific	C850335	-595.80	-99,043.58
Bill Pmt -Check	12/19/2023	31576	Verizon	242343122-00001	-52.01	-99,095.59
Check	12/20/2023	EFT	Paychex Invoice	Paychex Time and Attendance	-128.00	-99,223.59
Bill Pmt -Check	12/20/2023	EFT 1tc2	AT&T	south booster	-5.00	-99,228.59
Bill Pmt -Check	12/20/2023	eft 1743	CalPERS Health Ins	health insurance Premium	-28,626.65	-127,855.24
Bill Pmt -Check	12/20/2023	eft 1744	CalPERS PEPRA/Classic	Unfunded accrued liability	-10,969.00	-138,824.24
Bill Pmt -Check	12/20/2023	EFT 7929	Guardian	Group Id 00 527706	-1,845.34	-140,669.58
Bill Pmt -Check	12/20/2023	eft 0801	Pacific Gas & Electric	wells 1&2	-198.28	-140,867.86
Bill Pmt -Check	12/20/2023	eft 2541	Pacific Gas & Electric	office/well 3	-1,149.77	-142,017.63
Bill Pmt -Check	12/20/2023	eft 9052	TDS	530-357-2121	-355.89	-142,373.52
Bill Pmt -Check	12/20/2023	Auto EFT	UNUM Life Insurance of Co.		-1,231.51	-143,605.03
Bill Pmt -Check	01/02/2024	Ach	Rick Cascarina	Jan health Reimb	-230.07	-143,835.10
Bill Pmt -Check	01/02/2024	Ach	Roger Schreiber	health Reimb - by ACH	-137.84	-143,972.94
Check	01/02/2024	ACH 9123	CalPERS 457 (Reg/Roth)	payroll deductions PayPeriod 120823-122123	-625.00	-144,597.94
Check	01/02/2024	EFT 9121	CalPERS PEPRA/Classic	Classic payroll deductions PayPeriod 120823-122123	-3,782.31	-148,380.25
Check	01/02/2024	EFT 9122	CalPERS PEPRA/Classic	Classic payroll deductions PayPeriod 120823-122123	-697.41	-149,077.66
Check	01/02/2024	EFT 9124	CalPERS PEPRA/Classic	Classic payroll deductions PayPeriod 120823-122223 Kayla Final	-424.33	-149,501.99
Check	01/03/2024	EFT	CCEA	Payroll deductions PayPeriod 120823-122123	-40.00	-149,541.99
Check	01/05/2024	EFT 9475	Internal Revenue Service	Q1 2023 941 Payment	-7,055.85	-156,597.84
Check	01/09/2024	EFT 5459	CCEA	Payroll deductions PayPeriod 122223-010424	-40.00	-156,637.84
Check	01/09/2024	ACH 4854	CalPERS 457 (Reg/Roth)	payroll deductions PayPeriod 122223-010424	-625.00	-157,262.84

3:23 PM

01/10/24

Accrual Basis

**Clear Creek Community Services District**  
**Custom Transaction Detail Report**  
**December 10, 2023 through January 10, 2024**

Type	Date	Num	Name	Memo	Amount	Balance
Check	01/09/2024	EFT 4853	CalPERS PEPRA/Classic	Classic payroll deductions PayPeriod 122223-010424	-697.41	-157,960.25
Check	01/09/2024	EFT 4852	CalPERS PEPRA/Classic	Classic payroll deductions PayPeriod 122223-010424	-3,879.14	-161,839.39
Bill Pmt -Check	01/10/2024	31604	Ability Answering & Paging Se...	05-1-8495	-378.18	-162,217.57
Bill Pmt -Check	01/10/2024	31605	Ace Hardware - Acct# 2118	2118	-153.91	-162,371.48
Bill Pmt -Check	01/10/2024	31606	Apex Automotive, Inc.	tires for wtp unit 9	-823.91	-163,195.39
Bill Pmt -Check	01/10/2024	31607	Axner Excavating, Inc.	6920038	-43,578.54	-206,773.93
Bill Pmt -Check	01/10/2024	31608	Badger Meter, Inc.	41827	-113.10	-206,887.03
Bill Pmt -Check	01/10/2024	31609	Bay Alarm Company	1201366	-33.32	-206,920.35
Bill Pmt -Check	01/10/2024	31610	Chacon, Roberto.	meal for crew on bright path repair	-33.96	-206,954.31
Bill Pmt -Check	01/10/2024	31611	Cintas Corporation	22228100	-136.02	-207,090.33
Bill Pmt -Check	01/10/2024	31612	Computer Logistics Corp	IT services	-540.68	-207,631.01
Bill Pmt -Check	01/10/2024	31613	Cross Petroleum	0850335	-1,097.86	-208,728.87
Bill Pmt -Check	01/10/2024	31614	Fasteners Inc	373	-7.88	-208,736.75
Bill Pmt -Check	01/10/2024	31615	Ferguson Waterworks	409921	-2,009.37	-210,746.12
Bill Pmt -Check	01/10/2024	31616	Mt Shasta Spring Water Co	WTP drinking water	-27.61	-210,773.73
Bill Pmt -Check	01/10/2024	31617	Pace Analytical Services LLC	20-100128	-380.77	-211,154.50
Bill Pmt -Check	01/10/2024	31618	Pace Engineering	backwash grant D2202015	-15,703.75	-226,858.25
Bill Pmt -Check	01/10/2024	31619	Quadient Finance USA - Posta...	7900 0440 8060 6274	-125.00	-226,983.25
Bill Pmt -Check	01/10/2024	31620	Reese, Smalley, Wiseman & S...	CLECR019335	-725.00	-227,708.25
Bill Pmt -Check	01/10/2024	31621	Ryan Process, Inc.	WTP - Anti siphon valve, etc.	-3,322.27	-231,030.52
Bill Pmt -Check	01/10/2024	31622	Shannan Perry	Nov-Dec 23 mileage reimb	-105.00	-231,135.52
Bill Pmt -Check	01/10/2024	31623	USA Blue Book	919740	-203.72	-231,339.24
Bill Pmt -Check	01/10/2024	31624	Valley Pacific	C850335	-800.28	-232,139.52
Dec 10, '23 - Jan 10, 24					<b>-232,139.52</b>	<b>-232,139.52</b>



# ABILITY ANSWERING/PAGING SERVICES

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VOICEMAIL

TERMS DUE UPON RECEIPT  
Please review the stated terms on the  
bottom of this invoice or your executed  
subscriber service agreement.

PLEASE  
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P.O BOX 2288  
BAKERSFIELD, CA 93303-2288

TO: CLEAR CREEK SERVICE DISTRICT  
5880 OAK STREET  
ANDERSON CA 96007-



ACCOUNT NO: 05-1-8495

INVOICE DATE: 12/07/23

AMOUNT PAID: \_\_\_\_\_

ACCOUNT NUMBER 05-1-8495 BALANCE FORWARD \$ 394.86

DATE	REFERENCE	CHARGES	CREDITS	BALANCE
11/22/23	P Payment		\$ 394.86	
12/07/23	C CREDIT		\$ 105.72	
12/07/23	D WAGE/BENEFIT SURCHAR	\$ 9.50		
12/07/23	B BASIC SERVICE.	\$ 97.50		
12/07/23	INBOUND CHARGES ... :	\$ 368.98		
12/07/23	OUTBOUND CHARGES .. :	\$ 60.45		
12/07/23	TXT/EMAIL/FAX:	\$ 3.48		
12/07/23	PATCH CHARGES ..... :	\$ 5.22		

GM Approval B-13  
BK Initials AB  
Job/PO # Answer SVC  
Amt to Pay \$ 439.41  
GL & Dept 5030-100

\*\*\*\*\*HAPPY HOLIDAYS FROM ABILITY\*\*\*\*\*  
IF YOU HAVE ANY QUESTIONS, PLEASE CALL 888 225 2311  
OUR FEDERAL TAX ID NUMBER IS 94-2196706

\$439.41	\$0.00	\$0.00	\$0.00	PAY THIS → AMOUNT	\$439.41
CURRENT	30-60	61-90	OVER-90		TOTAL AMOUNT DUE

TERMS: Invoices are due and payable upon presentation. Payment of the presented balance is acceptance and acknowledgment of contracted services performed and provided by Ability. Balances unpaid are subject to suspension and or termination of all contracted services after the 21st day of the invoice date. Suspension or termination of all contracted services is at Ability's discretion and does not require notice to the subscriber. Suspension or termination of services may require an additional \$50.00 reinstatement fee on all owing balances are paid and satisfied.

ADDITIONAL CHARGES: Charges other than the Basic Service are rendered during the previous billing cycle. Any dispute of the arrearage charges must be placed in writing within 30 days of these billed charges. Ability reserves the right and sole discretion to resolve any dispute of charges presented on its invoice. Any inquiry after the 30 days from the invoice date is strictly at Ability's discretion and may not alter any balances that are due by the subscriber.

TERMINATION OF SERVICES: Ability requires a written 30 day notice either mailed, emailed or faxed with receipt confirmation to its serving business office to terminate services. Any deposit, if held, is credited to the subscriber's account only after confirmation of termination. Any outstanding balances, non-payment terminations and services related terminations may forfeit the deposit in lieu of the required notice.



# Detailed Client Calls Report

## Report Information

Generated: 12/07/2023 07:35:09 AM by AMANDA ATKINS  
 Start Time: 2023-10-10 00:00:00  
 End Time: 2023-12-06 23:59:59  
 Sites: Global  
 Client Range: 8495 - 8495  
 Time Zone: (UTC-08:00) Pacific Time (US & Canada); Tijuana  
 Record Types: In Calls, Out Calls

2 months

#	Ref ID	In/Out	Start Time	End Time	Total Call Time	Ring Time	Hold Time	Talk Time	Till Answer Time	Prescreen Time	Total PAA Time	Voice mail Time	Agent VM Time	Wait Time	Check In	Client ID	Queue Id	Agent	Pos	Trunk
10/10/2023																				
1	50266288	In	11:55:55	11:56:10	00:15.0	00:04.6	00:00.0	00:10.4	00:04.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	21	SIP/Lumen
2	50266421	In	12:03:32	12:04:13	00:41.3	00:22.5	00:00.0	00:18.8	00:22.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELIZBETH	22	SIP/Lumen
3	50266458	In	12:05:41	12:06:05	00:24.0	00:02.4	00:00.0	00:21.6	00:02.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JESSICA	14	SIP/Lumen
4	50266680	In	12:16:21	12:17:00	00:39.1	00:21.3	00:00.0	00:17.8	00:21.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	BREANNA	0	SIP/Lumen
5	50266922	In	12:30:20	12:31:48	01:28.1	01:28.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1			SIP/Lumen
6	50266953	In	12:31:52	12:33:03	01:11.0	00:55.4	00:00.0	00:15.6	00:55.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	NAYALY	41	SIP/Lumen
7	50267005	In	12:35:49	12:36:19	00:30.4	00:26.4	00:00.0	00:04.0	00:26.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	21	SIP/Lumen
8	50269768	In	16:54:55	16:55:14	00:19.2	00:01.3	00:00.0	00:17.9	00:01.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	APRIL	19	SIP/Lumen
10/11/2023																				
9	50274705	In	11:55:56	11:56:11	00:15.8	00:05.9	00:00.0	00:09.9	00:05.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	STEPHANIE	25	SIP/Lumen
10	50274770	In	12:00:32	12:01:00	00:28.0	00:27.8	00:00.0	00:00.2	00:27.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELIZBETH	22	SIP/Lumen
11	50274778	In	12:01:23	12:01:38	00:15.9	00:03.5	00:00.0	00:12.4	00:03.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	APRIL	19	SIP/Lumen
12	50274803	In	12:03:05	12:03:10	00:05.5	00:05.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1			SIP/Lumen
13	50274818	In	12:03:26	12:04:06	00:40.1	00:28.2	00:00.0	00:11.9	00:28.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	21	SIP/Lumen
14	50275433	In	12:42:41	12:43:11	00:30.0	00:18.3	00:00.0	00:11.7	00:18.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	21	SIP/Lumen
15	50277857	In	16:51:32	16:51:55	00:23.0	00:12.4	00:00.0	00:10.6	00:12.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	29	SIP/Lumen
10/12/2023																				
16	50282604	In	11:55:49	11:56:08	00:19.8	00:08.9	00:00.0	00:10.9	00:08.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBIN.R	33	SIP/Lumen
17	50282962	In	12:17:07	12:17:42	00:35.2	00:04.8	00:00.0	00:30.4	00:04.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	SARA	39	SIP/Lumen
18	50283621	In	12:58:27	12:58:56	00:29.0	00:14.4	00:00.0	00:14.6	00:14.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBIN.R	33	SIP/Lumen
19	50285723	In	16:52:10	16:52:39	00:29.1	00:08.9	00:00.0	00:20.2	00:08.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARTHA	31	SIP/Lumen
20	50286030	In	17:16:51	17:17:23	00:32.7	00:11.4	00:00.0	00:21.3	00:11.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	NANA	5	SIP/Lumen
10/13/2023																				
21	50290983	In	11:41:20	11:42:14	00:54.1	00:33.3	00:00.0	00:20.8	00:33.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	NAYALY	21	SIP/Lumen
22	50295248	In	16:52:04	16:52:25	00:21.9	00:07.5	00:00.0	00:14.4	00:07.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	NAYALY	21	SIP/Lumen
10/14/2023																				
23	50299588	In	14:12:19	14:13:31	01:12.3	00:05.1	00:00.0	01:07.2	00:05.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	2	SIP/Lumen
24	50299597	In	14:13:48	14:15:01	01:13.1	00:27.8	00:00.0	00:45.3	00:27.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE.G	40	SIP/Lumen
25	50299687	Out	14:28:44	14:29:19	00:35.1	00:08.4	00:00.0	00:24.4	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		DANIELA	20	SIP/ATT_Flk
26	50299689	In	14:27:30	14:29:29	01:59.5	00:20.9	00:37.4	01:01.2	00:20.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	DANIELA	20	SIP/Lumen
10/15/2023																				
27	50302195	In	09:30:06	09:30:54	00:48.5	00:06.8	00:00.0	00:41.7	00:06.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	AMORENA	8	SIP/Lumen
28	50302200	Out	09:31:00	09:31:43	00:43.4	00:08.8	00:00.0	00:32.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		AMORENA	8	SIP/ATT_Flk
29	50302345	Out	10:01:44	10:02:54	01:10.2	00:13.3	00:00.0	00:07.0	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	00:38.5	N	8495		AMORENA	8	SIP/ATT_Flk
30	50304444	In	17:59:07	17:59:41	00:34.5	00:10.6	00:00.0	00:23.9	00:10.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ARIAJH	25	SIP/Lumen
31	50304454	In	17:59:50	18:01:23	01:33.0	00:10.0	00:00.0	01:23.0	00:10.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
32	50304458	In	18:01:33	18:02:23	00:50.2	00:50.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ARIAJH	25	SIP/Lumen
33	50304467	Out	18:04:31	18:05:28	00:57.2	00:07.5	00:00.0	00:47.2	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		APRIL	19	SIP/ATT_Flk
34	50304468	In	18:02:27	18:05:44	03:17.3	00:34.5	00:59.3	01:43.5	00:34.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	APRIL	19	SIP/Lumen
35	50304506	In	18:24:15	18:24:52	00:37.9	00:08.1	00:00.0	00:29.8	00:08.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBIN.R	33	SIP/Lumen
10/16/2023																				
36	50309416	In	11:56:35	11:56:54	00:19.0	00:09.2	00:00.0	00:09.8	00:09.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELIZBETH	22	SIP/Lumen
37	50309513	In	12:01:01	12:01:34	00:33.0	00:11.8	00:00.0	00:21.2	00:11.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARTHA	31	SIP/Lumen
38	50309845	In	12:14:04	12:14:08	00:04.9	00:03.9	00:00.0	00:01.0	00:03.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
39	50310000	In	12:21:31	12:21:50	00:19.4	00:06.6	00:00.0	00:12.8	00:06.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	APRIL	19	SIP/Lumen
40	50313592	In	16:55:42	16:56:19	00:37.2	00:08.6	00:00.0	00:28.6	00:08.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
10/17/2023																				
41	50319281	In	11:55:27	11:56:08	00:41.6	00:32.7	00:00.0	00:08.9	00:32.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBIN.R	33	SIP/Lumen
42	50319800	In	12:22:28	12:22:56	00:28.6	00:12.6	00:00.0	00:16.0	00:12.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	2	SIP/Lumen
43	50319938	In	12:30:22	12:31:10	00:48.2	00:16.8	00:00.0	00:31.4	00:16.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
44	50322712	In	16:52:16	16:53:20	01:04.5	00:50.0	00:00.0	00:14.5	00:50.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE.G	40	SIP/Lumen
10/18/2023																				
45	50325056	In	07:06:04	07:06:13	00:09.4	00:09.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1			SIP/Lumen
46	50325071	In	07:07:01	07:08:28	01:27.3	01:27.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1			SIP/Lumen
47	50327945	In	11:55:39	11:55:58	00:19.5	00:07.6	00:00.0	00:11.9	00:07.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELISAROSE	18	SIP/Lumen
48	50328360	In	12:17:02	12:17:31	00:29.4	00:15.4	00:00.0	00:14.0	00:15.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	AMANDA	17	SIP/Lumen
49	50331495	In	16:55:24	16:56:16	00:52.2	00:52.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1			SIP/Lumen
50	50331536	In	16:58:55	16:59:41	00:46.1	00:26.4	00:00.0	00:19.7	00:26.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELISAROSE	0	SIP/Lumen
10/19/2023																				
51	50336436	In	11:51:09	11:51:23	00:14.2	00:05.2	00:00.0	00:09.0	00:05.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	BREANNA	0	SIP/Lumen
52	50336546	In	11:58:57	11:59:40	00:43.4	00:07.6	00:000													

64	50346499	In	13:00:58	13:01:16	00:18.8	00:08.6	00:00.0	00:10.2	00:08.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	NANA	0	SIP/Lumen
65	50349294	In	16:50:50	16:51:29	00:39.5	00:21.7	00:00.0	00:17.8	00:21.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ANEL	7	SIP/Lumen
10/21/2023																				
66	50351949	Out	08:41:34	08:42:29	00:55.4	00:12.2	00:00.0	00:39.5	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		MARTHA	31	SIP/ATT_Fk
67	50351953	In	08:39:43	08:42:42	02:59.7	00:26.0	00:59.7	01:34.0	00:26.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARTHA	31	SIP/Lumen
68	50352481	In	09:51:16	09:52:20	01:04.0	00:06.4	00:00.0	00:57.6	00:06.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	2	SIP/Lumen
69	50352489	Out	09:52:21	09:54:02	01:41.9	00:18.6	00:00.0	01:20.8	00:01.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		JASMIN	2	SIP/ATT_Fk
70	50352500	Out	09:54:04	09:54:45	00:41.9	00:16.1	00:00.0	00:21.2	00:01.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		JASMIN	2	SIP/ATT_Fk
71	50352543	In	09:59:45	10:00:18	00:33.5	00:14.2	00:00.0	00:19.3	00:14.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARTHA	31	SIP/Lumen
72	50353213	In	11:24:54	11:25:25	00:31.3	00:06.5	00:01.9	00:22.9	00:06.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	BREANNA	0	SIP/Lumen
73	50353217	Out	11:25:23	11:25:56	00:33.1	00:08.6	00:00.0	00:21.1	00:00.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		BREANNA	0	SIP/ATT_Fk
74	50353868	In	13:11:09	13:11:31	00:22.9	00:03.1	00:00.0	00:19.8	00:03.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELIZBETH	22	SIP/Lumen
75	50353972	In	13:26:59	13:27:20	00:21.5	00:20.4	00:00.0	00:01.1	00:20.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	DANIELA	20	SIP/Lumen
76	50353981	In	13:27:59	13:28:13	00:14.9	00:05.3	00:00.0	00:09.6	00:05.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARTHA	31	SIP/Lumen
77	50354569	Out	15:05:25	15:06:06	00:41.1	00:19.2	00:00.0	00:21.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		JENNIFER	14	SIP/ATT_Fk
78	50354570	In	15:04:40	15:06:23	01:43.4	00:06.5	00:43.2	00:53.7	00:06.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JENNIFER	14	SIP/Lumen
10/22/2023																				
79	50357681	In	12:17:23	12:17:54	00:31.6	00:02.3	00:00.0	00:29.3	00:02.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ARIAJH	23	SIP/Lumen
80	50357786	Out	12:48:18	12:49:26	01:08.8	00:21.0	00:00.0	00:41.8	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		DANIELA	20	SIP/ATT_Fk
81	50357787	In	12:47:06	12:49:38	02:32.1	00:05.0	01:11.0	01:16.1	00:05.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	DANIELA	20	SIP/Lumen
82	50358179	In	14:18:17	14:19:53	01:36.9	00:12.7	00:00.0	01:24.2	00:12.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	2	SIP/Lumen
10/23/2023																				
83	50360564	In	07:44:14	07:44:35	00:21.9	00:03.6	00:00.0	00:18.3	00:03.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JESSICA	14	SIP/Lumen
84	50360623	In	07:49:49	07:50:01	00:12.6	00:01.3	00:00.0	00:11.3	00:01.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	AMORENA	8	SIP/Lumen
85	50360754	In	07:59:08	07:59:25	00:17.5	00:07.4	00:00.0	00:10.1	00:07.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	0	SIP/Lumen
86	50360817	In	08:01:30	08:01:51	00:21.7	00:04.8	00:00.0	00:16.9	00:04.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JESSICA	14	SIP/Lumen
87	50363494	In	11:56:32	11:56:57	00:25.4	00:16.1	00:00.0	00:09.3	00:16.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	2	SIP/Lumen
88	50363546	In	12:00:13	12:00:35	00:22.1	00:07.1	00:00.0	00:15.0	00:07.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	BREANNA	0	SIP/Lumen
89	50363653	In	12:02:01	12:04:52	02:51.8	00:02.0	00:00.0	02:49.8	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELIZBETH	22	SIP/Lumen
90	50363679	Out	12:04:58	12:06:04	01:06.6	00:13.3	00:00.0	00:50.8	00:00.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		ELIZBETH	22	SIP/ATT_Fk
91	50363845	In	12:12:12	12:12:26	00:14.0	00:03.7	00:00.0	00:10.3	00:03.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBIN.R	33	SIP/Lumen
92	50364765	In	12:58:08	12:58:15	00:07.4	00:07.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARTHA	31	SIP/Lumen
93	50367272	In	16:55:18	16:55:35	00:17.4	00:02.3	00:00.0	00:15.1	00:02.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ANEL	7	SIP/Lumen
10/24/2023																				
94	50372704	In	11:55:27	11:55:39	00:12.8	00:02.9	00:00.0	00:09.9	00:02.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	STEPHANIE	25	SIP/Lumen
95	50373360	In	12:31:59	12:32:30	00:31.9	00:04.5	00:00.0	00:27.4	00:04.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	STEPHANIE	25	SIP/Lumen
96	50373714	In	12:48:47	12:51:52	03:05.8	00:08.2	00:00.0	02:57.6	00:08.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELIZBETH	22	SIP/Lumen
97	50373725	Out	12:51:57	12:52:48	00:51.4	00:15.1	00:00.0	00:36.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		ELIZBETH	22	SIP/ATT_Fk
98	50376289	In	16:53:38	16:54:00	00:22.6	00:09.3	00:00.0	00:13.3	00:09.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELIZBETH	22	SIP/Lumen
10/25/2023																				
99	50381471	In	11:55:28	11:55:57	00:29.5	00:18.5	00:00.0	00:11.0	00:18.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	DANIELA	20	SIP/Lumen
100	50384890	In	16:54:50	16:55:38	00:48.2	00:20.6	00:00.0	00:27.6	00:20.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MEZZIAH	24	SIP/Lumen
10/26/2023																				
101	50387135	In	07:32:18	07:32:48	00:30.1	00:16.6	00:00.0	00:13.5	00:16.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	0	SIP/Lumen
102	50389695	In	11:54:30	11:55:15	00:45.6	00:35.1	00:00.0	00:10.5	00:35.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	NANA	5	SIP/Lumen
103	50389942	In	12:08:40	12:09:10	00:30.2	00:09.4	00:00.0	00:20.8	00:09.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	NANA	5	SIP/Lumen
104	50392976	In	16:54:53	16:55:17	00:24.5	00:03.7	00:00.0	00:20.8	00:03.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
105	50393565	Out	17:58:21	17:58:52	00:31.5	00:08.0	00:00.0	00:21.0	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		NANA	5	SIP/ATT_Fk
106	50393568	In	17:56:45	17:59:05	02:20.5	00:02.1	00:36.8	01:41.6	00:02.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	NANA	5	SIP/Lumen
10/27/2023																				
107	50398226	In	11:54:12	11:54:32	00:20.9	00:09.7	00:00.0	00:11.2	00:09.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELISAROSE	18	SIP/Lumen
108	50398575	In	12:13:51	12:14:20	00:29.1	00:06.7	00:00.0	00:22.4	00:06.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ARIAJH	25	SIP/Lumen
109	50402251	In	16:55:16	16:55:59	00:43.9	00:27.8	00:00.0	00:16.1	00:27.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ANEL	7	SIP/Lumen
110	50402324	In	17:01:19	17:01:54	00:35.7	00:25.8	00:00.0	00:09.9	00:25.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JENNIFER	14	SIP/Lumen
10/28/2023																				
111	50404815	In	08:49:39	08:52:10	02:31.6	00:20.8	00:00.0	02:10.8	00:20.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	2	SIP/Lumen
112	504051																			

138	50460485	Out	16:00:42	16:01:39	00:57.2	00:14.0	00:00.0	00:38.4	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		MARTHA	19	SIP/ATT_Fl
139	50460487	In	15:58:34	16:01:56	03:22.6	00:26.1	00:59.4	01:57.1	00:26.1	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARTHA	19	SIP/Lumen
140	50460559	In	16:20:48	16:21:24	00:36.7	00:14.9	00:00.0	00:21.8	00:14.9	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ANEL	7	SIP/Lumen
11/05/2023																			
141	50462841	In	11:07:34	11:08:31	00:57.7	00:56.8	00:00.0	00:00.9	00:56.8	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	2	SIP/Lumen
142	50463452	In	13:24:38	13:25:09	00:31.9	00:02.2	00:00.0	00:29.7	00:02.2	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ARIAJH	23	SIP/Lumen
11/06/2023																			
143	50466014	In	07:13:08	07:16:17	03:09.8	00:04.7	02:56.3	00:08.8	00:04.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	RUBEN	6	SIP/Lumen
144	50466158	In	07:24:55	07:25:50	00:55.2	00:24.9	00:00.0	00:30.3	00:24.9	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	33	SIP/Lumen
145	50469731	In	10:56:43	10:57:33	00:50.8	00:28.1	00:00.0	00:22.7	00:28.1	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	STEPHANIE	25	SIP/Lumen
146	50469933	In	11:20:05	11:20:37	00:32.6	00:15.7	00:00.0	00:16.9	00:15.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	21	SIP/Lumen
147	50469987	In	11:25:21	11:26:16	00:55.1	00:21.3	00:00.0	00:33.8	00:21.3	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JESSICA	14	SIP/Lumen
148	50470005	In	11:27:53	11:28:49	00:56.9	00:29.3	00:00.0	00:27.6	00:29.3	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ARIAJH	23	SIP/Lumen
149	50470036	In	11:31:27	11:32:05	00:38.8	00:15.1	00:00.0	00:23.7	00:15.1	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	2	SIP/Lumen
150	50470275	In	11:53:41	11:54:06	00:25.6	00:08.4	00:00.0	00:17.2	00:08.4	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	DANIELA	20	SIP/Lumen
151	50470542	In	12:06:10	12:07:19	01:09.5	00:30.9	00:00.0	00:38.6	00:30.9	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	21	SIP/Lumen
152	50471146	In	12:33:08	12:33:51	00:43.9	00:28.7	00:00.0	00:15.2	00:28.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBIN.R	34	SIP/Lumen
153	50471246	In	12:37:02	12:38:39	01:37.0	00:01.8	00:00.0	01:35.2	00:01.8	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ARIAJH	23	SIP/Lumen
154	50474130	In	16:55:02	16:55:33	00:31.0	00:17.3	00:00.0	00:13.7	00:17.3	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JENNIFER	14	SIP/Lumen
155	50474245	In	17:03:10	17:03:42	00:32.6	00:12.2	00:00.0	00:20.4	00:12.2	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	DANIELA	20	SIP/Lumen
11/07/2023																			
156	50476465	In	07:05:00	07:05:17	00:17.6	00:05.1	00:00.0	00:12.5	00:05.1	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JESSICA	14	SIP/Lumen
157	50476843	In	07:37:05	07:37:30	00:25.8	00:10.3	00:00.0	00:15.5	00:10.3	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELISAROSE	18	SIP/Lumen
158	50480239	In	11:56:34	11:56:46	00:12.6	00:12.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	2	SIP/Lumen
159	50480281	In	11:59:15	11:59:48	00:33.8	00:33.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	YVETT	10	SIP/Lumen
160	50480315	In	12:00:44	12:02:04	01:20.9	01:12.6	00:00.0	00:08.3	01:12.6	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	NANA	5	SIP/Lumen
161	50480346	In	12:04:06	12:04:25	00:19.9	00:03.7	00:00.0	00:16.2	00:03.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	NAYALY	41	SIP/Lumen
162	50481032	In	12:40:14	12:41:05	00:51.2	00:21.4	00:00.0	00:29.8	00:21.4	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	2	SIP/Lumen
163	50483604	In	16:55:21	16:56:12	00:51.5	00:37.6	00:00.0	00:13.9	00:37.6	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	NAYALY	41	SIP/Lumen
164	50484426	In	19:04:07	19:09:25	05:18.0	00:04.5	01:23.7	02:09.9	00:04.5	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARTHA	19	SIP/Lumen
165	50484427	Out	19:06:22	19:09:25	03:03.4	00:18.3	00:00.0	01:02.6	00:02.0	00:00.0	00:00.0	00:00.0	00:00.2	N	8495		MARTHA	19	SIP/ATT_Fl
11/08/2023																			
166	50486440	In	07:50:05	07:52:30	02:25.7	00:09.0	00:00.0	02:16.7	00:09.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ALEX	21	SIP/Lumen
167	50486454	Out	07:52:48	07:53:36	00:48.1	00:12.2	00:00.0	00:31.9	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		ALEX	21	SIP/ATT_Fl
168	50489291	In	11:55:37	11:55:48	00:11.6	00:03.4	00:00.0	00:08.2	00:03.4	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
169	50489756	In	12:21:50	12:22:37	00:47.3	00:01.7	00:00.0	00:45.6	00:17.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	21	SIP/Lumen
170	50490150	In	12:45:54	12:46:32	00:38.2	00:15.3	00:00.0	00:22.9	00:15.3	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	STEPHANIE	25	SIP/Lumen
171	50490197	In	12:49:27	12:49:46	00:19.4	00:07.8	00:00.0	00:11.6	00:07.8	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	DANIELA	20	SIP/Lumen
172	50490215	In	12:49:57	12:50:23	00:26.7	00:04.4	00:00.0	00:22.3	00:04.4	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	DANIELA	20	SIP/Lumen
173	50492496	In	16:54:21	16:54:57	00:36.0	00:22.2	00:00.0	00:13.8	00:22.2	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELIZBETH	22	SIP/Lumen
11/09/2023																			
174	50493797	Out	02:26:22	02:27:17	00:55.0	00:02.0	00:00.0	00:53.0	00:55.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		TIFFANY	26	SIP/ATT_Fl
175	50493800	In	02:24:19	02:27:33	03:14.9	00:33.6	00:57.1	01:44.2	00:33.6	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	TIFFANY	26	SIP/Lumen
176	50493838	In	02:55:04	02:55:58	00:54.6	00:05.4	00:00.0	00:49.2	00:05.4	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	TIFFANY	26	SIP/Lumen
177	50493841	In	03:01:32	03:02:19	00:47.9	00:07.2	00:00.0	00:40.7	00:07.2	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	TIFFANY	26	SIP/Lumen
178	50493869	Out	03:35:49	03:36:46	00:57.0	00:17.3	00:00.0	00:37.2	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		KRISTA	15	SIP/ATT_Fl
179	50493870	In	03:35:01	03:37:05	02:04.4	00:09.4	00:59.2	00:55.8	00:09.4	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	KRISTA	15	SIP/Lumen
180	50493875	In	03:47:26	03:48:03	00:37.4	00:07.1	00:00.0	00:30.3	00:07.1	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	KRISTA	15	SIP/Lumen
181	50493880	In	04:00:47	04:02:19	01:32.6	01:32.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1			
182	50493883	In	04:04:38	04:07:03	02:25.6	02:25.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1			
183	50493895	In	04:13:03	04:14:11	01:08.9	00:05.1	00:00.0	01:03.8	00:05.1	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	AMORENA	8	SIP/Lumen
184	50493918	In	04:30:09	04:30:42	00:33.0	00:04.8	00:00.0	00:28.2	00:04.8	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	TIFFANY	26	SIP/Lumen
185	50493940	In	04:39:10	04:40:55	01:45.1	01:17.3	00:00.0	00:27.8	01:17.3	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	KRISTA	15	SIP/Lumen
186	50494013	In	05:04:44	05:05:24	00:40.6	00:14.7	00:00.0	00:25.9											

