



## McCloud Community Services District

220 West Minnesota Avenue P.O. Box 640

McCloud, California 96057

Phone (530) 964-2017 Fax (530) 964-3175 e-mail [mcsd@ci.mccloudcsd.ca.us](mailto:mcsd@ci.mccloudcsd.ca.us)

### REGULAR MEETING OF THE BOARD OF DIRECTORS

SCOUT HALL - 405 E. COLOMBERO DRIVE

Monday, November 23, 2020 - 6:00 P.M.

### AGENDA

The McCloud Community Services District welcomes you to this meeting. This agenda contains brief general descriptions of each item to be considered at this meeting by the Board of Directors. If you wish to speak on an item on the agenda, you will be provided the opportunity to do so prior to consideration of the item by the Board. If you wish to speak on an item that is not on the agenda, you are welcome to do so during the Public Comment portion of the meeting. Persons addressing the Board will be asked to step up to the podium and will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. When addressing the Board, please state your name for the record prior to providing your comments. Please address the board as a whole through the President. Comments to individual Board members or staff are not permitted.

All documentation supporting the items on this agenda are available for public review in the District office, 220 W. Minnesota Avenue, McCloud CA 96057, during normal business hours of 9:00 a.m. to 12noon and 1:00 pm to 4:00 p.m. Monday through Friday.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (530) 964-2017.

#### 1. Pledge of Allegiance

#### 2. Approval of Minutes: Discussion/action regarding approval of the minutes of the Regular Meeting of November 9, 2020.

**Approval of Minutes: Discussion/action** regarding approval of the minutes of the Special Meeting of November 12, 2020.

#### 3. Oath of Office to seat Mike Rorke and Christine Richey.

#### 4. Announcement of Events:

#### 5. Communications

A. Letter from County of Siskiyou, Registrar of Voters

#### 6. Annual Organizational Meeting

A. Election of a President and Vice President of the Board of Directors.

B. Appointment of a Secretary of the Board.

C. Appointment of a Treasurer.

D. Establishment of committees, committee schedules and assignment of committee members.

E. Designation of a LOLA representative.

F. Designation of a back-up representative for IRWMP meeting attendance.

#### 7. Reports:

A. Finance Officer

**8. Consent Agenda:**

- A.** Approval of expenses in the amount of \$6,774.00.
- B.** Approval of expenses in the amount of \$93,430.00.
- C.** Approval of expenses in the amount of \$11,562.99.

**9. Old Business:** None

**10. New Business:**

- A. Discussion/possible action** regarding approval of first reading of proposed changes to Policy 2255-Providing Employment Reference Information
- B. Discussion/possible action** regarding approval of first reading of proposed changes to Policy 2260-Personnel Action
- C. Discussion/possible action** regarding approval of first reading of proposed changes to Policy 2280-Employment Entrance Program
- D. Discussion/possible action** regarding approval of first reading of proposed changes to Policy 2335-Interim Utility Worker- Job Description
- E. Discussion/possible action** regarding approval of first reading of proposed changes to Policy 2340- Utility Worker I- Job Description
- F. Discussion/possible action** regarding approval of first reading of proposed changes to Policy 2350-Refuse Equipment Operator- Job Description
- G. Discussion/possible action** regarding approval of first reading of proposed changes to Policy 2320-Utility Worker II- Job Description
- H. Discussion /possible action** regarding canceling the second meeting in December 2020
- I. Discussion/possible action** regarding repair/replacement of monitor heater(s) in Scout Hall.

**11. Public Comment:** This time is provided to receive information from the public regarding issues that **do not** appear on the agenda (persons addressing the Board will be asked to step up to the podium and will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board).

**12. Adjourn**

**MCSD Mission Statement**

McCloud Community Services District will strive to provide the full range of municipal services, at a reasonable cost applied consistently to all customers, while maintaining a healthy infrastructure and environmental integrity.

**MINUTES OF A  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
November 9, 2020**

A regular meeting of the Board of Directors of the McCloud Community Services District was called to order at 6:00 p.m. at Scout Hall. Four Directors (Hanson, Richey, Rorke, Young) were present, as were General Manager Amos McAbier, Public Works Superintendent Richie Fesler, Finance Officer Michael Quinn, Fire Chief Charlie Miller and Board Secretary Andrea Mills. Director Raymond Zanni was absent

**1. Pledge of Allegiance.**

**2. Approval of Minutes:**

**A. Discussion/action** regarding approval of the minutes of the Regular Meeting of November 9, 2020. Mrs. Richey made a motion to approve the minutes of the Regular Meeting of November 9, 2020; motion seconded by Mrs. Young. Motion passed with 4 Ayes (Hanson, Richey, Rorke, Young). 1 Absent (Zanni).

**3. Announcement of Events:** None

**4. Communications:** None

**5. Reports:**

**A. Finance Officer:** The Finance Officer's report dated November 9, 2020 was reviewed. Mrs. Young requests full Laif report for all board members. Mrs. Richey would like to have a format change to make the financial report easier to read.

**B. Fire Chief:** The Fire Chief's report dated November 9, 2020 was reviewed. McCloud Fire Department currently has four ambulance drivers. All Fire Department staff will be trained in River Recue and Small Space Confinement to the awareness level. Training will be done by Mr. Miller.

**C. Public Works Superintendent:** The Public Works Superintendent's report dated November 9, 2020 was reviewed. Outside irrigation waters have been turned off throughout town. Scout Hall roof was resecured. Estimates were given for the cost of the new truck.

**D. Committees;** Policy Review committee to meet Thursday November 12, 2020 at 3:00 pm. Mrs. Young would like a Special Meeting on Thursday November 12, 2020 at 6:00pm for final approval of costs for the new truck and sale of surplus truck,

**6. Consent Agenda:**

**A. Approval of expenses** in the amount of \$6,248.64. Mrs. Richey made a motion to approve the expenses in the amount of \$6,248.64; motion seconded by Mrs. Young. Motion passed with 4 Ayes (Hanson, Richey, Rorke, Young) 1 Absent (Zanni).

7. **Old Business:**

**A. Discussion/Possible action** regarding the planning commissions meeting and vacation rentals in McCloud. Mrs. Young stated she listened to the Siskiyou County Planning Commission Meeting on the approval of 3 more vacation rentals in McCloud. During the meeting it was stated that 80 percent of vacation rentals in the county are in McCloud. Board members. Discussion on the impact to grant funding and lack of monthly rentals available if the vacation rental quantities of vacation Rentals in McCloud are allowed to continue to increase. C. Young made a motion for the General Manager to write a letter to Supervisors and Planning Commission on the impact of the rentals to the Service District: motion seconded by Mr. Rorke. Motion passed with 3 ayes (Richey, Rorke, Young), 1 nay (Hanson), 1 absent (Zanni).

**B. Appointment of new Secretary of the Board** Andrea Mills

**C. Discussion/ Possible action regarding** the acceptance of possible donation of a fire engine from the city of Berkeley. Mr. Hanson made a motion to accept the donation of a fire engine from the city of Berkeley. Seconded by Mrs. Young, 4 ayes (Young, Richey, Rorke, Hanson), 0 nays, 1 absent (Zanni)

8. **New Business:**

**A. Discussion/possible action** regarding approval of the second and final reading of proposed changes to Policy 2110 - Health and Welfare Benefits. C. Richey made a motion to approve the second and final reading of proposed changes to Policy 2110 - Health and Welfare Benefits, seconded by M. Rorke. Motion passed with 4 ayes (Hanson, Richey, Young, Rorke) 1 absent Zanni.

**B. Discussion/possible action** regarding approval of the second and final reading of proposed changes to Policy 2175 - Performance Evaluations. C. Young made a motion to approve the second and final reading of proposed changes to Policy 2175 - Performance Evaluations seconded by C. Richey. Motion passed with 4 ayes (Hanson, Richey, Young, Rorke) 1 absent Zanni.

**C. Discussion/possible action** regarding approval of the second and final reading of proposed changes to Policy 2010 - Employee Compensation, Hours of Work and Overtime. C. Richey mad a motion to approve the second and final reading of proposed changes to Policy 2010 - Employee Compensation, Hours of Work and Overtime seconded by M. Hanson. Motion passed with 4 ayes (Hanson, Richey, Young, Rorke) 1 absent (Zanni).

**D. Discussion/possible action** regarding approval of the second and final reading of proposed changes to Policy 2011 - On-Call Duty. M. Hanson made a motion to approve the second and final reading of proposed changes to Policy 2011 - On-Call Duty seconded by C. Richey. Motion passed with 4 ayes (Hanson, Richey, Young, Rorke) absent (Zanni).

**E. Discussion/possible action** regarding approval of the second and final reading of proposed changes to Policy 2020 - Vacation. C. Richey made a motion to approve the second and final reading of proposed changes to Policy 2020 - Vacation seconded by M. Rorke. Motion passed with 4 ayes (Hanson, Richey, Young, Rorke) absent (Zanni).