224	50498852	In	12:48:07	12:48:35	00:28.9	00:17.6	00:00.0	00:11.3	00:17.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBIN.R	34	SIP/Lumen
225	50498895	In	12:49:57	12:50:39	00:42.2	00:08.2	00:00.0	00:34.0	00:08.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	STEPHANIE	25	SIP/Lumen
226	50498960	In	12:54:15	12:55:14	00:59.6	00:03.8	00:00.0	00:55.8	00:03.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	STEPHANIE	25	SIP/Lumen
227	50501414	In	16:55:20	16:57:19	01:59.3	00:08.5	00:00.0	01:50.8	00:08.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELIZBETH	22	SIP/Lumen
228	50501565	In	17:09:53	17:10:53	01:00.4	00:17.2	00:00.0	00:43.2	00:17.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELIZBETH	22	SIP/Lumen
229	50501670	In	17:22:56	17:24:24	01:28.4	00:19.7	00:00.0	01:08.7	00:19.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	SAMANTHA	6	SIP/Lumen
230	50501729	In	17:32:03	17:34:04	02:01.4	00:30.4	00:00.0	01:31.0	00:30.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JULIA	25	SIP/Lumen
231	50502134	In	19:24:33	19:25:10	00:37.1	00:04.1	00:00.0	00:33.0	00:04.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MEZZIAH	24	SIP/Lumen
232	50502179	Out	19:41:34	19:42:29	00:55.4	00:30.7	00:00.0	00:16.0	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	CAROLINA	4	SIP/ATT_Fl
233	50502180	In	19:38:57	19:43:05	04:08.2	00:05.9	00:57.5	03:04.8	00:05.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	CAROLINA	4	SIP/Lumen
234	50502218	Out	19:54:59	19:55:36	00:37.3	00:09.2	00:00.0	00:20.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	CAROLINA	4	SIP/ATT_Fl
11/10/2023																				
235	50503632	In	06:58:26	06:59:20	00:54.0	00:23.2	00:00.0	00:30.8	00:23.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	RUBEN	6	SIP/Lumen
236	50504140	In	07:45:48	07:45:54	00:06.3	00:06.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1			SIP/Lumen
237	50504637	In	08:15:10	08:18:27	03:17.6	00:28.4	00:40.5	02:08.7	00:28.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	HOLDJESSICA	14	SIP/Lumen
238	50504669	In	08:19:11	08:20:37	01:26.5	00:19.5	00:00.0	01:07.0	00:19.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ALEX	21	SIP/Lumen
239	50504790	In	08:25:49	08:28:09	02:20.7	00:18.7	00:46.8	01:15.2	00:18.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	HOLDCHANDRA	12	SIP/Lumen
240	50504799	In	08:28:31	08:28:45	00:14.2	00:14.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	LETICIA	16	SIP/Lumen
241	50504815	Out	08:28:16	08:29:46	01:30.5	00:11.1	00:00.0	01:16.2	00:00.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	HOLDCHANDRA	12	SIP/ATT_Fl
242	50504858	In	08:31:11	08:31:56	00:45.2	00:35.1	00:00.0	00:10.1	00:35.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	BREANNA	0	SIP/Lumen
243	50504971	In	08:38:45	08:39:22	00:37.9	00:05.9	00:00.0	00:32.0	00:05.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBIN.R	33	SIP/Lumen
244	50505248	In	08:54:10	08:58:08	03:58.4	00:02.8	03:32.5	00:23.1	00:02.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	HOLDCHANDRA	12	SIP/Lumen
245	50505822	In	09:27:15	09:29:02	01:47.4	00:01.6	01:40.2	00:05.6	00:01.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBIN.R	33	SIP/Lumen
246	50505840	In	09:29:23	09:30:16	00:53.3	00:18.6	00:00.0	00:34.7	00:18.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBIN.R	33	SIP/Lumen
247	50506027	In	09:38:56	09:39:58	01:02.9	00:07.7	00:00.0	00:55.2	00:07.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	AMANDA	17	SIP/Lumen
248	50506077	In	09:42:35	09:42:43	00:08.1	00:00.6	00:00.0	00:07.5	00:00.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	SARA	39	SIP/Lumen
249	50506161	In	09:42:55	09:48:20	05:25.9	00:06.4	05:03.0	00:16.5	00:06.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	HOLDCHANDRA	12	SIP/Lumen
250	50506546	In	10:15:38	10:16:14	00:36.0	00:11.7	00:00.0	00:24.3	00:11.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	BREANNA	0	SIP/Lumen
251	50506736	In	10:27:29	10:28:30	01:01.9	00:22.1	00:00.0	00:39.8	00:22.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	AMANDA	17	SIP/Lumen
252	50506886	In	10:36:34	10:40:46	04:12.8	00:04.2	04:02.7	00:05.9	00:04.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBIN.R	33	SIP/Lumen
253	50506921	In	10:40:59	10:43:27	02:28.0	01:22.7	00:00.0	01:05.3	01:22.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	BREANNA	0	SIP/Lumen
254	50507355	In	11:18:23	11:19:08	00:45.1	00:20.0	00:00.0	00:25.1	00:20.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	NANA	5	SIP/Lumen
255	50507395	In	11:21:21	11:21:43	00:22.8	00:08.4	00:00.0	00:14.4	00:08.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	NANA	5	SIP/Lumen
256	50507500	In	11:30:12	11:30:51	00:39.2	00:06.8	00:00.0	00:32.4	00:06.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ARIAJH	25	SIP/Lumen
257	50507526	In	11:32:25	11:33:03	00:38.6	00:18.4	00:00.0	00:20.2	00:18.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MIRACLE	11	SIP/Lumen
258	50507597	In	11:38:12	11:38:35	00:23.6	00:03.9	00:00.0	00:19.7	00:03.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MEZZIAH	24	SIP/Lumen
259	50507630	In	11:39:50	11:40:29	00:39.4	00:07.3	00:00.0	00:32.1	00:07.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	DANIELA	20	SIP/Lumen
260	50507746	In	11:49:19	11:50:13	00:54.4	00:30.6	00:00.0	00:23.8	00:30.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MEZZIAH	24	SIP/Lumen
261	50507901	Out	11:59:04	11:59:58	00:54.9	00:25.6	00:00.0	00:24.6	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MEZZIAH	24	SIP/ATT_Fl
262	50507921	In	11:57:45	12:01:09	03:24.3	00:08.7	01:00.6	02:15.0	00:08.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MEZZIAH	24	SIP/Lumen
263	50507978	In	12:03:33	12:03:55	00:22.6	00:02.6	00:00.0	00:20.0	00:02.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MEZZIAH	24	SIP/Lumen
264	50508119	In	12:11:58	12:12:17	00:19.4	00:01.6	00:00.0	00:17.8	00:01.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	NAYALY	41	SIP/Lumen
265	50508316	In	12:22:17	12:23:11	00:54.3	00:23.5	00:00.0	00:30.8	00:23.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	DANIELA	20	SIP/Lumen
266	50508339	In	12:23:36	12:24:02	00:26.0	00:00.6	00:00.0	00:25.4	00:00.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELISAROSE	18	SIP/Lumen
267	50508477	Out	12:30:04	12:31:26	01:22.5	00:08.5	00:00.0	01:10.4	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MEZZIAH	24	SIP/ATT_Fl
268	50508494	In	12:24:59	12:32:34	07:35.5	00:06.3	01:29.5	05:59.7	00:06.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MEZZIAH	24	SIP/Lumen
269	50508568	In	12:33:41	12:36:28	02:47.3	00:27.1	02:14.0	00:06.2	00:27.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MEZZIAH	24	SIP/Lumen
270	50508932	In	12:53:21	12:55:28	02:07.4	00:29.7	01:11.2	00:26.5	00:29.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	HOLDNAYALY	41	SIP/Lumen
271	50509040	In	12:58:47	13:00:09	01:22.7	00:24.3	00:00.0	00:58.4	00:24.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JESSICA	14	SIP/Lumen
272	50509108	In	13:01:49	13:03:46	01:57.3	00:03.3	01:49.6	00:04.4	00:03.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBIN.R	33	SIP/Lumen
273	50509171	In	13:05:59	13:06:43	00:44.4	00:08.7	00:00.0	00:35.7	00:08.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	AMANDA	17	SIP/Lumen
274	50509228	In	13:08:55	13:09:42	00:47.7	00:12.0	00:00.0	00:35.7	00:12.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	DANIELA	20	SIP/Lumen
275	50509260	In	13:10:33	13:11:48	01:15.8	00:13.3	00:00.0	01:02.5	00:13.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JESSICA	14	SIP/Lumen
276	50509397	In	13:17:59	13:18:24	00:25.6	00:04.4	00:00.0	00:21.2	00:04.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARTHA	19	SIP/Lumen
277	50509405	In	13:18:29	13:18:53	00:24.8	00:03.9	00:00.0	00:20.9	00:03.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	DANIELA	20	SIP/Lumen
278	50509415	In	13:19:00	13:19:29	00:29.9	00:05.4	00:00.0	00:24.5	00:05.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	DANIELA	20	SIP/Lumen
279	50509699	In	13:35:42	13:36:20	00:38.0															

314	50513105	Out	19:58:02	20:00:00	01:58.9	00:08.6	00:00.0	01:44.1	00:00.2	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		SAMANTHA,P	31	SIP/ATT_Flk
315	50513159	In	20:22:12	20:24:12	02:00.3	00:37.8	00:00.0	01:22.5	00:37.8	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARTHA	19	SIP/Lumen
316	50513172	In	20:27:53	20:29:59	02:06.9	00:04.7	00:00.0	02:02.2	00:04.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ANEL	7	SIP/Lumen
11/11/2023																			
317	50513910	In	06:34:57	06:36:07	01:10.4	00:08.1	00:00.0	01:02.3	00:08.1	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ALEX	21	SIP/Lumen
318	50514070	In	07:18:49	07:20:11	01:22.0	00:08.1	00:00.0	01:13.9	00:08.1	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	2	SIP/Lumen
319	50514160	In	07:37:34	07:39:03	01:29.8	00:06.0	00:00.0	01:23.8	00:06.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MIRACLE	11	SIP/Lumen
320	50514223	In	07:53:09	07:53:49	00:40.5	00:40.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ALEX	21	SIP/Lumen
321	50514247	In	07:57:18	07:57:45	00:27.9	00:27.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1			SIP/Lumen
322	50514333	In	08:05:48	08:07:23	01:32.2	00:05.4	00:00.0	01:26.8	00:05.4	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JULIA	25	SIP/Lumen
323	50514429	In	08:19:51	08:20:16	00:25.4	00:04.3	00:00.0	00:21.1	00:04.3	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	BREANNA	0	SIP/Lumen
324	50515074	Out	09:41:24	09:42:17	00:53.2	00:13.3	00:00.0	00:36.3	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		NAYALY	41	SIP/ATT_Flk
325	50515078	In	09:40:24	09:42:36	02:12.5	00:06.8	00:55.3	01:10.4	00:06.8	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	NAYALY	41	SIP/Lumen
326	50515112	In	09:45:41	09:45:52	00:11.3	00:11.1	00:00.0	00:00.2	00:11.1	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	2	SIP/Lumen
327	50515141	In	09:46:29	09:48:51	02:22.9	00:39.7	00:00.0	01:43.2	00:39.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	RUBEN	6	SIP/Lumen
328	50515241	In	10:02:16	10:02:42	00:26.7	00:06.9	00:00.0	00:19.8	00:06.9	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELIZBETH	22	SIP/Lumen
329	50517154	In	14:09:07	14:10:03	00:56.2	00:01.7	00:00.0	00:54.5	00:01.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ARIAJH	25	SIP/Lumen
11/12/2023																			
330	50519698	In	09:56:22	09:57:20	00:58.0	00:06.8	00:00.0	00:51.2	00:06.8	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	AMORENA	8	SIP/Lumen
331	50519926	In	10:41:51	10:43:03	01:12.1	00:03.5	00:00.0	01:08.6	00:03.5	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELISAROSE	18	SIP/Lumen
332	50519933	Out	10:43:44	10:44:14	00:30.8	00:08.8	00:00.0	00:18.9	00:00.3	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		ELISAROSE	18	SIP/ATT_Flk
333	50519935	In	10:44:12	10:44:38	00:26.3	00:06.4	00:00.0	00:19.9	00:06.4	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	RUBEN	6	SIP/Lumen
334	50519960	In	10:48:27	10:50:27	02:00.8	00:18.7	00:00.0	01:42.1	00:18.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
335	50519967	Out	10:50:54	10:51:45	00:51.5	00:12.6	00:00.0	00:34.8	00:00.5	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		ROBERT	28	SIP/ATT_Flk
336	50520013	In	11:00:02	11:01:50	01:48.4	00:08.5	00:00.0	01:39.9	00:08.5	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	0	SIP/Lumen
337	50520032	In	11:03:33	11:04:02	00:29.7	00:27.7	00:00.0	00:02.0	00:27.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	0	SIP/Lumen
338	50520046	In	11:05:29	11:06:22	00:53.0	00:53.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
339	50520053	In	11:06:31	11:07:12	00:41.8	00:20.8	00:00.0	00:21.0	00:20.8	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
340	50520085	In	11:11:44	11:12:32	00:48.0	00:06.0	00:00.0	00:42.0	00:06.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	STEPHANIE	25	SIP/Lumen
341	50520109	In	11:15:25	11:17:22	01:57.8	00:14.5	00:00.0	01:43.3	00:14.5	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ARIAJH	23	SIP/Lumen
342	50520112	In	11:17:37	11:17:54	00:17.5	00:01.8	00:00.0	00:15.7	00:01.8	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	0	SIP/Lumen
343	50520115	In	11:18:09	11:18:48	00:39.3	00:02.4	00:00.0	00:36.9	00:02.4	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARTHA	19	SIP/Lumen
344	50520129	In	11:22:40	11:23:38	00:58.5	00:04.5	00:00.0	00:54.0	00:04.5	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	YVETT	10	SIP/Lumen
345	50520193	In	11:36:15	11:39:32	03:17.0	00:03.7	00:00.0	03:13.3	00:03.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
346	50520197	Out	11:39:47	11:40:31	00:44.0	00:06.4	00:00.0	00:34.6	00:00.4	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		ROBERT	28	SIP/ATT_Flk
347	50520208	Out	11:40:52	11:42:13	01:21.1	00:05.6	00:00.0	01:06.0	00:00.4	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		ROBERT	28	SIP/ATT_Flk
348	50520231	In	11:44:57	11:46:26	01:29.8	00:14.6	00:00.0	01:15.2	00:14.6	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ARIAJH	23	SIP/Lumen
349	50520351	In	12:23:13	12:23:43	00:30.5	00:03.4	00:00.0	00:27.1	00:03.4	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
350	50520591	In	13:34:32	13:35:36	01:04.0	00:16.8	00:00.0	00:47.2	00:16.8	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	2	SIP/Lumen
351	50520931	In	15:18:33	15:19:19	00:46.6	00:04.1	00:00.0	00:42.5	00:04.1	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARTHA	19	SIP/Lumen
352	50521101	In	16:22:15	16:22:52	00:37.5	00:03.8	00:00.0	00:33.7	00:03.8	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE,G	40	SIP/Lumen
353	50521172	In	16:42:36	16:44:08	01:32.8	00:15.6	00:00.0	01:17.2	00:15.6	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	SAMANTHA,P	31	SIP/Lumen
354	50521175	Out	16:44:17	16:45:16	00:59.9	00:32.6	00:00.0	00:24.0	00:00.2	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		SAMANTHA,P	31	SIP/ATT_Flk
355	50521261	In	17:10:53	17:11:44	00:51.9	00:10.9	00:00.0	00:41.0	00:10.9	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
356	50521739	In	21:06:51	21:07:36	00:45.3	00:45.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARIAT	41	SIP/Lumen
11/13/2023																			
357	50521980	In	00:18:36	00:20:22	01:46.7	00:40.7	00:00.0	01:06.0	00:40.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	CAROLINA	4	SIP/Lumen
358	50522820	In	06:33:37	06:34:41	01:04.5	00:17.9	00:00.0	00:46.6	00:17.9	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	STEPHANIE	25	SIP/Lumen
359	50523439	In	07:42:07	07:42:53	00:46.0	00:19.4	00:00.0	00:26.6	00:19.4	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	2	SIP/Lumen
360	50526956	In	11:56:17	11:56:53	00:36.6	00:22.9	00:00.0	00:13.7	00:22.9	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	YVONNE	34	SIP/Lumen
361	50527115																		



402	50531229	In	17:58:52	17:59:33	00:41.5	00:04.4	00:00.0	00:37.1	00:04.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ANEL	7	SIP/Lumen
403	50531241	In	18:00:37	18:01:11	00:34.0	00:15.6	00:00.0	00:18.4	00:15.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JULIA	25	SIP/Lumen
404	50531257	In	18:01:15	18:02:22	01:07.8	00:12.7	00:00.0	00:55.1	00:12.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	SAMANTHA,P	31	SIP/Lumen
405	50531283	In	18:05:37	18:06:09	00:32.1	00:01.7	00:00.0	00:30.4	00:01.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	SAMANTHA,P	31	SIP/Lumen
406	50531293	In	18:06:51	18:08:23	01:32.3	00:03.2	00:00.0	01:29.1	00:03.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE,G	40	SIP/Lumen
407	50531298	In	18:08:44	18:09:22	00:38.1	00:03.8	00:00.0	00:34.3	00:03.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ANEL	7	SIP/Lumen
408	50531312	In	18:10:13	18:11:13	01:00.8	00:22.9	00:00.0	00:37.9	00:22.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JULIA	25	SIP/Lumen
409	50531336	In	18:15:31	18:17:02	01:31.6	00:11.6	00:00.0	01:20.0	00:11.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ARIAJH	23	SIP/Lumen
410	50531360	In	18:22:01	18:23:13	01:12.6	00:17.9	00:00.0	00:54.7	00:17.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE,G	40	SIP/Lumen
411	50531382	In	18:26:25	18:27:01	00:36.0	00:02.8	00:00.0	00:33.2	00:02.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARTHA	19	SIP/Lumen
412	50531399	In	18:29:55	18:31:14	01:19.1	00:04.6	00:00.0	01:14.5	00:04.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
413	50531413	In	18:34:22	18:35:24	01:02.2	00:08.5	00:00.0	00:53.7	00:08.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	SAMANTHA,P	31	SIP/Lumen
414	50531417	In	18:35:59	18:36:23	00:24.3	00:04.1	00:00.0	00:20.2	00:04.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JULIA	25	SIP/Lumen
415	50531430	In	18:38:22	18:39:20	00:58.8	00:06.3	00:00.0	00:52.5	00:06.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	YVETT	9	SIP/Lumen
416	50531449	In	18:44:06	18:44:50	00:44.1	00:11.1	00:00.0	00:33.0	00:11.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	YVETT	9	SIP/Lumen
417	50531463	In	18:48:27	18:48:54	00:27.5	00:03.6	00:00.0	00:23.9	00:03.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	YVONNE	34	SIP/Lumen
418	50531550	In	19:12:13	19:12:56	00:43.8	00:03.1	00:00.0	00:40.7	00:03.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARTHA	19	SIP/Lumen
419	50531587	In	19:23:45	19:23:45	00:00.7	00:00.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1			SIP/Lumen
420	50531592	In	19:25:14	19:25:51	00:37.1	00:05.4	00:00.0	00:31.7	00:05.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	YVETT	9	SIP/Lumen
421	50531652	In	19:42:41	19:43:08	00:27.6	00:04.0	00:00.0	00:23.6	00:04.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ANEL	7	SIP/Lumen
422	50531685	In	20:03:53	20:04:38	00:45.6	00:07.0	00:00.0	00:38.6	00:07.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE,G	40	SIP/Lumen
423	50531793	In	20:56:47	20:57:22	00:35.0	00:02.5	00:00.0	00:32.5	00:02.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	SAMANTHA,P	31	SIP/Lumen

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424	50532369	Out	05:23:08	05:24:18	01:10.3	00:01.9	00:00.0	01:08.4	01:10.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		STEPHANIE	25	SIP/ATT_Fk
425	50532371	In	05:21:22	05:24:53	03:31.2	00:01.9	01:12.6	02:16.7	00:01.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	STEPHANIE	25	SIP/Lumen
426	50532448	In	05:51:26	05:52:31	01:05.3	00:16.2	00:00.0	00:49.1	00:16.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	AMORENA	8	SIP/Lumen
427	50532688	In	06:36:34	06:37:01	00:27.0	00:11.0	00:00.0	00:16.0	00:11.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	AMORENA	8	SIP/Lumen
428	50532873	In	07:00:30	07:01:04	00:34.1	00:34.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1			SIP/Lumen
429	50532942	In	07:06:08	07:08:07	01:59.2	00:49.2	00:00.0	01:10.0	00:49.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	2	SIP/Lumen
430	50533006	In	07:10:11	07:14:49	04:38.8	00:13.3	03:41.9	00:43.6	00:13.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	HOLDMICHELLE	0	SIP/Lumen
431	50533065	In	07:18:02	07:18:49	00:47.9	00:10.9	00:00.0	00:37.0	00:10.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	AMANDA	17	SIP/Lumen
432	50533095	In	07:20:38	07:21:10	00:32.6	00:07.1	00:00.0	00:25.5	00:07.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	AMANDA	17	SIP/Lumen
433	50533156	In	07:26:12	07:26:50	00:38.7	00:09.9	00:00.0	00:28.8	00:09.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	STEPHANIE	25	SIP/Lumen
434	50533263	In	07:36:12	07:36:44	00:32.5	00:00.8	00:00.0	00:31.7	00:00.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	0	SIP/Lumen
435	50533639	In	08:03:11	08:03:53	00:42.5	00:14.4	00:00.0	00:28.1	00:14.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	2	SIP/Lumen
436	50536437	In	11:56:15	11:57:06	00:51.8	00:09.8	00:00.0	00:42.0	00:09.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	STEPHANIE	25	SIP/Lumen
437	50536719	In	12:12:02	12:12:59	00:57.4	00:01.5	00:00.0	00:55.9	00:01.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	NANA	5	SIP/Lumen
438	50536767	In	12:16:07	12:16:50	00:43.1	00:30.9	00:00.0	00:12.2	00:30.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	2	SIP/Lumen
439	50536858	Out	12:21:34	12:21:41	00:07.8	00:02.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		ELISAROSE	18	SIP/ATT_Fk
440	50536869	Out	12:22:05	12:22:20	00:15.0	00:01.9	00:00.0	00:13.1	00:15.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		ELISAROSE	18	SIP/ATT_Fk
441	50536885	Out	12:22:24	12:23:33	01:09.4	00:21.3	00:00.0	00:45.1	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		ELISAROSE	18	SIP/ATT_Fk
442	50536902	In	12:19:30	12:24:37	05:07.8	00:08.8	02:48.7	02:10.3	00:08.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELISAROSE	18	SIP/Lumen
443	50539799	In	16:59:25	17:00:00	00:35.4	00:25.4	00:00.0	00:10.0	00:25.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELIZBETH	22	SIP/Lumen
444	50540811	In	20:35:39	20:38:39	03:00.3	00:07.6	00:00.0	02:52.7	00:07.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARTHA	19	SIP/Lumen

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445	50542152	In	07:26:48	07:27:12	00:24.5	00:06.5	00:00.0	00:18.0	00:06.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ALEX	21	SIP/Lumen
446	50542454	In	08:00:35	08:01:00	00:25.7	00:18.8	00:00.0	00:06.9	00:18.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	STEPHANIE	25	SIP/Lumen
447	50545223	In	11:55:19	11:55:31	00:12.8	00:01.6	00:00.0	00:11.2	00:01.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	0	SIP/Lumen
448	50545270	In	11:59:16	12:00:01	00:45.2	00:45.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1			SIP/Lumen
449	50545279	In	12:00:15	12:00:29	00:14.8	00:14.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1			SIP/Lumen
450	50545292	In	12:00:40	12:01:42	01:02.5	00:27.7	00:00.0	00:34.8	00:27.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	0	SIP/Lumen
451	50546020	In	12:44:43	12:45:15	00:32.1	00:07.8	00:00.0	00:24.3	00:07.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
452	50546131	In	12:52:27	12:52:57	00:30.2	00:17.8	00:00.0	00:12.4	00:17.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	0	SIP/Lumen
453	50546162	In	12:54:15	12:54:36	00:21.6	00:09.7	00:00.0	00:11.9	00:09.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	0	SIP/Lumen
454	50548644	In	16:55:37	16:56:00	00:23.9	00:04.3	00:00.0	00:19.6	00:04.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARIAT	21	SIP/Lumen

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455	50550955	In	07:27:50	07:28:18	00:28.8	00:23.6	00:00.0	00:05.2	00:23.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	0	SIP/Lumen
456	50553735	In	11:53:22	11:53:42	00:20.9	00:09.0	00:00.0	00:11.9	00:09.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
457	50554833	In	13:01:00	13:01:49	00:49.2	00:23.4	00:00.0	00:25.8	00:23.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELISAROSE	18	SIP/Lumen
458	50556867	In	16:56:01	16:56:36	00:35.2	00:19.5	00:00.0	00:15.7	00:19.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
459	50557843	In	19:35:12	19:36:08	00:56.9	00:56.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1			SIP/Lumen



484	50590669	In	13:02:06	13:02:33	00:27.3	00:06.7	00:00.0	00:20.6	00:06.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JASMIN	2	SIP/Lumen
485	50592798	In	16:53:55	16:54:27	00:32.8	00:16.4	00:00.0	00:16.4	00:16.4	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	SAMANTHA.P	31	SIP/Lumen
11/22/2023																			
486	50595283	In	07:59:41	08:00:13	00:32.9	00:17.0	00:00.0	00:15.9	00:17.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	AMORENA	8	SIP/Lumen
487	50598061	In	11:56:29	11:57:18	00:49.9	00:15.3	00:00.0	00:34.6	00:15.3	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	STEPHANIE	25	SIP/Lumen
488	50598480	In	12:18:59	12:19:19	00:20.1	00:07.0	00:00.0	00:13.1	00:07.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBIN.R	20	SIP/Lumen
489	50598556	In	12:22:07	12:22:38	00:31.9	00:15.6	00:00.0	00:16.3	00:15.6	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	YVETT	9	SIP/Lumen
490	50598656	In	12:26:48	12:27:20	00:32.8	00:17.9	00:00.0	00:14.9	00:17.9	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
491	50600965	In	14:54:16	14:56:07	01:51.6	00:36.0	00:00.0	01:15.6	00:36.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	GENNY	41	SIP/Lumen
492	50601186	Out	15:14:17	15:14:55	00:38.7	00:16.2	00:00.0	00:18.1	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		JENNIFER	5	SIP/ATT_Fk
493	50601189	In	15:12:32	15:15:23	02:51.7	00:13.7	00:50.0	01:48.0	00:13.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JENNIFER	5	SIP/Lumen
494	50601786	In	16:00:21	16:01:11	00:50.3	00:19.7	00:00.0	00:30.6	00:19.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELIZBETH	22	SIP/Lumen
495	50601823	In	16:02:42	16:03:51	01:09.1	00:05.7	00:00.0	01:03.4	00:05.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE.G	40	SIP/Lumen
496	50602085	Out	16:22:10	16:23:03	00:53.7	00:29.5	00:00.0	00:22.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		ROBIN.R	20	SIP/ATT_Fk
497	50603252	In	19:40:53	19:42:33	01:40.6	00:01.0	00:00.0	01:39.6	00:01.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JULIA	25	SIP/Lumen
11/23/2023																			
498	50603722	Out	05:12:07	05:13:05	00:58.6	00:15.3	00:00.0	00:40.5	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		KRISTA	15	SIP/ATT_Fk
499	50603723	In	05:10:31	05:13:22	02:51.5	00:05.5	01:00.7	01:45.3	00:05.5	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	KRISTA	15	SIP/Lumen
500	50603726	In	05:16:45	05:17:35	00:50.3	00:05.2	00:00.0	00:45.1	00:05.2	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	AMORENA	8	SIP/Lumen
501	50603728	Out	05:17:42	05:18:14	00:32.7	00:09.5	00:00.0	00:15.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		AMORENA	8	SIP/ATT_Fk
11/24/2023																			
502	50610720	In	09:53:33	09:54:14	00:41.2	00:10.6	00:17.4	00:13.2	00:10.6	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	RUBEN	6	SIP/Lumen
503	50611043	In	10:06:40	10:07:12	00:32.9	00:04.9	00:00.0	00:28.0	00:04.9	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE.G	40	SIP/Lumen
504	50614395	In	12:57:01	12:57:25	00:24.5	00:06.0	00:00.0	00:18.5	00:06.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBIN.R	20	SIP/Lumen
505	50614608	In	13:09:54	13:10:18	00:24.1	00:10.8	00:00.0	00:13.3	00:10.8	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	CHANDRA	12	SIP/Lumen
506	50616297	In	14:56:20	14:56:50	00:30.2	00:11.8	00:00.0	00:18.4	00:11.8	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARTHA	19	SIP/Lumen
507	50616678	In	15:23:52	15:24:14	00:22.5	00:09.2	00:00.0	00:13.3	00:09.2	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE.G	40	SIP/Lumen
508	50616806	In	15:34:12	15:34:40	00:28.7	00:07.2	00:00.0	00:21.5	00:07.2	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARTHA	19	SIP/Lumen
509	50617296	In	16:17:35	16:18:12	00:37.5	00:09.7	00:00.0	00:27.8	00:09.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	GENNY	21	SIP/Lumen
11/25/2023																			
510	50619916	Out	09:31:04	09:32:14	01:10.9	00:21.8	00:00.0	00:46.0	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		NANA	5	SIP/ATT_Fk
511	50619943	In	09:28:27	09:36:18	07:51.6	00:01.0	04:24.2	03:26.4	00:01.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	CHANDRA	12	SIP/Lumen
512	50620197	In	10:11:09	10:11:31	00:22.4	00:10.5	00:00.0	00:11.9	00:10.5	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELIZBETH	22	SIP/Lumen
11/26/2023																			
513	50625232	In	16:01:23	16:01:47	00:24.8	00:24.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MARTHA	19	SIP/Lumen
11/27/2023																			
514	50626936	In	06:39:24	06:39:55	00:31.2	00:31.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1			SIP/Lumen
515	50626973	In	06:44:34	06:44:40	00:06.9	00:01.6	00:00.0	00:05.3	00:01.6	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	STEPHANIE	25	SIP/Lumen
516	50631830	In	11:56:02	11:56:56	00:54.0	00:42.9	00:00.0	00:11.1	00:42.9	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MIRACLE	11	SIP/Lumen
517	50632179	In	12:11:03	12:11:28	00:25.4	00:15.8	00:00.0	00:09.6	00:15.8	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	0	SIP/Lumen
518	50632312	In	12:16:09	12:16:37	00:28.3	00:08.8	00:00.0	00:19.5	00:08.8	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
519	50635810	In	16:51:48	16:53:38	01:50.0	01:20.5	00:00.0	00:29.5	01:20.5	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	SAMANTHA.P	31	SIP/Lumen
11/28/2023																			
520	50641980	In	11:54:37	11:54:49	00:12.5	00:02.4	00:00.0	00:10.1	00:02.4	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELISAROSE	18	SIP/Lumen
521	50642645	In	12:31:29	12:31:48	00:19.7	00:06.2	00:00.0	00:13.5	00:06.2	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MIRACLE	11	SIP/Lumen
522	50645428	In	16:59:15	16:59:30	00:15.6	00:01.5	00:00.0	00:14.1	00:01.5	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	SAMANTHA.P	31	SIP/Lumen
523	50646244	Out	19:13:27	19:14:14	00:47.6	00:13.6	00:00.0	00:31.6	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495		JOSE	24	SIP/ATT_Fk
524	50646246	In	19:11:48	19:14:32	02:44.1	00:03.4	00:49.8	01:50.9	00:03.4	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JOSE	24	SIP/Lumen
11/29/2023																			
525	50650925	In	11:56:06	11:56:25	00:19.7	00:09.3	00:00.0	00:10.4	00:09.3	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBIN.R	20	SIP/Lumen
526	50651355	In	12:17:33	12:18:21	00:48.3	00:32.8	00:00.0	00:15.5	00:32.8	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	21	SIP/Lumen
527	50651555	In	12:28:36	12:29:18	00:42.4	00:31.0	00:00.0	00:11.4	00:31.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	YVETT	9	SIP/Lumen
528	50651992	In	12:53:47	12:54:49	01:02.9	01:02.9	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1			SIP/Lumen
529	50652315	In	13:11:59	13:13:09	01:10.1	01:10.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	YVETT	9	SIP/Lumen
530	50652420	In	13:13:14	13:19:09	05:55.8	00:31.8	04:19.3	01:04.7	00:31.8	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	HOLDNAYALY	41	SIP/Lumen
531	50652561	In	13:27:55	13:28:39	00:43.4	00:11.7	00:00.0	00:31.7	00:11.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ARIANA	33	SIP/Lumen
532	50654489	In	16:56:05	16:56:41	00:36.6	00:13.7	00:00.0	00:22.9	00:13.7	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	SAMANTHA	6	SIP/Lumen
11/30/2023																			
533	50656474	In	06:35:40	06:36:40	01:00.4	00:22.2	00:00.0	00:38.2	00:22.2	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	0	SIP/Lumen
534	50659954	In	11:53:52	11:54:11	00:19.1	00:07.1	00:00.0	00:12.0	00:07.1	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	21	SIP/Lumen
535																			

560	50688437	In	11:48:42	11:49:03	00:21.1	00:05.0	00:00.0	00:16.1	00:05.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	21	SIP/Lumen
561	50688559	In	11:55:40	11:56:19	00:39.3	00:25.0	00:00.0	00:14.3	00:25.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELIZBETH	27	SIP/Lume
562	50688734	In	12:04:40	12:04:56	00:16.1	00:02.7	00:00.0	00:13.4	00:02.7	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	JESSICA	14	SIP/Lumen
563	50688802	In	12:07:29	12:07:48	00:19.3	00:03.8	00:00.0	00:15.5	00:03.8	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	BREANNA	0	SIP/Lumen
564	50689248	In	12:27:09	12:27:50	00:41.7	00:10.3	00:00.0	00:31.4	00:10.3	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBIN.R	33	SIP/Lumen
565	50691663	In	15:16:43	15:16:51	00:08.6	00:02.0	00:00.0	00:06.6	00:02.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ELIZBETH	22	SIP/Lumen
566	50692630	In	16:56:03	16:56:27	00:24.5	00:03.1	00:00.0	00:21.4	00:03.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	SAMANTHA.P	31	SIP/Lumen
12/05/2023																				
567	50695853	In	08:01:21	08:02:01	00:40.4	00:32.4	00:03.2	00:04.8	00:32.4	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	AMORENA	8	SIP/Lumen
568	50698870	In	11:59:26	11:59:51	00:25.2	00:17.5	00:00.0	00:07.7	00:17.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	BREANNA	0	SIP/Lumen
569	50698979	In	12:04:26	12:05:07	00:41.1	00:08.0	00:00.0	00:33.1	00:08.0	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	NAYALY	41	SIP/Lumen
570	50702779	In	17:46:54	17:47:32	00:38.3	00:23.5	00:00.0	00:14.8	00:23.5	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBERT	28	SIP/Lumen
12/06/2023																				
571	50707449	In	11:53:58	11:54:15	00:17.1	00:07.2	00:00.0	00:09.9	00:07.2	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	ROBIN.R	33	SIP/Lumen
572	50707546	In	12:00:44	12:01:03	00:19.6	00:03.6	00:00.0	00:16.0	00:03.6	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	MICHELLE	21	SIP/Lumen
573	50710760	In	16:52:13	16:52:43	00:30.1	00:12.1	00:00.0	00:18.0	00:12.1	00:00.0	00:00.0	00:00.0	00:00.0	00:00.0	N	8495	1	YVETT	7	SIP/Lumen
573			09:46:59.7	02:27:33.2	01:13:20.6	05:51:23.4	01:58:56.6	00:00:00.0	00:00:00.0	00:00:00.0	00:00:00.0	00:00:00.0	00:04:09.3	0						

# Totals

Reported Calls	573
Call Time	09:46:59
Average Call Time	00:01:01
Calls with Talk Time	538
Total Talk Time	05:51:23
Average Talk Time	00:00:39
Hold Calls	47
Total Hold Time	01:13:20
Average Hold Time	00:01:33
Percent On Hold	8%
Auto Answered	0
Percent Auto Answered	0%

RECEIVED DEC 18 2023

Northwood Backflow services

2261 Athens Ave.  
Redding, CA 96001**Invoice**

Date	Invoice #
12/14/2023	17032

Bill To

**CLEAR CREEK C.S.D.**  
**ATTN. ROBERTO**  
**5880 OAK ST.**  
**ANDERSON, CA 96007**

GM Approval *[Signature]*BK Initials *[Signature]*Job/PO # Backflow test-certAmt to Pay \$ 5325.00GL & Dept 4405-500

P.O. No.	Terms	Due Date	Project
		12/14/2023	

Quantity	Description	Rate	Amount
90	Annual backflow test & certification	55.00	4,950.00
5	Testing of device larger than 2"	75.00	375.00
	California Sales Tax	7.25%	0.00

PLEASE note the invoice number on your check and we thank you for your business!

<b>Subtotal</b>	\$5,325.00
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<b>Total</b>	\$5,325.00
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<b>Balance Due</b>	\$5,325.00
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**WATERWORKS**  
3995 OLD 44 DRIVE  
REDDING, CA 96003-0000

UM Approval

BK Initials

Job/PO #

Amt to Pay \$

GL & Dept

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
1829081	\$7,496.17	409921	1 of 1

PLEASE REFER TO INVOICE NUMBER WHEN  
MAKING PAYMENT AND REMIT TO:

FERGUSON WATERWORKS #1423  
PO BOX 740827  
LOS ANGELES, CA 90074-0827

Please contact with Questions: 916-311-0000

MASTER ACCOUNT NUMBER: 112154

SHIP TO:

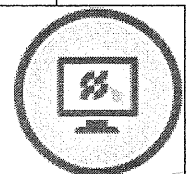
CLEAR CREEK COMMUNITY SERVICES DIST  
5880 OAK STREET  
ANDERSON, CA 96007



SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
1425	1425	CA45AN	EMAIL ROBERTO 11/21	JG	24"PIPE & COUPLINGGS	12/11/23	IO 91358
ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION		UNIT PRICE	UM	AMOUNT
			***COUPLINGS*** STD SHOPCOAT,ALLOY N&B FREIGHT MAY BE ADDED BASED ON TIME NEEDS AND WILL BE DETERMINED AT TIME OF SHIPMENT.				
20	0	DR18BP24	24 C900 DR18 CL235 PVC GJ BLUE PIPE			FT	0.00
2	2	RRC5012580238500	*CVR* RC501-25.80 X 23.85 COUP SHOP		3478.500	EA	6957.00
			INVOICE SUB-TOTAL				6957.00
			TAX		Shasta/Anderson		539.17
*****							
LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.							
*****							
WATER FLOW RATE NOTICE: LAVATORY FAUCETS WITH FLOW RATES OVER 0.5 GPM ARE NOT ALLOWED FOR 'PUBLIC USE' IN CALIFORNIA.							

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Log in to **Ferguson.com** and request access to Online Bill Pay.



TERMS: NET 10TH PROX

ORIGINAL INVOICE

TOTAL DUE

\$7,496.17

All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH.

Computer Logistics  
CORPORATIONGM Approval [Signature]BK Initials [Signature]Job/PO # 3 months ex. SVC. needsAmt to Pay \$ 825.00GL & Dept 50515-100Computer Logistics  
1135 Pine Street  
Suite 202  
Redding, CA 96001  
(530) 241-3131
**Bill To:**  
 Clear Creek Community Services District  
 Attn: Accounting  
 5880 Oak Street  
 Anderson, CA 96007  
 United States


Date	Invoice
12/03/2023	84720
Account	
Clear Creek CSD	

Terms	Due Date	PO Number	Reference
Net 10	12/13/2023		General IT Support

Services	Hours	Rate	Amount
<b>Billable Services</b>			
Technician	0.25	0.00	\$0.00
Technician	5.00	165.00	\$825.00
<b>Total Services:</b>			<b>\$825.00</b>
Make checks payable to Computer Logistics Corporation Please include invoice number(s) that you are remitting payment on for all payments to ensure that your payment is applied to the proper invoice.  Interest of 1.5% per month may be added to all invoices over 30 days. Additional fees may apply on invoices over 31 days.		<b>Invoice Subtotal:</b>	\$825.00
		<b>Sales Tax:</b>	\$0.00
		<b>Invoice Total:</b>	<b>\$825.00</b>
		<b>Payments:</b>	\$0.00
		<b>Credits:</b>	\$0.00
		<b>Balance Due:</b>	<b>\$825.00</b>

Thank you for your business

**Invoice Time Detail**

**Invoice Number:** 84720  
**Company:** Clear Creek Community Services District

**Charge To: Clear Creek Community Services District / [ACWA Conference And Exhibition 2023Attendees List] Location: 5880 Oak Street**

Date	Notes	Hours	Rate	Ext Amt
11/09/2023	<b>Service Ticket:</b> 161852 <b>Summary:</b> [ACWA Conference And Exhibition 2023Attendees List] - Reviewed email and accessed Barracuda - Blocked sender and reported message - Added notes to ticket Complete	0.25	165.00	\$41.25

**Subtotal: \$41.25**

**Charge To: Clear Creek Community Services District / [Crystal Report - New Computer Setup] Location: 5880 Oak Street**

Date	Notes	Hours	Rate	Ext Amt
10/03/2023	<b>Service Ticket:</b> 159642 <b>Summary:</b> [Crystal Report - New Computer Setup] - Reviewed ticket and emailed Melissa - Reviewed prior emails and found additional information - Contacted Melissa and discussed - Emailed CUBIC support requesting assistance - Added notes to ticket Waiting on Vendor	0.25	165.00	\$41.25
10/04/2023	<b>Service Ticket:</b> 159642 <b>Summary:</b> [Crystal Report - New Computer Setup] - Reviewed email from Rep and connected with Melissa - Connected remotely and reviewed instructions - Ran as admin and reviewed codes and keys - Confirmed information and entered codes - Received error when testing and tried again with the second set of codes - Confirmed issue is now resolved and documented information - Added notes to ticket Complete	0.75	165.00	\$123.75

**Subtotal: \$165.00**

**Charge To: Clear Creek Community Services District / [CUI Software installation for Clear Creek CSD] Location: 5880 Oak Street**

Date	Notes	Hours	Rate	Ext Amt
11/07/2023	<b>Service Ticket:</b> 161739	0.25	165.00	\$41.25

<b>Summary:</b> [CUSI Software installation for Clear Creek CSD] - Reviewed ticket and contacted CCCSD - Confirmed they are out Friday but can leave their computers on if we need to work on them - Emailed Drew advising and added notes to ticket Waiting on Vendor				
11/10/2023	<b>Service Ticket:</b> 161739	1.25	165.00	\$206.25
<b>Summary:</b> [CUSI Software installation for Clear Creek CSD] - Received call from Drew and connected to workstations - Worked with Drew to install CUSI on all necessary workstations - Added notes to ticket Complete				

**Subtotal: \$247.50**

<b>Charge To: Clear Creek Community Services District / [EFT Remittance] Location: 5880 Oak Street</b>				
Date	Notes	Hours	Rate	Ext Amt
11/02/2023	<b>Service Ticket:</b> 161445 <b>Summary:</b> [EFT Remittance] - Reviewed email and accessed Barracuda - Reported message and blocked sender - Emailed Kayla advising and added notes to ticket Complete	0.25	165.00	\$41.25

**Subtotal: \$41.25**

<b>Charge To: Clear Creek Community Services District / [Email issue] Location: 5880 Oak Street</b>				
Date	Notes	Hours	Rate	Ext Amt
10/17/2023	<b>Service Ticket:</b> 160485 <b>Summary:</b> [Email issue] - Contacted Melissa and discussed issue - Reviewed email not received and reviewed rules, no conflicting rules - Accessed Office 365 and Barracuda - Confirmed message trace shows the email was delivered to all members except Melissa - Checked quarantine, no info found - Verified no other rules or settings would be blocking emails from going to Melissa - Removed Melissa from the group and added her back - Re-delivered message from Barracuda and confirmed it was received by Melissa - Advised the issue was potentially a one-off, but if it recurs let us know - Added notes to ticket Complete	0.75	165.00	\$123.75

**Subtotal: \$123.75**

**Charge To: Clear Creek Community Services District / [McAfee Help] Location: 5880 Oak Street**

Date	Notes	Hours	Rate	Ext Amt
10/31/2023	<b>Service Ticket:</b> 161339 <b>Summary:</b> [McAfee Help] - Connected remotely, found pop-up is gone - Sent message to Melissa, stated she's still getting pop-ups - Accessed site settings and removed site from being allowed to send notifications - Reviewed start settings and confirmed the issue is resolved - Added notes to ticket Complete	0.25	165.00	\$41.25

**Subtotal: \$41.25****Charge To: Clear Creek Community Services District / [Question on our Adobe account] Location: 5880 Oak Street**

Date	Notes	Hours	Rate	Ext Amt
10/17/2023	<b>Service Ticket:</b> 160499 <b>Summary:</b> [Question on our Adobe account] - Sent ticket notification email - Added notes to ticket Complete	0.25	0.00	\$0.00

**Subtotal: \$0.00****Charge To: Clear Creek Community Services District / Fw: Professional Report of Tank Truck Bodies 2024 forecast -Your Competitors Are Analyzed Location: 5880 Oak Street**

Date	Notes	Hours	Rate	Ext Amt
11/16/2023	<b>Service Ticket:</b> 162348 <b>Summary:</b> Fw: Professional Report of Tank Truck Bodies 2024 forecast -Your Competitors Are Analyzed - Accessed Barracuda, reported message, and added the sender domain to the blocked list - Added notes to ticket Complete	0.25	165.00	\$41.25

**Subtotal: \$41.25****Charge To: Clear Creek Community Services District / Fw: clearcreekcsd Location: 5880 Oak Street**

Date	Notes	Hours	Rate	Ext Amt
11/06/2023	<b>Service Ticket:</b> 161624 <b>Summary:</b> Fw: clearcreekcsd - Reviewed ticket and email - Accessed Barracuda and located emails - Reported emails and accessed domain management - Blocked sender domain on both domains - Emailed Melissa advising of completion	0.25	165.00	\$41.25



- Added notes to ticket  
Complete

Subtotal: \$41.25

**Charge To: Clear Creek Community Services District / Printer help Location: 5880 Oak Street**

Date	Notes	Hours	Rate	Ext Amt
10/02/2023	<b>Service Ticket:</b> 159559 <b>Summary:</b> Printer help - Contacted Melissa and logged in remotely - Reviewed and found the driver installed does not have 2-sided options - Located driver and installed, set preferences and defaults to 2-sided - Tested printing successfully - Added notes to ticket Complete	0.25	165.00	\$41.25

Subtotal: \$41.25

**Charge To: Clear Creek Community Services District / Roberto's workstation alerting of virus Location: 5880 Oak Street**

Date	Notes	Hours	Rate	Ext Amt
11/08/2023	<b>Service Ticket:</b> 161754 <b>Summary:</b> Roberto's workstation alerting of virus - Reviewed ticket and contacted Kayla - Accessed Roberto's computer and cleared site notifications causing fake virus pop-ups - Advised Kayla its a false positive and Roberto is not infected - Added notes to ticket Complete	0.25	165.00	\$41.25

Subtotal: \$41.25



0085 1910-7980 Clear Creek Community Services District

# CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	12/14/23	10101	3,948.05	
		11020	12/14/23	10102	1,834.70	
		11040	12/14/23	10103	1,156.12	
		11010	12/14/23	10104	1,662.52	
		20050	12/14/23	10105	2,057.27	
		20010	12/14/23	10106	2,090.44	
		20040	12/14/23	10107	1,418.05	
		20060	12/14/23	10108	1,376.62	
		20030	12/14/23	10109	2,627.02	
		30040	12/14/23	10110	1,935.18	
		30010	12/14/23	10111	3,626.81	
		BANK ACCOUNT TOTAL				23,732.78
11 Transaction(s)						
		COMPANY TOTAL			23,732.78	0.00
		11 Transaction(s)				

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	12/28/23		-3,948.05	
		10010	12/28/23	10114	3,948.05	
		11040	12/28/23	10115	1,107.40	
		11010	12/28/23	10116	1,657.27	
		20050	12/28/23	10117	1,867.31	
		20010	12/28/23	10118	2,580.77	
		20040	12/28/23	10119	1,596.77	
		20060	12/28/23	10120	1,430.37	
		20030	12/28/23	10121	2,072.00	
		30040	12/28/23	10122	2,261.97	
		30010	12/28/23	10123	3,626.81	
		BANK ACCOUNT TOTAL				18,200.67
11 Transaction(s)						
		COMPANY TOTAL			18,200.67	0.00
		11 Transaction(s)				



0085 1910-7980 Clear Creek Community Services District

# CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	01/11/24	10124	3,587.40	
		11040	01/11/24	10125	1,628.02	
		11010	01/11/24	10126	841.07	
		20050	01/11/24	10127	1,421.31	
		20010	01/11/24	10128	2,118.24	
		20040	01/11/24	10129	1,423.66	
		20060	01/11/24	10130	1,793.66	
		20030	01/11/24	10131	2,654.85	
		30040	01/11/24	10132	2,125.47	
		30010	01/11/24	10133	2,986.08	
				BANK ACCOUNT TOTAL	20,579.76	0.00
				10 Transaction(s)		
				COMPANY TOTAL	20,579.76	0.00
				10 Transaction(s)		

# Clear Creek Community Services District

## Profit & Loss

### December 2023

	Dec 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
11000 · Revenue - Customer Accts	
11005 · Base Rate Charge	141,841.44
11010 · Domestic Water Sales	39,168.78
11020 · Agricultural Water Sales	6,474.55
11050 · Penalty-Exceeded WA Allocation	894.91
<b>Total 11000 · Revenue - Customer Accts</b>	<b>188,379.68</b>
12000 · Revenue - Water Service	
12010 · Turn On Fees	434.62
12035 · Backflow Maint Charge	521.01
12100 · Misc. Revenue	8,485.45
<b>Total 12000 · Revenue - Water Service</b>	<b>9,441.08</b>
13000 · Designated Revenue -Non Op	
13005 · Filter Plant Repayment Charge	20,604.59
13010 · Recycle Backwash Water Charge	1,616.83
13015 · State Loan Repayment Charge	3,204.33
13025 · WIIN Act Repayment Charge	5,496.87
<b>Total 13000 · Designated Revenue -Non Op</b>	<b>30,922.62</b>
15000 · Revenue - Taxes	
15005 · Taxes-General Property	682.45
<b>Total 15000 · Revenue - Taxes</b>	<b>682.45</b>
<b>Total Income</b>	<b>229,425.83</b>
<b>Gross Profit</b>	<b>229,425.83</b>
<b>Expense</b>	
29000 · Supply Cost	
29005 · Water Purchase	
29010 · USBR Water Purchased	1,318.32
<b>Total 29005 · Water Purchase</b>	<b>1,318.32</b>
<b>Total 29000 · Supply Cost</b>	<b>1,318.32</b>
30000 · Water Treatment Plant	
30100 · Utilities	
30105 · WTP - PGE 8185	2,780.94
30110 · Pond - PGE 3611	279.34
30115 · WTP - AT&T 2316	288.16
30120 · WTP - AT&T 1026	31.43
30125 · Internet	50.00
<b>Total 30100 · Utilities</b>	<b>3,429.87</b>
30170 · Supplies	27.61
30200 · WTP Repair & Maintenance O&M	4,825.76
30400 · Water Quality Analysis	159.69
30500 · Vehicle Maintenance & Expense	
30505 · Fuel Expense	295.90
30525 · GM Truck Chev Colorado - Unit 9	901.54
<b>Total 30500 · Vehicle Maintenance &amp; Expense</b>	<b>1,197.44</b>
<b>Total 30000 · Water Treatment Plant</b>	<b>9,640.37</b>
40000 · Distribution	
40200 · Utilities	
40205 · Cloverdale Rd N.Boost- PGE 4189	227.39
40210 · Clear Crk/HV - PGE 9574	68.65
<b>Total 40200 · Utilities</b>	<b>296.04</b>
40300 · Safety Equipment & Training	

# Clear Creek Community Services District

## Profit & Loss

### December 2023

	Dec 23
40310 · Personal Safety Equipment	114.53
Total 40300 · Safety Equipment & Training	114.53
40400 · Repair & Maintenance (O&M)	
40405 · Backflow Device Testing	5,325.00
40430 · Inventory/Tools	11,377.01
40400 · Repair & Maintenance (O&M) - Other	32,200.63
Total 40400 · Repair & Maintenance (O&M)	48,902.64
40500 · Vehicle Maintenance & Expense	
40505 · Fuel Expense	1,100.18
40535 · Chevy PU 2015 - Unit 10	1,716.61
Total 40500 · Vehicle Maintenance & Expense	2,816.79
Total 40000 · Distribution	52,130.00
41000 · Wells & Booster Station	
41100 · Utilities	
41105 · Wells 1 & 2 - PGE 2671	198.28
41110 · Well #3 - PGE 2838	248.63
41115 · So. Booster - AT&T 2121	5.00
41116 · So. Booster - AT&T 6708	322.89
41120 · So. Booster - Internet	30.00
Total 41100 · Utilities	804.80
41200 · Water Quality Analysis	568.20
Total 41000 · Wells & Booster Station	1,373.00
50000 · Administration/ General	
50100 · Utilities	
50105 · Oak St.- PGE 2838	901.14
50110 · 2 Outdoor Lights - PGE 3564	20.57
50120 · Verizon - On-call Cell Phone	52.01
50130 · Answering Service	439.41
50135 · Telephone - TDS	355.89
Total 50100 · Utilities	1,769.02
50200 · Office Supplies	279.42
50315 · Postage	125.00
50320 · Meal Reimbursements	1,607.58
50325 · Registration and Reimbursements	690.00
50330 · Bank Service Fee/Finance Charge	1,255.08
50500 · Special & Professional Services	
50510 · Director Fees	400.00
50515 · Server & Computer Maintenance	
50517 · Software Subscriptions	323.24
50515 · Server & Computer Maintenance - Other	1,374.25
Total 50515 · Server & Computer Maintenance	1,697.49
50520 · Legal	725.00
50525 · Engineering	0.00
50530 · Equipment Maintenance & Lease	2,364.58
50535 · Building & Ground Maint.-Office	
50536 · Waste Management	304.56
50535 · Building & Ground Maint.-Office - Other	216.04
Total 50535 · Building & Ground Maint.-Office	520.60
50540 · OPEB Valuation & Actuarial	3,993.00
Total 50500 · Special & Professional Services	9,700.67
51400 · Employee Benefits	
51405 · Guardian - Vision, Dental, Life	1,845.34

## Clear Creek Community Services District

## Profit &amp; Loss

December 2023

	Dec 23
51435 · CalPERS Health Insurance Exp	19,958.87
51440 · CalPERS Retirement Contribution	4,850.04
51455 · Uniform Service	272.04
Total 51400 · Employee Benefits	26,926.29
51600 · Retiree Benefits	
51605 · Retiree Health Benefit - Direct	367.91
51610 · CalPERS Health Ins- Retiree	8,667.78
Total 51600 · Retiree Benefits	9,035.69
51700 · Property Taxes Paid	166.25
52000 · Interest Expense	
52005 · RCAC Loan Interest (dump truck)	289.51
Total 52000 · Interest Expense	289.51
53000 · Customer Accounts & Billing	
53015 · Supplies	
53025 · Billing Supplies & Materials	2,827.65
Total 53015 · Supplies	2,827.65
53016 · Meter Reading/ License	113.10
Total 53000 · Customer Accounts & Billing	2,940.75
Total 50000 · Administration/ General	54,785.26
60000 · Payroll Expense -Salary & Wages	
60100 · Payroll Exp - Administration/GM	11,578.98
60200 · Payroll Exp - Distribution	27,876.05
60300 · Payroll Exp - Water Treatment	15,512.98
60500 · Payroll Exp - Customer Accts	15,721.08
60000 · Payroll Expense -Salary & Wages - Other	49,810.85
Total 60000 · Payroll Expense -Salary & Wages	120,499.94
80000 · Grants	
80010 · Backwash Pond Grant D2202015	
80011 · Engineering	0.00
80012 · Materials and Equipment	216.60
Total 80010 · Backwash Pond Grant D2202015	216.60
80020 · SCADA Electrical Grant D2118158	
80021 · Engineering	15,666.93
80022 · Materials and Equipment	27,913.43
Total 80020 · SCADA Electrical Grant D2118158	43,580.36
Total 80000 · Grants	43,796.96
Total Expense	283,543.85
Net Ordinary Income	-54,118.02
Net Income	-54,118.02



5880 Oak Street, Anderson, CA 96007  
Phone: (530) 357-2121 Fax: (530) 357-3723

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## MEMO

**Date:** January 17<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** 6 - Old business/New Business (Discussion/Action)

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### Discussion:

#### 6.a – USBR Account Reconciliation (Discussion)

This item for discussion on Account Reconciliation update, and other USBR water related items

We are dealing with the new payments recap spreadsheet from the USBR and the credits for this water year still tracking – as mentioned we have an updated “recap” sheet from the Bureau because the “Restoration” and “Trinity PUD” accounts are different from the water accounts and cannot have water credits attributed to them.

If more, then reported at meeting.

### Recommendation:

Review, Discussion, provide direction to GM.

---

### Discussion/Action:

#### 6.b – Standing Committee Community Membership Selection (Discussion / Action)

The District Board updated the Administrative policies in July 2023, and opened up the Board’s standing committees to community membership. The Board then approved the application and timing of posting / requesting the application due by mid December and for selection at the January meeting. The Due date was later moved to January 10<sup>th</sup> 2024.

The District posted the Community membership applications, updated the Committee descriptions and listed the current board membership on a “CCCSO Standing Committees” page on the website.

See item memo for more background and discussion.

### Recommendation:

Review, Discussion (interview candidates), and by Motion to appoint community members to their selected committees.

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### **6.c – Fiscal Year Through 2<sup>nd</sup> Quarter (6mo) Activity P&L to Budget and Budget Adjustment** (Discussion/Action)

When the board adopted the FY 2024 budget in June of 2023, they also set up a process for quarterly review of Actuals to Budget, and if needed an opportunity to adjust the budget.

In this report, the staff is also providing a Balance Sheet, for all to see accounts, loan balances and more.

The Board can approve or provide edits to be brought back for approval.

See the more detailed memo for the item.

#### **Recommendation:**

Review, Discussion, Provide input/direction and Approve by Motion budget adjustments if any.

---

### **6.d – Retiree Medical Plan change and MOU approval** (Discussion/Action)

Based on the “MOU” article 25.4d –

The changes require the board to make multiple actions:

- i. Resolution 2024-01: Rescinding Current Retiree Vesting (Discussion/Action)
- ii. Resolution 2024-02: Establishing Required Minimum as new Retiree Medical (Discussion/Action)
- iii. Amended Memorandum of Understanding (MOU) February 2, 2024 between the Clear Creek Community Services District and Local Union 792, United Public Employees of California (UPEC) for District employees (Discussion/Action)
- iv. Authorize GM to use Accounts to fund the employee OPEB funds return (Discussion/Action)
- v. Authorize GM to implement new payments/reimbursements for retiree medical program for current district retirees and to sign agreement with a company like Mid America Trust to handle this program (Discussion/Action)

See the more detailed memo for the item.

#### **Recommendation:**

Review, Discussion, Provide input/direction and Approve by Motion budget adjustments if any.

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5880 Oak Street, Anderson, CA 96007  
Phone: (530) 357-2121 Fax: (530) 357-3723

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## MEMO

**Date:** January 17<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** **6a** – USBR Account Reconciliation

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### Discussion:

#### **6.a** –

This item for discussion on Account Reconciliation update, and other USBR water related items

We are dealing with the new payments recap spreadsheet from the USBR and the credits for this water year still tracking – as mentioned we have an updated “recap” sheet from the Bureau because the “Restoration” and “Trinity PUD” accounts are different from the water accounts and cannot have water credits attributed to them.

Water year discussion – preliminary and not much from Bureau to date – other than a “normal” year after 2023 should be sufficient.

If more, then reported at meeting.

### Recommendation:

Review, Discussion, provide direction to GM.

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5880 Oak Street, Anderson, CA 96007  
Phone: (530) 357-2121 Fax: (530) 357-3723

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## MEMO

**Date:** January 17<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re: 6b – Standing Committee Assignments and Community Membership Selection (Discussion/Action)**

---

### Discussion/Action:

#### **6b – Standing Committee Assignments and Community Membership Selection (Discussion / Action)**

- 📁 The practice of the District is to Assign or Confirm Board member Assignments to it's Standing Committees at the first meeting of the year.
  - Attached is the current Board assignments to each Standing Committee
  - Also listed are the Board members assignments to ACWA/JPIA and EAGSA.
- 📁 The Board is asked to confirm or assign its members to fill the seats on the Committees.
  - By Motion confirm the assignments.
- 📁 The District Board updated the Administrative policies in July 2023, and opened up the Board's standing committees to community membership. The Board then approved the application and timing of posting / requesting the application due by mid-December and for selection at the January meeting. The due date for application submittal was later moved to January 10<sup>th</sup> 2024.
- 📁 The District posted the Community membership applications, updated the Committee descriptions and listed the current board membership on a "CCCSD Standing Committees" page on the website.
- 📁 Process:
  - Review the Applications for each committee (in your packet) and make recommendation for committee membership.
  - Finance Committee:
    - No applications submitted.
  - Agriculture Committee
    - Audra Harl
    - Dennis Possehn
    - Robert Wharton
    - Jerry Hill
  - Planning and Steering Committee
    - No Applications submitted.

### Recommendation:

Review, Discussion, and by motion confirm board assignments and community member selections to standing committees.

**Clear Creek CSD  
Board Member Committee Membership  
And Representative Assignments**

**List as per Administrative Policy 2023**

**Date: As of December 2023**

<u>Committee:</u>	Member	Member	Alternate
Finance:	<u>Scott McVay</u>	<u>Beverly Fickes</u>	<u>Pam Beaver</u>
Community:	<u></u>	<u></u>	

Description: The Board's standing Financial Committee shall be concerned with the financial management of the CCCSD, including the preparation and oversight of an annual budget, and the Rates and Fee Schedule, quarterly General Ledger review and oversight of reserve accounts, review of the annual audit, major expenditures and customer water rates. The Financial Committee shall meet a minimum of once a quarter.

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Agriculture:	<u>Scott McVay</u>	<u>Logan Johnston</u>	<u>Vacant</u>
Community:	<u></u>	<u></u>	

Description: The Board's standing Agricultural Committee shall be concerned with promoting and preserving agricultural customers and assisting them with regulatory compliance, such as Annual Crop Reports. The Agricultural Committee shall meet a minimum of twice a year.

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Planning/Steering:	<u>Terry Lincoln</u>	<u>Pam Beaver</u>	<u>Logan Johnston</u>
Community:	<u></u>	<u></u>	

Description: The Board's Standing Planning and Steering Committee shall be concerned with the formulation and oversight of plans, future capital planning and policies and updating and reviewing policies for arranging, realizing, and/or achieving CCCSD daily operations and goals. The Planning and Steering Committee shall meet a minimum of once a quarter.

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Assignments:

JPIA:	<u>Beverly Fickes</u>	
EAGSA:	<u>Scott McVay</u>	Alternate <u>Beverly Fickes</u>



5880 OAK STREET, ANDERSON, CALIFORNIA 96007

[www.clearcreekcsd.org](http://www.clearcreekcsd.org)

## COMMITTEE APPLICATION

For

### Community Members

If you are interested in serving on the Clear Creek C.S.D. Committee and a customer in the District, please complete the application and return it to:

5880 Oak Street, Anderson, CA 96007 or email: [cccsd@clearcreekcsd.org](mailto:cccsd@clearcreekcsd.org)

Due Date: December 20<sup>th</sup> 2023

The District Board of Directors through its Administrative General Policies has determined that Community representation on their Standing Committees would benefit the District and community. Interested Community members are invited to apply for a committee and the Board will appoint community members for one year annually to their selected Committee.

The three Clear Creek CSD Standing Committees available for community members:

The Agriculture Committee, Finance Committee, and Planning and Steering Committee

#### Appointment will be made at:

The Public Meeting is scheduled for January 17<sup>th</sup> 2024: 6PM. Attendance is required.

(Circle Committee applying to:)

COMMITTEE: Agriculture, Finance, Planning/Steering

DATE: 12/13/23

NAME: Dr. Audra Harl

RESIDENCE: ADDRESS: 16614 Pony Dr.

BUSINESS OR MAILING ADDRESS: \_\_\_\_\_

PHONE (DAYTIME): 209-968-9161 PHONE (EVENING): same

EMAIL: aharl@shastacollege.edu

Note: Committee meeting dates and times are called by the Committee chair, Generally at 6pm during weekdays. Indicate your meeting time/dates preference. \_\_\_\_\_

Background:

#### EDUCATION

Institution	Major	Degree	Year
<u>Virginia Tech</u>	<u>ANSC</u>	<u>PhD</u>	<u>2018</u>

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**WORK/VOLUNTEER EXPERIENCE**

Organization	City	Position	Year-From/To

**STATEMENT OF QUALIFICATIONS:**

Please briefly describe your qualifications and why you are interested in serving on a Committee of the Clear Creek CSD.

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**CERTIFICATION:** I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.



Signature

12/13/23

Date

Committee Descriptions

The Board's standing Agricultural Committee shall be concerned with promoting and preserving agricultural customers and assisting them with regulatory compliance, such as Annual Crop Reports.

The Board's standing Financial Committee shall be concerned with the financial management of the Clear Creek CSD including the preparation and oversight of an annual budget, and oversight of reserve accounts and major expenditures.

The Board's standing Planning and Steering Committee shall be concerned with the formulation of plans and policies for arranging, realizing, and/or achieving Clear Creek CSD goals.



5880 OAK STREET, ANDERSON, CALIFORNIA 96007

[www.clearcreekcsd.org](http://www.clearcreekcsd.org)

## COMMITTEE APPLICATION

For

### Community Members

If you are interested in serving on the Clear Creek C.S.D. Committee and a customer in the District, please complete the application and return it to:

5880 Oak Street, Anderson, CA 96007 or email: [cccsd@clearcreekcsd.org](mailto:cccsd@clearcreekcsd.org)

Due Date: December 20<sup>th</sup> 2023

The District Board of Directors through its Administrative General Policies has determined that Community representation on their Standing Committees would benefit the District and community. Interested Community members are invited to apply for a committee and the Board will appoint community members for one year annually to their selected Committee.

The three Clear Creek CSD Standing Committees available for community members:  
The Agriculture Committee, Finance Committee, and Planning and Steering Committee

#### Appointment will be made at:

The Public Meeting is scheduled for January 17<sup>th</sup> 2024: 6PM. Attendance is required.

(Circle Committee applying to:)

COMMITTEE: Agriculture, Finance, Planning/Steering

DATE: December 8, 2023

NAME: Dennis Possehn

RESIDENCE: ADDRESS: 17395 Coyote Lane, Anderson, CA 96007

BUSINESS OR MAILING ADDRESS: \_\_\_\_\_

PHONE (DAYTIME): 530-524-1217 PHONE (EVENING): 530-524-1217

EMAIL: dp4ster395@gmail.com

Note: Committee meeting dates and times are called by the Committee chair, Generally at 6pm during weekdays. Indicate your meeting time/dates preference. \_\_\_\_\_

Background:

#### EDUCATION

Institution	Major	Degree	Year
Northern Arizona University	Forestry	B.S. Forest Mgt.	1973

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### WORK/VOLUNTEER EXPERIENCE

Organization	City	Position	Year-From/To
H.V. Firewise	Happy Valley	Firewise Leader	2022-2023
Shasta Co. Fire Safe Council	Redding	Grant Committee Chair	2022-2023
Ad Hoc Water Committee	Happy Valley	Member	2020-2021

### STATEMENT OF QUALIFICATIONS:

Please briefly describe your qualifications and why you are interested in serving on a Committee of the Clear Creek CSD.

I have been an Ag Customer of CCCSD since the late 1980s. I have raised livestock for several years and currently rent our parcel out for livestock pasture. I started and was a member of the previous Ag Committee. I own 42 acres of farmland in Ionia County, lower Michigan raising Corn, Soybeans and Winter Wheat.

I believe I would bring to the committee experience and knowledge needed to enhance and promote agriculture in Happy Valley. I am also in favor of a program where customers can buy water in advance to ensure delivery. I also would work to ensure water rates for agricultural users are fair and reasonable. I have served on several committees and am a Team Player. I can help on the annual crop reports.

**CERTIFICATION:** I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

  
Signature

December 8, 2023

Date

### Committee Descriptions

The Board's standing Agricultural Committee shall be concerned with promoting and preserving agricultural customers and assisting them with regulatory compliance, such as Annual Crop Reports.

The Board's standing Financial Committee shall be concerned with the financial management of the Clear Creek CSD including the preparation and oversight of an annual budget, and oversight of reserve accounts and major expenditures.

The Board's standing Planning and Steering Committee shall be concerned with the formulation of plans and policies for arranging, realizing, and/or achieving Clear Creek CSD goals.





5880 OAK STREET, ANDERSON, CALIFORNIA 96007

[www.clearcreekcsd.org](http://www.clearcreekcsd.org)

## COMMITTEE APPLICATION

For

### Community Members

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5880 Oak Street, Anderson, CA 96007 or email: [cccsd@clearcreekcsd.org](mailto:cccsd@clearcreekcsd.org)

Due Date: January 10<sup>th</sup> 2023

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The three Clear Creek CSD Standing Committees available for community members:  
The Agriculture Committee, Finance Committee, and Planning and Steering Committee

#### Appointment will be made at:

The Public Meeting is scheduled for January 17<sup>th</sup> 2024: 6PM. Attendance is required.

(Circle Committee applying to:)

COMMITTEE: Agriculture Finance, Planning/Steering

DATE: 01-08-2024

NAME: Robert O. Wharton

RESIDENCE: ADDRESS: 16275 Scout Avenue, Anderson (Happy Vallwy), CA 96007

BUSINESS OR MAILING ADDRESS: P.O. Box 993742, Redding, CA 96099

PHONE (DAYTIME): 530-242-0792 PHONE (EVENING): 530-242-0792

EMAIL: rowharton@gmail.com

Note: Committee meeting dates and times are called by the Committee chair, Generally at 6pm during weekdays. Indicate your meeting time/dates preference. No Preference  
Background:

#### EDUCATION

Institution	Major	Degree	Year
<u>Shasta Community College</u>		<u>AA, Adm, Jus,</u>	<u>1974</u>

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### WORK/VOLUNTEER EXPERIENCE

Organization	City	Position	Year-From/To
Shasta County S. O.	Shasta Co.	Dep., Sgt., Det.	1970--1983
Exchange Cub	Redding	member	approx.
			" 1979--1983

### STATEMENT OF QUALIFICATIONS:

Please briefly describe your qualifications and why you are interested in serving on a Committee of the Clear Creek CSD.

Please See Attached

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**CERTIFICATION:** I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

Robert O. Wharton  
Signature

01-08-2024  
Date

### Committee Descriptions

The Board's standing Agricultural Committee shall be concerned with promoting and preserving agricultural customers and assisting them with regulatory compliance, such as Annual Crop Reports.

The Board's standing Financial Committee shall be concerned with the financial management of the Clear Creek CSD including the preparation and oversight of an annual budget, and oversight of reserve accounts and major expenditures.

The Board's standing Planning and Steering Committee shall be concerned with the formulation of plans and policies for arranging, realizing, and/or achieving Clear Creek CSD goals.

## Robert O. Wharton

Clear Creek Community Services District  
Attention: General Manager Paul Kelley  
5880 Oak Street  
Anderson, California, 96007

01-08-2024

Dear General Manger Kelley:

The hereinbelow paragraphs of this letter are collectively the "attachment" for my "Statement of Qualifications" on the form application for the volunteer position on the Clear Creek Community Service District, Agriculture Committee.

I worked in the Shasta County justice system as a deputy sheriff and as a private investigator for approximately forty-five years. In my so-called golden years, I have been busy as a would-be farmer in Happy Valley.

The Clear Creek Community Service District (hereafter referred to as, District) is the successor to the original entity that supplied water to Happy Valley in the late 1800's: That water was not supplied for drinking—wells provided drinking water: That water was supplied for agriculture.

Happy Valley—and the rest of the southern part of Shasta County in the Sacramento River Valley—was once a major crop—orchard, annuals, and perennials—producer: Happy Valley now produces very little food other than olives, and the market for most of the types of olives grown in Happy Valley has been virtually non-existent for the last several years.

Agriculture requires sunshine, earth, and water. and rain are the primary sources of that third component for virtually all farms within the District. Because the supply of water from rain fluctuates problematically for farming in Happy Valley, the District has been and can continue to be the difference between successful harvests an unsuccessful harvests for farmers in the District.

I am developing my four-and-one-half acre parcel in Happy Valley (it is across the street from the offices of the District) into a mini-farm that will not be in significant production for two to four more years. Nevertheless, I want to encourage the unofficial association of growers in Shasta County to become an official organization with the goal of increasing the agricultural production in Happy Valley greatly, creating a farmers' market in Happy Valley, and creating a distribution system for providing Happy Valley foods to close-by communities.