**F. Discussion/possible action** regarding approval of the second and final reading of proposed changes to Policy 2030 - Holidays. C. Richey made a motion to approve the second and final reading of proposed changes to Policy 2030 - Holidays seconded by C. Young. Motion passed with 4 ayes (Hanson, Richey, Young, Rorke) absent Zanni.

**G. Discussion/possible action** regarding approval of the second and final reading of proposed changes to Policy 2090 - Uniforms and Protective Clothing. C. Richey made a motion to approve second and final reading of proposed changes to Policy 2090 - Uniforms and Protective Clothing seconded by C. Young. Motion passed with 4 ayes (Hanson, Richey, Young, Rorke) absent Zanni.

9. **Public Comment-**

14. **Adjourn.** The meeting adjourned at 7:39 p.m.

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Catherine Young/President of the Board

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Andrea Mills /Secretary of the Board

**MINUTES OF A  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
November 12, 2020**

A special meeting of the Board of Directors of the McCloud Community Services District was called to order at 6:00 p.m. at the Scout Hall. All five Directors (Hanson, Richey, Rorke, Young, Zanni) were present as were General Manager Amos McAbier, Public Works Superintendent Richie Fesler, Finance Officer Michael Quinn and Board Secretary Andrea Mills.

1. **Call to Order:**
2. **Public Comment:** None
3. **Report**
  - A. Finance Officer-Full Laif Account Statement was shared.
4. **Discussion/Possible Action**
  - A. Approval of Expenses in the amount of \$101,335.00. Taxes and registration fees were estimates as DMV will make final amounts known when it is registered. Board agreed that the total authorized amount should not exceed \$103,000.00. Mr. Zanni made a motion to approve the amount not to exceed \$103,000.00 for the purchase of the new Dump/plow truck. Seconded by Mr. Hanson. Motion passed with 5 Ayes (Hanson, Richey, Rorke, Young, Zanni).
5. **Discussion/ Possible Action**
  - A. Approval of the sale as surplus equipment of the 2004 flatbed plow truck. Mrs. Young made a motion to approve the sale as surplus equipment of the 2004 flatbed plow truck, seconded by Mr. Zanni. Motion passed with 5 Ayes (Hanson, Richey, Rorke, Young, Zanni).
6. **Adjourn** 6:41 pm

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Catherine Young/President of the Board

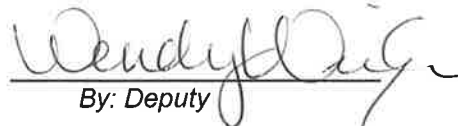
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Teryl Smith/Secretary of the Board

# Certificate of Appointment In-Lieu of Election and Oath of Office

I, *Laura Bynum*, County Clerk of the County of *Siskiyou*, State of California, do hereby certify that at a regular meeting held on the 20th day of *October*, 2020, the Board of Supervisors appointed *Christine Richey* to the *McCloud Community Services District*, to a four year term beginning on *December 4*, 2020 and ending on *December 6*, 2024.

*Laura Bynum*, County Clerk

  
 By: Deputy

\*\*\*\*\*

STATE OF CALIFORNIA,            )  
  )ss.  
County of *Siskiyou*                    )

I, *Christine Richey*, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties upon which I am about to enter.

McCloud Community Services District

\_\_\_\_\_  
(Candidate Signature)

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

*Andrea Mills*  
(Name of person administering the Oath)

*District Secretary*  
(Title of person administering the Oath)







# COUNTY OF SISKIYOU

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Laura Bynum, County Clerk - Registrar of Voters

510 N Main Street  
Yreka, CA 96097-2525

**TO: McCloud CSD**

**FROM:** Laura Bynum, County Clerk  
**By:** Debbie W. Daw, Deputy Clerk

**DATE:** November 3<sup>rd</sup>, 2020

Please let me take this opportunity to say "Thank You" for making your facility available for use on Tuesday, November 3<sup>rd</sup>, 2020 for the Presidential General Election.

We are grateful for the use of your facility as a polling place. You have helped the voters of Siskiyou County fulfill their civic duty.

If you have feedback regarding our time at your facility or if you have questions regarding our use please call our office at 842-8084 or toll free at 888-854-2000, extension 8084.

**RECEIVED**  
NOV 09 2020

McCloud Community  
Services District

**MCSO BOARD OF DIRECTORS**  
**November 23, 2020**

**AGENDA SUPPORTING**  
**DOCUMENT Agenda Item No. 7A**  
**Finance Officer's Report**

1. **Audit Update**
  
2. **In a follow up to the OPEB Liability Contribution Plan that was presented to the Board at the May 13, 2019, there will be a request at the next Board meeting to fund the OPEB for the 2020/21 year in the amount of \$116,643. This amount was derived from the Actuarial Study commissioned by the MCSO and represents the final payment in the three year plan. That amount is in the 2020/21 Budget.**

**The CERBT quarterly report dated September 30, 2020 shows total contributions from the District of \$208,574 and earnings over 15 months of \$16,520, a 6.4% return on deposit. The investment has increased an additional \$9,994 through November 16, 2020 for a increase of \$26,514 or a 9.3% return on deposit.**

3. **Attached in a discussion clarifying district ratemaking involving water rates.**
  
4. **Attached is a discussion on CalPERS adoption of pension liabilities on districts that violate rules in regards to retired annuitants. The MCSO currently has 4 retired annuitants on it's payroll. All CalPERS policies are being followed in their payroll calculations and reporting.**
  
5. **CalPERS is in the legal process of charging an additional \$650 fee to agencies for their representatives to visit those agencies for compliance purposes.**

**MCS D BOARD OF DIRECTORS**  
**November 23, 2020**

**AGENDA SUPPORTING**  
**DOCUMENT Agenda Item No. 7A1**  
**Finance Officer's Report**

1. I would like to announce the hiring of Keith Anderson to the position of Part Time Accounting Clerk. Keith brings 18 years of Service District and City accounting experience with the Lake Shastina Mutual Water Company and the City of Dunsmuir. Keith is a resident of McCloud.
2. The LAIF Balance for the period ending June 30, 2020 is \$2,378,727.35. This amount does not include the interest earned in the quarter ending 6-30-20 which has not been posted yet. The current interest rate is now 1.1%.
3. The CERBT Balance for the period ending June 30, 2020 is \$219,533.61 which represents a 6% earning over the last year.
4. The unreconciled Operating Bank account balance is \$633,649. Significant draw down amounts scheduled to be paid in July include:

CERBT payment	\$116,000
Liability Insurance	\$78,000
Workers' Comp Insurance	\$32,000
Retiree Benefits Contribution	\$31,000
BMS Software Support	\$8,000
MASWC reimbursement	\$43,000
Vehicle Purchase	\$100,000

Total projected Cash and LAIF reduction      \$408,000

The 4<sup>th</sup> Quarter financial report will be included in the next Board meeting packet 7/27/20. We are still waiting for billing and payroll to clear so that the report is as accurate as possible for the end of the fiscal year.

OPEB Liability Contribution Plan

Contribution Year	Operating	LAIF
2010/11	\$34,804	
2011/12	\$2,772	
2012/13	\$33,936	
2013/14		\$25,000
2014/15		\$25,000
2015/16		\$25,000
2016/17		
2017/18		
Accrued Interest		\$6,426
2018/19		\$70,000 *proposed
2019/20		\$70,000 *proposed
2020/21		\$70,000 *proposed
Account Total	\$71,512	\$291,426
Total		\$362,938
Estimated Liability		
2018/19	\$109,827	
2019/20	\$98,747	
2020/21	\$116,643	
Total		\$325,217
OPEB Balance 06/30/2021		\$37,721

The new prefunding for the OPEB liability values the annual estimated contribution for the fiscal years 2018/19 at \$109,827, 2019/20 at \$98,747 and 2020/21 at \$116,643. Currently the MCSD Budget sets \$25,000 aside per year to offset this liability. Currently the balance of the recorded amounts setaside is \$152,938.

In order to offset the liability it is being proposed that the 2018/19 Budget be amended to increase the OPEB setaside to \$70,000. This will only effect the General Fund's budget.

The amount of \$109,827 will then be transferred to a CERBT account, offsetting the liability and earning a 6% interest rate which will also serve to offset the future OPEB liability.