Therefore, my interest in the volunteer position on the Agricultural Committee is both communal and personal: I would work diligently to serve the District that serves my community and me.

Sincerely,



Robert O. Wharton

Phone: (530) 242-0792

P.O. Box 993742 • Redding, California 96099



5880 OAK STREET, ANDERSON, CALIFORNIA 96007

[www.clearcreekcsd.org](http://www.clearcreekcsd.org)

## COMMITTEE APPLICATION

For

### Community Members

If you are interested in serving on the Clear Creek C.S.D. Committee and a customer in the District, please complete the application and return it to:

5880 Oak Street, Anderson, CA 96007 or email: [cccsd@clearcreekcsd.org](mailto:cccsd@clearcreekcsd.org)

Due Date: January 10<sup>th</sup> 2023

The District Board of Directors through its Administrative General Policies has determined that Community representation on their Standing Committees would benefit the District and community. Interested Community members are invited to apply for a committee and the Board will appoint community members for one year annually to their selected Committee.

The three Clear Creek CSD Standing Committees available for community members:

The Agriculture Committee, Finance Committee, and Planning and Steering Committee

#### Appointment will be made at:

The Public Meeting is scheduled for January 17<sup>th</sup> 2024: 6PM. Attendance is required.

(Circle Committee applying to:)

COMMITTEE: Agriculture, Finance, Planning/Steering

DATE: 01/12/2024

NAME: JERRY L HILL

RESIDENCE ADDRESS: 6181 SADDLE TRAIL

BUSINESS OR MAILING ADDRESS: SAME

PHONE (DAYTIME): 530 921 9222 PHONE (EVENING): SAME

EMAIL: Firedozer42@yahoo.com

Note: Committee meeting dates and times are called by the Committee chair, Generally at 6pm during weekdays. Indicate your meeting time/dates preference. \_\_\_\_\_

Background:

#### EDUCATION

Institution	Major	Degree	Year
<u>Shasta College</u>	<u>Ag Science</u>	<u>AA</u>	<u>81-83</u>
	<u>Fire Tech</u>	<u>AA</u>	<u>81-83</u>

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### WORK/VOLUNTEER EXPERIENCE

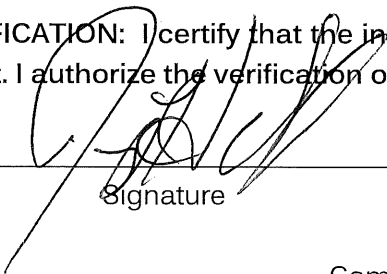
Organization	City	Position	Year-From/To
SLFPD	Skasta Lake	FF EMT Engineer	1980 - 2008
DUNSMuir Fire	Dunsmuir	FF EMT Engineer	2010 - 2018
Rocky Mount ELC	Yreka	CD Comm Chair	2010 - 2016
NWTF	Redding	Board	2019 - Now

### STATEMENT OF QUALIFICATIONS:

Please briefly describe your qualifications and why you are interested in serving on a Committee of the Clear Creek CSD.

I'm a Rancher here in Happy Valley  
I want to help get this area back  
in shape and make it where we  
can still make a living off our land

**CERTIFICATION:** I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

  
Signature

01/12/2024  
Date

### Committee Descriptions

The Board's standing Agricultural Committee shall be concerned with promoting and preserving agricultural customers and assisting them with regulatory compliance, such as Annual Crop Reports.

The Board's standing Financial Committee shall be concerned with the financial management of the Clear Creek CSD including the preparation and oversight of an annual budget, and oversight of reserve accounts and major expenditures.

The Board's standing Planning and Steering Committee shall be concerned with the formulation of plans and policies for arranging, realizing, and/or achieving Clear Creek CSD goals.



5880 Oak Street, Anderson, CA 96007  
Phone: (530) 357-2121 Fax: (530) 357-3723

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## MEMO

**Date:** January 17<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** **6c – Fiscal Year '24 through Quarter (July-December 2023) Actuals to Budget and Budget Adjustment** (Discussion/Action)

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### **6.c – Fiscal Year '24 through Quarter (July-December 2023) Actuals to Budget and Budget Adjustment** (Discussion/Action)

#### Discussion:

This is the Boards second review of this report, and staff is still working on ways to make this presentation as clear as possible, and accurate as possible.

#### For example:

- The District has broken out the Grant funds – expenses (80000) and reimbursements (16000) – as suggested and discussed in October. But that impacts the bottom line, since we have approximately 223K in expenses that haven't been reimbursed – that makes the bottom line more negative than actual.
- The tracking of the Labor expenses in the 60000 range is more granular than past years, but there are some transition challenges using Paychex (like the generic account – other). But it also shows that better tracking of overtime and on-call expenses will help in future budgeting.

This has the actuals vs budget for the first 6 months of the Fiscal Year 2024 (July – December 2023) that ends June 30<sup>th</sup>.

Reminder – this item has a recommendation for some minor budget adjustments for the Boards approval.

#### Comments and Considerations on this Budget to Actuals report:

##### Revenue:

This section shows the great effort and benefit of moving the Account Clerk from part time to full time in July. The tracking of delinquencies, sending delinquent notices, sending 24 hour shut off notices, working with customers on payment plans and getting them qualified for state assistance. The Base rate charge line item is \$135K over budget – and represents the benefit of increased payments from delinquent accounts. The other revenue accounts – like Designated revenue or Fees – show this increase as well.

This section now has “Grant Reimbursements” section – added since last quarterly review.

There are a couple of anticipated revenue in this section that has not yet arrived. The Property taxes from the County usually arrive in January and May. And its anticipated that property taxes will be \$280K. The Centerville O&M payments are usually about a month behind, and over the next six months, its anticipated that at least another \$100K to be received.

## Expenses:

### Supply Costs:

The water purchase costs are generally tracking the budget. The McConnell water purchase cost will not increase the next quarter. This represents the last of the March 2023 McConnell water purchase agreement of 400 AF in FY 24.

### Accelerated Costs:

The original budget had WIIN act payments to be \$250,000 for the year. Based on cash flow and the desire to comply with the contract and pay this final amount by the end of 2023, \$150K was paid in this first quarter – significantly more than \$250K divided by 4 quarters = 62,500. After the adoption of the budget, the District was able to make one more catch up payment in June, and the final actual amount for FY 24 is \$200,000. The October 2023 board approved amendment was to reduce this budget cost to 200K.

### Distribution O&M:

The first six months of the fiscal year has had a significant number of leaks, blow outs and large pipe blowouts. Many of these have also impacted roads – triggering expense for contractors to repair/patch/pave roads. The District has also experienced leaks/blow outs that happened off regular business hours and at some times taking 12 to 24 hours to repair. This has impacted projected expenses significantly. It has impacted the “Repair & Maintenance” account – for materials, contractors to cleanup and fix roads etc. It has impacted the “inventory/tools” account – this is combination of replacing the pipe/fittings etc for leaks and replace all the worn out tools to accomplish the repairs. These activities have also impacted the labor expense and overtime.

### Payroll Expenses:

As mentioned above – the Distribution expenses are up because of the impact of overtime on leaks/blowouts. When this Budget was adopted, the District didn’t have a good tracking of previous years Distribution overtime, so the overtime was projected to average 10 – 14 hours a pay period. For this period and these blow outs/leaks – the projection/estimate was well under the budget. But this better tracking, will help the District budget in coming years. And will help quantify the costs of aging infrastructure. This period expenses for OT costs to be monitored and as part of these numbers:

- i. WTP OT - \$5,358.23
- ii. Dist OT - \$35,773.25
- iii. Total - \$41,131.48

### Insurance Costs:

The District budgeted for Liability and Auto insurance based on approximately 5% increase from the FY 2022 expense. Both Liability and Auto Insurance expenses from ACWA/JPIA came in October and were significantly more than expected. The payments are for the year, so the large expense is in this report, and there will not be more payments. Something to note for the next budget creation.

### Grant Costs:

The Grant costs of over \$330,000 are paid from operating capital at this point and yet they are offset by future reimbursement for these expenses. The reimbursements are \$107K in this report. So the Negative amount at end of the report is all from the difference for \$223K. The discussion in October was to have these accounts break things out – so it’s easier to track and know the impacts. This points to the other discussions about Grants and Cash flow for this District without significant reserves to handle the cash flow challenges.

Budget adjustment recommendations: (Year amounts)

1. Account 30150 – Safety Equipment & Training: \$7,200 >> Increase by \$7,000
  - a. This expense impacted by risk assessment and purchased of OSHA confined space equipment and other updates to safety equipment.
2. Account 40480 – Capital Improvements: \$15,000 >> Reduce by \$15,000
  - a. This budget was increased when the thought of purchasing a new truck was contemplated and that new truck decision has been delayed. Its now contemplated to get proposals on a vacuum trailer, and budget for it in FY 25.
3. Account 40400 – Repair & Maintenance O&M: \$110,000 >> Increase by \$15,000
  - a. The impact of increased costs for blowouts/leaks repairs, pipe/fittings and contractors to fix road damage.
4. Account 50300 – Organizational Dues : \$18,000 >> Reduce \$8,000
  - a. This budget item anticipated the district joining CSDA – approximately \$8K for their finance services. Now not anticipated in FY24 – and possible in FY25 after banking RFPs and finance needs fully assessed.
5. Account 50415 – Property and Liability Insurance: \$16,000 >> Increase by \$5,000
  - a. The actual cost for this insurance came in \$5k more than budgeted – this adjustment covers that cost.
6. Account 50711 - SWRCP – CDTFA -Water Rights: \$21,000 >> Increase \$1,000
  - a. Covers the actual cost.
7. Account 50200 – Interest Expense - Other: \$9,500 >> Reduce \$15,000
  - a. Covers the actual cost. The Filter plant interest expense stays, the Filter plant bi-yearly payment covers principle and interest.
8. Account 60200 – Payroll Expense - Distribution: \$355,000 >> Increase \$10,000
  - a. The OT expenses running more than anticipated, and increasing this budget amount some to see how it tracks in coming quarters.

For the Budget adjustments, the total adjustments net to zero change to total budget. The combination of reducing expenses – Budgeted items in Organizational Dues, Interest expense, Distribution Capital Expenditures is \$38,000. And additional expenses for the items listed equal \$38,000.

**Balance Sheet**

As mentioned above, the representation of our “Designated” revenue, and at the October meeting, the District will include this Balance sheet so the Board and public know where the assets and liabilities stand. It also shows the expiration of the WIIN act liability – covered by Operating Revenues and to be reimbursed to the Operating Account over the coming 12 years.

This Balance sheet shows the assets and a way for the District to show the reserves increasing and/or usage – Checking and Reserve accounts (Designated Revenue). The Fixed assets and the Liabilities.

The Balance sheet is a snap shot as of 12/31/23 – and the timing shows a negative in the main checking that has been rectified the beginning of January.

Note that the Expansion and Modernization Reserve is \$14K more than in October – this is the growing of reserves and the 1.8% of Base Rate revenue. Also the Operation Reserve is \$13,700 more than October report and represents the growth of this reserve from 4.1% of water usage.



**Recommendation:**

Review, Discussion, Provide input and by motion approve budget adjustments.

(After the budget adjustments approved, the Staff will updated the budget document on the Website)

## Clear Creek Community Services District

## Profit &amp; Loss Budget vs. Actual

July through December 2023

	Jul - Dec 23	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
11000 · Revenue - Customer Accts		
11005 · Base Rate Charge	929,819.64	794,499.98
11010 · Domestic Water Sales	286,821.04	204,000.00
11020 · Agricultural Water Sales	93,192.84	99,999.98
11050 · Penalty-Exceeded WA Allocation	18,231.50	0.00
11055 · Reconnection Fee	0.00	0.00
<b>Total 11000 · Revenue - Customer Accts</b>	<b>1,328,065.02</b>	<b>1,098,499.96</b>
12000 · Revenue - Water Service		
12010 · Turn On Fees	2,898.32	999.98
12015 · Centerville Admin O&M	90,984.57	99,999.98
12025 · Interest / Investment Income	638.41	375.00
12030 · Convenience Fees	0.00	375.00
12035 · Backflow Maint Charge	3,110.64	1,749.98
12100 · Misc. Revenue	22,994.97	0.00
<b>Total 12000 · Revenue - Water Service</b>	<b>120,626.91</b>	<b>103,499.94</b>
13000 · Designated Revenue -Non Op		
13005 · Filter Plant Repayment Charge	135,100.06	110,000.02
13010 · Recycle Backwash Water Charge	10,041.32	5,499.98
13015 · State Loan Repayment Charge	20,798.84	14,499.98
13025 · WIIN Act Repayment Charge	35,991.49	27,500.02
<b>Total 13000 · Designated Revenue -Non Op</b>	<b>201,931.71</b>	<b>157,500.00</b>
14000 · Reserves		
14010 · WIIN Act Reserves to Operating	0.00	24,999.98
14020 · Penalties Reserve to Operating	0.00	50,000.02
<b>Total 14000 · Reserves</b>	<b>0.00</b>	<b>75,000.00</b>
15000 · Revenue - Taxes		
15005 · Taxes-General Property	38,291.38	195,000.00
<b>Total 15000 · Revenue - Taxes</b>	<b>38,291.38</b>	<b>195,000.00</b>
16000 · Grant Reimbursements		
16005 · D2118158 SCADA Electrical Grant	68,660.10	
16010 · D2202015 Backwash Ponds Grant	38,700.00	
<b>Total 16000 · Grant Reimbursements</b>	<b>107,360.10</b>	
<b>Total Income</b>	<b>1,796,275.12</b>	<b>1,629,499.90</b>
<b>Gross Profit</b>	<b>1,796,275.12</b>	<b>1,629,499.90</b>
<b>Expense</b>		
29000 · Supply Cost		
29005 · Water Purchase		
29010 · USBR Water Purchased	39,528.92	63,999.98
29015 · McConnell Water Purchased	100,000.00	62,499.98
29005 · Water Purchase - Other	0.00	0.00
<b>Total 29005 · Water Purchase</b>	<b>139,528.92</b>	<b>126,499.96</b>
29100 · WIIN Act Repayment Exp	199,394.38	99,999.98
<b>Total 29000 · Supply Cost</b>	<b>338,923.30</b>	<b>226,499.94</b>
30000 · Water Treatment Plant		
30100 · Utilities		
30105 · WTP - PGE 8185	19,227.97	
30110 · Pond - PGE 3611	3,389.27	
30115 · WTP - AT&T 2316	3,620.87	
30120 · WTP - AT&T 1026	-547.51	
30125 · Internet	298.34	
30100 · Utilities - Other	0.00	37,500.00
<b>Total 30100 · Utilities</b>	<b>25,988.94</b>	<b>37,500.00</b>
30135 · Office Supplies WTP	117.95	200.02
30140 · WTP Computer & Software	8,770.72	2,499.98
30145 · Postage	83.47	50.02
30150 · Safety Equipment & Training		
30155 · Safety Equipment - General	5,031.03	
30160 · Personal Safety Equipment	961.91	
30165 · Safety Training	555.00	

# Clear Creek Community Services District Profit & Loss Budget vs. Actual

July through December 2023

	Jul - Dec 23	Budget
30150 · Safety Equipment & Training - Other	0.00	99.98
Total 30150 · Safety Equipment & Training	6,547.94	99.98
30170 · Supplies	33.41	
30200 · WTP Repair & Maintenance O&M	47,679.04	39,999.98
30400 · Water Quality Analysis	3,622.96	8,750.02
30405 · Chemicals WTP	25,534.90	35,000.02
30500 · Vehicle Maintenance & Expense		
30505 · Fuel Expense	2,186.85	0.00
30525 · GM Truck Chev Colorado - Unit 9	5,027.17	
30500 · Vehicle Maintenance & Expense - Other	0.00	4,250.02
Total 30500 · Vehicle Maintenance & Expense	7,214.02	4,250.02
30600 · Capital Improvements	0.00	7,500.00
30000 · Water Treatment Plant - Other	0.00	0.00
Total 30000 · Water Treatment Plant	125,593.35	135,850.04
30700 · Transmission & Conduit		
30705 · Repair and Maintenance - O&M	38.35	1,500.00
Total 30700 · Transmission & Conduit	38.35	1,500.00
40000 · Distribution		
40200 · Utilities		
40205 · Cloverdale Rd N.Boost- PGE 4189	2,223.42	
40210 · Clear Crk/HV - PGE 9574	376.78	
40200 · Utilities - Other	0.00	3,999.98
Total 40200 · Utilities	2,600.20	3,999.98
40300 · Safety Equipment & Training		
40305 · Safety Equipment - General	2,757.92	
40310 · Personal Safety Equipment	2,043.55	
40300 · Safety Equipment & Training - Other	0.00	3,000.00
Total 40300 · Safety Equipment & Training	4,801.47	3,000.00
40400 · Repair & Maintenance (O&M)		
40405 · Backflow Device Testing	5,390.00	3,999.98
40410 · USA Underground	10,362.47	2,499.98
40415 · Meter Replacement	0.00	12,500.02
40420 · Tank Inspection	0.00	5,000.02
40430 · Inventory/Tools	22,744.49	9,999.98
40400 · Repair & Maintenance (O&M) - Other	107,016.88	47,499.98
Total 40400 · Repair & Maintenance (O&M)	145,513.84	81,499.96
40480 · Capital Improvements	0.00	15,000.00
40500 · Vehicle Maintenance & Expense		
40505 · Fuel Expense	13,215.51	0.00
40510 · Ram PU 2019 - Unit 1	931.53	
40525 · Freightliner 2012 Dump - Unit 7	57.42	
40530 · Dodge PU 2016 - Unit 8	1,496.15	
40535 · Chevy PU 2015 - Unit 10	4,337.46	
40540 · Chevy PU 2016 - Unit 11	705.09	
40545 · Bobcat /Backhoe	2,195.83	0.00
40500 · Vehicle Maintenance & Expense - Other	160.18	20,000.02
Total 40500 · Vehicle Maintenance & Expense	23,099.17	20,000.02
40000 · Distribution - Other	0.00	0.00
Total 40000 · Distribution	176,014.68	123,499.96
41000 · Wells & Booster Station		
41100 · Utilities		
41105 · Wells 1 & 2 - PGE 2671	5,874.90	
41110 · Well #3 - PGE 2838	6,700.69	
41115 · So. Booster - AT&T 2121	20.00	
41116 · So. Booster - AT&T 6708	1,999.51	
41120 · So. Booster - Internet	179.00	
41100 · Utilities - Other	0.00	24,999.98
Total 41100 · Utilities	14,774.10	24,999.98
41200 · Water Quality Analysis	7,312.27	500.02
41300 · Repair & Maintenance (O&M)	1,475.35	2,499.98
41305 · Chemicals	-1,908.40	750.00

## Clear Creek Community Services District

## Profit &amp; Loss Budget vs. Actual

July through December 2023

	Jul - Dec 23	Budget
Total 41000 · Wells & Booster Station	21,653.32	28,749.98
50000 · Administration/ General		
50100 · Utilities		
50105 · Oak St.- PGE 2838	7,901.90	
50110 · 2 Outdoor Lights - PGE 3564	350.05	
50120 · Verizon - On-call Cell Phone	414.68	
50125 · Propane	810.07	
50130 · Answering Service	2,670.21	
50135 · Telephone - TDS	2,053.77	
50140 · Internet	439.99	
50100 · Utilities - Other	0.00	12,500.02
Total 50100 · Utilities	14,640.67	12,500.02
50200 · Office Supplies		
50205 · Janitorial supplies	331.31	0.00
50210 · Ink and Toner	399.79	
50200 · Office Supplies - Other	2,719.17	4,500.00
Total 50200 · Office Supplies	3,450.27	4,500.00
50300 · Organizational Dues	16,691.00	12,999.98
50305 · Subscriptions	0.00	0.00
50310 · Advertising & Public Notices	0.00	999.98
50315 · Postage	2,307.18	999.98
50320 · Meal Reimbursements	2,641.39	999.98
50325 · Registration and Reimbursements	909.43	4,250.02
50330 · Bank Service Fee/Finance Charge	5,767.04	5,000.02
50400 · Insurance		
50405 · JPIA - Cyber Liability	1,105.00	3,000.00
50415 · Property & Liability Insurance	16,485.05	11,000.00
50420 · Vehicle Insurance	63,336.00	18,000.00
50400 · Insurance - Other	0.00	0.00
Total 50400 · Insurance	80,926.05	32,000.00
50500 · Special & Professional Services		
50505 · Audit Services	16,750.00	8,000.02
50510 · Director Fees	2,475.00	5,000.02
50515 · Server & Computer Maintenance		
50516 · Municipal Software		
50516.1 · Municipal Software Upgrade	10,675.00	17,499.98
50516 · Municipal Software - Other	5,699.83	5,000.02
Total 50516 · Municipal Software	16,374.83	22,500.00
50517 · Software Subscriptions	3,953.92	7,500.00
50515 · Server & Computer Maintenance - Other	8,183.81	5,000.02
Total 50515 · Server & Computer Maintenance	28,512.56	35,000.02
50520 · Legal	1,704.28	9,999.98
50525 · Engineering	4,282.50	5,000.02
50530 · Equipment Maintenance & Lease	6,279.76	9,000.00
50535 · Building & Ground Maint.-Office		
50536 · Waste Management	1,265.56	
50535 · Building & Ground Maint.-Office - Other	10,826.86	6,000.00
Total 50535 · Building & Ground Maint.-Office	12,092.42	6,000.00
50540 · OPEB Valuation & Actuarial	3,160.00	3,999.98
50500 · Special & Professional Services - Other	6,274.03	7,500.00
Total 50500 · Special & Professional Services	81,530.55	89,500.04
50700 · Regulatory		
50705 · Water District Regulatory Fees		
50710 · SWRCB - Water Fee	0.00	9,000.00
50711 · SWRCB - CDTFA - Water Rights	20,836.11	9,999.98
50715 · Risk Management Plan	0.00	3,500.02
50720 · Groundwater Sustainability Act	0.00	5,000.02
50725 · LAFCO Expense	6,172.71	2,499.98
50705 · Water District Regulatory Fees - Other	868.00	0.00
Total 50705 · Water District Regulatory Fees	27,876.82	30,000.00
50800 · Safety Equipment & Materials	67.31	500.02
50900 · Testing & License Fees	125.00	500.02
Total 50700 · Regulatory	28,069.13	31,000.04

# Clear Creek Community Services District Profit & Loss Budget vs. Actual

July through December 2023

	Jul - Dec 23	Budget
<b>51400 · Employee Benefits</b>		
50410 · JPIA - Workers Comp	9,612.98	11,000.02
51405 · Guardian - Vision, Dental, Life	10,067.65	9,000.00
51415 · UNUM-Disability, Life, Accident	8,039.51	9,000.00
51435 · CalPERS Health Insurance Exp	111,781.71	90,000.00
51440 · CalPERS Retirement Contribution	50,671.95	39,999.98
51445 · Medicare - District Cost	0.00	6,000.00
51450 · Boot Allowance	200.00	350.02
51455 · Uniform Service	1,965.11	2,499.98
51400 · Employee Benefits - Other	0.00	0.00
<b>Total 51400 · Employee Benefits</b>	<b>192,338.91</b>	<b>167,850.00</b>
<b>51600 · Retiree Benefits</b>		
51605 · Retiree Health Benefit - Direct	9,408.97	2,499.98
51610 · CalPERS Health Ins- Retiree	40,604.18	47,499.98
51600 · Retiree Benefits - Other	0.00	0.00
<b>Total 51600 · Retiree Benefits</b>	<b>50,013.15</b>	<b>49,999.96</b>
<b>51700 · Property Taxes Paid</b>	<b>226.17</b>	<b>200.02</b>
<b>51800 · General Tax Expense</b>	<b>0.00</b>	<b>99.98</b>
<b>51900 · License and Permits</b>	<b>116.00</b>	<b>2,499.98</b>
<b>52000 · Interest Expense</b>		
52005 · RCAC Loan Interest (dump truck)	2,295.13	2,250.00
52000 · Interest Expense - Other	0.00	9,999.98
<b>Total 52000 · Interest Expense</b>	<b>2,295.13</b>	<b>12,249.98</b>
<b>53000 · Customer Accounts &amp; Billing</b>		
53015 · Supplies		
53020 · Postage	6,333.46	6,999.98
53025 · Billing Supplies & Materials	4,188.65	6,500.02
53015 · Supplies - Other	221.24	500.02
<b>Total 53015 · Supplies</b>	<b>10,743.35</b>	<b>14,000.02</b>
53016 · Meter Reading/ License	239.52	2,000.02
53030 · Chargebacks, NSF, Acct Refunds	3,136.85	5,000.02
53000 · Customer Accounts & Billing - Other	6,861.87	
<b>Total 53000 · Customer Accounts &amp; Billing</b>	<b>20,981.59</b>	<b>21,000.06</b>
<b>55000 · Miscellaneous</b>	<b>0.00</b>	<b>0.00</b>
<b>Total 50000 · Administration/ General</b>	<b>502,903.66</b>	<b>448,650.04</b>
<b>60000 · Payroll Expense -Salary &amp; Wages</b>		
60100 · Payroll Exp - Administration/GM	74,252.15	75,000.00
60200 · Payroll Exp - Distribution	208,661.73	172,500.00
60300 · Payroll Exp - Water Treatment	101,675.54	125,000.02
60400 · Payroll Exp - Conduit Labor	0.00	2,000.02
60500 · Payroll Exp - Customer Accts	87,865.97	92,499.98
60600 · Payroll Exp-Well Field Stations	0.00	9,999.98
60000 · Payroll Expense -Salary & Wages - Other	45,075.63	0.00
<b>Total 60000 · Payroll Expense -Salary &amp; Wages</b>	<b>517,531.02</b>	<b>477,000.00</b>
<b>70000 · Designated to Reserves - Non Op</b>		
72205 · Filter Plant Repayment Reserve	0.00	110,000.02
72210 · Recycle Backwash Water Reserve	0.00	5,499.98
72215 · State Loan Repayment Reserve	0.00	14,499.98
72218 · Penalties Reserve - Tracking	0.00	0.00
72225 · WIIN Act Repayment Reserve	0.00	27,500.02
75100 · Operating Reserve (4.1% usage)	0.00	12,450.00
75200 · Capital Imp & Mod Res (1.8% BR)	0.00	14,301.00
75300 · Emergency Fund Reserve	0.00	5,000.02
75400 · USBR Emergency Reserve	0.00	0.00
75900 · Discretionary Fund Bal Reserve	0.00	5,499.00
<b>Total 70000 · Designated to Reserves - Non Op</b>	<b>0.00</b>	<b>194,750.02</b>
<b>80000 · Grants</b>		
80010 · Backwash Pond Grant D2202015		
80011 · Engineering	102,539.75	
80012 · Materials and Equipment	2,950.60	
<b>Total 80010 · Backwash Pond Grant D2202015</b>	<b>105,490.35</b>	
<b>80020 · SCADA Electrical Grant D2118158</b>		
80021 · Engineering	115,560.21	

## Clear Creek Community Services District

## Profit &amp; Loss Budget vs. Actual

July through December 2023

	Jul - Dec 23	Budget
80022 · Materials and Equipment	108,742.45	
Total 80020 · SCADA Electrical Grant D2118158	224,302.66	
Total 80000 · Grants	329,793.01	
Total Expense	2,012,450.69	1,636,499.98
Net Ordinary Income	-216,175.57	-7,000.08
Net Income	<b>-216,175.57</b>	<b>-7,000.08</b>

## NOTES:

This first Budget to Actuals with Grants has a few comments:

The District Pays Grant costs - now in accounts 80000

When the District receives reimbursement for grant costs its in 16000

As can be seen, the expenditures over reimbursement is: 222,432.91

That alone balances this report to a + 6,257.34 (More Revenue than expense)

- For the Expenses in this past 1/2 year, the District front loaded the WIIN act payments  
This means all 200,000 occurred in July through October, instead of over 12 months
- The District experienced multiple leaks/blow outs - this impacts multiple expense lines
  - The Distribution O&M, Inventory (replacing what used), and Labor (OT)
- + For the Coming 1/2 year: Revenue
  - Over \$100,000 of revenue from Centerville
  - Over \$350,000 more revenue for Property Taxes - The Property Tax revenue consistently comes in January and May of the year - the last half of a fiscal year.

## Clear Creek Community Services District

## Balance Sheet

As of December 31, 2023

	Dec 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
5000 · General Fund Checking 1719	-17,261.59
5005 · Merchant Account 1707	170,786.60
5010 · WIIN Act Repymt Checking 0213	98,024.72
5015 · Emergency RSRV System Repl 7701	448.55
5020 · Filter Plant Repayment 3571	204,415.95
5025 · Recycle Backwash Repayment 1681	33,176.09
5030 · RSRV Expansion & Moderizat 4962	118,582.78
5035 · Carr Fire Funds 7397	177,593.92
5040 · Backwash Pond Repair 2793	15,076.84
5045 · Operation Reserve 7084	14,713.56
5050 · OPEB Reserve 7791	37,961.97
5055 · State Loan Rsrv 0225	53,852.66
5060 · Union Dues 0808	278.75
5065 · CCEA 3340	1,115.50
<b>Total Checking/Savings</b>	<b>908,766.30</b>
<b>Accounts Receivable</b>	
6000 · Accounts Receivable	-202,980.54
<b>Total Accounts Receivable</b>	<b>-202,980.54</b>
<b>Other Current Assets</b>	
5070 · Cash Drawer and Petty Cash Box	650.00
7000 · CD Reserve 9248 - Filter Plant	263,351.54
7001 · CD Reserve 9249 - USBR	36,663.54
<b>Total Other Current Assets</b>	<b>300,665.08</b>
<b>Total Current Assets</b>	<b>1,006,450.84</b>
<b>Fixed Assets</b>	
7500 · Camicro Tectium Computer	2,105.36
7505 · Freightliner MC Dump Truck 2012	76,324.54
7510 · PJ Trailer	21,309.32
<b>Total Fixed Assets</b>	<b>99,739.22</b>
<b>TOTAL ASSETS</b>	<b>1,106,190.06</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
8000 · Accounts Payable	-2,080.23
<b>Total Accounts Payable</b>	<b>-2,080.23</b>
<b>Other Current Liabilities</b>	
9000 · Guardian	2,137.68
9055 · Payroll Liabilities	
9015 · Health Insurance	-62,580.23
9020 · CCEA Dues	785.00
9025 · Post Employee Benefit	18,150.00
9030 · CalPERS Retirement	-170,744.58
9035 · OPEB Contribution	-72,032.90
9040 · Accrued PR Taxes-Federal	-1,245.41
9045 · Accrued PR Taxes-State	-815.18
9050 · Union Dues	-1,138.35
9060 · 457 Payroll Deductions	625.00
9055 · Payroll Liabilities - Other	373.07
<b>Total 9055 · Payroll Liabilities</b>	<b>-288,623.58</b>
<b>Total Other Current Liabilities</b>	<b>-286,485.90</b>
<b>Total Current Liabilities</b>	<b>-288,566.13</b>

11:56 AM

01/08/24

Accrual Basis

## Clear Creek Community Services District

### Balance Sheet

As of December 31, 2023

	Dec 31, 23
Long Term Liabilities	
9500 · Customer Water Deposit Suspense	76,581.87
9505 · RCAC Loan - Dump Trk & Trailer	67,041.41
9515 · Filter Plant Loan E58336	894,937.04
9520 · Filter Plant Loan E58342	123,429.00
9525 · Backwash Recycle Loan	351,552.96
Total Long Term Liabilities	1,513,542.28
Total Liabilities	1,224,976.15
Equity	
10000 · Opening Balance Equity	-879,373.47
10100 · Retained Earnings	427,368.57
Net Income	333,218.81
Total Equity	-118,786.09
TOTAL LIABILITIES & EQUITY	1,106,190.06





5880 Oak Street, Anderson, CA 96007  
Phone: (530) 357-2121 Fax: (530) 357-3723

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## MEMO

**Date:** January 17<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** **6d – Retiree Medical Plan Change and Amended MOU Approval (Discussion/Action)**

---

### Discussion/Action:

#### **6b – Retiree Medical Plan Change and Amended MOU Approval (Discussion / Action)**

This item includes multiple board actions to implement the new Retiree Medical benefit program for the District.

The Retiree Medical program and the employee “OPEB Withholding” issue was an element in the negotiations with the Union in the fall of 2022. The issue was too complex to resolve with all the other issues being resolved in the February 3<sup>rd</sup> 2023 MOU. And the District and Union agreed to include language in the MOU to work on and make changes to the retiree medical benefit to be implemented at the beginning of 2024. One of the primary factors for this language in the MOU was the Article 25.4e that obligated current employees to pay their portion of the “service/normal” cost of the OPEB liability – at this time \$150/pp(per pay period) contribution for each employee.

The District and Union agreed to Article 25.4d that reads:

Article 25.4d – “The District reserves the right to make changes to the retiree medical benefit, and agrees that the parties continue to meet and confer sessions to implement a “step down” retiree medical benefit plan for future employees. It is anticipated that such plan will be implemented by January 1, 2024, and may include such elements as the Minimum Employer Contribution (MEC), a 401A Plan, an Retiree Health Savings Account Plan (RHSA), a voluntary option for current employees to participate in the step down plan and a restructuring or cessation of the OPEB payment currently being deducted from employee’s pay.”

The Union discussed ways to implement the PEMHCA Minimum Employer Contribution (MEC) for all employees and annuitants that would replace or supersede the current program. This would reduce the long-term liability and “service” cost sufficiently to remove the employee contribution of \$150/PP – as described in 25.4e – put in the employee MOU since 2011. The District contacted its GASB 75 Actuarial consultant MacLeod Watts to discuss ways to make changes to the retiree medical program, based on their recommendation that all scenarios and financial impacts would be best done in the fall of 2023 – after the June 30 2023 GASB 75, and update of current employee mix etc. This was communicated to the Union and in September of 2023, the Union submitted a proposal.

The Union proposal was to implement the PEMHCA Minimum Employer Contribution (MEC), remove the \$150/per pay period employee withholding and create in the future a method for the employees and district to contribute to individual health savings accounts.

The District at its regularly scheduled November 15<sup>th</sup> 2023 meeting had an open discussion regarding the Retiree medical program and multiple options for the future of the Retiree Medical benefit program. The

Union, employees, members of the public and the Board participated in the discussion and informed the Union and community that it had directed the General Manager to have a closed session based on Article 25.4d for the Board to make an offer to the Union for implementation in 2024.

The District Board also reiterated it's stated goal for this effort:

Find a Retiree medical benefits program for current and future employees and retirees that complies with CalPERS rules, reduces the District's long-term liability to be fiscally sustainable and makes the District more sustainable for longer, takes away the need for employee contribution to that long term liability, and preserves or not change the District's current obligation to its current retirees.

The District countered and modified the Union proposal with a comprehensive package that included:

- Approving two resolutions supplied by CalPERS to initiate the PEMHCA MEC
- Amending and adopting an updated MOU between the Union/employees and the District
  - o Primarily changing Article 25 to include the new Retiree Medical program components, document the current employees benefits cafeteria plan, and document how the current retirees are to be handled by preserving their current benefit but paying for it in a different way.
  - o Removal of the article 25.4e and removing the employee contribution
- The District would return all employees OPEB contributions to date. The District would absorb the new and reduced "service/normal" cost and based on all employees taking the new program, This has a short term extra cost to the District, but provides that long term liability reduction for long term sustainability of the program and the District.
- Communicate the changes to the retirees, and change the way pay their benefit is paid for not the amount of the benefit.