McCloud Community Services District  
 CERBT Strategy 2  
 Entity #: SKB7-5483989497-001  
 Quarter Ended September 30, 2020



**Market Value Summary:**

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$216,136.88	\$216,136.88
Contribution	0.00	0.00
Disbursement	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	9,005.96	9,005.96
Administrative Expenses	(27.76)	(27.76)
Investment Expense	(20.25)	(20.25)
Other	0.00	0.00
<b>Ending Balance</b>	<b>\$225,094.83</b>	<b>\$225,094.83</b>
FY End Contrib per GASB 74 Para 22	0.00	0.00
FY End Disbursement Accrual	0.00	0.00
<b>Grand Total</b>	<b>\$225,094.83</b>	<b>\$225,094.83</b>

**Unit Value Summary:**

	QTD Current Period	Fiscal Year to Date
Beginning Units	11,931.290	11,931.290
Unit Purchases from Contributions	0.000	0.000
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
<b>Ending Units</b>	<b>11,931.290</b>	<b>11,931.290</b>
Period Beginning Unit Value	18.115145	18.115145
Period Ending Unit Value	18.865939	18.865939

Please note the Grand Total is your actual fund account balance at the end of the period, including all contributions per GASB 74 paragraph 22 and accrued disbursements. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.

[Investment Data](#)

[My Account Profile](#)

[Documentation/Forms](#)

### Investment Allocation

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Account: 5483989497-001 » McCloud Community Services District

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Investment Strategy	Unit Price	Number of Units	Balance
CERBT Strategy 2	19.703576	11,931.290	\$235,088.96
<b>Total</b>			<b>\$235,088.96</b>
<a href="#">Download to Excel</a>			



# 2021 New Law Series, Part 6

By CSDA ADMIN posted 23 hours ago

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## Constitutional Clarifications Support District Discretion on Ratemaking

By Michael G. Colantuono, Esq. *Colantuono Highsmith & Whatley, PC*

*Two recent developments involving water rates are of interest to California’s public water providers and may influence similar applications for other utilities. Both are good news, and both benefited from the support of CSDA. The first, a Supreme Court decision, holds that water rates are not subject to referendum. The second, a statute, clarifies that water rates may recover the cost to provide fire flows.*

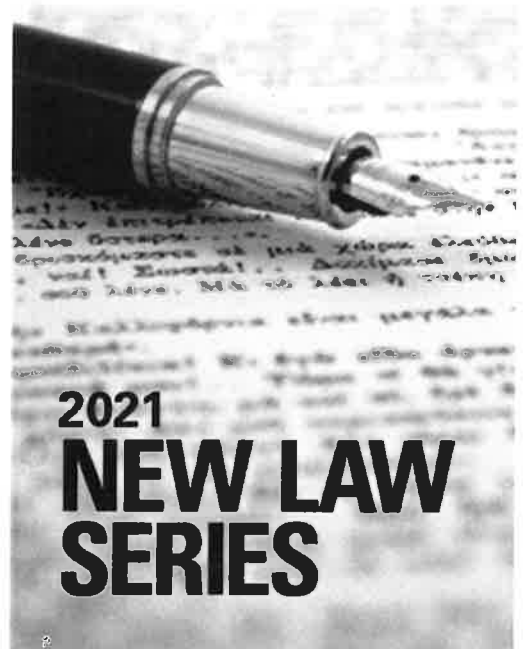
### **Wilde v. City of Dunsmuir: Rates Not Subject to Referendum**

First, is the California Supreme Court’s recent decision in *Wilde v. City of Dunsmuir* (2020) 9 Cal.5th 1105, which holds that water rates are not subject to referendum and, on the logic of the cases, neither are other utility fees — like those for sewer, waste hauling, electricity, etc. I filed an *amicus curiae* (“friend of the court”) brief in the case for CSDA and other local government associations.

The decision is narrow but significant. It holds that the referendum power created by article II, section 9 of California’s Constitution does not extend to “statutes providing for tax levies,” defining the latter term broadly to include most government revenues and not limiting it to “tax levies ... for usual current expenses of the State.” That latter phrase limits “appropriations” but not “taxes.” It does not matter whether a government revenue funds a service (like water) that private parties also provide. It matters only that the service is a non-trivial part of government’s operations. Water rates and other utility charges must still comply with the voter- and property-owner-approval processes of Proposition 218, and they remain subject to the initiative power, but not to referendum.

This will help stabilize public finance, allow revenue bonds to issue without incident or risk and, once they have, allow the contracts clauses of the State and federal Constitutions to protect rates from initiative repeal to the extent necessary to honor the debt.

This quote is the heart of the case: “Article II, section 9’s exemptions from referendum reflect a recognition that in certain areas, legislators must be permitted to act expediently, without the delays and uncertainty that accompany the referendum process.”



Chat-How Can We Help?



Along the way, the Court established a number of other points worth noting:

*Rossi v. Brown* (1995) 9 Cal.4th 688 upheld a San Francisco charter provision (that became a rule of Prop. 62 and Prop. 218 for all local governments) requiring voter approval of taxes, concluding it did not require a prohibited referendum. It was arguably inconsistent with *Geiger v. Board of Supervisors* (1957) 48 Cal.2d 832 protecting local government revenues from referenda. The Court read *Rossi* narrowly, as merely about the initiative power. This can be read as part of a larger trend of the current Supreme Court resuscitating precedents from the era before the 1986 recall of three justices and reading narrowly precedents from the intervening conservative era.

The rationale of the exception from the referendum power for taxes is to avoid “interference with the administration of [government’s] fiscal powers and policies” and this explains the conclusion to include all government revenue which fund essential services within the “taxes” protected from referendum and not just those within the narrower, modern definition of that term provided by Props. 218 and 26.

The Court noted that the rule protecting revenues that fund essential services from referendum “is related to, but distinct from, the rule we articulated and applied in *Simpson v. Hite* (1950) 36 Cal.2d 125.” *Simpson* holds that one cannot use the initiative to challenge government actions which constitute essential government functions (there, siting a courthouse). *Simpson* has not often been cited in recent years, because it reflects less judicial deference to the initiative power than is the current standard. This opinion recasts *Simpson* as holding that the initiative power cannot affect acts that State legislation delegates to local government officials — not to their voters. This conflates *Simpson* with *Committee of Seven Thousand v. Superior Court (City of Irvine)* (1988) 45 Cal.3d 491. That can be viewed as pro-direct democracy or as restating *Simpson* on a stronger, more modern footing. It might also reflect the current Court’s slightly greater willingness to review initiatives and referenda than were earlier courts. On that, time will tell.

In what is plainly dicta (i.e., not a precedential holding) the Court comments on how Dunsmuir might have responded to an adverse referendum result: “Perhaps the City could simply default to its prior rates while it restates the process of ‘study[ing], plan[ning], and implement[ing] a new water rate master plan.’ This may be helpful when an agency loses its rates to an initiative repeal or reduction and needs to do something to get money in the door while it makes new rates.

Water service is an essential government function, some other things are not, and the Court does not tell us much about how to draw the line. This rejects reasoning of the Court of Appeal’s decision in this case, which held that water service was not “essential.”

The Court expressly rejects a 1980 case which rejected an initiative change to Lompoc’s power rates. This is further support for the rule that ratemaking is legislation which exposes it to the initiative, but also provides for protective litigation rules, like the litigation-on-the-record rule of *Western States Petroleum Association v. Superior Court* (1995) 9 Cal.4th 559.

*Wilde* is a helpful case for public utilities, their bondholders and all who depend on their services.

### **SB 1386 (Moorlach): Water Rate Recovery of Fire Flows**

Also of interest is SB 1386 (Moorlach, R-Costa Mesa) which Governor Newsom signed into law on September 28, 2020. CSDA supported the bill, and it had no opposition in the Legislature. The bill clarifies that water rates may recover the cost to provide fire flows — water service in the volumes and at the pressures needed to serve fire hydrants and sprinklers. Specifically, it amends the Proposition 218 Omnibus Implementation Act of 1997 to provide:



“The fees or charges for property-related water service imposed or increased pursuant to [Prop. 218] may include the costs to construct, maintain, repair, or replace [fire] hydrants as needed or consistent with applicable fire codes and industry standards, and may include the cost of water distributed through hydrants.”

The statute is stated to be a declaration of existing law — i.e., it clarifies what Prop. 218 has meant since it was adopted in 1996.

A plaintiffs' firm in Albany, California has filed a lawsuit against more than 80 California water providers, arguing the inclusion in water rates of costs to fund fire flows violates Prop. 218 because fire flows are not water service, but a general government service to be funded by taxes. My firm successfully litigated that issue for the City of Glendale, but the Court of Appeal did not publish Glendale's victory, meaning further litigation will be required to resolve it. This new statute will be helpful in doing so.

Water, sewer and trash ratemaking under Prop. 218, and power and gas ratemaking under Prop. 26, are now fraught with risk of suit. Agencies should hire competent ratemaking consultants, make good records to support their rates, and engage counsel experienced in this subject to review those records before rates are adopted.