On January 4<sup>th</sup> 2024, after a meeting with employees, the Union informed the GM that the proposal was accepted or approved. All employees have signed their individual letter acknowledging the old retiree medical program is being rescinded, the new retiree medical benefit program (MEC) will be started, the MOU will be updated for these items and the amount of their OPEB contribution to be returned.

The Following items for the Boards action will implement the elements of the changed program.

**i. Resolution 2024-01: Rescinding Current Retiree Vesting  
(Discussion/Action)**

This Resolution has been supplied by CalPERS and it makes it clear that all past resolutions and ordinances that set up the previous Retiree Medical benefit vesting elements. In preparation for the next resolution.

**Recommendation:** By motion and vote approve this resolution for the Chairs Signature

**ii. Resolution 2024-02: Establishing Required Minimum as new Retiree  
Medical (Discussion/Action)**

This Resolution has been supplied by CalPERS adopts the new PEMHCA minimum as the District's obligation to Retiree Medical premiums that will be statutorily (Section 22892(b)) stated each year, for example; in 2024 the amount is \$157/Month and will be set by CalPERS each year. The MEC is determined by CalPERS years based on an inflation formula.

**Recommendation:** By motion and vote approve this resolution for the Chairs Signature

**iii. Amended Memorandum of Understanding (MOU) February 2, 2024  
between the Clear Creek Community Services District and Local Union  
792, United Public Employees of California (UPEC) for District employees  
(Discussion/Action)**

Attached is a clean copy of the Amended MOU, and a copy of the “red-lined” pages for reference. It was determined that the best way to implement this new retiree benefits program was for a new / amended MOU, making Article 25 clear. Brief list of items updated in MOU:

- New date of the MOU – February 2, 2024
- Removal of old Exhibit A – No longer Applicable and setting Exhibit A as the Schedule of Classifications and Wage Ranges, with Exhibit B – Job Descriptions
- Some Minor “typo” fixes – like removing references to Exhibit C, fixing sick pay for part-time employees, pay increases only within “step” and a word here or there for clarifications.
- Re-Write of Article 25.3a – through 25.4f – replacing it with new Article 25.3a through 25.5.
  - 25.3.a – 25.3.d – that describes the benefits for employees as part of the cafeteria plan, and that the first MEC amount of the benefit is the District’s MEC to each employee.
- Article 25.5 is the recap of Other Post Employment Benefits – OPEB
  - Documenting Commitment to current Retirees.
  - Documenting the Retiree Medical Benefit for future retirees.
- Article 37.1 – Added a year to the MOU term – December 2026
- Updated Signature Page, Removal of Old Exhibit A, Making the old Exhibit B and C; Exhibit A and B respectively, changing the “Wage Range” on Job Descriptions to reference Exhibit A.

**Recommendation: By motion and vote approve February 2, 2024 MOU between UPEC 792 representing the District Employees and the Clear Creek Community Services District and authorize the Chair and General Manager Signature**

**iv. Authorize GM to use Accounts to fund the employee OPEB funds return  
(Discussion/Action)**

The district’s offer to return the current employees OPEB contributions has a short term impact for a long term benefits of reducing the Districts “Long term OPEB liability”. Its anticipated that the short term cost will return hundreds of thousands of long term OPEB liability benefit, and have that long-term liability approach the District’s CERBT Trust amount. This offers earlier than anticipated use of the trust to fund the retiree medical cost.

The return of the employee funds will cost approximately \$140,000 (Final numbers determined in February at the time of the return), the District has approximately \$40,000 available and for the rest – the District will request funds from the CERBT trust. The timing for this will cause a need for short term access of the District’s line of credit, to be paid off when the CERBT funds are received.

Also, the funds with-held from the employees is their money, it was earned, withheld to fund that long term liability, and now that the program is changing and the District is absorbing the yearly “normal/service” cost and the funds are to be returned to the employees, to be used at their discretion.

**Recommendation:** By motion and vote authorize the General Manager to use accounts like the line of credit to fund this action, and authorize the General Manager to request funds from the CERBT as per CERBT rules.

- v. Authorize GM to implement new payments/reimbursement for retiree medical program for current district retirees and to sign Agreement with a company like Mid America Trust to handle this program - Discussion/Action)

Based on the District’s commitment to stay with its previous commitments to its current retirees, the District will create a mechanism to make up the difference between the Minimum Employer Contribution (MEC) and the current District coverage of the premium. This commitment will also be included in the update MOU Article 25 regarding the handling of retiree medical premiums. when implemented, the District will be billed \$157/Month for each retiree’s health benefits premium and withhold the difference from the Retiree CalPERS retirement check/direct deposit. The District will make the Medical premium reimbursement payment to each retiree and its preferable to make those payments through a third party company. The General Manager has received a proposal from Mid America Trust to accomplish for a reasonable fee, the contract is ready at the time of this item, so is not included here. The General Manager is requesting authority to sign the contract if it accomplishes the stated goal at a reasonable rate.

CalPERs reports that this program will be implemented on March 1<sup>st</sup> for retirees. Based on approval at this meeting and submittal of the two resolutions on this agenda item.

The General Manager has sent all eight (8) retirees a letter with their current benefit and percentage of medical premium covered by the District and states that the program is changing, their benefit is not changing – only the way the benefit is paid for is changing. This is also included in the new Article 25.5. The letters to each included a calculation of how their benefit is currently handled, how it will be handled starting March 1<sup>st</sup> 2024, some background information and a copy of Article 25.5.

**Recommendation:** By motion and vote authorize the General Manager to implement the retiree medical reimbursement for retirees program and sign a contract with a company like Mid America Trust to accomplish the implementation.

Please staple on top of your health resolution(s) or cover letter.  
This will ensure that the CalPERS mailroom expedites delivery to our  
office.

Mail packet to either:

**Overnight Mail Service**

California Public Employees' Retirement System  
Health Resolutions & Compliance Services, HAMD  
400 Q Street  
Sacramento, CA 95811

**Regular Mail**

California Public Employees' Retirement System  
Health Resolutions & Compliance Services, HAMD  
PO BOX 942714  
Sacramento, CA 94229-2714

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# HEALTH RESOLUTION

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CalPERS ID #	2658214068
Agency Name	Clear Creek Community Services District
Desired Effective Date	March 1, 2024

**RESOLUTION NO. 2024-01**  
**ELECTING TO RESCIND PUBLIC AGENCY VESTING UNDER SECTION 22893**  
**OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

- WHEREAS, (1) Clear Creek Community Services District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and
- WHEREAS, (2) Clear Creek Community Services District is a contracting agency and has filed a resolution with the Board of the California Public Employees' Retirement System to provide a postretirement health benefit vesting requirement to employees who retire for service in accordance with Government Code Section 22893; now, therefore be it
- RESOLVED, (a) Clear Creek Community Services District elects to rescind postretirement health benefits vesting requirements; and be it further
- RESOLVED, (b) That employees first hired on or after June 1, 2012 will no longer be subject to vesting as established by Resolution 2012-04; and be it further
- RESOLVED, (c) Clear Creek Community Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (d) That the participation of the employees and annuitants of Clear Creek Community Services District shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Clear Creek Community Services District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees' Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further
- RESOLVED, (e) That the executive body appoint and direct, and it does hereby appoint and direct, General Manager Paul Kelley to file with the Board a verified copy of this resolution, and to perform on behalf of Clear Creek Community Services District all functions required of it under the Act.

Adopted at a regular meeting of the Clear Creek Community Services District Board at 5880 Oak Street, Anderson CA 96007, this 17th day of January, 2024.

Signed: \_\_\_\_\_  
Chair of the Board

Attest: \_\_\_\_\_  
Secretary and General Manager

Please staple on top of your health resolution(s) or cover letter.  
This will ensure that the CalPERS mailroom expedites delivery to our  
office.

Mail packet to either:

**Overnight Mail Service**

California Public Employees' Retirement System  
Health Resolutions & Compliance Services, HAMD  
400 Q Street  
Sacramento, CA 95811

**Regular Mail**

California Public Employees' Retirement System  
Health Resolutions & Compliance Services, HAMD  
PO BOX 942714  
Sacramento, CA 94229-2714

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# HEALTH RESOLUTION

---

CalPERS ID #	2658214068
Agency Name	Clear Creek Community Services District
Desired Effective Date	March 1, 2024



**RESOLUTION NO. 2024-02**  
**FIXING THE EMPLOYER CONTRIBUTION**  
**UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**  
**AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS**

- WHEREAS, (1) Clear Creek Community Services District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and
- WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it
- RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of the PEMHCA Minimum (2024 \$157.00) per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED, (b) Clear Creek Community Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (c) That the participation of the employees and annuitants of Clear Creek Community Services District shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Clear Creek Community Services District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further
- RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, General Manager Paul Kelley to file with the Board a verified copy of this resolution, and to perform on behalf of Clear Creek Community Services District all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on March 1, 2024.

Adopted at a regular meeting of the Clear Creek Community Services District Board at 5880 Oak Street, Anderson CA 96007, this 17th day of January, 2024.

Signed: \_\_\_\_\_  
Chair of the Board

Attest: \_\_\_\_\_  
Secretary / General Manager

**MEMORANDUM OF UNDERSTANDING**

**Between The**

**CLEAR CREEK COMMUNITY SERVICES DISTRICT**

**And**

**LOCAL UNION 792, UNITED PUBLIC EMPLOYEES OF CALIFORNIA (UPEC)**

**Effective: February ~~23~~, 202~~4~~<sup>3</sup>**

**~~Amended: July 1, 2023~~**

~~Exhibit A: Current Classifications and Wages – Page 39 – NA~~

Exhibit ~~AB~~: Schedule of Classification and Wage Ranges – Page ~~39~~40

Exhibit ~~BG~~: Job Descriptions – Page ~~40~~4

Account Clerk

Accountant/Bookkeeper

Administrative Assistant

Distribution Operator D1

Distribution Operator D2

Distribution Operator D3

Distribution Supervisor

Treatment Operator T3

Treatment and Distribution Operator T3 D3

Treatment Operator T4

Chief Plant Operator T5

- 1.6. When an employee accepts employment, the employee accepts an obligation not to engage in any work stoppage, slowdown, picketing, or refusal or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operations of the District, including compliance with the request of other organizations to engage in such activity. The duties performed by employees of the District as part of their employment pertain to and are essential to the operation of the District and the welfare of the public dependent thereon. Therefore, during the term of this Memorandum of Understanding, employees shall not partially or totally abstain from the performance of their duties for the District. The Union shall not call upon nor authorize employees individually or collectively to engage in such activities and shall make a reasonable effort under the circumstances to dissuade employees from engaging in such activities and the District shall not cause any employee lockout. Those employees who do individually or collectively partially or totally abstain from the performance of their duties for the District during the term of this MOU shall be subject to disciplinary action up to and including discharge from employment without recourse.
- 1.7. Joint Union-Management meetings shall be held as often as agreed upon by the Union and Management. The purpose of these meetings shall be to promote harmony and efficiency and to improve communications between employees and all levels of management. The meeting agenda shall be determined by those in attendance and there shall be no restrictions on the subject matter, provided the meetings shall not substitute for normal grievance procedures or for formal negotiations between the Parties. The meetings may be summarized in written minutes. In order to encourage free discussion specific statements and the name of the person making the statement shall not be quoted outside of the meeting.
- 1.8. All employees shall treat all persons with dignity, equity and respect.

## **ARTICLE 2**

### **Recognition**

- 2.1. The District recognizes the Union as the exclusive representative of all employees of the District who hold a classification listed on ~~Exhibit "A" and~~ Exhibit "~~A~~B" of this Memorandum of Understanding, excluding all other employees. The provisions of this Memorandum of Understanding hereinafter set forth shall apply only to those employees of the District for whom the Union is the established exclusive representative.
- 2.2. Official representatives of the Union will be permitted access to District property to confer with District employees on matters of employer-employee relations, but such representatives shall not interfere with work in progress without agreement of management.
- 2.3. The District will provide the Union adequate bulletin board space for the purpose of

payments shall be made on the preceding workday.

- 9.3 Whenever an employee is temporarily assigned for a minimum of one (1) week to work in a classification higher than the employee's regular classification pursuant to Section 12.3, the employee shall be paid at the rate established for the higher classification, and at the same step level the employee is at in his regular position. When an employee is temporarily assigned to work in a higher classification which has a wage range overlapping the wage range of the employee's regular classification, the employee shall be paid at the wage rate of the classification to which he is being temporarily assigned which is next higher to the employee's present wage rate, but not more than the top wage rate of the temporary classification. A temporary assignment is defined as less than 45 days and can be renewed on written approval by the General Manager.
- 9.4 For purposes of wage rate progression in an employee's regular classification, when assigned to a temporary classification, the time worked by an employee in other than the employee's regular classification shall also be accrued in such temporary classification.
- 9.5 Whenever an employee is temporarily assigned to work in a classification lower than the employee's regular classification, the employee's rate of pay will not be reduced.
- 9.6 Attached hereto and made a part hereof is Exhibit "A" ~~and Exhibit "B"~~ titled "Schedule of Classifications and Wage Ranges". Adoption of this MOU recognizes the ~~previous wage rates leading to the~~ current wage rates ~~in Exhibit A and~~ now in the MOU "Schedule of Classifications and Wage Ranges" in Exhibit AB.
- 9.7 All classifications are subject to an annual 2-4% COLA, increase in the amount of the percentage increase in the CPI-W, Consumer Price Index for Urban Wage Earners and Clerical workers, all U.S. city average, published for the months of May to May ("COLA percentage increase"). Notwithstanding these numbers, no annual wage increase pursuant to this Section shall be less than 2% or more than 4% of the current wage. The annual COLA percentage increase will be implemented July 1 of a given year and will start July 1, 2023.
- 9.8 Attached hereto and made a part hereof is Exhibit "BC" titled "Job Classification Specifications". The job descriptions included therein are intended to be general guidelines regarding the duties to be performed by a particular classification of employee and are not to be construed as restrictions on the duties an employee may normally perform. Any employee may be assigned to perform the duties of a classification which has an equal or lower wage rate. The classification specifications are subject to amendment by the board. Any proposed changes to the job descriptions will be subject to review and comment by the Union and will not reopen negotiations for the remainder of the MOU.

## ARTICLE 10

### Hours and Overtime

- 10.1 Each employee shall report for work at the employee's regularly established headquarters and shall return thereto at the conclusion of the day's work, except as otherwise directed by the employee's immediate supervisor or the General Manager. The time spent in traveling between such headquarters and the job site shall be considered time worked.
- 10.2 Except as otherwise provided by the District, a "workweek" consists of seven (7) consecutive calendar days, beginning on Friday ~~four (4) hours after~~ of each employee's regular shift starting time and ending on the following Friday at the same time, and a "basic workweek" consists of five (5) workdays of eight (8) hours each, with an uncompensated meal break near the middle of the work shift. The basic workweek may begin on any day of the week or at any hour of the day during the workweek. The basic workweek shall normally be Monday through Friday, 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., except as otherwise established by the employee's immediate supervisor or the General Manager upon 48 hour written notice to the employee. Full-time employees shall be entitled to one (1) fifteen-minute (15) compensated rest break before the meal period and one (1) fifteen-minute (15) compensated rest break after the meal period. Part-time employees who work for four (4) hours or more, but less than eight (8) hours per day, shall be entitled to one (1) fifteen-minute (15) rest break per day. Rest breaks shall be observed near the middle of the work period or as determined by the employee's immediate supervisor. Employees are responsible for ensuring that required meal breaks and rest breaks are taken. If an employee misses a required meal break or a rest break, the employee must immediately report this to the employee's immediate supervisor. Rest breaks cannot be combined or be used to neither shorten the workday nor lengthen a meal break. The work schedule may be modified from time to time by the employee's immediate supervisor or the General Manager as required by the needs of the District.
- 10.3 Except as otherwise provided by the District, overtime is defined as: (a) time worked in excess of eight (8) hours on a scheduled workday; (b) time worked in excess of forty (40) hours in a workweek; (c) time worked on a non-workday; (d) time worked outside of regular hours on a workday; and (e) time worked on a holiday. Overtime shall be computed to the nearest one-quarter (1/4) hour.
- 10.4 Compensation for overtime work shall be one and one-half (1.5) times the employees' regular rate of pay through and including the eleventh hour, two (2) times the employee's regular rate of pay after the twelfth hour, or upon request of the employee and with General Manager approval, the employees will receive compensatory time off (CTO) at the rate of one and one-half (1.5) hours for each hour of overtime worked through and including the eleventh hour and two (2) times after the twelfth hour. Employees whose employment with the District is terminated for any reason shall, at

The General Manager is responsible for policy interpretation, administration and enforcement.

## **ARTICLE 24**

### **Miscellaneous**

- 24.1a All regular and probationary distribution and treatment positions are required to be certified. Certification is commensurate with the level or responsibility. The following are the certification levels required by the District. (As also described in Exhibit ~~AB~~ & ~~BC~~)

Distribution Operator I - D1/T1  
Distribution Operator II - D2/T1  
Distribution Operator III - D3/T2  
Distribution Supervisor - D3/T2  
Treatment and Distribution Operator T3/D3  
Water Treatment Plant Operator III – T3/D2  
Water Treatment Plant Operator IV - T4/D3  
Water Treatment Chief Plant Operator - T5/D3

- 24.1b If an employee does not possess the required certification on the date of the adoption of this MOU, the required certification will be obtained by any such employee within 90 days from the date of MOU adoption. Each required grade levels shall be accomplished within a 90-day period (with exception of levels that require internship time). That time frame may be extended up to 60 days upon written request by the employee explaining the delay is not the fault of the employee and upon the approval of the General Manager. Effective upon approval of this MOU, employees holding a position that do not meet the requirements of that position shall be granted 90 days to attain the required certification. Check-in by the employee's supervisor with the employee to assess progress will occur no less than every 30 days and be documented in writing by District management. Employees not meeting the requirements of their position at the end of the 90 period may be demoted to a lower position, including a pay reduction, at management's discretion.



## **ARTICLE 25 Benefit Program**

- 25.1a Retirement Plan: All regular and probationary employees are covered by a State and California Public Employees Retirement System program pursuant to an existing contract with the Public Employees Retirement System (PERS).
- 25.1b The Classic formula is 2% at 60 and applies to employees hired on or after July 1, 2011 and before January 1, 2013. Employees to which this formula applies pay the member contribution rate of 7%.
- 25.1c The Public Employees' Pension Reform Act (PEPRA) formula is and applies to employees hired on or after January 1, 2013. Employees to which this formula applies pay the member contribution rate set by PERS.
- 25.1d Employees shall be entitled to apply accrued sick leave towards retirement service credit in accordance with PERS rules.
- 25.2 Deferred Compensation Plan: All employees are eligible to enroll in the District PERS 457 Deferred Compensation Plan. They may have a designated amount withheld, up to the annual eligible amount under the applicable IRS code, pre-tax, from their paycheck based on plan. There is no minimum amount required to be eligible to enroll.

25.3a Group Insurance: All regular employees and probationary employees are eligible to participate in a group insurance benefit program. The benefits will be effective the first day of the month following employment hire date.

The District has elected to participate in the CalPERS Health Program for the provisions of medical benefits to eligible active employees and retirees. All parties (employer, employees and retirees) understand and agree that during the term of any contract with CalPERS, the parties shall be bound by the rules and regulations governing that program, notwithstanding any language in a contract, policy or personnel rules that may be contrary.

25.3.b. The major elements of the group insurance program are:

- Health Benefits - PERS offers several health plans in Shasta County. These options are available for District employees during open enrollment period. When a retired employee reaches the age of Medicare eligibility, they shall change their medical coverage from the regular PERS plan to the Medicare supplemental PERS plan.
- Dental Benefits - No deductible and 100% of Usual, Customary, Reasonable (UCR) for preventative services, \$50 deductible and 80% of UCR up to \$1,000 per person per year for regular dental repair expenses. Special dental expenses are payable at 50% of UCR.

- Long Term Disability Insurance - After a three-month waiting period, 66 2/3% of the first \$2,250 monthly earnings plus 50% of the next \$1,000 in excess of \$2,250 of an employee's salary integrated with all other income benefits payable to age 65. Includes life insurance for each employee equal to one (1) year of salary up to a maximum of \$100,000.
- Vision Benefit Program - Vision Service Plan B, with a twenty-five-dollar (\$25) deductible is available to active employees and their dependents. The employee is responsible for the total cost of the plan, payable bi-weekly through pre-tax payroll deduction.

25.3.c. The District's contribution toward the group insurance program is described below:

- Starting January 1, 2024, The District shall pay up to \$1,400 per month per employee for the employees group insurance premium plus seventy percent (70%) of any remaining premium, based on the premium of the CalPERS Plan selected. Employees are responsible to pay the remaining thirty percent (30%) through pre-tax payroll withholding.
- Effective March 1, 2024, the District will contribute to a Section 125 Plan for each eligible employee as follows:

Up to \$1,400 per month per employee for the medical insurance premium plus seventy percent (70%) of any remaining premium, based on the premium of the CalPERS Plan selected. Employees are responsible to pay the remaining thirty percent (30%) through pre-tax payroll withholding.

Of the above amounts, a Minimum Employer Contribution (MEC) required by CalPERS (e.g., \$157 for 2024) will be allocated specifically for medical premiums and will be forfeited if benefits are not purchased through CalPERS.

Also included in the amount contributed to the 125 Cafeteria Plan are funds available for dental and vision coverage.

Any amount contributed to the 125 Plan by the District and not expended on health and welfare benefits are not accrued to the employee.

25.3.d It is the sole responsibility of the employee to notify the District of any change in status in dependents that may affect insurance, i.e., adding or removing a dependent due to birth, death, marriage, divorce, etc.

25.5 Other Post-Employment Benefits

The District offers continuation of medical plan coverage to retired employees who satisfy the requirements for retirement under CalPERS (age 50 or older with 5 years of State or public agency service or satisfaction of the requirements for a disability retirement). An employee cannot terminate employment before meeting the age condition and be entitled to receive benefits; all coverage ceases following the death of the retiree and any surviving dependents eligible for coverage as defined by the terms below and/or as permitted by insurance program (currently CalPERS).

- So long as the parties have agreed to participate in the CalPERS Health Program, District will contribute the equal Minimum Employer Contribution (MEC) toward the

cost of the premium for all retirees who elect to continue their medical coverage. The MEC is determined by the CalPERS formula and bound in accordance with the resolution executed between CalPERS and the District.

- For any employees retired from the District prior to March 1 2024: The District will continue the current commitment to each retiree per prior PEMHCA resolutions in effect for each retiree as determined by CalPERS. Specifically, the District will pay 100% of the health (medical) premium for the retiree and any eligible enrolled dependents not to exceed (a) or (b) as applicable for the retiree:
  - a) If previously covered by the PEMHCA Vesting Resolution, the retiree's vested percent of the "100/90 caps" as defined in Government Code Section 22893.
  - b) If previously covered by the PEMHCA Unequal Resolution, the maximum retiree benefit amount as determined by CalPERS in 2024 and updated subsequently as if this resolution remained in effect.

Payment of the monthly retiree medical benefit will be made as follows:

1. So long as health (medical) coverage is provided through CalPERS (PEMHCA), the District will pay the PEMHCA MEC for retirees directly to CalPERS.
  2. CalPERS will satisfy the remaining portion of the monthly health (medical) premium due for the retiree and any enrolled dependents by reduction in the retiree's monthly pension check (warrant).
  3. The District will reimburse the retiree for the portion of the monthly benefit described above which exceeds the portion paid directly to CalPERS in 1. above.
  4. When a retiree reaches the age of Medi-Care eligibility, they shall change their medical coverage to the Medi-Care supplemental PERS plan.
- For any employees retired from the District on or after March 1, 2024, the retiree health (medical) benefit will be as follows:
    1. So long as the District continues to participate in the CalPERS health program (PEMHCA), if the retiree qualifies for and elects to continue this coverage, the District will pay the PEMHCA Minimum Employer Contribution (MEC).

25.6 The District will pay the full cost of retiree medical benefits described in this section.

25.7 Notwithstanding the foregoing provisions set forth elsewhere in Section 25, however, the District may, in its sole discretion, elect to change brokers, insurance carriers, claims administrators, or to become self-funded for any or all of the foregoing benefits set forth in 25.2(a), provided however, that the benefits remain substantially equivalent or better. Furthermore, the insurance carrier may also periodically modify the benefits, provided however, that the benefits remain substantially equivalent. As soon as practicable after notice from any insurance carrier, the District will notify the Union of any proposed change.

~~25.3a Group Insurance: All regular employees and probationary employees are eligible to~~

~~participate in a group insurance benefit program. The benefits will be effective the first day of the month following completion of one (1) full month of employment. Current District contribution for each employee's medical insurance premium will be in effect and is: up to \$1391 per month, plus eighty (80%) of the remaining employee's premium. Employees are responsible to pay the remaining twenty (20%) through pre-tax payroll withholding. Starting January 1, 2024, The District shall pay up to \$1,400 per month per employee for the employees group insurance premium plus seventy percent (70%) of any remaining premium, based on the premium of the CalPERS Plan selected. Employees are responsible to pay the remaining thirty percent (30%) through pre-tax payroll withholding.~~

~~25.3b It is the sole responsibility of the employee to notify the District of any change in status in dependents that may affect insurance, i.e. adding or removing a dependent due to birth, death, marriage, divorce, etc.~~

~~25.3c The major elements of the group insurance program are:~~

- ~~• Health Benefits — PERS offers several health plans in Shasta County. These options are available for District employees during open enrollment period. When a retired employee reaches the age of Medi-Care eligibility, they shall change their medical coverage from the regular PERS plan to the Medi-Care supplemental PERS plan.~~
- ~~• Dental Benefits — No deductible and 100% of Usual, Customary, Reasonable (UCR) for preventative services, \$50 deductible and 80% of UCR up to \$1,000 per person per year for regular dental repair expenses. Special dental expenses are payable at 50% of UCR.~~
- ~~• Long Term Disability Insurance — After a three month waiting period, 66 2/3% of the first \$2,250 monthly earnings plus 50% of the next \$1,000 in excess of \$2,250 of an employee's salary integrated with all other income benefits payable to age 65. Includes life insurance for each employee equal to one (1) year of salary up to a maximum of \$100,000.~~
- ~~• Vision Benefit Program — Vision Service Plan B, with a twenty five dollar (\$25) deductible is available to active employees and their dependents. The employee is responsible for the total cost of the plan, payable bi-weekly through pre-tax payroll deduction.~~

~~25.4a Other Post-Employment Benefits — The District provides OPEB as described herein:~~

~~25.4b Whenever any employee retires from the District with ten (10) or more years of credited State service as defined in Government Code Section 20069 including at least five (5) years of continuous District employment, the group health insurance benefits set forth above in 25.3(a)1 shall be continued at the option of the employee at the District's expense pursuant to the provisions of the Public Employees' Medical and Hospital Care Act. The employee must give written Notice to the District of the employee's election of this option within one hundred twenty (120) days of separation by the employee from District employment.~~

~~25.4e For employees hired on or after August 18, 2010 the District provides health insurance to its retired annuitants and dependents in accordance with the vesting schedule contained in Government Code Section 22893.~~

<del>Credited Years of Service</del>	<del>Percentage of Employer Contribution</del>
<del>10</del>	<del>50</del>
<del>11</del>	<del>55</del>
<del>12</del>	<del>60</del>
<del>13</del>	<del>65</del>
<del>14</del>	<del>70</del>
<del>15</del>	<del>75</del>
<del>16</del>	<del>80</del>
<del>17</del>	<del>85</del>
<del>18</del>	<del>90</del>
<del>19</del>	<del>95</del>
<del>20 or more</del>	<del>100</del>

~~25.4d The District reserves the right to make changes to the retiree medical benefit, and agrees that the parties continue to meet and confer sessions to implement a "step down" retiree medical benefit plan for future employees. It is anticipated that such plan will be implemented by January 1, 2024, and may include such elements as the Minimum Employer Contribution (MEC), a 401A Plan, an Retiree Health Savings Account Plan (RHSA), a voluntary option for current employees to participate in the step down plan and a restructuring or cessation of the OPEB payment currently being deducted from employee's pay.~~

~~25.4e The District will pay the full long term liability accrued until June 30, 2011 in accordance with the OPEB actuarial Dated 2010. Beginning on July 1, 2011, the employees will be responsible to pay the current accrual of OPEB costs at the then current rate through pre-tax payroll withholding.~~

~~25.4f Notwithstanding the foregoing provisions set forth in 25.2(b), however, the District may, in its sole discretion, elect to change brokers, insurance carriers, claims administrators, or to become self-funded for any or all of the foregoing benefits set forth in 25.2(a), provided however, that the benefits remain substantially equivalent or better. Furthermore, the insurance carrier may also periodically modify the benefits, provided however, that the benefits remain substantially equivalent. As soon as practicable after notice from any insurance carrier, the District will notify the Union of any proposed change.~~

## **ARTICLE 26**

### **Entire Agreement**

26.1 The parties acknowledge that during the negotiations which resulted in this Memorandum of Understanding, each had the unlimited right and opportunity to make

demands and proposals with respect to any subject or matter not removed by law from the scope of negotiations, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Memorandum of Understanding. Therefore, the District and the Union, for the duration of this Memorandum of Understanding, each voluntarily and without qualification waives the right, and each agrees that the other shall not be obligated to bargain with respect to any subject or matter referred to or covered in this Memorandum of Understanding, or with respect to any subject or matter not specifically referred to, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Memorandum of Understanding. Notwithstanding the foregoing, however, the parties, by mutual agreement or request by either party, may reopen negotiations on any agreed subject of bargaining during the term of this agreement.

## ARTICLE 27

### Term

- 27.1. This Memorandum of Understanding, having taken effect as of the start of the pay period (February ~~23~~, 202~~43~~) immediately following Board approval shall continue in full force through December 31, 202~~65~~ and thereafter from year to year unless written notice of change or termination shall be given by either party ninety (90) days prior to the expiration date above or the expiration date of any year thereafter.
- 27.2. Whenever notice is given for an amendment to or termination of the MOU, the general nature of the amendment(s) desired must be provided, and until the parties reach an agreement as to any proposed changes to the MOU and/or to a new MOU, the original MOU and/or provision(s) of the MOU shall remain in full force and effect.
- 27.3. This Memorandum of Understanding shall not be amended or supplemented except by agreement of the parties hereto, reduced to writing, and duly signed by each.
- 27.4. Any provision of this Memorandum of Understanding which may be in conflict with any Federal or State law, regulation, or executive order shall be suspended and inoperative to the extent of and for the duration of such conflict; the balance of this Memorandum of Understanding, however, shall remain in full force and effect. Whenever any such conflict occurs, the parties shall reopen negotiations on the provision that is in violation of the applicable laws.

IN WITNESS WHEREOF, the parties have executed amendments to this Memorandum of Understanding as of the 17<sup>8</sup><sup>th</sup> day of ~~February~~January, 202~~43~~.

CLEAR CREEK  
COMMUNITY SERVICES DISTRICT

Laborers International Union of North America  
AFL-CIO Local Union 792  
United Public Employees of California

**Exhibit "A"**  
**Schedule of Wage Rates-2022**

~~EE No. 110~~  
~~Maintenance Worker II~~  
~~\$27.34 - \$32.52~~

~~EE No. 295~~  
~~WTP Operator V /Chief~~  
~~Plant Operator~~  
~~\$36.62 - \$48.54~~

~~EE No. 160~~  
~~Maintenance Worker I~~  
~~\$19.00 - \$21.47~~

~~EE No. 275~~  
~~Distribution Supervisor~~  
~~\$28.36 - \$45.40~~

~~EE No.~~  
~~Administrative Assistant~~  
~~\$21.00 - \$32.50~~

~~EE No. 290~~  
~~Maintenance Worker I~~  
~~\$22.66 - \$28.95~~

~~EE No. 285~~  
~~Maintenance Worker II~~  
~~\$26.76 - \$37.48~~

~~EE No.~~  
~~Clerk II~~  
~~\$17.54 - \$17.89~~

~~EE No.~~  
~~Accountant/Bookkeeper~~  
~~\$25.00 - \$28.75~~

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Exhibit “AB”

Schedule of Classifications and Wage Ranges

Effective: February ~~July 21, 2024~~ 23

Clear Creek CSD Job Classifications	Step1 Hourly	Step 2 Hourly	Step 3 Hourly	Step 4 Hourly
Account Clerk	\$20.38	\$21.00	\$21.84	\$22.71
Accountant/Bookkeeper	\$30.34	\$31.25	\$32.50	\$33.80
Administrative Assistant	\$30.34	\$31.25	\$32.50	\$33.80
Distribution Operator D1	\$24.76	\$25.50	\$26.53	\$27.59
Distribution Operator D2	\$28.37	\$29.22	\$30.39	\$31.61
Distribution Operator D3	\$32.69	\$33.66	\$35.02	\$36.41
Distribution Supervisor	\$36.61	\$37.71	\$39.22	\$40.78
Water Treatment Plant Operator T3	\$32.69	\$33.66	\$35.02	\$36.41
Treatment and Distribution Operator T3 D3	\$34.98	\$36.03	\$37.46	\$38.97
Water Treatment Plant Operator T4	\$36.61	\$37.71	\$39.22	\$40.78
Water Treatment Chief Plant Operator T5	\$45.76	\$47.13	\$49.02	\$50.98

~~Effective: February 3, 2023~~

<del>Clear Creek CSD</del>	Step1	Step 2	<del>Step 3</del>	<del>Step 4</del>
<del>Account Clerk</del>	<del>\$19.60</del>	<del>\$20.19</del>	<del>\$21.00</del>	<del>\$21.84</del>
<del>Accountant/Bookkeeper</del>	<del>\$29.17</del>	<del>\$30.05</del>	<del>\$31.25</del>	<del>\$32.50</del>
<del>Administrative Assistant</del>	<del>\$29.17</del>	<del>\$30.05</del>	<del>\$31.25</del>	<del>\$32.50</del>
<del>Distribution Operator D1</del>	<del>\$23.81</del>	<del>\$24.52</del>	<del>\$25.51</del>	<del>\$26.53</del>
<del>Distribution Operator D2</del>	<del>\$27.28</del>	<del>\$28.10</del>	<del>\$29.22</del>	<del>\$30.39</del>
<del>Distribution Operator D3</del>	<del>\$31.43</del>	<del>\$32.37</del>	<del>\$33.67</del>	<del>\$35.01</del>
<del>Distribution Supervisor</del>	<del>\$35.20</del>	<del>\$36.26</del>	<del>\$37.71</del>	<del>\$39.21</del>
<del>Water Treatment Plant Operator T3</del>	<del>\$31.43</del>	<del>\$32.37</del>	<del>\$33.67</del>	<del>\$35.01</del>
<del>Treatment and Distribution Operator T3 D3</del>	<del>\$33.63</del>	<del>\$34.64</del>	<del>\$36.02</del>	<del>\$37.47</del>
<del>Water Treatment Plant Operator T4</del>	<del>\$35.20</del>	<del>\$36.26</del>	<del>\$37.71</del>	<del>\$39.21</del>
<del>Water Treatment Chief Plant Operator T5</del>	<del>\$44.00</del>	<del>\$45.32</del>	<del>\$47.13</del>	<del>\$49.02</del>

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**MEMORANDUM OF UNDERSTANDING**

**Between The**

**CLEAR CREEK COMMUNITY SERVICES DISTRICT**

**And**

**LOCAL UNION 792, UNITED PUBLIC EMPLOYEES OF CALIFORNIA (UPEC)**

**Effective: February 2, 2024**

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Exhibit A: Schedule of Classification and Wage Ranges – Page 39

Exhibit B: Job Descriptions – Page 40

Account Clerk  
Accountant/Bookkeeper  
Administrative Assistant  
Distribution Operator D1  
Distribution Operator D2  
Distribution Operator D3  
Distribution Supervisor  
Treatment Operator T3  
Treatment and Distribution Operator T3 D3  
Treatment Operator T4  
Chief Plant Operator T5

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding made and entered into on February 3, 2023, by and between the Board of Directors of Clear Creek Community Services District (a public agency as defined in section 3501(c) of Chapter 10 of Division 4 of Title 1 of the Government Code of the State of California), hereinafter referred to as the District, and the designated representatives of Local Union 792, United Public Employees Of California (UPEC), Laborers International Union of North America (LiUNA), (a recognized employee organization as defined in Section 3501(b) of Chapter 10 of Division 4 of Title 1 of the Government Code of the State of California), hereinafter referred to as Union;

### **WITNESSETH:**

WHEREAS, the parties hereto desire to facilitate the peaceful adjustment of differences that may from time to time arise between them, to promote harmony and efficiency to the end that the District, the Union and the general public may benefit there from, and to establish fair and equitable wages, hours, and working conditions for certain hereinafter designated employees of the District;

NOW, THEREFORE, the parties hereto do agree as follows;

## **ARTICLE 1**

### **Preamble**

- 1.1. The parties acknowledge the provisions of Chapter 10 (Section 3500, et seq.) of Division 4 of Title 1 of the Government Code of the State of California.
- 1.2. This Memorandum of Understanding supersedes and replaces all previous memoranda of understanding, agreements, policies, practices, procedures, and terms and conditions of employment on subjects which are covered by this Memorandum of Understanding.
- 1.3. It is the policy of the District and the Union not to illegally interfere with, intimidate, restrain, coerce or discriminate against any employee because of race, creed, sex, color, age, religion, national origin, disability or other protected status classes designated by law.
- 1.4. The District is engaged in rendering services to the public, and the District, the Union, and the employees upon being hired by the District accept and recognize their obligation for the continuous rendition and availability of such services.
- 1.5. District employees shall perform efficient work and service and shall use their influence and best efforts to protect the properties of the District and its service to the public, and shall cooperate in promoting and advancing the welfare of the District and in preserving the continuity of its service to the public at all times.

- 1.6. When an employee accepts employment, the employee accepts an obligation not to engage in any work stoppage, slowdown, picketing, or refusal or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operations of the District, including compliance with the request of other organizations to engage in such activity. The duties performed by employees of the District as part of their employment pertain to and are essential to the operation of the District and the welfare of the public dependent thereon. Therefore, during the term of this Memorandum of Understanding, employees shall not partially or totally abstain from the performance of their duties for the District. The Union shall not call upon nor authorize employees individually or collectively to engage in such activities and shall make a reasonable effort under the circumstances to dissuade employees from engaging in such activities and the District shall not cause any employee lockout. Those employees who do individually or collectively partially or totally abstain from the performance of their duties for the District during the term of this MOU shall be subject to disciplinary action up to and including discharge from employment without recourse.
- 1.7. Joint Union-Management meetings shall be held as often as agreed upon by the Union and Management. The purpose of these meetings shall be to promote harmony and efficiency and to improve communications between employees and all levels of management. The meeting agenda shall be determined by those in attendance and there shall be no restrictions on the subject matter, provided the meetings shall not substitute for normal grievance procedures or for formal negotiations between the Parties. The meetings may be summarized in written minutes. In order to encourage free discussion specific statements and the name of the person making the statement shall not be quoted outside of the meeting.
- 1.8. All employees shall treat all persons with dignity, equity and respect.

## **ARTICLE 2**

### **Recognition**

- 2.1. The District recognizes the Union as the exclusive representative of all employees of the District who hold a classification listed on Exhibit "A" of this Memorandum of Understanding, excluding all other employees. The provisions of this Memorandum of Understanding hereinafter set forth shall apply only to those employees of the District for whom the Union is the established exclusive representative.
- 2.2. Official representatives of the Union will be permitted access to District property to confer with District employees on matters of employer-employee relations, but such representatives shall not interfere with work in progress without agreement of management.
- 2.3. The District will provide the Union adequate bulletin board space for the purpose of posting thereon matters relating to official Union business.

- 2.4. The District and the Union will not interfere with, intimidate, restrain, coerce, or discriminate against any employee because of the employee's membership or non-membership in the Union or the employee's activity on behalf of the Union.
- 2.5. Any employee at the employee's request shall be permitted representation by a Union representative. The foregoing shall apply to investigations, counseling, reprimands, and disciplinary actions providing there is not unreasonable delay in obtaining representation.

### **ARTICLE 3**

#### **Management Rights**

- 3.1. The District retains all of its powers and authority to direct, manage, and control District operations to the full extent of the law. Further, District rights include, by way of illustration and not by way of limitation, the following: (a) the full and exclusive control of the management of the District; (b) the supervision of all operations, methods, processes, and means of performing any and all work; (c) the control of the property and the composition, assignment, direction, and determination of the size and the work hours of its working forces; (d) the right to determine the work to be done by employees; (e) the right to change or introduce new or improved operations, methods, means or facilities; (f) the right to establish budget procedures and financial allocations; (g) the right to hire, classify, schedule, promote, demote, evaluate, release, lay off, and increase or reduce work hours of employees; (h) the right to suspend, discipline and discharge employees; (i) the right to contract out work to be done or services to be rendered; (j) the right to otherwise maintain an orderly, effective and efficient operation.
- 3.2. The District's exercise of its powers, rights, authority, duties, and responsibilities, the adoption of new policies, rules and regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express provisions of this Memorandum of Understanding, and then only to the extent such specific and express terms are in conformance with law.
- 3.3. It is also agreed and understood that grievances related to this Article, pursuant to Article 5, Grievance Procedure, are solely limited to whether or not the District appropriately reserved its rights. Specifically excluded from the grievance procedure are issues arising out of the exercise by the District of its discretion under this Article, including the facts underlying the exercise of such discretion.

## **ARTICLE 4**

### **Union Security**

- 4.1. The Union shall notify the District of any employee who has given the Union written authorization for deduction of any Union dues or fees. The Union certifies that it shall collect and will maintain records of individual employee authorizations for deductions of said dues or fees. The Union agrees to notify the District of any changes in employee authorizations to deduct Union dues or fees. The District shall rely on the Union's certification of any dues and fees authorized by an employee and will not require the Union to provide a copy of the employee's authorization unless a dispute arises about the existence of terms of the authorization. The Union shall indemnify the District for any claims made by the employee for deductions made in reliance on the certifications. Any inquiries by employees regarding Union dues or fees should be directed to the Union.
- 4.2. Upon Union notification to the District of written authorization by an employee, deductions shall be made from the first and second payroll periods of each month and a check for the total deductions shall be submitted to the Union within five (5) working days of the date the dues are withheld from the employee's check. The total deductions shall be submitted to the Secretary/Treasurer of Local Union UPEC 792, 1800 Park Marina Drive, Redding, CA 96001. An employee assigned to perform the work of a classification out of the bargaining unit to temporarily work in an acting capacity may temporarily suspend their authorization to pay Union dues and fees, and upon notice to the District by the Union of such temporary suspension, the employee's payroll deductions of any Union dues or fees shall be suspended for the duration of such period as the individual is working for the District in a job classification not covered by this Memorandum of Understanding.
- 4.3. The District shall deduct from their wages the regular membership dues of employees who are members of the Union who individually and voluntarily authorize such deductions in writing in accordance with the provisions of Section 1157.3 of the Government Code of the State of California.
- 4.4. As per California government code section 3558, the District will at least every 120 days, provide the Union with a list of all bargaining unit employees. The list will include the following information: Name, address, job title, department.
- 4.5. The District will provide the Union with not less than 10 calendars days advanced notice of the time, date, and allocation of a new hire orientation session of any new employee. The District and the Union agree that a designated UPEC representative will be offered the opportunity to meet with newly hired members during the new hire orientation process or within 10 working days from the date of hire for 30 minutes.

## ARTICLE 5

### Union/Member Grievance Procedure

- 5.1 A grievance is defined as any dispute or disagreement which may arise between the Union/employee(s) and the District with respect to interpretation or application of any of the terms of the Memorandum of Understanding. Probationary or temporary employee shall not be entitled to process grievances with respect to matters of discharge, demotion, or discipline. This shall not, however, prevent a temporary or probationary employee from enforcing any other rights under this Memorandum of Understanding. A grievance procedure shall not apply to any disciplinary action pursuant to Article 22.
- 5.2 **Step One:** The initial step in the adjustment of a grievance shall be a discussion between the grievant or the Shop Steward and the grievant's immediate supervisor, who will answer within ten (10) working days. This step shall be started within thirty (30) days of the date of the action complained of, or the date the grievant became aware of the incident which is the basis for the grievance. The step may be taken during the working hours of the grievant.
- 5.3 **Step Two:** If the grievance is not resolved in the first step, the second step shall be the presentation of the grievance in writing by the grievant, the Shop Steward, or the Union's Business Representative to the District's General Manager, who shall answer in writing within ten (10) working days. The second step shall be taken within ten (10) working days of the date of the answer in Step One. The written presentation shall be a clear, concise statement of the grievance, the circumstances involved, the pertinent dates, the decision rendered at the previous step, the section of this Memorandum of Understanding alleged to be violated, and the specific remedy sought.
- 5.4 **Step Three:** If a grievance is not resolved in the second step, the third step shall be referral by the Union to mediation within twenty (20) working days of the answer in Step Two. Whenever a grievance is referred to mediation, either the Union or the District General Manager may request that the California State Mediation and Conciliation Service refer a state mediator. The mediator shall assist the parties in the resolution of the grievance in the same manner as that which is normally used in the mediation of interest disputes. Referral to Step Four shall not occur until a mediator has released the parties from the mediation process.
- 5.5(a) **Step Four:** If a grievance is not resolved in the third step, the fourth step shall be referral by the Union to arbitration. The fourth step shall be taken within twenty (20) working days of the answer in Step Three.
- 5.5(b) An arbitrator shall be appointed on each occasion that a grievance is submitted to arbitration. In the event that the District and the Union are unable to agree on the selection of an arbitrator, they shall request the State of California Mediation and Conciliation Service to nominate five (5) persons to be the arbitrator. The District and the Union each will alternately challenge two of such nominees, the party having the first challenge to be determined by lot. The remaining nominee shall be accepted as the arbitrator and the arbitrator's compensation and expenses shall be borne equally



by the District and the Union. The District and the Union shall pay the compensation and expenses of their respective appointees and witnesses. At Union's request and expense, the District shall release from duty to participate in arbitration proceedings employees necessary to the adjudication process.

- 5.5(c) The arbitrator shall hold such hearings and shall consider such evidence as to the arbitrator appears necessary and proper. The decision of the arbitrator shall be final and binding on the District, the Union, and the grievant, provided, however, that such decision does not in any way add to, disregard or modify any of the provisions of this Memorandum of Understanding.
- 5.6 Failure by the grievant or the Union to meet any of the aforementioned time limits will result in forfeiture of the right to further dispute the General Manager's disposition; however, the aforementioned time limits may be extended by mutual agreement. Failure by the District to meet any of the aforementioned time limits will allow the grievant to proceed to the next step of the established procedure.
- 5.7 Neither the grievant nor the Union shall interfere with the right of the District to proceed in carrying out its management responsibilities subject to a final decision on the grievance. In the event the grievance involved an order, requirement or other directive; the grievant shall fulfill or carry out such order, requirement, or directives pending the final decision on the grievance.
- 5.8 Notwithstanding the aforementioned procedure, any individual employee shall have the right to present grievances to the District and to have such grievance adjusted without the intervention of the Union, provided, however, that the adjustment shall not be inconsistent with this Memorandum of Understanding, and provided further, that Union's Business Representative shall be given an opportunity to be present at such adjustment. Grievances settled by individual employees without representation by Union officials shall not bind either party to an interpretation of this Memorandum of Understanding.

## **ARTICLE 6**

### **Safety**

- 6.1 The District desires to maintain a safe place of employment for District employees and to that end District management shall make all reasonable provisions necessary for the safety of employees in the performance of their work, consistent with this Memorandum of Understanding and California Law.
- 6.2 Regular safety meetings will be held at least once every month for the purpose of reviewing accidents and preventing their recurrence, eliminating known hazardous conditions, and familiarizing employees with safe work procedures and applicable state safety orders, and for training in first aid. Listing of employees attending the meetings will be filed in the District Safety binder.

- 6.3 Regular "tailgate" safety meetings will be held and documented at all job sites to plan the job and to emphasize safety in its performance. "Tailgate" is referring to temporary job sites, where District work is being done, and job sites at district facilities.
- 6.4 All supervisors are responsible for safety in their area of responsibility. The employee in charge at any work site will be responsible for safety at that location including proper barricading, signing and use of flagmen.
- 6.5 All employees shall follow the District's safety rules, procedures, and laws, and will exercise good judgment and maintain a positive safety attitude.
- 6.6 Any employee suffering an injury or illness on the job shall immediately report such injury or illness to the employee's immediate supervisor and shall complete the proper accident and illness reporting forms by the end of the workday.
- 6.7 All employees are responsible for reporting unsafe conditions, procedures, or work practices, and for immediately reporting any accident which occurs, and for assisting fellow employees in minimizing hazards.
- 6.8 All employees shall wear hard-hats while exposed to the potential for head injury.
- 6.9 All employees shall wear seat belts while driving or operating any District vehicle.
- 6.10 If an employee, with prior General Manager's approval elects to use hearing protection, that exceeds that required by state law and provided by the District, the District and the employee will each pay one-half of the cost.
- 6.11 Field employees (Distribution and Treatment) are entitled to reimbursement, for up to 50%, not to exceed \$100.00 annually, for the purchase of work boots appropriate for the employee's duties and responsibilities as determined by the Employee's Department Manager.
- 6.12 The District will provide appropriate safety equipment and protective clothing such as rain gear, muck boots, hip waders, etc. The District will provide a uniform pant, The employees will be required to wear or use them as directed by the District. The District will provide a uniform pant service for field employees and Operators pants. The maintenance, care and upkeep of protective clothing or uniforms is the responsibility of the employee.
- 6.13 Employees who are assigned to vehicles or equipment are responsible for maintaining such vehicles and equipment in safe operating conditions, keep mileage logs, and are required to immediately report any unsafe situation to their supervisor.
- 6.14 Self-contained breathing apparatus and cartridge respirators shall be used to protect employees from life-threatening atmospheres, including chlorine or oxygen-deficient atmospheres. All employees required to use respiratory protection equipment shall be clean shaven between the face and the sealing surface of the respiratory face piece when reporting to work.

- 6.15 All employees are required to comply with additional safety rules and procedures provided to employees, other than those set forth in this Memorandum of Understanding, as established by the District from time to time for special work situations.
- 6.16 It is recognized that the District has the responsibility for providing a safe and healthy workplace. In order to assist the District and facilitate the promotion of safety on District properties, a joint safety committee consisting of representatives of the Union, as well as representatives of the District – designated by the General Manager, will be established. The committee shall meet at regular times – no less than semi-annually to administer safety educational programs, investigate accidents, and to recommend appropriate safety rules and changes thereto.
- 6.17 The District reserves its right and obligation to draft, implement, and enforce appropriate safety rules for employee operations. Prior to the implementation of any new or modified safety rules, the District will provide the Union with written copies of all proposed rules and procedures.

## **ARTICLE 7**

### **Industrial Disability**

- 7.1 Whenever an employee is absent from work as a result of a work-related disability ("industrial disability") and is receiving temporary disability indemnity payments provided for by the Labor Code of the State of California, such employee may elect to utilize accumulated sick leave, vacation or compensatory time off if applicable, to supplement the employee's temporary disability indemnity.
- 7.2 Payments up to a maximum of the employee's full salary. Following exhaustion of accumulated sick leave credits, the employee may use compensatory time off or vacation credits for the purpose of supplementing temporary disability indemnity payments. During the time an employee is receiving temporary disability indemnity payments which are supplemented by accumulated sick leave, vacation, or compensatory time off, if applicable, the employee shall continue to accumulate additional vacation and sick leave credit and is entitled to continuation of the employee's insurance benefit program. An employee's insurance benefits shall be continued at the District's expense for a maximum of six (6) full continuous calendar months following the date of exhaustion of other forms of District-paid time off or six (6) months from the first date of employee's absence as a result of disability whenever the employee elects to not use District paid-time off benefits to supplement temporary disability indemnity payments. Holidays, that occur during the period for which an employee is receiving temporary disability indemnity payments, shall be recognized by the District as holidays for compensation purposes up to a maximum of full pay.
- 7.3 An employee who is absent by reason of industrial disability may be returned to work by the District and given temporary light duties within the employee's ability to perform

with the consent of the employee's physician. The duration of any such period of temporary work shall be determined by the District. Such employee shall be compensated at the then-current rate of pay of the employee's regular classification while engaged in such temporary duties. The District may require an employee requesting to return to work after an absence caused by disability or illness to submit to a medical examination by a physician or physicians approved by the District for the purposes of determining that such employee is physically and mentally fit and able to perform the duties of the employee's position without hazard to the employee or to the employee's fellow workers.

## **ARTICLE 8**

### **Employee Status**

- 8.1. Employees will be designated as regular full-time, regular part-time, probationary, full-time temporary, or part-time temporary, depending upon the purpose for which they are hired and their length of continuous service with the District.
- 8.2. A regular full-time employee is defined as an employee who has 6 months or more seniority with the District in continuous full-time probationary employment.
- 8.3. A regular part-time employee is defined as an employee who has 6 months or more seniority with the District in continuous part-time probationary employment, and who is regularly scheduled to work less than eight (8) hours per day or less than forty (40) hours per week. Regular part-time employees shall accrue only vacation and sick leave benefits at the same ratio to regular full-time employee benefits as the regular part-time employee's work hours bears to regular full-time employee work hours. Regular part-time employees shall not receive any other employee benefits other than as specified above, unless retirement or medical benefits are required by the California Public Employee's Retirement System or the Public Employees' Medical and Hospital Care Act.
- 8.4. A probationary employee is defined as an employee hired for a full-time or part-time position and is of an indeterminate duration. A probationary employee shall receive not less than the minimum wage rate for the job, and shall be eligible for sick leave pay, vacation pay, holiday pay, retirement plan participation, insurance coverage, and items of a similar nature as the employee becomes eligible but shall not be eligible for a leave of absence. Upon completion of six months of continuous full-time or part-time service with the District, a probationary employee shall be given the status of a regular full-time or regular part-time employee as applicable. Notwithstanding any other provision of this Article, an employee's probationary period shall be extended by the duration of any unpaid absence of ten (10) or more consecutive workdays.
- 8.5. A full-time temporary employee is defined as an employee hired for occasional or seasonal work for a period not to exceed six (6) months. A full-time temporary employee shall receive not less than the minimum wage rate for the job, but shall not be eligible for any employee benefits such as sick leave pay, holiday pay, vacation

pay, insurance coverage, retirement plan participation, or items of a similar nature, nor shall the employee accrue seniority or leave of absence rights, unless retirement or medical benefits are required by the California Public Employee's Retirement System or the Public Employees' Medical and Hospital Care Act. If a full-time temporary employee is reclassified to probationary status, the employee shall be credited with any full-time temporary service in determining eligibility for benefits, if any, as may accrue to the employee in the new status.

- 8.6. A part-time temporary employee is defined as an employee hired for occasional or seasonal work or for employment of less than eight (8) hours per day or less than five (5) days per week, or whose work period is not regularly scheduled and who is normally scheduled to work less than full-time. A part-time temporary employee shall receive not less than the minimum wage rate for the job but shall not be eligible for employee benefits such as holiday pay, vacation pay, or any other employee benefits, nor shall the employee be eligible for insurance coverage or retirement plan participation, accrual of seniority, or leave of absence pursuant to this MOU. If a part-time temporary employee is reclassified to full-time temporary or probationary status, the employee shall be credited with the period of time the employee has worked as a part-time temporary employee in determining eligibility for benefits, if any, as may accrue to the employee in the new status.

## **ARTICLE 9**

### **Wages and Classifications**

- 9.1 Each employee begins employment at a designated wage "Step" and in a designated classification. After twenty-six (26) full pay periods in a step and upon obtaining a "satisfactory" or better evaluation from the employee's Department Supervisor, an employee will advance to the next step upon written approval by the employee's Department Supervisor. An employee who is otherwise eligible for the step increase but who does not obtain a "satisfactory" evaluation will not be eligible for the step increase but will be given an action plan for obtaining a "satisfactory" or better evaluation and will be re-evaluated at the end date of the action plan. Upon obtaining a satisfactory or better evaluation the employee will then be entitled to the step increase effective on written approval by the employee's Department Supervisor. Employees will normally be hired at the entry level wage and the lowest classification or step for the employee's position. In appropriate circumstances, as determined by and upon written approval by the General Manager, an employee may be hired at a higher step. In addition, upon recommendation by the employee's Department Supervisor and the General Manager and approval by the Board of Directors at a regularly scheduled meeting, an employee may be granted a wage increase in the employee's classification based on outstanding performance, not to exceed the highest step. Such pay step increase may start at any time but shall not occur more than once in any 12-month period.
- 9.2. Wages shall be paid at biweekly (every two weeks) intervals on Thursdays for a pay period ending no earlier than the preceding Friday. If a pay day falls on a holiday, payments shall be made on the preceding workday.

- 9.3 Whenever an employee is temporarily assigned for a minimum of one (1) week to work in a classification higher than the employee's regular classification pursuant to Section 12.3, the employee shall be paid at the rate established for the higher classification, and at the same step level the employee is at in his regular position. When an employee is temporarily assigned to work in a higher classification which has a wage range overlapping the wage range of the employee's regular classification, the employee shall be paid at the wage rate of the classification to which he is being temporarily assigned which is next higher to the employee's present wage rate, but not more than the top wage rate of the temporary classification. A temporary assignment is defined as less than 45 days and can be renewed on written approval by the General Manager.
- 9.4 For purposes of wage rate progression in an employee's regular classification, when assigned to a temporary classification, the time worked by an employee in other than the employee's regular classification shall also be accrued in such temporary classification.
- 9.5 Whenever an employee is temporarily assigned to work in a classification lower than the employee's regular classification, the employee's rate of pay will not be reduced.
- 9.6 Attached hereto and made a part hereof is Exhibit "A" titled "Schedule of Classifications and Wage Ranges". Adoption of this MOU recognizes the current wage rates now in the MOU "Schedule of Classifications and Wage Ranges" in Exhibit A.
- 9.7 All classifications are subject to an annual 2-4% COLA, increase in the amount of the percentage increase in the CPI-W, Consumer Price Index for Urban Wage Earners and Clerical workers, all U.S. city average, published for the months of May to May ("COLA percentage increase"). Notwithstanding these numbers, no annual wage increase pursuant to this Section shall be less than 2% or more than 4% of the current wage. The annual COLA percentage increase will be implemented July 1 of a given year and will start July 1, 2023.
- 9.8 Attached hereto and made a part hereof is Exhibit "B" titled "Job Classification Specifications". The job descriptions included therein are intended to be general guidelines regarding the duties to be performed by a particular classification of employee and are not to be construed as restrictions on the duties an employee may normally perform. Any employee may be assigned to perform the duties of a classification which has an equal or lower wage rate. The classification specifications are subject to amendment by the board. Any proposed changes to the job descriptions will be subject to review and comment by the Union and will not reopen negotiations for the remainder of the MOU.

## **ARTICLE 10**

### **Hours and Overtime**

- 10.1 Each employee shall report for work at the employee's regularly established headquarters and shall return thereto at the conclusion of the day's work, except as otherwise directed by the employee's immediate supervisor or the General Manager. The time spent in traveling between such headquarters and the job site shall be considered time worked.
- 10.2 Except as otherwise provided by the District, a "workweek" consists of seven (7) consecutive calendar days, beginning on Friday of each employee's regular shift starting time and ending on the following Friday at the same time, and a "basic workweek" consists of five (5) workdays of eight (8) hours each, with an uncompensated meal break near the middle of the work shift. The basic workweek may begin on any day of the week or at any hour of the day during the workweek. The basic workweek shall normally be Monday through Friday, 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., except as otherwise established by the employee's immediate supervisor or the General Manager upon 48 hour written notice to the employee. Full-time employees shall be entitled to one (1) fifteen-minute (15) compensated rest break before the meal period and one (1) fifteen-minute (15) compensated rest break after the meal period. Part-time employees who work for four (4) hours or more, but less than eight (8) hours per day, shall be entitled to one (1) fifteen-minute (15) rest break per day. Rest breaks shall be observed near the middle of the work period or as determined by the employee's immediate supervisor. Employees are responsible for ensuring that required meal breaks and rest breaks are taken. If an employee misses a required meal break or a rest break, the employee must immediately report this to the employee's immediate supervisor. Rest breaks cannot be combined or be used to neither shorten the workday nor lengthen a meal break. The work schedule may be modified from time to time by the employee's immediate supervisor or the General Manager as required by the needs of the District.
- 10.3 Except as otherwise provided by the District, overtime is defined as: (a) time worked in excess of eight (8) hours on a scheduled workday; (b) time worked in excess of forty (40) hours in a workweek; (c) time worked on a non-workday; (d) time worked outside of regular hours on a workday; and (e) time worked on a holiday. Overtime shall be computed to the nearest one-quarter (1/4) hour.
- 10.4 Compensation for overtime work shall be one and one-half (1.5) times the employees' regular rate of pay through and including the eleventh hour, two (2) times the employee's regular rate of pay after the twelfth hour, or upon request of the employee and with General Manager approval, the employees will receive compensatory time off (CTO) at the rate of one and one-half (1.5) hours for each hour of overtime worked through and including the eleventh hour and two (2) times after the twelfth hour. Employees whose employment with the District is terminated for any reason shall, at the time of separation, receive payment for any unused compensatory time off

previously earned.

- 10.5 Regular and probationary employees of the District may choose to accrue compensatory time off (CTO) in lieu of paid overtime up to a maximum of two hundred forty (240) hours. Once this maximum is reached the District will schedule to pay hours until the maximum is reduced at which time an employee may accrue additional CTO.
- 10.6 Compensatory time off (CTO) will be scheduled by mutual agreement of the employee and the District's General Manager or designee, consistent with the needs of District service.
- 10.7 The District will, at the employee's option, provide a pay out to the employee of up to eighty (80) hours of the employee's accumulated CTO credits during each fiscal year. Employees may elect such option no more than twice for a cumulative total of no more than eighty (80) hours in each fiscal year.
- 10.8 Employees who are required to report for work on their non-workdays, or outside of their regular hours on workdays, shall be paid overtime compensation for the actual time worked, but in no event for less than two (2) hours. Notwithstanding the foregoing, however, employees shall be entitled to only one (1) two-hour (2) minimum period of compensation during each twenty-four hour calendar day, midnight to midnight. If an employee who is called out for such work outside of the employee's regular hours on a workday continues to work into the employee's regular hours, the employee shall be paid overtime compensation only for the actual overtime worked. If an employee performs overtime work immediately following the end of the employee's regular shift, the employee shall be paid overtime compensation only for the actual overtime worked. Employees who complete at least 15 minutes of work remotely without reporting to a work location through text, SCADA, email, phone calls, etc., shall be paid a minimum thirty (30) minutes of overtime per occurrence.
- 10.9 Employees shall be eligible to utilize their sick time at the beginning of their next regularly scheduled shift if their next regularly scheduled shift falls on the next calendar day and if they feel fatigued and have worked a minimum of four hours of overtime and the overtime has been completed less than eight hours prior to the start of their next regularly scheduled shift. The amount of sick time allowed if fatigued will be one half hour for each hour of overtime worked. If the employee takes more time than authorized it should come out of vacation time.
- 10.10(a) Employees who are required to be on call during non-duty hours in a manner which is not compensable time under the Fair Labor Standards Act shall receive compensation for being on call at the following rates: 1) \$25.00 for being on call during the non-duty work hours on a regular work day; 2) \$50.00 for being on-call during a non-workday other than a holiday (weekend); and; 3) \$75.00 per day for being on-call for each District Holiday. Whenever an employee is called out for duty during a time period while the employee is on call awaiting duty, the employee shall be compensated as set forth in Sections 10.3 through 10.8 above. Employee on-call assignments shall normally be for a full calendar week.



- 10.10(b) On-call distribution employees are required to respond to the required site within thirty (30) minutes from the time of the call out to the employee. On-call treatment employees are required to respond to the required site within sixty (60) minutes from the time of the call to the employee.
- 10.10(c) Employees who are required to be on call shall be capable of responding and performing their required duties during the on-call period. On-call employees who are under the influence of drugs or alcohol when they report to the job site or during the performance of their job duties are subject to disciplinary action.

## **ARTICLE 11**

### **Seniority**

- 11.1 Seniority is defined as total length of continuous service with the District. In determining an employee's seniority, the continuity of the employee's service will be deemed to be broken by termination of employment by reason of: 1) resignation; 2) discharge for cause; 3) layoff for more than twelve (12) consecutive months; 4) failure to return to service immediately upon the expiration of a leave of absence or 5) acceptance of other employment while on leave that prevents the employee's returning to service with the District; or 6) unpaid leave not approved by the General Manager in excess of five (5) workdays. Continuity of service will not be broken and seniority will continue to accrue when an employee is: (a) inducted, enlists, or is called to active duty in the armed forces of the United States or service in the Merchant Marine under any Act of Congress which provides that the employee is entitled to re-employment rights; (b) on duty with the National Guard; (c) absent due to industrial injury; (d) on leave of absence approved by the General Manager; or (e) absent due to layoff for a period of less than twelve (12) consecutive months.

## **ARTICLE 12**

### **Promotions**

- 12.1 Whenever any position vacancy occurs other than a temporary vacancy (12.4), such position vacancy shall be posted on all employee bulletin boards for a period of five (5) working days. The position vacancy notice shall specify the job classification, classification specification and pay rate of the position vacancy. All employees may apply for consideration for the posted position vacancy. Only regular employees will have the right to preferential consideration in the order of their seniority. Regular employee applications received following the closing date for receipt of applications will not be considered by the District. In filling said position vacancy, the District will give consideration to each employee in the order of the employee's seniority, with the position vacancy being awarded to the employee who is best qualified to perform the duties of the position. Following the District's selection of an employee applicant for any position vacancy, a notice announcing the selected employee shall be posted on employee bulletin boards within ten (10) working days. In the event there are no selected employee applicants, the District may select any applicant for the position vacancy.

- 12.2 Notwithstanding anything contained in section 12.1 above, the District need not consider the application of any employee who is not qualified for the position because they do not possess the knowledge, skill, efficiency, adaptability, and physical ability required for the position for which the application is submitted. For purposes of determining employee qualifications, the District may utilize examinations including, but not limited to, the following: written, oral, physical, manual dexterity or skill demonstration. When the District intends to appoint an employee to a position vacancy in preference to an employee with greater seniority as specified in 12.1 above, the District shall notify the Union's Business Representative of its intent prior to such appointment.
- 12.3 Whenever a temporary vacancy occurs in any job classification, the District may, at its discretion, fill such temporary vacancy. If practicable, the District shall fill such temporary vacancy with the employee who would be most eligible therefor under the provisions of 12.1 and 12.2 above.
- 12.4 A temporary vacancy is one created by additional workload or an employee's absence from work due to illness, disability, vacation, approved leave of absence, or any other vacancy of less than six (6) months' duration.
- 12.5 All appointments to position vacancies filled by current District employees shall be on a probationary basis for three (3) months. At any time during the probationary period, the District may terminate the appointment without cause. If an appointment is terminated, the employee shall be returned to either the employee's previous classification and wage rate or some other classification that is mutually satisfactory to both the employee and the District.
- 12.6 The District will develop a nepotism policy in compliance with Federal and State Labor law.

## **ARTICLE 13**

### **Demotion Displacement and Layoff**

- 13.1 Whenever it becomes necessary to lay off regular employees, the District will give employees involved as much notice as possible, but in no event will such employees receive less than two (2) calendar weeks' notice of layoff. Where probationary or temporary employees are to be laid off, no notice of layoff need be given.
- 13.2 Layoff in all cases will be in the reverse order of employee seniority, beginning with those employees with the least seniority. An employee whose job is being eliminated may elect to displace an employee in a lower-paid classification if the employee meets all the qualifications of the lower-paid job classification, and if the employee's seniority is greater than that of the employee in the lower-paid classification.

- 13.3 Regular employees who are laid off will be given preference in filling future vacancies in the classification from which they were laid off for a period of up to one (1) year, providing they keep the District advised of their current address. Whenever an employee is rehired within one (1) year, such employee shall have all benefits reinstated, providing such reinstatement is not contrary to the applicable insurance policy. Rejection of an offer of re-employment will cause the employee's name to be removed from the re-employment list, the employee will no longer have preference in filling future vacancies.
- 13.4 The District may either lay off employees or reduce work hours of employees as determined by the needs of the District.

## **ARTICLE 14**

### **Leave of Absence**

- 14.1 Leaves of absence may be granted to regular employees by the Board of Directors for urgent and substantial reasons in determination of the Board, for up to a maximum of one (1) year, providing satisfactory arrangements can be made to perform the employee's duties without undue interference with the normal routine of work. Leaves for up to sixty (60) days may be granted to a regular employee by the District's General Manager on the same basis as set forth in this Section.
- 14.2 A leave of absence will commence on and include the first workday on which an employee is absent and terminates with and includes the workday preceding the day the employee returns to work.
- 14.3 All applications for leave of absence shall be made in writing. The conditions under which an employee will be restored to employment on the termination of a leave of absence shall be clearly stated by the District in writing with the granting of any leave of absence. Upon an employee's return to work after an approved leave of absence, the employee will be reinstated to the employee's former position and working conditions provided that the employee is capable of performing the duties of the employee's former position. If there has been a reduction in District staff, or if the employee's position has been eliminated during the employee's leave, the employee will be returned to the position the employee would be in had the employee not been on a leave of absence, if any, or to some other position as determined by the District's General Manager.
- 14.4 An employee's status as a regular employee will not be impaired by such leave of absence, and the employee's seniority shall not accrue during unpaid leave and will not be decreased.
- 14.5 If an employee fails to return immediately on the expiration of the employee's leave of absence or if the employee accepts other full-time employment while on leave, the employee will thereby forfeit the leave of absence and terminate the employee's employment with the District.

- 14.6 Except as otherwise provided in this section, an employee on a leave of absence as provided herein shall not accrue vacation or sick leave benefits, nor maintain group insurance coverage. An employee may, however, at the employee's option and expense maintain the employee's group insurance coverage providing the full monthly premium is received by the District on or before the first day of the month for which the premium is intended.
- 14.7 The Parties acknowledge the provisions of State and Federal law governing family leaves and will comply with their provisions.

## **ARTICLE 15**

### **Expenses**

- 15.1 Employees who are assigned to a temporary work assignment at such distance from their regular headquarters that it is impractical for them to return thereto each day, or to their regular place of residence, will be allowed actual reasonable personal expenses; however, the employee provides the District with receipts for such expenses. Meal reimbursements shall be limited to \$10.00 for breakfast, \$15.00 for lunch, and \$25.00 for dinner, including tax and tip or at total of \$50 per day, whichever is less.
- 15.2 Whenever any employee uses the employee's personal automobile for the District's convenience, the employee will be reimbursed therefor at the rate per mile as established by the Internal Revenue Service from time to time.
- 15.3 Whenever the District requires any employee to perform work for one-and-one-half (1-1/2) hours or more beyond the employee's regular work hours, the District through its supervisors or managers will provide the employee with a meal and with additional meals at intervals of approximately four (4) hours of work. A reasonable period of time for the consumption of the meal will be compensated therefore by the District, except when the meal is taken at the end of an overtime work period; the time compensated by the District shall be limited to one (1) hour.