*This article was written by Michael G. Colantuono, Esq. Colantuono Highsmith & Whatley, PC, as part of CSDA's New Laws Series, where experts explain recently enacted laws and how they will impact special districts moving forward. This article is provided for general information only and is not offered or intended as legal advice. Readers should seek the advice of an attorney when confronted with legal issues, and attorneys should perform an independent evaluation of the issues raised in these materials.*

**Stay tuned to the New Laws Series in CSDA eNews for more in-depth analyses on new laws affecting special districts.**

Missed Part 1? Read it now: [Water Districts Must Complete Federal Risk & Resilience Assessment and Emergency Response Plan](#)

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Missed Part 3? Read it now: [California Mandates COVID-19 Exposure Notification Requirements for Public Employers Starting January 1, 2021](#)

Missed Part 4? Read it now: [AB 5 Independent Contractor Law Adjusted for Special Districts](#) [AB 5 Independent Contractor Law Adjusted for Special Districts](#)

Missed Part 5? Read it now: [COVID-19 Workers' Compensation Presumption Under SB 1159](#)

#Advocacy News #Prop 218 #Court Cases #Water #Fees #Revenue

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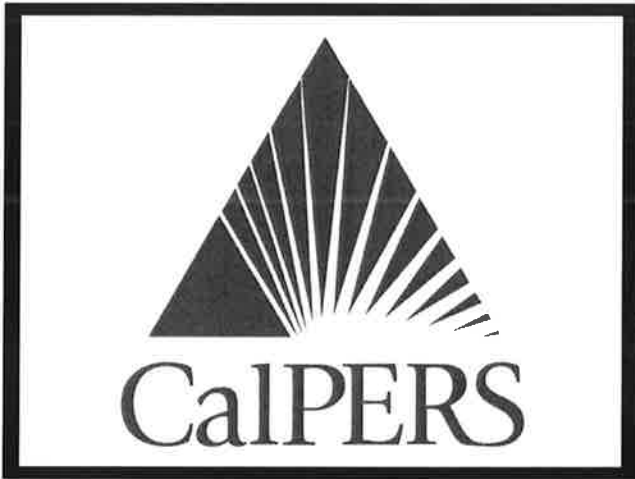


# CalPERS Delays Adoption of Controversial Decision as Precedential

By CSDA ADMIN posted 22 hours ago

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CSDA member's voices have been heard and CalPERS has again delayed taking action that could impose significant new pension liability on retired annuitants and public agencies. CalPERS deferred bringing consideration of the Administrative Law Judge's (ALJ) decision in the Lang matter as precedential before the Board of Administration last week.

The Lang Decision involves a case related to a retired annuitant who violated CalPERS rules. As a consequence, the retired annuitant was reinstated into CalPERS as an active member and was required to pay back retirement benefits received while working as a retired annuitant. The retired annuitant's employer was also required to pay retroactive contributions for the time the annuitant was being re-enrolled.

The Lang Decision is significant because it placed the burden of proof for contesting CalPERS' finding on the retired annuitant and also waived the three-year statute of limitations on how far back CalPERS can look when re-enrolling an annuitant, collecting benefits paid, and requiring employers to pay contributions for the re-enrolled annuitant.

While the consideration of adopting the decision as precedential has been delayed for now, it may come back for consideration again sometime in 2021. Should CalPERS adopt the decision as precedential, it will be pointed to by CalPERS' attorneys in future cases before ALJs to provide direction to the ALJs on how they are to decide cases.

Though CSDA is not disputing the decision made in the Lang matter, CSDA is opposed to establishing precedent that would place the burden of proving CalPERS has erred in their determinations on retirees and allowing CalPERS to easily waive statutes of limitations on penalties and fees in retired annuitant cases. These cases, which could have significant financial impacts on retirees and their employers, should be decided on a case-by-case basis rather than streamlining CalPERS' ability to make determinations and issue fines and fees.

Chat-How Can We Help?



Thank you to the districts that submitted letters of opposition to CalPERS adopting the decision in the Lang matter as precedential. CSDA will continue to keep our members informed on any developments related to this matter should they come up again in 2021. To receive the most up to date information on issue related to CalPERS and the State Legislature please make sure to visit [CSDA's website](#) and join the Advocacy News Community.

#Advocacy News

#AdvocacyNews

#FeatureNews

#PensionsandRetirement

#HumanResourcesandPersonnel

0 comments

287 views

## Permalink

<https://www.csdanet/blogs/csdan-admin/2020/11/16/calpers-delays-adoption-of-controversial-decision>



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877.924.2732 |  
916.442.7887

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### CALIFORNIA SPECIAL DISTRICTS ALLIANCE



### SPECIAL DISTRICT LEADERSHIP FOUNDATION

### DISTRICTS MAKE THE DIFFERENCE



**CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
LINCOLN PLAZA NORTH  
400 Q STREET  
SACRAMENTO, CA 95811  
NOTICE OF ADDITION OF INFORMATION TO RULEMAKING FILE**

Pursuant to the requirements of Government Code section 11347.1, the California Public Employees' Retirement System (CalPERS) hereby provides notice that a document containing information which the agency has relied upon in adopting the proposed regulation, titled "State Social Security Administration Fees," adding Article 1.5 to Subchapter 2 of Chapter 2 of Division 1 of Title 2 of the California Code of Regulations (CCR) and adopting Section 592.1 under Article 1.5, is being added to the rulemaking file and is available for public inspection and comment.

The document added to the rulemaking file is as follows:

**Second Addendum to the Initial Statement of Reasons**

If you have any comments regarding the information contained in the additional document, CalPERS will accept written comments between November 10, 2020 and November 25, 2020. All written comments must be submitted to CalPERS no later than November 25, 2020 and addressed to:

Anthony Martin, Regulation Coordinator  
California Public Employees' Retirement System  
P.O. Box 942702  
Sacramento, CA 94229-2702  
(916) 795-3038  
[Regulation\\_Coordinator@calpers.ca.gov](mailto:Regulation_Coordinator@calpers.ca.gov)

All written comments received by November 25, 2020, which pertain to the indicated addition will be reviewed and responded to by CalPERS team members as part of the compilation of the final rulemaking file. Please limit your comments to the information contained in the Second Addendum to the Initial Statement of Reasons.

**RECEIVED**  
NOV 13 2020

McCloud Community  
Services District

member to travel. In addition, for larger sized employers, the election takes longer to administer, which would require lodging costs. Therefore, it is reasonable to charge \$650 to cover current and future costs to assist employers with establishing initial or modifying existing coverage under the state's Section 218 Agreement.

11/18/20  
12:11:14

MCCLLOUD COMMUNITY SERVICES DISTRICT  
Claim Approval List  
For the Accounting Period: 11/20

Page: 1 of 3  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
9717		40 DMV	6,774.00					
		Use Tax for new International CV 4x4						
	63932137	11/16/20 Use Tax for new Inter CV 4x4	6,774.00			1010 101620		101000
		Total for Vendor:	6,774.00					
		# of Claims	1	Total:				6,774.00

11/18/20  
12:11:16

MCCLLOUD COMMUNITY SERVICES DISTRICT  
Claim Approval Signature Page  
For the Accounting Period: 11 / 20

Page: 3 of 3  
Report ID: AP100A

The foregoing claims are approved for payment in the manner provided by Resolution #3, dated November 8, 1965."

Prepared by: J. Keith Anderson, Assistant Accountant

Reviewed by: 

Claims Total: \$6,774.00 Signature #1

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Signature #2

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Signature #3

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Signature #4

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Signature #5

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Signature #5

11/13/20  
12:05:03

MCCLOUD COMMUNITY SERVICES DISTRICT  
Claim Approval List  
For the Accounting Period: 11/20

Page: 1 of 3  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
9700		1142 Advanced Truck Body & Equipment	93,430.00					
2020		International CV 4x4						
	5108	11/13/20 2020 International CV 4x4	93,430.00			1010 101620		101000
		Total for Vendor:	93,430.00					
		# of Claims	1	Total:				93,430.00



MCCLOUD COMMUNITY SERVICES DISTRICT  
Fund Summary for Claims  
For the Accounting Period: 11/20

---

Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	\$93,430.00
Total:	\$93,430.00

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11/13/20  
12:05:05

MCCLOUD COMMUNITY SERVICES DISTRICT  
Claim Approval Signature Page  
For the Accounting Period: 11 / 20

Page: 3 of 3  
Report ID: AP100A

The foregoing claims are approved for payment in the manner provided by Resolution #3, dated November 8, 1965."

Prepared by: J. Keith Anderson, Assistant Accountant

Reviewed by: 

Claims Total: \$93,430 Signature #1

\_\_\_\_\_  
Signature #2

\_\_\_\_\_  
Signature #3

\_\_\_\_\_  
Signature #4

\_\_\_\_\_  
Signature #5

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Signature #5

BANNER BANK  
\* \*\*\* Over spent expenditure

Claim/ Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
9705	11 BLACK BUTTE TRANSFER STATION		3,546.90					
ACCT 150 - OCT TRANSFER FEES								
ACC#150 11/03/20 150 - OCT TRANSFER FEES			3,546.90			1090 405000	-710	101000
	<b>Total for Vendor:</b>		<b>3,546.90</b>					
9703	1018 BOUND TREE MEDICAL, LLC		1,983.53					
Ambulance Medical Supplies								
83831323 10/30/20 Ambulance Med. Supplies			1,910.65*		724914	1040 403000	400	101000
(Partial)								
83831324 10/30/20 Ambulance Med. Supplies			72.88*		724902	1040 403000	400	101000
	<b>Total for Vendor:</b>		<b>1,983.53</b>					
9701	277 CROSS PETROLEUM		404.04					
FUEL								
CLO2331 11/15/20 DISTRICT SVC 11/1-15/20			46.03			1010 403000	430	101000
CLO2331 11/15/20 REAR LOADER 11/1-15/20			187.71			1090 403000	420	101000
CLO2331 11/15/20 SIDE LOADER 11/1-15/20			103.29			1090 403000	420	101000
CLO2331 11/15/20 FIRE MEDIC 11/1-15/20			47.03			1040 403000	420	101000
CLO2331 11/15/20 FIRE SQUAD 11/1-15/20			19.98			1040 403000	420	101000
9710	277 CROSS PETROLEUM		349.87					
HEATING OIL FOR LIBRARY AND SCOUT HALL								
1448129-IN 11/06/20 LIBRARY HEATING OIL			174.82			1080 403000	440	101000
1448128-IN 11/06/20 SCOUT HALL HEATING OIL			175.05			1010 403000	440	101000
	<b>Total for Vendor:</b>		<b>753.91</b>					
9713	72 FIRST BANKCARD - DIRECTORS 1		477.77					
PAPE MACHINERY (HEATER CORE FOR '06 JOHN DEERE BACKHOE), CA SPEC DIST-CLASSES FOR CATHY YOUNG								
10/28/20 CA SPEC DIST-CLASSES FOR BOARD			110.00		724753	1020 402000	350	101000
10/07/20 RPLC HEATER CORE FOR BACKHOE			367.77		724758	1010 403000	520	101000
	<b>Total for Vendor:</b>		<b>477.77</b>					

BANNER BANK

\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
9715		70 FIRST BANKCARD - DISTRICT CARD	1,215.06								
		IT SERVICES (ENPLAN, SURVEY MONKEY, AMAZON PRIME, MICROSOFT), POSTAGE									
		10/07/20 ENPLAN	29.00			1010		402000	396		101000
		10/13/20 USPS-18 ROLLS OF 1ST CLS STAMP	990.00			1010		403000	411		101000
		10/20/20 MICROSOFT ONLINE SERVICES	200.00			1010		402000	396		101000
		10/26/20 USPS POSTAGE-WATER SAMPLES	28.35			3000		403000	411		101000
		10/29/20 SURVEY MONKEY	37.00			1010		402000	396		101000
		11/02/20 AMAZON PRIME	13.93			1010		402000	396		101000
		10/08/20 PRIOR FIN CHGS REVERSED	-26.72			1010		404000	615		101000
		10/08/20 PRIOR FIN CHGS REVERSED	-56.50			1010		404000	615		101000
		<b>Total for Vendor:</b>	<b>1,215.06</b>								
		*** Claim from another period (10/20) ****									
9714		69 FIRST BANKCARD - FIRE DEPT	790.61								
		FIRE DEPARTMENT SUPPLIES									
		10/07/20 SCOTT VALLEY RESPIRATORY-OXYGN	45.00		724872	1040		403000	400		101000
		10/08/20 ACTIVE 911	16.70			1040		402000	396		101000
		10/13/20 TRACTOR SUPPLY-VEH MAINT	50.80		724878	1040		403000	530		101000
		10/13/20 RITE AIDE-RETURNED LITE METERS	-51.57			1040		403000	400		101000
		10/13/20 RITE AIDE-SUPPLIES	165.47			1040		403000	400		101000
		10/19/20 COSTCO-EXRGEN THERMOMETER	50.39		724836	1040		403000	400		101000
		10/17/20 SOLANO'S-BREAKFREE ENGINE LUBR	21.18		724871	1040		403000	530		101000
		10/26/20 COSTCO-WINTER UNIFORM JACKETS	70.75		724899	1040		403000	530		101000
		10/26/20 ACE HDWR-EMRGNCY VEH SUPPLIES	56.95		724862	1040		402000	360		101000
		10/26/20 NAPA AUTO-VEHICLE MAINTENANCE	8.08		724920	1040		403000	400		101000
		10/29/20 AMAZON-VEHICLE MAINTENANCE	27.82		724921	1040		403000	530		101000
		10/30/20 AMAZON-SUPPLIES (CSA REIMBURSE	181.57		724879	1040		403000	530		101000
		10/31/20 GALL'S-UNIFORM NAME TAGS	41.07		724898	1040		402000	360		101000
		10/31/20 HOME DEPOT-SUPPLIES	73.84		724842	1040		403000	400		101000
		11/02/20 AMAZON-SUPPLIES	6.42			1040		403000	400		101000
		11/03/20 AMAZON-SUPPLIES	26.14			1040		403000	400		101000
		<b>Total for Vendor:</b>	<b>790.61</b>								
		*** Claim from another period (10/20) ****									
9712		1103 General Equipment Company	406.52								
		HYDRAULIC FILTER, TAILGATE HOLDING VALVE, LIMIT SWITCH FOR SL REFUSE TRUCK									
		74537 10/14/20 HYDRAULIC FILTER SL REFUSE TRK	140.67			1090		403000	530		101000
		74537 10/14/20 TAILGATE HLDNG VLV SL REFUS TR	149.49			1090		403000	520		101000

BANNER BANK  
\* \*\*\* Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	74537	10/14/20 LIMIT SWITCH FOR SL REFUS TRK		95.42			1090 403000	520	101000
	74537	10/14/20 SHIPPING FOR REFUSE TRK EQ		20.94			1090 403000	520	101000
		<b>Total for Vendor:</b>		<b>406.52</b>					
9711		1045 McAbier, Amos		200.00					
		UNIFORM ALLOWANCE-CHIPPEWA WATERPROOF WORK BOOTS							
	74285	11/10/20 UNFRM ALLWNC-WORK BOOTS		200.00			1010 402000	360	101000
		<b>Total for Vendor:</b>		<b>200.00</b>					
		*** Claim from another period (10/20) ****		147.00					
9709		107 MT SHASTA AREA NEWSPAPERS -							
		CLS AD-"DISTRICT SECRETARY"		73.50			1010 402000	397	101000
		10/21/20 CLS AD "DISTRICT SECRETARY"		73.50			1010 402000	397	101000
		<b>Total for Vendor:</b>		<b>147.00</b>					
		*** Claim from another period (10/20) ****		91.15					
9706		116 NORTHLAND CABLE - FIRE							
		FIRE PHONE INTERNET		91.15			1040 402000	320	101000
	215151	11/02/20 FIRE PHONE INTERNET		91.15					
		<b>Total for Vendor:</b>		<b>91.15</b>					
		*** Claim from another period (10/20) ****		291.03					
9707		117 NORTHLAND CABLE - MCSD							
		MCSD PHONE INTERNET		291.03					
	231282	11/02/20 OCT MCSD PHONE INTERNET		291.03			1010 402000	320	101000
		<b>Total for Vendor:</b>		<b>291.03</b>					
		*** Claim from another period (10/20) ****		248.76					
9708		1143 NORTHLAND							
		OCT AND NOV PHONE INTERNET		248.76					
	591627	11/02/20 OCT AND NOV PHONE INTERNET		248.76			1020 402000	320	101000
		<b>Total for Vendor:</b>		<b>248.76</b>					
		*** Claim from another period (10/20) ****		1,300.75					
9704		126 PACIFIC POWER - 007 4 STREET							
		Streetlight Power		1,300.75			1060 403000	450	101000
	21851-007	10/30/20 Streetlight Power		1,300.75					
		<b>Total for Vendor:</b>		<b>1,300.75</b>					

BANNER BANK  
\* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
9702		1048	Silver Rockets	50.00								
	Monthly		WordPress Maintenance	50.00			1010	402000		396		101000
		000634	11/10/20 Monthly WordPress Maintenance	50.00								
			<b>Total for Vendor:</b>	<b>50.00</b>								
9716		401	State Water Resources Control	60.00								
	Distribution		Grade 2 License Renewal	60.00		724765	- 3000	402000		- 350		101000
		OP#45370	11/18/20 Distribn Grade 2 License Ren	60.00								
			<b>Total for Vendor:</b>	<b>60.00</b>								
			<b># of Claims</b>	<b>16</b>								
			<b>Total:</b>	<b>11,562.99</b>								

Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	\$2,463.59
1020 DIRECTORS	
101000 Operating Cash	\$358.76
1040 FIRE	
101000 Operating Cash	\$2,932.30
1060 LIGHTS	
101000 Operating Cash	\$1,300.75
1080 LIBRARY	
101000 Operating Cash	\$174.82
1090 REFUSE	
101000 Operating Cash	\$4,244.42
3000 WATER	
101000 Operating Cash	\$88.35
<b>Total:</b>	<b>\$11,562.99</b>

The foregoing claims are approved for payment in the manner provided by Resolution #3, dated November 8, 1965."