## **ARTICLE 16**

### **Sick Leave**

- 16.1 Sick leave with pay shall be accumulated for each regular and probationary employee at a rate of 4 hours for every 80 regular hours worked.
- 16.2 The District shall provide family and medical care leave for eligible employees, as required by state and federal law, including leaves under the Family and Medical Leave Act of 1973 (FMLA) (which includes Military Caregiver Leave, also known as Covered Servicemember Leave), the California Family Rights Act (CFRA), and the Paid Family Care Leave Act (PFCLA). An individual who is entitled to leave under the FMLA and the CFRA must take Family Temporary Disability Insurance (FTDI) leave concurrently with leave taken under the FMLA and the CFRA. See the Districts FMLA/CFRA leave policy for more information.

- 16.3 Management may require satisfactory evidence of sickness or disability before payment for sick leave will be made. The District, at its expense, may also require an employee requesting to return to work after sick leave or leave of absence for medical reasons to submit to a second medical examination by a physician or physicians approved by District for the purpose of determining that such employee is physically fit and able to perform the duties of the employee's former position without hazard to the employee, or to the employee's coworkers, or to the employee's own permanent health. Whenever there is reason to suspect any employee of abusing the employee's right to sick leave with pay, the parties shall cooperate in controlling such employee abuse, and an employee found to be abusing the sick leave policy shall be subject to discipline pursuant to this MOU.
- 16.4 If a holiday which an employee is entitled to have off with pay occurs on a workday during the time an employee is absent on sick leave, the employee shall receive regular pay for the holiday, and it shall not be counted as a day of sick leave.
- 16.5 Sick leave accrued shall be used only for sick leave purposes as set forth in article 16.1 and 16.2 and for the purchase of CalPERS retirement credit as established by CalPERS.
- 16.6 Whenever any employee has exhausted all of the employee's paid time off benefits, including but not limited to sick leave, vacation, and holiday pay, as a result of a catastrophic illness or disability, the District's General Manager may, at the General Manager's discretion, create a vacation time-bank into which other employees may donate their accumulated vacation benefits for the purpose of providing compensation to the employee suffering from the disability. Vacation time donated shall be forfeited by the donating employee.

## **ARTICLE 17**

### **Bereavement/Funeral Leave**

- 17.1 Regular employees who are absent from work due to the death of a member of the employee's immediate family shall be paid at the regular rate of pay for the time necessary to be absent from work, not to exceed twenty-four (24) working hours.
- "Immediate family" as used herein includes only an employee's spouse and an employee or an employee's spouse's mother, father, brother, sister, son, daughter, stepchild, grandparent, and grandchild, or an individual who was a member of the employee's immediate household at the time of death.

## **ARTICLE 18**

### **Holidays**

18.1 Regular and probationary employees except as otherwise provided herein, shall be entitled to have the following holidays off with pay:

- 1) New Year's Day (January 1st)
- 2) Martin Luther King Day (Third Monday of January)
- 3) Presidents day (the third Monday in February)
- 4) Memorial Day (the last Monday in May)
- 5) Independence Day (July 4th)
- 6) Labor Day (the first Monday in September)
- 7) Columbus Day
- 8) Veterans Day (November 11<sup>th</sup>)
- 9) Thanksgiving Day (the 4<sup>th</sup> Thursday in November)
- 10) Friday after Thanksgiving Day
- 11) Christmas Day (December 25<sup>th</sup>)

18.2 Except as otherwise provided for below, if any of the foregoing holidays falls on a Sunday, the Monday following shall be observed as the holiday, except by those employees who are regularly scheduled to work on Sunday other than on an overtime basis. Employees who are regularly scheduled to work on Sundays shall observe such holidays on Sunday. If any of the foregoing holidays falls on a Saturday, the preceding Friday shall be observed as the holiday, except by those employees who are regularly scheduled to work on Saturday other than on an overtime basis. Employees who are regularly scheduled to work on Saturdays shall observe such holidays on Saturday. Whenever the second of any two holidays which occurs on contiguous days falls on a Saturday, the previous Thursday and Friday shall be observed as the holidays. Whenever the first of any two holidays which occurs on contiguous days falls on a Sunday, the following Monday and Tuesday shall be observed as the holidays.

18.3 Notwithstanding the foregoing, employees may be scheduled to work on holidays, in which event any such employee will, in addition to the employee's holiday pay, be compensated therefor at the overtime rate of pay for all time worked on such days.

18.4 If an employee is in a non-pay status on both workdays immediately adjacent to the holiday, the employee shall not receive pay for the holiday.

## **ARTICLE 19**

### **Vacations**

- 19.1(a) Regular and probationary employees of the District shall accrue paid vacation time, up to a maximum of two hundred forty (240) hours pursuant to the following; except however, if the District is responsible for any potential loss of employees' vacation accrual because of District's needs, the District's General Manager may extend the time for compliance with the limit for up to three (3) months.
- 19.1(b) 3.08 hours for every 80 hours worked, or on paid leave, from the employee's initial date of employment through and including the end of the employee's 3<sup>rd</sup> year of employment.
- 19.1(c) 4 hours. for every 80 hours worked, or on paid leave, from the commencement of the employee's 4<sup>th</sup> year of employment through the end of the employee's 9<sup>th</sup> year of employment.
- 19.1(d) 6.15 hours. for every 80 hours worked, or on paid leave, from the commencement of the employee's 10<sup>th</sup> year of employment.
- 19.1(e) 8 hours. for every 80 hours worked, or on paid leave, from the commencement of the employee's 15<sup>th</sup> year of employment.
- Vacation cannot be accrued while an employee is in a non-pay status.
  - Vacations will be scheduled by mutual agreement of the employee and the District's General Manager, consistent with the needs of the District.
  - The District will not require an employee to take the employee's vacation in lieu of sick leave pay.
  - If a holiday which an employee is entitled to have off with pay occurs on a workday during the time an employee is absent on vacation, the employee shall receive regular pay for the holiday, and it shall not be counted as a day of vacation.
  - Regular and probationary employees whose employment with the District is terminated for any reason shall, at the time of termination, receive payment for any unused vacation allowance previously earned at the employee's regular rate of pay at the time of termination.
  - The District will, at the employee's option and General Managers approval, compensate the employee for up to eighty (80) hours of the employee's accumulated vacation credits during each fiscal year. Employees may elect such option no more than twice for a cumulative total of no more than eighty (80) hours in each fiscal year.

## **ARTICLE 20**

### **Jury Leave**

- 20.1 A regular or probationary employee who is summoned for jury duty and is thus unable to perform the employee's regular duties will be paid at the employee's regular rate of pay for the time the employee is unable to work due to such summons, provided the employee provides to the District the "jury duty verification" form as proof of jury service within the relevant pay period and does not take the Jury Duty stipend.

## **ARTICLE 21**

### **Evaluations**

- 21.1 Each employee shall be evaluated in writing by his or her supervisor at least once each calendar year, or more often as determined by the employee's supervisor to be necessary. A missed annual evaluation shall be deemed "meets Standards." The supervisor shall discuss the evaluation with the employee and whenever any element of the evaluation is rated below average, the supervisor shall make recommendations to the employee for improvement of the employee's work performance and shall provide the employee with a copy of the written evaluation. The employee shall have the right to respond and to attach a written response to the evaluation but shall not have the right to file a grievance challenging the judgment of the evaluator.
- 21.2 Prior to attaining regular status, probationary employees shall be evaluated at least three (3) times, or more frequently as determined by the employee's supervisor.

## **ARTICLE 22**

### **Discipline**

- 22.1 During probationary or temporary employment, any employee shall be subject to disciplinary action, without notice, and may be terminated without cause, an initial employment probationary or temporary employee does not have the right to a hearing or the right to file a grievance pursuant to the process provided for in this MOU with respect to any disciplinary action of termination. Upon completion of the probationary period, employees shall be subject to disciplinary action, up to and including termination for just cause as prescribed herein.
- 22.2 The District has the right to take appropriate disciplinary action against regular status employees including, but not limited to, oral or written reprimand, suspension with or without pay, retention on the same step of the salary schedule, demotion, and discharge. A grievance is defined as any dispute or disagreement regarding



discharge, demotion or disciplinary action which may arise between the District and an employee of the District, other than a temporary or probationary employee, with respect to the interpretation or application of any of the terms of this Memorandum of Understanding. A grievance procedure shall not apply to any disciplinary action taken pursuant to Article 5.1.

22.3 Causes for disciplinary action include, but are not limited to, the following:

- Conviction of any criminal act amounting to a felony which is work-related and/or which is publicized and/or adversely affects the public image of the District.
- Falsification of information contained in the application for employment or regarding any condition of employment.
- Theft, dishonesty or misappropriation of District property or property of others.
- Insubordinate acts including but not limited to:
  - Failure or refusal to follow a reasonable order.
  - Failure or refusal to perform the job as required.
  - The use of foul or abusive language toward supervisors, fellow employees, or the public
  - Incompetence
  - Inefficiency in work performance
  - Unwarranted arguing with an employee's supervisor
  - Neglect of duty on the job
  - Violations of District rules and regulations.
  - Absence without leave or excessive absence and/or tardiness without prior approval of the supervisor.
  - Leave or tardiness without at least thirty minutes notification to the employees immediate supervisor prior to the start of the employee's workday on the day of absence or tardiness.
  - Excessive incoming or outgoing personal telephone calls.
  - Selling and/or soliciting by employees on District time and or premises without prior approval of the supervisor.
  - Interference with another employee's performance of their duties.
  - Requesting sick leave or workers' compensation benefits when not ill or injured.
  - Fighting on company property.
  - Carelessness or misconduct resulting in injury to other District personnel and visitors.
  - Giving out confidential District or employee information, including but not limited to, medical information or records, personal employee record or information, personnel records information, business or financial records, information or correspondence, to any unauthorized person.
  - Falsification of personnel or other District or employee records, falsification of testimony or any violation of the oath as a witness or party in any action, proceeding or hearing, brought against or by the District either directly or indirectly.
  - Possession of weapons on District premises or on or in District owned or leased vehicles,

- Allowing anyone other than authorized persons to be in or on any District owned or leased vehicle.
- Engaging in deliberate sabotage or acts of malicious mischief.
- Involvement in “at fault” accidents where the employee is operating District owned or leased equipment and damages either the District’s property or another’s property or results in injury to another person or involvement in any “at fault” accident where the damages to any person or any property exceeds \$500. Determination of “at fault” for the purpose of this provision shall include, but not be limited to the following:
  - Issuance of a citation as a result of an accident by a properly constituted law enforcement agency.
  - Judgment of guilt by a court of competent jurisdiction.
  - Backing accident when working with a helper/swamper without helper/swamper being positioned behind vehicle to give operator audible and visual signals.
  - Rear-ending another vehicle.
  - Not being able to continue to be employed in the capacity of vehicle operator because of the employee’s being refused coverage by the District’s insurance carrier or where a surcharge is imposed on the employee in order to continue insurance coverage on that particular employee.
  - Moving violations in company vehicles.
  - Mistreatment of District customers, clients, employees or vendors.
  - Failure to begin work promptly at start of shift, end of meal period, and end of breaks.
  - Failure to work until the time designated as the end of an employee’s shift. Absence from regular workstation during working time without authorization of supervisor.
  - Causing or creating any unsafe condition which could cause injury to anyone.
  - Disregard of safety rules or common safety practices.
  - Engaging in any personal work during an employee’s shift or while on District premises.
  - Creating or contributing to unsanitary conditions.
  - Failure to keep the District and an employee’s immediate supervisor informed of your current address and telephone number.
  - Failure to comply with security procedures, rules or reasonable order(s) or requests of security personnel.
  - Smoking in a posted “No Smoking” area.

22.4 Prior to the imposition of discipline of a regular status employee, the District shall serve personally on the employee or mail to the employee’s last known address by registered mail a Notice of Proposed Disciplinary Action containing the specific proposed disciplinary action in writing, and the cause for the disciplinary action, as well as copies of any supporting documentation or evidence proposed to be used as a basis for the discipline of the employee. The Notice shall indicate the proposed effective date of the disciplinary action and shall contain a statement of the employee’s right to a hearing prior to the imposition of disciplinary action, the right of representation of the employee by the employee’s Union representative, and hearing

date. Without written consent of both the employee and the General Manager, such hearing shall not be held less than seven (7) business days after service of the Notice on the employee. Service is deemed effective as of the date of mailing the Notice.

- 22.5 At the hearing, the General Manager shall present to the employee and the employee's Union representative if the employee chooses to be represented, the grounds for the proposed disciplinary action. The employee shall be allowed to respond to the District both orally, and in writing, and shall be permitted to present documentation or evidence as to why the proposed discipline should not be imposed, or alternative discipline should be imposed instead.
- 22.6 The General Manager shall issue a final decision as to the disciplinary action that shall be imposed on the employee within ten calendar days of the date of the hearing. If the employee or the Union objects to the decision by the General Manager, the employee or the Union may, within five calendar days of receipt by the employee of the General Manager's written decision, serve upon the General Manager a written request for arbitration and the matter will be submitted to arbitration.
- 22.7 In the event that the District and the employee or the Union are unable to agree on the selection of an arbitrator, they shall request the State of California Mediation and Conciliation Service to nominate five (5) persons to be the arbitrator. The District and the employee or the Union each will alternately challenge two of such nominees, the party having the first challenge to be determined by lot. The remaining nominee shall be accepted as the arbitrator and the arbitrator's compensation and expenses shall be borne equally by the District and the Union. The District and the employee or the Union shall pay the compensation and expenses of their respective appointees and witnesses. At employee's or the Union's request and expense, the District shall release from duty to participate in arbitration proceedings employees necessary to the adjudication process.
- 22.8 The arbitrator shall hold such hearings and shall consider such evidence as to the arbitrator appears necessary and proper. The decision of the arbitrator shall be final and binding on the District, the employee, and the Union.

## **ARTICLE 23**

### **Drug and Alcohol Policy**

#### **23.1 Purpose**

In compliance with the Drug-Free Workplace Act of 1988, the District has a longstanding commitment to provide a safe, quality-oriented, and productive work environment. Alcohol and drug misuse poses a threat to the health and safety of the District's employees and to the security of the company's equipment and facilities. For these reasons, the District is committed to the elimination of drug and alcohol use and misuse in the workplace.

## **23.2 Scope**

This policy applies to all employees and all applicants for employment of the District. The General Manager is responsible for policy administration.

## **23.3 Employee Assistance**

The District will assist and support employees who voluntarily seek help for drug or alcohol addiction before becoming subject to discipline or termination under this or other District policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers, and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

## **23.4 Work Rules**

1. Whenever employees are working, are operating any District vehicle, are present on District premises or are conducting company-related work offsite, they are prohibited from:
  - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
  - b. Being under the influence of alcohol or an illegal drug as defined in this policy.
  - c. Possessing or consuming alcohol.
2. The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing company business or while in a company facility, is prohibited.
3. The District will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to perform their job duties safely and effectively. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

## **23.5 Required Testing**

### **Pre-employment**

Applicants being considered for hire must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

### **Reasonable suspicion**

Employees are subject to testing based on, but not limited to, observations of apparent workplace use, possession or impairment by at least two members of management. The General Manager should be consulted before sending an employee for testing. Management must use the reasonable suspicion observation checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, both the employee's immediate supervisor and the General Manager will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

*Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.*

### **23.6 Post-accident**

Employees are subject to testing when they cause or contribute to accidents that seriously damage a District vehicle, machinery, equipment or property or that result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including a District forklift, pickup truck, overhead crane or aerial/man-lift) is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive test result and will result in immediate termination of employment.

*Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.*

### **23.7 Collection and Testing Procedures**

Employees subject to alcohol testing will be transported to a District-designated facility and directed to provide breath specimens. Breath specimens will be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .04 or more, a second breath specimen will be tested approximately 20 minutes later. The results of the second test will be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at the company's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the company as work rule violations.

Applicants and employees subject to drug testing will be transported to a District - designated testing facility and directed to provide urine specimens. Applicants and employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens will be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphene use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory will screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.

The laboratory will transmit all positive drug test results to a medical review officer (MRO) retained by the District, who will offer individuals with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the applicant's or employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to the District until such time that the MRO has confirmed the test to be positive.

### **23.8 Consequences**

Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet the District believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. Depending on the circumstances and the employee's work history/record, the District may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by the District for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately discharged from employment.

Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management, a union representative (if requested), and the General Manager. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

#### **23.9 Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

#### **23.10 Inspections**

The District reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband; affected employees may have union representation involved in this process. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

#### **23.11 Crimes Involving Drugs**

The District prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. District employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

The District does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have

an impact on the workplace. Therefore, the District reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off company premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to the General Manager within five days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with the District.

## **23.12 Definitions**

For the purposes of this Section 23, the following definitions apply:

"Company premises" includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by the District or any site on which the company is conducting business.

"Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

"Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

"Under the influence of alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

"Under the influence of drugs" means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

## **23.13 Enforcement**

The General Manager is responsible for policy interpretation, administration and enforcement.



## **ARTICLE 24**

### **Miscellaneous**

- 24.1a All regular and probationary distribution and treatment positions are required to be certified. Certification is commensurate with the level or responsibility. The following are the certification levels required by the District. (As also described in Exhibit A & B)

Distribution Operator I - D1/T1  
Distribution Operator II - D2/T1  
Distribution Operator III - D3/T2  
Distribution Supervisor - D3/T2  
Treatment and Distribution Operator T3/D3  
Water Treatment Plant Operator III – T3/D2  
Water Treatment Plant Operator IV - T4/D3  
Water Treatment Chief Plant Operator - T5/D3

- 24.1b If an employee does not possess the required certification on the date of the adoption of this MOU, the required certification will be obtained by any such employee within 90 days from the date of MOU adoption. Each required grade levels shall be accomplished within a 90-day period (with exception of levels that require internship time). That time frame may be extended up to 60 days upon written request by the employee explaining the delay is not the fault of the employee and upon the approval of the General Manager. Effective upon approval of this MOU, employees holding a position that do not meet the requirements of that position shall be granted 90 days to attain the required certification. Check-in by the employee's supervisor with the employee to assess progress will occur no less than every 30 days and be documented in writing by District management. Employees not meeting the requirements of their position at the end of the 90 period may be demoted to a lower position, including a pay reduction, at management's discretion.
- 24.2a The Parties recognize the advantage to all concerned of District employees continuing their formal education. The District and the Union, therefore, encourage employees to voluntarily complete recognized training programs which are of benefit to the employees and to the district. Whenever any employee successfully completes a course of instruction related to the employee's duties and that is beneficial to the District, with prior approval of the General Manager, the District will reimburse the employee up to three hundred dollars (\$300) per class for the employee's expenses for books and tuition. Successful completion requires a passing grade of "C" or better.
- 24.2b Whenever the employee's position requires the possession of a Class A State driver's license the District will pay for any required physical examination and for any fees required by the State of California for Class A driver licenses, for example, tuition for required classes.

- 24.3 The District will pay the fees for the renewal of all District-required vehicle maintenance, water distribution and water treatment licenses or certificates necessary for the employees to perform their duties for the District. Whenever any employee is required to take a test for renewal of any District-required license or certificate during the employee's regularly scheduled work hours, such employee may take the test without loss of regular compensation. The employee shall not, however, be entitled to any compensation at the overtime rate of pay for any necessary tests. Whenever any employee obtains and maintains a license or certificate of a higher grade level than required by the District for the employee's classification, and such higher grade level license or certificate is in lieu of the lower level required by the District for the employee's position, payments as required by this Section by the District shall be made in the same manner as for the same level license or certificate required by the District including the initial costs of obtaining a higher level certificate. Unless there are extenuating circumstances, the District shall not be required to pay for more than the costs of one examination.
- 24.4 Whenever any employee is certified in both water treatment as well as water distribution, the District will reimburse the employee's expenses as set forth in Section 24.3 for both certificates.
- 24.5 Whenever any employee is subpoenaed to testify in court as an employee of the District and is thus unable to perform the employee's regular duties, the employee shall be paid for all regular time lost.
- 24.7 District employees who are not members of the bargaining unit shall not perform work usually assigned only to employees in bargaining unit classifications except as follows:
- a. Emergency situations;
  - b. Training of employees and demonstrating work methods;
  - c. When unit employees are not readily available;
  - d. Consistent with past practices; or
  - e. Incidental assistance and de minimis assignments.

## **ARTICLE 25**

### **Benefit Program**

- 25.1a Retirement Plan: All regular and probationary employees are covered by a State of California Public Employees Retirement System program pursuant to an existing contract with the Public Employees Retirement System (PERS).
- 25.1b The Classic formula is 2% at 60 and applies to employees hired on or after July 1, 2011 and before January 1, 2013. Employees to which this formula applies pay the member contribution rate of 7%.
- 25.1c The Public Employees' Pension Reform Act (PEPRA) formula applies to employees hired on or after January 1, 2013. Employees to which this formula applies pay the member contribution rate set by PERS.

25.1d Employees shall be entitled to apply accrued sick leave towards retirement service credit in accordance with PERS rules.

25.2 Deferred Compensation Plan: All employees are eligible to enroll in the District PERS 457 Deferred Compensation Plan. They may have a designated amount withheld from their paycheck, up to the annual eligible amount under the applicable IRS code, pre-tax, based on plan. There is no minimum amount required to be eligible to enroll.

25.3.a Group Insurance: All regular employees and probationary employees are eligible to participate in a group insurance benefit program. The benefits will be effective the first day of the month following employment hire date.

The District has elected to participate in the CalPERS Health Program for the provisions of medical benefits to eligible active employees and retirees. All parties (employer, employees and retirees) understand and agree that during the term of any contract with CalPERS, the parties shall be bound by the rules and regulations governing that program, notwithstanding any language in a contract, policy or personnel rules that may be contrary.

25.3.b. The major elements of the group insurance program are:

- Health Benefits - PERS offers several health plans in Shasta County. These options are available for District employees during open enrollment period. When a retired employee reaches the age of Medicare eligibility, they shall change their medical coverage from the regular PERS plan to the Medicare supplemental PERS plan.
- Dental Benefits - No deductible and 100% of Usual, Customary, Reasonable (UCR) for preventative services, \$50 deductible and 80% of UCR up to \$1,000 per person per year for regular dental repair expenses. Special dental expenses are payable at 50% of UCR.
- Long Term Disability Insurance - After a three-month waiting period, 66 2/3% of the first \$2,250 monthly earnings plus 50% of the next \$1,000 in excess of \$2,250 of an employee's salary integrated with all other income benefits payable to age 65. Includes life insurance for each employee equal to one (1) year of salary up to a maximum of \$100,000.
- Vision Benefit Program - Vision Service Plan B, with a twenty-five-dollar (\$25) deductible is available to active employees and their dependents. The employee is responsible for the total cost of the plan, payable bi-weekly through pre-tax payroll deduction.

25.3.c. The District's contribution toward the group insurance program is described below:

- Starting January 1, 2024, The District shall pay up to \$1,400 per month per employee for the employees group insurance premium plus seventy percent (70%) of any remaining premium, based on the premium of the CalPERS Plan selected. Employees are responsible for paying the remaining thirty percent (30%) through pre-tax payroll withholding.

- Effective March 1, 2024, the District will contribute to a Section 125 Plan for each eligible employee as follows:

Up to \$1,400 per month per employee for the medical insurance premium plus seventy percent (70%) of any remaining premium, based on the premium of the CalPERS Plan selected. Employees are responsible for paying the remaining thirty percent (30%) through pre-tax payroll withholding.

Of the above amounts, a Minimum Employer Contribution (MEC) required by CalPERS (e.g., \$157 for 2024) will be allocated specifically for medical premiums and will be forfeited if benefits are not purchased through CalPERS.

Also included in the amount contributed to the 125 Cafeteria Plan are funds available for dental and vision coverage.

Any amount contributed to the 125 Plan by the District and not expended on health and welfare benefits are not accrued to the employee.

- 25.3.d It is the sole responsibility of the employee to notify the District of any change in status in dependents that may affect insurance, i.e., adding or removing a dependent due to birth, death, marriage, divorce, etc.

## 25.5 Other Post-Employment Benefits

The District offers continuation of medical plan coverage to retired employees who satisfy the requirements for retirement under CalPERS (age 50 or older with 5 years of State or public agency service or satisfaction of the requirements for a disability retirement). An employee cannot terminate employment before meeting the age condition and be entitled to receive benefits; all coverage ceases following the death of the retiree and any surviving dependents eligible for coverage as defined by the terms below and/or as permitted by insurance program (currently CalPERS).

- So long as the parties have agreed to participate in the CalPERS Health Program, District will contribute the equal Minimum Employer Contribution (MEC) toward the cost of the premium for all retirees who elect to continue their medical coverage. The MEC is determined by the CalPERS formula and bound in accordance with the resolution executed between CalPERS and the District.
- For any employees retired from the District prior to March 1 2024: The District will continue the current commitment to each retiree per prior PEMHCA resolutions in effect for each retiree as determined by CalPERS. Specifically, the District will pay 100% of the health (medical) premium for the retiree and any eligible enrolled dependents not to exceed (a) or (b) as applicable for the retiree:
  - a) If previously covered by the PEMHCA Vesting Resolution, the retiree's vested percent of the "100/90 caps" as defined in Government Code Section 22893.
  - b) If previously covered by the PEMHCA Unequal Resolution, the maximum retiree benefit amount as determined by CalPERS in 2024 and updated subsequently as if this resolution remained in effect.

Payment of the monthly retiree medical benefit will be made as follows:

1. So long as health (medical) coverage is provided through CalPERS (PEMHCA), the District will pay the PEMHCA MEC for retirees directly to CalPERS.
  2. CalPERS will satisfy the remaining portion of the monthly health (medical) premium due for the retiree and any enrolled dependents by reduction in the retiree's monthly pension check (warrant).
  3. The District will reimburse the retiree for the portion of the monthly benefit described above which exceeds the portion paid directly to CalPERS in Section 25.5.1. herein.
  4. When a retiree reaches the age of Medi-Care eligibility, they shall change their medical coverage to the Medi-Care supplemental PERS plan.
- For any employees retired from the District on or after March 1, 2024, the retiree health (medical) benefit will be as follows:
    1. So long as the District continues to participate in the CalPERS health program (PEMHCA), if the retiree qualifies for and elects to continue this coverage, the District will pay the PEMHCA Minimum Employer Contribution (MEC).

25.6 The District will pay the full cost of retiree medical benefits described in this section.

25.7 Notwithstanding the foregoing provisions set forth elsewhere in Section 25, however, the District may, in its sole discretion, elect to change brokers, insurance carriers, claims administrators, or to become self-funded for any or all of the foregoing benefits set forth in 25.3.a, provided however, that the benefits remain substantially equivalent or better. Furthermore, the insurance carrier may also periodically modify the benefits, provided however, that the benefits remain substantially equivalent. As soon as practicable after notice from any insurance carrier, the District will notify the Union of any proposed change.

## **ARTICLE 26**

### **Entire Agreement**

- 26.1 The parties acknowledge that during the negotiations which resulted in this Memorandum of Understanding, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the scope of negotiations, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Memorandum of Understanding. Therefore, the District and the Union, for the duration of this Memorandum of Understanding, each voluntarily and without qualification waives the right, and each agrees that the other shall not be obligated to bargain with respect to any subject or matter referred to or covered in this Memorandum of Understanding, or with respect to any subject or matter not specifically referred to, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Memorandum of Understanding. Notwithstanding the foregoing, however, the parties, by mutual agreement or request by either party, may reopen negotiations on any agreed subject of bargaining during the term of this agreement.

## **ARTICLE 27**

### **Term**

- 27.1. This Memorandum of Understanding, having taken effect as of the start of the pay period (February 2, 2024) immediately following Board approval shall continue in full force through December 31, 2026 and thereafter from year to year unless written notice of change or termination shall be given by either party ninety (90) days prior to the expiration date above or the expiration date of any year thereafter.
- 27.2. Whenever notice is given for an amendment to or termination of the MOU, the general nature of the amendment(s) desired must be provided, and until the parties reach an agreement as to any proposed changes to the MOU and/or to a new MOU, the original MOU and/or provision(s) of the MOU shall remain in full force and effect.
- 27.3. This Memorandum of Understanding shall not be amended or supplemented except by agreement of the parties hereto, reduced to writing, and duly signed by each.
- 27.4. Any provision of this Memorandum of Understanding which may be in conflict with any Federal or State law, regulation, or executive order shall be suspended and inoperative to the extent of and for the duration of such conflict; the balance of this Memorandum of Understanding, however, shall remain in full force and effect. Whenever any such conflict occurs, the parties shall reopen negotiations on the provision that is in violation of the applicable laws.

IN WITNESS WHEREOF, the parties have executed amendments to this Memorandum of Understanding as of the 17<sup>th</sup> day of January, 2024.

CLEAR CREEK  
COMMUNITY SERVICES DISTRICT

Laborers International Union of North America  
AFL-CIO Local Union 792  
United Public Employees of California

\_\_\_\_\_  
\_\_\_\_\_  
Board Chair  
Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Steve Allen  
Business Manager/Secretary Treasurer  
Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Paul Kelley  
General Manager  
Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Chad Krick  
Union Employee Representative  
Date Signed: \_\_\_\_\_

## Exhibit “A”

### Schedule of Classifications and Wage Ranges

Effective: F e b r u a r y 2 , 2 0 2 4

Clear Creek CSD Job Classifications	Step1 Hourly	Step 2 Hourly	Step 3 Hourly	Step 4 Hourly
Account Clerk	\$20.38	\$21.00	\$21.84	\$22.71
Accountant/Bookkeeper	\$30.34	\$31.25	\$32.50	\$33.80
Administrative Assistant	\$30.34	\$31.25	\$32.50	\$33.80
Distribution Operator D1	\$24.76	\$25.50	\$26.53	\$27.59
Distribution Operator D2	\$28.37	\$29.22	\$30.39	\$31.61
Distribution Operator D3	\$32.69	\$33.66	\$35.02	\$36.41
Distribution Supervisor	\$36.61	\$37.71	\$39.22	\$40.78
Water Treatment Plant Operator T3	\$32.69	\$33.66	\$35.02	\$36.41
Treatment and Distribution Operator T3 D3	\$34.98	\$36.03	\$37.46	\$38.97
Water Treatment Plant Operator T4	\$36.61	\$37.71	\$39.22	\$40.78
Water Treatment Chief Plant Operator T5	\$45.76	\$47.13	\$49.02	\$50.98



**Exhibit “B”**

**Schedule of Job Descriptions/Specifications**

**Account Clerk**  
**Reports to: General Manager**

**Salary Range: See Exhibit A**

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**JOB DESCRIPTION:**

- Receives and processes work orders and billing payments.
- Serves as an Accounts Receivable Clerk.
- Filing.
- Receives and responds to customers about District service; resolves a variety of problems related to accurate meter readings, high consumption, delinquent accounts, turn-ons, turn-offs, non-reads and improper billings.
- Coordinates problems with meter location, type of installation, and meter size with operations and engineering personnel.
- Maintains and updates meter reading and route cycles, including daily uploading and downloading of cycles for transmittal to billing system.
- Communicates with customers, face to face and via the telephone, to discuss and resolve problems and concerns.
- Assists Administrative Assistant with customer service, computer work and updating of assessment information.
- Reviews water usage reports and advises customers
- Back up Customer Services Clerks when needed.
- Must perform duties safely with skill, tact, diplomacy and efficiency.
- Performs related duties as assigned.

**JOB QUALIFICATIONS:**

- Completion of high school or equivalent.
- Basic knowledge of accounting practices and procedures.
- Basic knowledge of computers and their operation.
- Ability to use word processing, spreadsheet and accounting software such as but not limited to Microsoft Outlook, Word, Excel and Powerpoint
- Possession of a valid California Drivers License Class C, with a good driving record.

**TYPICAL PHYSICAL ACTIVITIES:**

- Operate District vehicles while conducting District business from District headquarters to areas within the community.
- Must have strength and stamina sufficient to carry, push, reach, and lift items up to 50 pounds, routinely.
- Ability to sit for extended periods of time.
- Ability to reach at above shoulder height, at shoulder height, and below shoulder height.
- Uses office equipment such as computer terminals, copiers, and FAX machines.

- Communicates orally with District management, co-workers, and the public in face-to face, one-on-one and group settings; ability to communicate via telephone and two-way radios.
- Ability to read and distinguish numbers, ability to see well enough to read instruction sheets, distinguish among the red, green, and amber colors of traffic signals.
- Hearing and vision within normal ranges.

### **Environmental Factors**

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

### **Desirable Qualifications**

- Any combination of education and experience, which would likely provide the necessary knowledge and abilities is qualifying
- A typical way to obtain the knowledge and abilities would be:
- Education: Completion of basic educational training in office skills.
- Experience: Some work experience in performing office support work is highly desirable.

### **License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

# **BOOKKEEPER ACCOUNTANT**

**Reports to: General Manager**

**Salary Range: See Exhibit A**

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## **Definition/Summary**

Under general direction, the Bookkeeper performs a variety of difficult and complex professional bookkeeping duties in support of District financial, accounting and related administrative functions; assists with performance audits of District functions and services; assists with internal control reviews; and provides direction and training to fiscal record keeping support staff. Assists customers with their water bills. Understands and can navigate utility software.

## **Essential Functions**

- Plans, organizes and coordinates daily accounting functions and assignments. Sets up accounts for general ledger posting.
- Reviews and ensures the accuracy of ledger posting.
- Reconciles revenue and expenditure data with the general ledger.
- Reviews accumulated accounting adjustments and makes correcting entries. Reviews allocation journals for validity, accuracy and proper allocation of control accounts.
- Prepares monthly schedules of reserved and surplus funds invested by type of investment, location, fund account, interest rate and due date.
- Transfers invested funds to cash accounts as directed.
- Assists with the preparation of financial statements and reports.
- Assists with gathering and distributing financial data and projections for the preparation of the District budget.
- Prepares month-end journals.
- Prepares periodic financial reports and statements. Closes and adjusts journals and ledgers each fiscal year.
- Assists with quarterly reviews and annual audits conducted by outside auditing agencies.
- Assists District Management with long range financial planning, protection of District assets and maintenance of budget controls.
- Gathers and distributes financial data and projections for the preparation of the District budget.
- Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Assists in preparation, assembly and distribution of agenda materials for Board meetings.
- Attends Board meetings and develops accurate minutes.
- It is understood that the Bookkeeper and the Administrative Assistant may be crossed trained and assist with the other positions duties as needed.

### **Other Duties**

- Assists with proper investment of District funds. Performs special analytical studies.
- Assists with audits of District operations, services and activities. Performs related duties as assigned.
- Performs the accounts payable functions.

### **Job Standards/Specifications**

#### **Knowledge of:**

- Principles and practices of budgeting, accounting, finance, investment and the development and maintenance of fiscal controls.
- Laws, rules, ordinances and legislative processes controlling District financial functions and operations.
- Principles and practices of auditing.
- Computerized management information and fiscal systems. Investment principles and practices.
- Principles and practices of personnel administration. Basic computer skills. 30WPM typing preferred Word, Excel, Power Point, Publisher & Outlook

#### **Ability to:**

- Plan, coordinate and perform professional accounting work related to the maintenance and development of District financial, accounting, budgeting and management information systems.
- Provide training and work coordination for fiscal recordkeeping support staff.
- Assist with District budget development and fiscal controls.
- Maintain and update ledgers and journals.
- Prepare a variety of financial reports and statements.
- Assist with performance audits of District services and functions. Effectively prepare and present technical financial information.
- Provide advice and consultation on the development of District financial and management information systems.
- Effectively represent the District's financial functions with individual citizens, community groups and other government organizations.