Prepared by: J. Keith Anderson, Assistant Accountant

Reviewed by: 

Claims Total: \$11,562.99 Signature #1

\_\_\_\_\_  
Signature #2

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Signature #3

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Signature #4

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Signature #5

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Signature #5



**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Providing Employment Reference Information  
**POLICY NUMBER:** 2255  
**ADOPTED:** September 08, 2003  
**REVIEWED:** 10/28/13; 11/12/13; 11/12/15; 10/21/20  
**REVISED:** 11/12/13; 02/08/16

**2255.10** All information pertaining to the work performance of District employees or volunteers, promotions, demotions, terminations, layoffs or any other personnel information shall be considered confidential and shall not be publicly disclosed, except as specifically authorized in writing by the General Manager or Board of Directors and in accordance with law.

**2255.20** Only the following information, once verified as accurate, may be publicly disclosed by the General Manager or his/her designee to anyone calling for an employment reference for a current or former District employee:

**2255.21** Employee or Volunteer name

**2255.22** Employee job title(s)

**2255.23** Dates of service

~~**2255.30**— A current or former District employee may submit a written request to the General Manager for preparation of a letter of recommendation which contains additional information regarding the employee's/former employee's work performance.~~

~~**2255.31**— The Board of Directors recognizes that the District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the General Manager or his/her designee is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the General Manager or his/her designee before dissemination.~~

~~2255.32~~—The General Manager or designee shall process all requests for letters of recommendation regarding all District employees other than himself/herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the General Manager or his/her designee.

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Personnel Action  
**POLICY NUMBER:** 2260  
**ADOPTED:** November 12, 2002  
**REVIEWED:** 10/28/13, 11/12/13, 04/12/16, 01/10/17, 10/21/20  
**REVISED:** 01/27/14, 02/13/17

**2260.10** Because the District and its employees are judged on their performance and results, it is important that both retain the ability to determine their respective relationships with one another. Consequently, it is important to note that employees and the District share the right to sever the employment relationship at will, at any time, with or without cause or advance notice. Any personnel action initiated by the District is subject to an employee's right of appeal as set forth below.

**2260.20** Dismissal

All regular and part time employees of the District shall serve at the pleasure of the General Manager. The General Manager shall serve at the pleasure of the Board of Directors and may be dismissed at the will of the Board of Directors on the conditions set forth in the General Managers' employment contract.

**2260.30** Other Personnel Action

As used herein, "personnel action" may also include, but is not limited to, disciplinary action other than dismissal such as warning, written reprimand, reduction of pay step, suspension from job duties with or without pay, demotion or probation.

**2260.40** Persons Authorized to Initiate Personnel Action

The General Manager and/or Public Works Superintendent *and/or Finance Officer* shall have the authority to initiate personnel action against an employee. The employee who is the subject of such personnel action shall have an automatic right to appeal to the Board of Directors as set forth herein. The General Manager may delegate authority to initiate personnel action against non-supervisory personnel to department heads.

## 2260.50 Grounds for Personnel Action

Rules outlining acceptable conduct of employees are necessary for the orderly operation of District business and for the benefit and protection of the rights and safety of all employees. Examples of impermissible conduct that may lead to personnel action are identified below to promote understanding of what is considered to be unacceptable conduct and to encourage consistent action by the District in the event of violation. However, it is impossible to provide an exhaustive list of types of conduct that may result in personnel action. The following list will therefore contain only some of the examples of conduct that may lead to the imposition of personnel action, including dismissal.

Employees are also reminded that the employment relationship is "at will."

1. Fraud in securing employment.
2. Incompetency.
3. Inefficiency.
4. Inexcusable neglect of duty.
5. Insubordination.
6. Dishonesty.
7. Being under the influence of alcohol, narcotics or habit-forming drugs while on duty.
8. Addiction to the use of narcotics or habit-forming drugs or use or possession of such materials in such a manner as to adversely affect job performance.
9. Inexcusable absence without leave.
10. Conviction of a felony or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of their position. A plea of guilty, or a conviction following a plea of nolo contendere is deemed to be conviction within the meaning of this section.
11. Disrespectful treatment of the public or other employees.
12. Improper political activity as governed by the Federal Hatch Act and the California Government Code.
13. Willful disobedience.
14. Refusal to take and subscribe to any oath or affirmation which is required by law in connection with employment.
15. Any failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the agency or employment.
16. Physical or mental disability when disability precludes the employee from the proper and safe performance of their duties and responsibilities and reasonable accommodation is not possible as determined by competent medical authority and business necessity.
17. Failure to possess or keep in effect any license or certificate or other similar requirement.

18. When use of sick leave interferes with the orderly operation of the District or the satisfactory performance of duties.
19. Job abandonment or unauthorized absences from work for 3 consecutive work days.
20. Excessive tardiness.
21. Theft.
22. Altercations, whether physical or verbal, with other employees or Supervisors *or the public*.
23. Unlawful harassment including sexual or other harassment of other employees or customers.
24. Consistent failure to observe safety regulations after counseling, or other unsafe conduct.
25. Violation of District policies.
26. Wearing District Uniforms when not on duty is prohibited.

#### **2260.60** Notice of Proposed Personnel Action

**2260.61** The employee normally will be given advance notice of dismissal or other proposed personnel action. The employee will usually be given ten (10) calendar days to respond to the Notice of Proposed Personnel Action or Notice of Proposed Dismissal. However, if the General Manager or the Board of Directors has reasonable cause to believe that retention of an employee pending review of their response to the Notice of Proposed Personnel Action or proposed dismissal will result in damage to District property or will be detrimental to the interests of the District or injurious to the employee, fellow workers or the general public, then the General Manager and/or Board of Directors may suspend said employee immediately without pay and without benefits pending the employee's response and pending any appeal or hearing.

**2260.62** The Notice of Proposed Personnel Action or proposed dismissal shall be served on the employee either personally or by certified mail.

**2260.63** During the notice period, the employee is on normal pay status and normally remains on the job unless said employee has been suspended immediately without pay and without benefits. An employee also need not be paid during the notice period if he or she is unavailable to work, absent without leave or in jail.

#### **2260.64** Contents of the Notice of Proposed Dismissal shall include:

**2260.641** A statement that the employee is being dismissed and the effective date of the dismissal.

**2260.642** If the dismissal is for cause, the notice should contain a specific statement of the causes upon which the dismissal is based. If the dismissal is without cause, the notice should contain a statement that the employee is being dismissed or terminated at the will of the Board of Directors or at the will of the General Manager as the case may be.

**2260.643** A statement advising the employee of his right to appeal to the Board of Directors if the dismissal notice has been initiated by the General Manager and of the manner and time within which said appeal must be taken and of the required content of the appeal notice.

**2260.65** Contents of the Written Notice of Proposed Personnel Action notice shall include:

**2260.651** A clear and concise statement of the reasons for such action, including the acts or omissions and rules or policies violated, if any, on which the disciplinary action is based.

**2260.652** A description of the proposed action to be taken and the date it will be effective.

**2260.653** A statement advising the employee of the right to respond, either verbally or in writing, to the authority proposing the action prior to its effective date.

**2260.654** A statement that a copy of the materials upon which the action is based is available for review.

**2260.655** A statement advising the employee of the method and right to appeal and the time within which the appeal must be made.

**2260.66** If the employee agrees with the proposed discipline, it shall be forwarded to the supervisor who shall meet with the employee within seven (7) working days to confirm the disciplinary action.

**2260.67** If an employee wishes to formally appeal a written reprimand, the employee shall submit a written request to the General Manager within ten (10) days of receipt of the memorandum or the written notice of paragraph 2.

**2260.68** The General Manager shall meet with the affected parties within ten (10) working days of receipt of a formal appeal and render his/her final decision within ten (10) working days thereafter. The employee shall have the right to submit a written response to the reprimand which shall also be placed in the employee's personnel file.

**2260.70** Appeal and Answer

An employee may appeal in writing to the Board of Directors with respect to any dismissal or personnel action initiated by the General Manager within ten (10) calendar days of receiving the notice of proposed dismissal or personnel action.

**2260.80** Failure to File Appeal Notice

If the employee against whom personnel action is filed fails to file a notice of appeal within the time specified, the personnel action shall be deemed final.

**2260.90** Appeal Hearing and Timing

A hearing will be conducted at the earliest administratively convenient date (in closed session, unless the employee requests open session), taking into consideration the established schedule of the General Manager and the availability of the Board, counsel and witnesses (if applicable). The employee shall be entitled to appear personally, produce evidence and witnesses. The complainant may also be present. Informality in any such hearing shall not invalidate any order or decision made or approved by the Board of Directors.

**2260.100** Hearing by the Board of Directors; Form and Content of Decision; Delivery of Copy to Party

The appeal shall be heard by a quorum of the Board of Directors. The Board may utilize the services of its counsel when ruling upon procedural questions, objections to evidence and issues of law.

**2260.101** In hearing the appeal, the Board of Directors shall prepare a proposed decision which shall be in writing and shall contain findings of fact and either affirm, modify or revoke the proposed dismissal or other proposed personnel action.

**2260.102** The decision of the Board shall also set forth the personnel action approved, if any.

**2260.103** In arriving at a decision on the propriety of the proposed dismissal or other personnel action, the Board of Directors may consider the records of any relevant prior proceeding against the employee under these rules in which personnel action was ultimately sustained and any records contained in the employee's personnel files.

**2260.110** Processing of Decision

The decision of the Board of Directors shall be certified in writing to all parties involved. A copy of the decision shall be delivered to the employee against whom the personnel action is taken and his or her designated representative personally or by certified mail. The decision of the Board shall be final.

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Employment Entrance Program  
**POLICY NUMBER:** 2280  
**ADOPTED:** January 26, 1998  
**REVIEWED:** 10/28/2013; 11/12/2013; 11/12/2015; 06/13/2018; 10/21/20  
**AMENDED:** 11/12/13, 03/25/19

**2280.10** All applicants for employment shall be physically qualified to perform the essential functions of the position for which employment is being sought. All applicants for employment shall submit to a medical examination, lab tests, drug screening after an offer of employment has been made to a job applicant and prior to the commencement of the employment duties of such applicant. The medical examination shall be completed by a medical doctor at a Board Approved Medical Facility to determine the applicant's ability to perform all job related physical activity requirements. The District will condition the offer of employment on the results of such examination and testing.

Employers are authorized by federal and state law to require a medical examination , Drug & Alcohol test, preemployment background screening, and Live Scan fingerprinting for prior criminal convictions, after an offer of employment has been made to a job applicant and prior to the commencement of the employment duties of such applicant, and may condition an offer of employment on the results of such examinations if:

**2280.11** All applicants for employment in similar positions are subject to such examinations regardless of disability.

**2280.12** Information obtained regarding the medical condition or history of the applicant is collected and maintained on separate forms and in separate medical files and is treated as a confidential medical record, except that:

**2280.121** Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.

**2280.122** First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

**2280.123** Government officials investigating compliance with the federal or state law shall be provided relevant information on request.

**2280.20** The District has determined that all applicants for full-time positions must be



examined by a medical doctor to determine the applicant's ability to perform the job related physical activity requirements of the job prior to the commencement of employment duties by the applicant.

**2280.30** The District shall prepare and have on file a written job description for each employment position in the district which describes the essential functions of the job including the responsibilities, tasks, duties and qualifications for such position. In addition to the job description, the District shall also prepare a specification of the different types of physical activities required in the performance of each job such as lifting, bending, stooping, pushing, pulling, et cetera and the frequency that such physical activities will be required on a daily basis. The physical activity requirements should be developed by the District in consultation with those employees that are now performing the job in the district.

**2280.40** Whenever the District accepts applications for a job opening, it shall include as part of any notice concerning the job opening, a general description of the essential functions and physical activity requirements of such job and a statement that the District will require that applicants be examined by a medical doctor to determine an applicant's ability to perform the job-related functions of the job prior to the commencement of employment duties by the applicant. The District shall review the job description and the physical activity requirements with each job applicant at the time of the job interview and each applicant is required to read and sign the Statement by Applicant included herein as Attachment A.

**2280.50** The District shall appoint a local medical doctor or medical facility to perform the employment entrance medical examinations for the District on a regular basis. This may be the same medical doctor or medical facility to which the District refers employees with on-the-job injuries for treatment.

**2280.51** At the time an offer of employment is made to a job applicant for a regular District position, and prior to the commencement of employment duties, the District shall condition the offer of employment on the results of the employment entrance medical examination, Drug & Alcohol test and Live Scan. The examination should be scheduled as soon as possible after the conditional offer of employment.

**2280.60** Prior to the employment entrance medical examination, the District should send to the medical doctor or medical facility that will perform the examination, the job description and physical requirements form, which relate to the position for which applicant has been conditionally employed and which has been signed by the applicant. After completing the medical examination, the medical doctor must complete the Statement of Physician form, included herein as Attachment B, stating his/her opinion as to whether applicant is or is not medically able to perform the job-related functions of the job applied for and any recommendations concerning reasonable accommodations. If the medical doctor deems it necessary to review prior medical records of the applicant in order to reach an opinion as to whether or not the applicant is medically able to perform the job related functions of the job applied for, the District shall request the applicant to complete a Medical Records Release Form to enable the medical doctor to review such records and determine whether the applicant's prior

medical condition impacts the applicant's ability to perform the job related functions of the job. Refusal of an applicant to execute a Medical Records Release Form for the purpose of completing the employment entrance medical examination will disqualify the applicant consideration for employment. The medical doctor should then immediately return to the District, by mail, the completed job description form in an envelope marked "Confidential". The medical doctor may also provide to the District a written report concerning his/her evaluation of any medical conditions affecting applicant's ability to perform the job-related functions of the job applied for and any recommendations concerning reasonable accommodation to enable an applicant with a disability to perform all of the job related functions of a particular job.

**2280.70** The District must consider the Statement of Physician (*see attachment "B" of this policy*) and any written report concerning the Employment Entrance Medical Examination, Drug and Alcohol test and Live Scan in determining whether the conditions of employment have been met.

**2280.80** Reasonable accommodations to any disabling conditions of the applicant will be considered if not imposing undue hardship on the operation of the business of the District. The burden of establishing undue hardship is upon the District. Several factors may be considered in determining undue hardship including:

**2280.81** The nature and cost of the accommodation.

**2280.82** The overall financial resources of the District or the services involved.

**2280.83** The number of persons employed at the District.

**2280.84** The effect of such accommodation on the operation of the District.

**2280.85** The overall size of the District and the number, type and location of its facilities.

**2280.86** The type of operation or operations of the District, including the composition, structure and functions of the work force.

**2280.90** The District shall not require a medical examination or make inquiry of an applicant as to whether such applicant has a disability, or as to the nature or severity of the disability, or ask general questions concerning the physical condition of an applicant, unless such examination or inquiry is job related and consistent with business necessity.

**2280.100** Pre-Employment Background Screening

The District may require pre-employment background screening for certain positions after an offer of employment has been made to a job applicant and prior to commencement of the employment duties of such applicant. The District will condition the offer of employment on the

results of such background investigation. A pre-employment background check is a sound business practice that benefits everyone. It is not a reflection on a particular job applicant.

All screenings are conducted in strict conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal anti-discrimination and privacy laws. All reports are kept strictly confidential and are only viewed by individuals in the District who have direct responsibility in the hiring process. All screening reports are kept and maintained separately from an employee's personnel file. Under the Fair Credit Reporting Act (FCRA), all background screenings are done only after a person has received a disclosure and has signed a release. Any applicant who refuses to sign a release form will not be eligible for employment.

A job applicant has certain legal rights to discover and to dispute or explain any information prepared by a third party background screening agency. If the District intends to deny employment wholly or partly because of information obtained in pre-employment check conducted by the District's consumer reporting agency, the applicant will first be provided with a copy of the background report, a statement of rights, and the name, address, and phone number of the consumer reporting agency to contact about the results of the check or to dispute its accuracy.

The District also reserves the right to conduct a background screening any time after employment to determine eligibility for promotion, reassignment or retention in the same manner as described above.

Background checks may include verification of information provided on the completed application for employment, the applicant's resume or on other forms used in the hiring process. Information to be verified includes, but is not limited to, social security number and previous addresses. The District may also conduct a reference check and verification of the applicant's education and employment background as stated on the employment application or other documents listed above. The background check may also include a criminal record check. If a conviction is discovered, a determination will be made whether the conviction is related to the position for which the individual is applying or would present safety or security risks before an employment decision is made. A criminal conviction does not necessarily automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

**MCSD 2280 *ATTACHMENT A* – STATEMENT BY APPLICANT**

*Applicant Read and Sign*

I hereby certify that I have no previous medical history or disability which would prevent me from performing the essential job functions or the physical activity requirements of the job for which I am applying. I have reviewed a copy of the physical activity requirements for this position.

I understand that the District will require me to be examined by a medical doctor selected by the District to determine my ability to perform the job-related functions described in the physical activity requirements for this position as a condition of any offer of employment by the District.