### **Typical Physical Activities**

- May occasionally travel by airplane and automobile in conducting District business.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines. Sits for extended time periods.

- Hearing and vision within normal ranges with or without correction.

### **Environmental Factors**

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

### **Desirable Qualifications**

- Any combination of education and experience, which would likely provide the necessary knowledge and abilities, is qualifying.
- A typical way to obtain the knowledge and abilities would be:
- Experience - Two years of increasingly responsible work experience in performing professional financial analysis, accounting, management information system development and budgeting work. Experience in working with the public.

### **License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

## **ADMINISTRATIVE ASSISTANT**

### **Reports to: General Manager**

**Salary Range: See Exhibit A**

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#### **Definition/Summary**

Under general supervision, the Administrative Assistant serves as executive assistant to the General Manager, relieving them of a variety of routine administrative details. Performs difficult and complex office support work.

#### **Essential Functions**

- Gathers and organizes a variety of information and materials for the General Manager.
- Establishes and maintains a variety of office and Department files.
- Attends staff and committee meetings, developing and maintaining minutes, following as necessary with proper distribution of information and actions.
- Prepares correspondence, memoranda, and other items as delegated by an assigned District management position.
- Makes appointments and maintains appointment calendars for a manager and other staff, as assigned.
- Answers telephone and receives office visitors, providing a variety of information about District and Department policies, programs, and functions.
- Reviews letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Prepares progress and control charts.
- Updates and maintains expenditure information.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- It is understood that the Bookkeeper and the Administrative Assistant may be crossed trained and assist with the other positions duties as needed.

#### **Other Duties**

- May provide work coordination for other office support staff.
- Maintains the calendar of position assigned to assist.
- Maintains inventory of office supplies, places orders.
- Performs a variety of special studies and prepares reports.
- Operates a variety of office equipment and computers in the performance of work assignments.
- Performs related duties as assigned.
- Performs the accounts receivable and HR/payroll functions.

## **Job Standards/Specifications**

### **Knowledge of:**

- Operations, procedures, policies, and precedents of an assigned Department.
- Office management principles, operations, and procedures.
- Development and maintenance of filing and recordkeeping systems.
- Fiscal recordkeeping.
- Computer systems and software applications related to District management support and administrative functions, including word processing and spreadsheet software, as appropriate.
- Correct English usage, spelling, grammar, and punctuation.
- Principles of work coordination.
- Microsoft Outlook, Word, Excel and PowerPoint

### **Ability to:**

- Perform a variety of complex and responsible administrative support work for an assigned District management position.
- Provide work coordination for other District office support staff.
- Perform a variety of office management functions.
- Type at a rate of 30 words per minute from clear, legible copy.
- Take and transcribe minutes and notes at an acceptable rate for assigned responsibilities.
- Prepare a variety of correspondence.
- Perform research and prepare documents and reports.
- Maintain, update, and ensure the accuracy of fiscal records and data.
- Utilize computers and applicable software in the performance of office and administrative support assignments.
- Effectively represent the District, including its programs and policies, with the public and other agencies.

## **Typical Physical Activities**

- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

## **Environmental Factors**

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.



- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

### **Desirable Qualifications**

- Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.
- A typical way to obtain the knowledge and abilities would be:
- Experience - Three years of increasingly responsible experience in performing a variety of office and administrative support work.

### **License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

## **Distribution Operator I**

**Reports to: Distribution Supervisor**

**Salary Range: See Exhibit A**

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### **Definition/Summary**

Under close supervision, the Distribution Operator I perform the more routine and repetitive maintenance, installation, and repair assignments. As incumbents develop job knowledge and skills, they may begin performing duties and responsibilities characteristic of a more advanced job. When sufficient experience has been obtained and an ability to work independently has been demonstrated, an incumbent may be eligible for promotion to a higher-level position.

### **Essential Functions**

- Assists with the installation, testing, repair and reading of meters.
- Assists with the repair of meter services such as gate valves, meter connections, angle stops, service pipes, and corporation stops.
- Operate wells, pumps and related flow and pressure control and storage facilities manually or by using a system control and data acquisition (SCADA) system.
- Determine and control proper chemical dosage rates for wellhead disinfection and distribution residual maintenance.
- Assists with a variety of maintenance and repair on water distribution systems and lines.
- Assists in installation and repairs the district's distribution system including pipelines, valves, standpipes, hydrants, services, vaults, storage facilities, service meters, pumping plants, etc.
- Cleans weeds and bushes and trims trees on meter services.
- Cleans dead-end lines by discharging water until no apparent odor, taste, or color exists.
- Performs leak tests to locate leaks in service lines.
- Shuts services off, seals services, and/or removes meters, as directed
- Assists with field work involving positive displacement, turbine, flow, and compound meters.
- May contact customers regarding high bills and field test meters.
- May check on customer complaints regarding low pressure, high pressure, and water quality.
- Set up and preform traffic control.
- May operate service trucks, dump trucks, equipment, trailers, water tank truck, forklift, and operate a variety of hand and power equipment associated with the above work.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

### **Other Duties**

- May collect water quality samples for laboratory testing.
- Shuts down main-lines in emergencies.
- Distributes customer notices.
- Performs related duties as assigned.
- Participate in rotational on-call duty

### **Job Standards/Specifications**

#### **Knowledge of:**

- Basic knowledge of materials and equipment used in water service installation, maintenance, and repair work.
- Proper work safety standards.

#### **Ability to:**

- Perform basic work assignments in the installation, maintenance, and repair of water service systems and meters.
- Learn the more difficult water service and meter installation, maintenance, and repair work.
- Operate motor vehicles and power-driven equipment used in water service work.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.

### **Typical Physical Activities**

- Operates District vehicles in field installations and maintenance work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

### **Environmental Factors**

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between

- 100+ degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

### **Desirable Qualifications**

- Knowledge of installation, maintenance and repair of pipelines, meters, water services, valves, hydrants, etc.
- Ability to operate a wide variety of equipment including backhoes, dump trucks, equipment trailers, forklifts, pavement cutters, compactors, air compressors, generators, chain saws, and other hand and power equipment, etc.
- Ability to operate a wide variety of hand and power tools including chain saws, compactors, compressors, welders, power saws, grinders, pipe locators, paving cutters, etc.

### **License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Class A CDL may be a requirement for employment.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Within 3 months of the date of hire, must obtain a State Water Resources Control Board Grade D1 and T1.

## **Distribution Operator II**

**Reports to: Distribution Supervisor**

**Salary Range: See Exhibit A**

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### **Definition/Summary**

Under general supervision, positions in the Distribution Operator II perform the full range of water service system maintenance, installation, and repair assignments with minimal supervision and training.

### **Essential Functions**

- Installs, tests, repairs and reads meters, using a variety of equipment.
- Repairs meter services such as gate valves, meter connections, angle stops, service pipes, and corporation stops.
- Operate wells, pumps and related flow and pressure control and storage facilities manually or by using a system control and data acquisition (SCADA) system.
- Determine and control proper chemical dosage rates for wellhead disinfection and distribution residual maintenance.
- Performs a variety of maintenance and repair on water distribution systems and lines.
- Assists in installation and repairs the district's distribution system including pipelines, valves, hydrants, services, vaults, storage facilities, service meters, pumping plants, etc.
- Assists contractors, and representatives of other utilities with the location of District service lines.
- Cleans weeds and bushes and trims trees around meter services.
- Contacts customers regarding high bills and field test meters.
- Responds to customer complaints regarding low pressure, high pressure, and water quality.
- Set up and preform traffic control.
- May operate service trucks, dump trucks, equipment, trailers, water tank truck, forklift, and operate a variety of hand and power equipment associated with the above work.
- Performs field work on positive displacement, turbine, flow, and compound meters.
- Cleans dead-end lines by discharging water until no apparent, odor, taste, or color exists.
- Performs leak tests to locate leaks in service lines.
- Installs laterals.
- Shuts services off, seals services, and/or removes meters, as directed.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

### **Other Duties**

- Collects water quality samples for laboratory testing.
- Shuts down main-lines in emergencies.

- Distributes customer notices.
- Performs related duties as assigned.
- Participate in rotational on-call duty

### **Job Standards/Specifications**

#### **Knowledge of:**

- Methods, materials, and equipment used in water service installation, maintenance, and repair work.
- Installation, maintenance, repair, and testing of water meters.
- District policies and procedures related to customer services and customer relations.
- Proper work safety standards.

#### **Ability to:**

- Perform basic work assignments in the installation, maintenance, and repair of water service systems and meters.
- Perform skilled installation, servicing, repair of meters.
- Operate motor vehicles and power-driven equipment used in water service work.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.

### **Typical Physical Activities**

- Operates District vehicles in field installations and maintenance work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

### **Environmental Factors**

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 90-100+ degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.

- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

### **Desirable Qualifications**

- Two years of responsible work experience in the installation, maintenance, and repair of water service systems and meters, including some experience with field customer relations work.
- Ability to operate a wide variety of equipment including backhoes, dump trucks, equipment trailers, forklifts, pavement cutters, air compressors, generators, chain saws, and other hand and power equipment, etc.

### **License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Class A CDL may be a requirement for employment.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years. The driving record will not contribute to an increase in the District's automobile rates.

Within 3 months of the date of hire, must obtain a State Water Resources Control Board Grade D2 and T1 Certificate.

## **Distribution Operator III**

**Reports to: Distribution Supervisor**

**Salary Range: See Exhibit A**

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### **Definition/Summary**

Under general supervision, positions in the Distribution Operator III perform the full range of maintenance, installation, and repair assignments with minimal supervision and training and may help provide coordination and work direction for a field crew and training for less experienced staff.

### **Essential Functions**

- May lay out work and supervises a crew of one or two other employees when needed.
- Installs, tests, and repair meters, using a variety of equipment.
- Repairs meter services such as gate valves, meter connections, angle stops, service pipes, and corporation stops.
- Operate Wells, pumps and related flow and pressure control and storage facilities manually or by using a system control and data acquisition (SCADA) system.
- Determine and control proper chemical dosage rates for wellhead disinfection and distribution residual maintenance.
- Cleans weeds and bushes and trims trees on meter services.
- Performs a variety of maintenance and repair on water distribution systems and lines.
- Installs and repairs the district's distribution system including pipelines, valves, hydrants, services, vaults, storage facilities, service meters, pumping plants, etc.
- Assists contractors and representatives of other utilities with the location of District service lines.
- Perform inspection of construction projects to assure conformance with District standards and specifications.
- Assist in developing and reporting on projects, activities, and O&M procedures.
- Assists in maintaining, updating, and developing operational and maintenance programs including, but not limited to, tank cleaning and inspections, valve turning, mechanical vibration analysis, hydrant maintenance and line flushing.
- Contacts customers regarding high bills and field test meters.
- Responds to customer complaints regarding low pressure, high pressure, and water quality.
- Set up and perform traffic control.
- Performs field work on positive displacement, turbine, flow, and compound meters.
- Cleans dead-end lines by discharging water until no apparent, odor, taste, or color exists.
- Performs leak tests to locate leaks in service lines.
- Installs laterals.
- Shuts services off, seals services, and/or removes meters, as directed.
- Collects water quality samples for laboratory testing.
- Establish and maintain cooperative working relationships with co-workers, outside



- agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

### **Other Duties**

- Shuts down main lines in emergencies.
- Distributes customer notices.
- Performs related duties as assigned.
- Participate in rotational on-call duty.

### **Job Standards/Specifications**

#### **Knowledge of:**

- Methods, materials, and equipment used in water service installation, maintenance, and repair work.
- Installation, maintenance, repair, and testing of water meters.
- District policies and procedures related to customers, services, and customer relations.
- Proper work safety standards.
- Principles and practices of work direction, coordination, and training.

#### **Ability to:**

- Provide work direction, coordination, and training for other staff.
- Perform skilled installation, servicing, and repair of meters.
- Operate motor vehicles and power-driven equipment used in water service work.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.

### **Typical Physical Activities**

- Operates District vehicles in field installations and maintenance work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

### **Environmental Factors**

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.

- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 90-100+ degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

### **Desirable Qualifications**

- Three years of responsible work experience in the installation, maintenance, and repair of water service systems and meters, including some experience with field customer relations work.
- 
- Ability to operate a wide variety of equipment including backhoes, dump trucks,
- equipment trailers, forklifts, pavement cutters, air compressors, generators, chain saws, and other hand and power equipment, etc.

### **License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Class A CDL may be a requirement for employment.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

With in 3 months of the date of hire, must obtain a State Water Resources Control Board Grade D3 and T2

# **Distribution Supervisor**

**Reports to: General Manager**

**Salary Range: See Exhibit A**

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## **Definition/Summary**

Under direction, the Distribution Supervisor plans, organizes, and supervises the work of District personnel assigned to meter reading, meter service, and maintenance, field customer service, and water service installation, maintenance and repair work.

## **Essential Functions**

- Plan, organize, supervise, inspect, and participate in meter reading, field customer service, water transmission and distribution system installation, maintenance, construction, and repairs.
- Responsible for the safe and secure use of District resources in a variety of circumstances involving the staff, agencies, and public.
- Responsible for calculating, record keeping and reporting water demand and production totals to Federal, State, County and Local Agencies.
- Responsible for collecting, record keeping, and reporting water sample analysis results as required by the Federal Environmental Protection Agency and the State Department of Public Health.
- Responsible for maintaining, updating, and developing District distribution maps, O&M manuals, safety manuals, SOPs, As-built's and various other program manuals.
- Responsible for developing and reporting on projects, activities, and O&M procedures.
- Responsible for maintaining all District sites and facilities.
- Responsible for routine services and maintenance to vehicles and all other equipment.
- Responsible for managing, maintaining, updating, and developing operational and maintenance programs including, but not limited to, tank cleaning and inspections, valve turning, mechanical vibration analysis, hydrant maintenance and line flushing.
- Responsible for planning and participating in the repair and construction of meter services such as gate valves, meter connections, angle stops, service pipes, and corporation stops.
- Responsible for planning and participating in customer service activities that include meter reading, service work-orders, site delivery of notifications, service turn-ons/offers and field test meters.
- Maintain an adequate inventory of meter, hydrant and distribution repair parts and supplies.
- Directs crews performing emergency repair work.
- Directs the installation, maintenance, repair, and rebuilding of positive displacement, turbine propeller, and compound meters.
- Operate Wells, pumps and related flow and pressure control and storage facilities manually or by using a system control and data acquisition (SCADA) system.
- Determine and control proper chemical dosage rates for wellhead disinfection and distribution residual maintenance.
- Assists contractors and representatives of other utilities with the location of District

service lines.

- Perform inspection of construction projects to assure conformance with District standards and specifications.
- Ensures the maintenance of an adequate inventory of meter repair parts and supplies.
- Inspects and coordinates the work of water service installation, maintenance, and repair crews.
- Maintains a variety of files and records.
- Works with other District staff in coordinating meter readings, billing complaints, water pressure complaints, water quality complaints, disconnects, new service installations, and reconnects.
- Review time reports for proper allocation of time and review staff purchases.
- Inspects the water delivery system, identifying problems, and scheduling maintenance and repair work.
- Hold and participate in periodic staff meetings, including safety tail-gates, as well as instruct staff in proper safety procedures.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

### **Other Duties**

- Inspects time reports for proper allocation of time and approves them.
- Holds periodic staff meetings and instructs staff in proper safety procedures.
- Represents District water service functions with the public, contractors, and representatives of other government agencies.
- Performs related duties as assigned.
- Participates in rotational on-call duty.

### **Job Standards/Specifications**

#### **Knowledge of:**

- Principles, methods, materials, and equipment used in water system installation, maintenance, construction, and repair work.
- Installation, maintenance, repair, and testing of water meters.
- Laws, regulations, and ordinances applicable to water distribution systems.
- District policies and procedures regarding customer service and relations.
- Mathematical principles related to water measurement and distribution systems.
- Principles of work safety.
- Principles of employee training and supervision.

#### **Ability to:**

- Plan, organize, direct, and supervise the installation, maintenance, and repair of water service and distribution systems.
- Direct meter installation, testing, maintenance, and repair.
- Oversee field customer service activities.
- Provide supervision, training, and guidance to assigned staff.
- Read and interpret plans, diagrams, and blueprints.

- Develop information and repair reports.
- Effectively represent District water service functions with the public, contractors, and other organizations.

### **Typical Physical Activities**

- Operates District vehicles and equipment in collection system construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

### **Environmental Factors**

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 90-100+ degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

### **Desirable Qualifications**

- Knowledge of installation, maintenance and repair of pipelines, meters, waters services, valves, hydrants, etc.
- Ability to operate a wide variety of equipment including backhoes, dump trucks, equipment trailers, forklifts, pavement cutters, air compressors, generators, chain saws, and other hand and power equipment, etc.
- Four years of increasingly responsible experience in water service and meter installation, maintenance, and repair work with at least one year in a lead or supervisory capacity.

### **License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Class A CDL may be a requirement for employment.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Within 3 months of the date of hire, must obtain a State Water Resources Control Board Grade D3 and T2.

# **WATER TREATMENT PLANT OPERATOR III**

**Reports to: Chief Plant Operator**

**Salary Range: See Exhibit A**

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## **Definition/Summary**

Under general supervision, positions in the Water Treatment Plant Operator III classification perform a variety of operation, maintenance, and inspection assignments at a District water treatment plant; maintain, repair, and modify equipment used in the treatment of water; read and interpret chart and meter readings and maintain chemical inventory, as directed; responsible for performing the full range of water treatment plant operations. This is an intermediate level position. Candidates will be required to use good judgment and be able to work and function independently. Reports daily to the District Water Treatment Plant.

## **Essential Functions**

- Operates automatic and manually controlled equipment, motors, and pumps used in the treatment, purification, and disinfection of water.
- Regulates and controls the amount of chemicals used to maintain specified water treatment requirements.
- Collects samples at established times; performs standardized quality control tests and adjusts chemical feeders and other plant equipment according to results.
- Takes meter and chart readings and interprets information to determine the proper operation of treatment equipment and water conditions.
- Makes regular assessments of water flow, turbidity, pressure, chemical use, residuals, temperatures, and other pertinent data to maintain proper plant operating conditions.
- Performs a variety of maintenance and repair work on plant facilities and equipment, including cleaning, painting etc..
- Observes pumping equipment to identify possible problems and operating difficulties.
- Backwashes filters.
- Maintains logs, records, and data systems for required plant reports.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

## **Other Duties**

- May operate a vehicle to travel to other district facilities for inspection and maintenance work.
- Receives delivered materials, recording shipments and storing items.
- Performs other duties as assigned.
- On-call: Stand-by on a rotational basis.
- Assist Distribution Operators as needed and during emergencies. Respond to after hour emergencies as needed.

## **Job Standards/Specifications**

### **Knowledge of:**

- Methods, materials, procedures and equipment used in water treatment plant operations and maintenance work.
- Water treatment methods, principles, and practices.
- Laws, codes, rules, and regulations pertaining to water treatment plant operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Standard water quality tests.
- Operation and maintenance of pumping equipment and valves.
- Plant measurement and recording equipment.

### **Ability to:**

- Ability to perform a variety of operations and maintenance assignments at a 30mg/d water treatment plant.
- Operate automatic plant control systems. (SCADA)
- Read plant measurement and recording equipment, interpreting results to adjust plant operations.
- Use proper safety precautions in working with plant chemicals.
- Perform standard water quality tests.
- Maintain and update plant records and logs.
- Read and interpret plant piping and distribution diagrams.

## **Typical Physical Activities**

- Operates District vehicles to travel between District plants and facilities.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during plant maintenance and repair work.
- Works in an environment with exposure to dust, dirt, chemicals and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

## **Environmental Factors**

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 80-100+ degrees.
- Humidity: Work in areas with unusually high humidity.



- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

### **Desirable Qualifications**

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

- Education: High school diploma or equivalent and completion of college level courses in wastewater treatment or water treatment operations.
- Experience: Two years of responsible work experience in the operation, maintenance, and repair of water treatment plants and associated facilities.

### **License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Class A CDL may be a requirement for employment.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years .

Within 3 months of the date of hire, must obtain a State Water Resources Control Board Grade T3 and D2

## **Treatment & Distribution Operator III**

**Reports to: CPO and/or Distribution Supervisor**

**Salary Range: See Exhibit A**

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### **Definition/Summary**

Under general supervision, positions in the Treatment & Distribution Operator III perform a variety of operation, maintenance, and inspection assignments at a District water treatment plant; maintain, repair, and modify equipment used in the treatment and purification of water; read and interpret chart and meter readings for analyzing the efficiency of plant operations; and maintain chemical inventory, as directed; responsible for performing the full range of water treatment plant operations. Must be able to perform the full range of maintenance, installation, and repair assignments within the District distribution system with minimal supervision and training and may help provide coordination and work direction for a field crew and training for less experienced staff.

### **Essential Functions**

- Operates automatic and manually controlled equipment, motors, and pumps used in the treatment, purification, and disinfection of water.
- Regulates and controls the amount of chemicals used to maintain specified water treatment requirements.
- Collects samples at established times; performs standardized quality control tests and adjusts chemical feeders and other plant equipment according to results.
- Takes meter and chart readings and interprets information to determine the proper operation of treatment equipment and water conditions.
- Makes regular assessments of water flow, turbidity, pressure, chemical use, residuals, temperatures, and other pertinent data to maintain proper plant operating conditions.
- Performs a variety of maintenance and repair work on plant facilities and equipment, including cleaning, painting etc.
- Observes pumping equipment to identify possible problems and operating difficulties.
- Backwashes filters.
- Maintains logs, records, and data systems for required plant reports.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- May lay out work and supervises a distribution crew of one or two other employees when needed.
- Installs, tests, and repair meters, using a variety of equipment.
- Repairs meter services such as gate valves, meter connections, angle stops, service pipes, and corporation stops.
- Operate Wells, pumps and related flow and pressure control and storage facilities manually or by using a system control and data acquisition (SCADA) system.
- Determine and control proper chemical dosage rates for wellhead disinfection and distribution residual maintenance.

- Performs a variety of maintenance and repair on water distribution systems and lines.
- Installs and repairs the district's distribution system including pipelines, valves, hydrants, services, vaults, storage facilities, service meters, pumping plants, etc.
- Assists contractors and representatives of other utilities with the location of District service lines.
- Perform inspection of construction projects to assure conformance with District standards and specifications.
- Assist in developing and reporting on projects, activities, and O&M procedures.
- Assists in maintaining, updating, and developing operational and maintenance programs including, but not limited to, tank cleaning and inspections, valve turning, mechanical vibration analysis, hydrant maintenance and line flushing.
- Responds to customer complaints regarding low pressure, high pressure, and water quality.
- Performs field work on positive displacement, turbine, flow, and compound meters.
- Cleans dead-end lines by discharging water until no apparent, odor, taste, or color exists.
- Performs leak tests to locate leaks in service lines.
- Installs laterals.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

#### **Other Duties**

- Shuts down main lines in emergencies.
- Performs related duties as assigned.
- Participate in rotational on-call duty for WTP and Distribution

#### **Job Standards/Specifications**

##### **Knowledge of:**

- Methods, materials, and equipment used in water service installation, maintenance, and repair work.
- Water treatment methods, principles, and practices.
- Laws, codes, rules, and regulations pertaining to water treatment plant operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Standard water quality tests.
- Operation and maintenance of pumping equipment and valves.
- Plant measurement and recording equipment
- Installation, maintenance, repair, and testing of water meters.
- District policies and procedures related to customers, services, and customer relations.
- Proper work safety standards.
- Principles and practices of work direction, coordination, and training.

Ability to:

- Ability to perform a variety of operations and maintenance assignments at a 30mg/d water treatment plant.
- Operate automatic plant control systems. (SCADA)
- Read plant measurement and recording equipment, interpreting results to adjust plant operations.
- Use proper safety precautions in working with plant chemicals.
- Perform standard water quality tests.
- Maintain and update plant records and logs.
- Read and interpret plant piping and distribution diagrams.
- Perform skilled installation, servicing, and repair of meters.
- Operate motor vehicles and power-driven equipment used in water service work.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.

**Typical Physical Activities**

- Operates District vehicles in field installations and maintenance work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

**Environmental Factors**

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 90-100+ degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

### **Desirable Qualifications**

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

- Education: Highschool diploma or equivalent and completion of college level courses in wastewater treatment or water treatment operations.
- Experience: Two years of responsible work experience in the operation, maintenance, and repair of water treatment plants and associated facilities.
- Two years of responsible work experience in the installation, maintenance, and repair of water distribution systems and meters, including some experience with field customer relations work.
- Ability to operate a wide variety of equipment including backhoes, dump trucks, equipment trailers, forklifts, pavement cutters, air compressors, generators, chain saws, and other hand and power equipment, etc.

### **License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Class A CDL may be a requirement for employment.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

With in 6 months of the date of hire, must obtain a State Water Resources Control Board Grade T3 and D3

# **WATER TREATMENT PLANT OPERATOR IV**

**Reports to: Chief Plant Operator**

**Salary Range: See Exhibit A**

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## **Definition/Summary**

Under general supervision, positions in the Water Treatment Plant Operator IV classification perform a variety of operation, maintenance, and inspection assignments at a District water treatment plant; maintain, repair, and modify equipment used in the treatment of water; read and interpret chart and meter readings and maintain chemical inventory, as directed; responsible for performing the full range of water treatment plant operations. This is a lead operator position. Candidates will be required to use good judgment and be able to work and function independently and supervise staff. Reports daily to the District Water Treatment Plant.

## **Essential Functions**

- Operates automatic and manually controlled equipment, motors, and pumps used in the treatment, purification, and disinfection of water.
- Regulates and controls the amount of chemicals used to maintain specified water treatment requirements.
- Collects samples at established times; performs standardized quality control tests and adjusts chemical feeders and other plant equipment according to results.
- Takes meter and chart readings and interprets information to determine the proper operation of treatment equipment and water conditions.
- Makes regular assessments of water flow, turbidity, pressure, chemical use, residuals, temperatures, and other pertinent data to maintain proper plant operating conditions.
- Performs a variety of maintenance and repair work on plant facilities and equipment, including cleaning, painting etc.
- Observes pumping equipment to identify possible problems and operating difficulties.
- Backwashes filters.
- Maintains logs, records, and data systems for required plant reports.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

## **Other Duties**

- May operate a vehicle to travel to other district facilities for inspection and maintenance work.
- Receives delivered materials, recording shipments and storing items.
- Performs other duties as assigned.
- On-call: Stand-by on a rotational basis.

- Assist Distribution Operators as needed and during emergencies. Respond to after hour emergencies as needed.

### **Job Standards/Specifications**

#### **Knowledge of:**

- Methods, materials, procedures and equipment used in water treatment plant operations and maintenance work.
- Water treatment methods, principles, and practices.
- Laws, codes, rules, and regulations pertaining to water treatment plant operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Standard water quality tests.
- Operation and maintenance of pumping equipment and valves.
- Plant measurement and recording equipment.

#### **Ability to:**

- Ability to perform a variety of operations and maintenance assignments at a 30mg/d water treatment plant.
- Operate automatic plant control systems. (SCADA)
- Read plant measurement and recording equipment, interpreting results to adjust plant operations.
- Use proper safety precautions in working with plant chemicals.
- Perform standard water quality tests.
- Maintain and update plant records and logs.
- Read and interpret plant piping and distribution diagrams.

### **Typical Physical Activities**

- Operates District vehicles to travel between District plants and facilities.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during plant maintenance and repair work.
- Works in an environment with exposure to dust, dirt, chemicals and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

### **Environmental Factors**

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.

- High temp: Considerable work time in hard manual labor in temperatures between 80-100+ degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

### **Desirable Qualifications**

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

- Education: High school diploma or equivalent and completion of college level courses in wastewater treatment or water treatment operations.
- Experience: 6 years of responsible work experience in the operation, maintenance, and repair of water treatment plants and associated facilities. A letter of recommendation will be required for the appointment of current staff into this position.

### **License Certificate Requirement**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Class A CDL may be a requirement for employment.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Within 6 months of the date of hire, must obtain a State Water Resources Control Board Grade T4 and D3



# **WATER TREATMENT CHIEF PLANT OPERATOR**

**Reports to: General Manager**

**Salary Range: See Exhibit A**

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## **Definition/Summary**

The Water Treatment Plant Supervisor plans, organizes, and supervises the work of District personnel assigned to water treatment plants. This is the Chief Operator position and works without immediate supervision and reports directly to management.

## **Essential Functions**

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

- Plans, organizes, and supervises the work of staff assigned to water treatment plant maintenance and operations work.
- Establishes work schedules for continuous water treatment plant operations.
- Assumes responsibility for plant operating logs and the development of required operating reports.
- Coordinates treatment plant operations with other District functions.
- Provides consultation and input for the planning and development of new plant facilities.
- Ensures the maintenance of an adequate inventory of chemicals and supplies for plant operations.
- Inspects plants and ensures proper operating conditions.
- Maintains a variety of files and records.
- Directs the proper conduct of standardized water quality control tests.
- Directs emergency operation and repair work.
- Assists with development and administration of treatment plant budgets.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

## **Other Duties**

- Reviews operator time reports for proper allocation of time and approves them.
- Holds periodic staff meetings and instructs staff in proper safety procedures.
- Represents District treatment plant functions with the public, contractors, and representatives of other government agencies.
- Performs related duties as assigned.

## **Job Standards/Specifications**

### **Knowledge of:**

- Operating principles, methods, materials, and equipment used in water treatment plants.
- Repair, maintenance, and adjustment of water treatment plant equipment.
- Chemical and quality testing of water.
- Laws, regulations, and ordinances applicable to water treatment plant operations.
- Budget preparation and fiscal controls.
- Proper work safety standards.
- Principles of employee training and supervision.

### **Ability to:**

- Plan, organize, direct, and supervise the operation, maintenance, and repair of water treatment plants.
- Oversee the proper conduct and interpretation of standard water quality tests.
- Provide supervision, training, and work evaluations for assigned staff.
- Read plant measurement and recording equipment, interpreting results to make adjustments to plant operations.
- Use proper safety precautions in working with plant chemicals.
- Read and interpret plans, diagrams, blueprints, and plant piping and distribution diagrams.
- Develop information and prepare reports.
- Effectively represent District Water Treatment Plant operations with the public, contractors, and other organizations.

## **Typical Physical Activities**

- Travels regularly by vehicle and automobile in inspecting District water treatment plant facilities and operations.
- Occasionally works in an outdoor environment.
- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Walks on uneven terrain.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

## **Environmental Factors**

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between

- 90-100+ degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

### **Desirable Qualifications**

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

- Experience: 10 years of increasingly responsible experience in water treatment facility maintenance and operations work with at least 5 years in a lead or supervisory capacity.

### **License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

General Certifications: Possess and maintain State Water Resources Control Board T5 and D3. Required at date of hire or within an acceptability period of time, not to exceed 90 days.



5880 Oak Street, Anderson, CA 96007  
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## MEMO

**Date:** January 17<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** General Manager Paul Kelley  
**Re:** 7 – General Manager Report

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### Report:

A quick activity report, more by the General Manager verbally at the meeting:

Starting the week of December 15, 2023

- The CUSI – new customer database software is doing another conversion and is looking to run parallel in January – parallel billing with cross checks and then CUSI billing end of February/March 1.
- No update on the Fire Hydrant at Igo school – County still assessing and I did attend Igo-Ono CSD meeting in December for updates and collaboration opportunities.
- The shut offs and delinquencies continue: and the partnership with LHWPP has been helpful
- The WTP assessment (Train 2,4 and6) was done by staff and Chief Plant operator providing updates and cost estimates – actuators for a few will need to be replaced in preparation for the summer and the Backwash ponds project.
- More meetings on the District's retiree medical program:
  - Drafted District proposal to employees/Union and Red-Lined MOU
  - Met with employees to answer questions. Union rep informed me of Union approval.
  - Implementation on Jan 17<sup>th</sup> meeting.
- Worked on the three grant projects: -
  - Backwash ponds – Designed and Award to Gill Construction. Contracts signed and the insurance certs/bonds etc being attained by Construction company, first phase of construction in mid 2024 – grant amendment underway for submission.
  - Emergency Electrical/SCADA – Conduit boxes installed, fiber cable installed. The Box, Flow meter, Valve at the Booster station installed, the and the electrical panels are built and installed. Its been challenging to get this project completed by the end of the year, but we effectively completed it by the end of December, a few more items to be tested and repaired mid January. Full system test and completion scheduled for last week of January.
  - ARPA – Agreement with County Signed, We received quotes for Meter upgrades – over 1700 registers and transponders. The cost is more than projected in December of 2022, but the grant is more and will fit into our schedule for replacements in the budget. The plan is to receive about 20% every 2 months for installation. What ever quantity received will be paid and then submitted to County for reimbursement.
  - Prospective grant – EPA Water Infrastructure Resiliency grant – applied for study money to accomplish a "Wildfire and Drought Resiliency Assessment". Still Pending and under review
- New equipment for the District – update – looking at vac-trailer. Sending Requests in February
  - I received contacts for the primary vac-trailer suppliers..
- Continuing to work on the "water loss" project – still gathering leak loss information and other elements to make the report as accurate as possible.
- Planning to attend the Bureau's "Mid-Pacific Water Users" conference the end of January
- Other/More – Verbal



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## MEMO

**Date:** January 17<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** Chief Plant Operator: Bill Palmaymesa & Distribution Field Supervisor: Roberto Chacon  
General Manager Paul Kelley  
**Re:** 8 – Operation Report

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### **Administration**

There were 88 Accounts that are 90+ days delinquent totaling \$36,466.31.  
There were 180 Accounts that are 60 Days delinquent totaling \$12,111.69.  
There were 309 Accounts that are 30 Days delinquent totaling \$23,580.40.

Delinquency Progress: In total for the month of December, \$13,238.87 was collected on 60+ day delinquent accounts. \$1,008.00 of that total collected was from LIHWAP payment assistance program. There were 27 twenty-four-hour notices sent out and we shut off 7 customers due to non payment. We have a total of 15 customer accounts on an alternative payment plan agreement which total outstanding balance for those accounts is \$6,244.96.

**WTP OPERATIONS** - The WTP produced 156af; Clear Creek CSD used 104AF of SW in December and 2104AF total SW for WY23/24. Well Water Production- 0 af . - (Palmaymesa)

- Staff has been busy with routine maintenance, monitoring and operation of the WTP. There has been a slight decline in lake water quality, due to the recent storms.
- WTP Staff completed the annual SCBA fit testing and training.
- WTP Staff has been working with PACE Engineering to bring the new WTP computer online. The project includes a updated version of our SCADA software and alarm dialer software. Both programs are having the bugs worked out. Staff hopes to be able to rely on the new system in the next few weeks.

### **DISTRIBUTION OPERATIONS REPORT** - (Chacon)

1. The distribution crew has placed another order for endpoints, they will arrive in a couple of months. This is going to be a long process since a lot of the endpoints need to be replaced.
2. All repairs and all clean ups have been done, except of course for the leak on 1/9/2024.
3. The Distribution crew will continue Flushing the System, if you have a question about where we are going to be flushing, please call the office, as you all know flushing the water mains:
  - a. Verifies proper operation of the hydrants.
  - b. Evaluates the available flow to the hydrants.
  - c. Allows utilities to deliver the highest quality water possible to their customers and
  - d. Removes mineral and sediment built up from the water mains.
4. All the water samples are negative.



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## MEMO

**Date:** January 17<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** 9 – Standing Committee Report

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**Report:** From members of the Committees listed:

**Note:**

- 9.a – Agriculture –
- 9.b – Finance – Meeting Held January 10<sup>th</sup> – Members to report.
- 9.c – Planning / Steering –