I further understand that any false statement or material omission by me in connection with such medical examination or concerning my job related physical abilities will disqualify me from employment or be cause for dismissal when the false statement or omission is discovered.

*I understand that the District will require me to have a Live Scan for this position as a condition of any offer of employment by the District.*

I have received a copy of the District Statement of Drug Abuse Policy and consent to testing for the following drugs: Cocaine, Methamphetamines, Amphetamines, Marijuana, Opiates, **PCP** *Phencyclidine* and Alcohol.

I hereby authorize the release of all medical information obtained during any medical examination to the McCloud Community Services District.

\_\_\_\_\_  
(Signature of Applicant)

Date \_\_\_\_\_

**MCSD 2280 ATTACHMENT B – STATEMENT BY PHYSICIAN**

I have considered the Job Description and its associated Physical Activity Requirements to fulfill the \_\_\_\_\_ position in my medical examination and evaluation of this applicant and his/her ability to perform the functions as stated. In my opinion, the applicant:

- is medically able to perform the job related functions as set forth in the job description
- is not medically able to perform the job related functions as set forth in the job description
- is medically able to perform the job related functions with the reasonable accommodations set forth below:

Comments and Recommendations

Give an evaluation of any conditions affecting applicant’s ability to perform the job related functions and any recommendations concerning reasonable accommodations.

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(Signature of Examining Physician)

Date \_\_\_\_\_

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Interim Utility Worker – Job Description  
**POLICY NUMBER:** 2335  
**ADOPTED:** November 12, 2002  
**REVIEWED:** 07/22/13; 08/12/13; 08/17/15; 02/09/16; 04/11/18; 10/21/20  
**REVISED:** 08/12/13; 03/14/26; 05/29/18

**2335.10** General Job Description

The Interim Utility Worker is hired by the General Manager and evaluated annually by the Public Works Superintendent, which evaluation is presented to the General Manager for recommendations. He or she works under the direction and supervision of the Public Works Superintendent and/or the General Manager.

- 2335.11** Works independently or as a member of a crew to efficiently and productively operate, repair, construct, replace and maintain the District water and sewer systems.
- 2335.12** Performs a wide variety of unskilled and semi-skilled manual labor and automated tasks.
- 2335.13** Share standby and emergency service responsibilities with other field personnel.
- 2335.14** Respond to public inquiries, complaints and/or requests for emergency service in a courteous manner, provide information within areas of assignment and resolve complaints in an efficient and timely manner.
- 2335.15** Assist in cleaning up work sites, assure proper disposal of hazardous materials as established by District guidelines, perform work related to the handling of sludge at the wastewater treatment facilities.
- 2335.16** Operate control valves, record levels and perform effluent quality analysis work at the wastewater treatment facility.
- 2335.17** Perform chlorine residual testing and recording of related data.

**2335.18** Operate and perform light maintenance on a range of vehicles, heavy equipment and construction equipment including cranes, loaders, trenchers, backhoe, motor grader, compaction equipment and various trucks used in the repair and maintenance of pipes, channels, roads, rights-of-way and other water distribution and wastewater collection facilities.

**2335.19** Performing preventative maintenance on pumps, valves, hydrants and other water distribution facilities, performs various mechanical, electrical, carpenter and painting tasks.

**2335.20** General Job Description – Continued

**2335.21** Perform traffic control functions, set up traffic warning devices and barricades, direct traffic around work sites, maintain related equipment. Performs other duties as assigned.

**2335.22** Operate and perform light maintenance on a variety of equipment, including hand, air and power tools, generators, whackers, compressors, cement mixers and trucks.

**2335.23** Check job sites for potential hazards, determine precautions for safe equipment operation, perform assignment in compliance with safety regulations and the District's code of safe practices, perform scheduled facility safety inspections.

**2335.24** Haul or transport equipment to and from job sites, inspect equipment, make operating adjustments and perform preventative maintenance and repair.

**2335.25** Maintain accurate and complete records of work performed.

**2335.26** Assist in snow removal operations as needed and maintenance of related equipment.

**2335.27** Assists with Park Maintenance as directed to efficiently and productively maintain, repair and perform light construction work on the District's park, buildings and grounds, repair vehicles and equipment.

**2335.28** Assist in refuse collection operations and maintenance of related equipment.

**2335.281** Cannot operate District vehicles or equipment without the proper training, required license/s and/or endorsements to do so.

**2335.30** Prerequisite Qualifications

**2335.31** High school diploma or the equivalency thereof.

**2335.32** Knowledge of basic construction tools and equipment; basic knowledge of District operations and materials used in potable water transmission systems.

**2335.33** Must have a satisfactory driving record, a valid California driver's license and be able to obtain a valid Class B driver's license with air brake endorsement within twelve (12) months of the date of designation as a result employee. If the employee successfully receives the Class B driver's license with air brake endorsement the employee will go to the first step at Utility Worker I.

**2335.34** Two (2) years of experiences, or combination of training and experience, as a District Park Worker or comparable non-District position.

~~**2335.35** Upon obtaining a Class B driver's license and D-1 Water Distribution System Operation and Maintenance certification, the employee commits to work for the District for two years.~~

**2335.40** Basic Work Hours

Regular office staff hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Regular field staff hours are 7:00 a.m. to 3:30. Alternative work hours may be established by the District as necessary to facilitate snow removal and/or emergency situations.

**2335.50** Essential Job Duties

The Interim Utility Worker is required to work overtime as necessary or required to complete necessary projects or job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

**2335.51** Operate, repair and install valves, fire hydrants, water mains, service connections, chlorination equipment.

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, cold water and untreated sewage, exposure to chlorine chemicals.

**2335.52** Task: Construction of water and sewer main services.

Physical Demand: Standing, walking lifting, pushing, pulling and carrying regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.; kneeling, stooping, bending,



squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment; working for extended periods in extremely hot or cold weather.

**2335.53** Task: Assists in emergency standby rotation with other utility and maintenance staff; responding to customer complaints and questions.

Physical Demand: Sitting, standing, walking close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, drive vehicle.

**2335.54** Task: Prepare~~d~~ hand written and typewritten reports, forms, questionnaires, etc. as required to document work performed and maintain compliance with the various water and sewer operating permits and construction projects.

Physical Demand: Sitting, close vision, reading; handwriting, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operating a computer and typewriter.

**2335.55** Task: Perform water quality sampling.

Physical Demand: Sitting, standing, walking on even ground in adverse weather conditions and/or deep snow, close vision, reading; handwriting, use of hands to finger, handle or feel objects, tools, or controls; driving vehicle.

**2335.56** Task: Heavy Equipment, construction equipment, pump and vehicle maintenance.

Physical Demand: Sitting, standing, walking lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50lbs.) kneeling, stooping, bending for periods of up to 1 hour, squatting, close vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and/or equipment in road conditions that cause continuous bouncing and jarring.

**2335.57** Task: Location of District facilities (infrastructure).

Physical Demand: Sitting, standing, walking over uneven ground, close and distance vision, use of hands to operate locating equipment, driving vehicle.

**2335.58** Task: Perform traffic control operations to facilitate the repair, replacement, operating and maintenance of District facilities.

Physical Demand: Standing continuously in one location, walking over uneven ground, distance vision, speaking, hearing, use of hands to hold and manipulate signs, and to give direction to vehicle operations; driving vehicle.

## **2335.60** Essential Job Duties

**2335.61** Task: Perform safety inspections.

Physical Demand: Sitting, standing, walking, climbing stairs, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, vehicle.

**2335.62** Task: Perform water and sewer easement operations.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently over 50 lbs., and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, exposure to wasp and bee stings.

**2335.70** Marginal Job Duties

**2335.71** Task: Assist in green waste operations.

Physical Demand: Standing, walking continuously for up to 4 hours in normal or adverse weather conditions, lifting, pushing, pulling and carrying (continuously over 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment; exposure to paints, chemicals and household hazardous waste.

**2335.72** Task: Perform park maintenance duties.

Physical Demand: Standing, walking, kneeling, stooping, bending, squatting, close vision; distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle, operating mowing equipment for up to 5 hours under continuous bouncing and jarring conditions, exposure to fertilizers and pesticides.

**2335.73** Task: Perform snow removal operations.

Physical Demand: Standing, walking on deep snow, stooping and bending to shovel snow for up to 4 hours (continuously with shovel weights of up to 15 lbs., regularly with shovel weights of up to 25 pounds), squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and operating plowing equipment.

**2335.74** Task: Perform general building and facility maintenance.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 70 lbs., climbing stairs, kneeling, stooping, bending, squatting, close and distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

**2335.75** Task: Assist in refuse collection services

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 50 lbs., frequently up to 100 lbs. and infrequently up to 195 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, exposure to household solid waste and green waste.

**2335.80** Environmental Demands

**2335.81** Outside: Usually works outside in a variety of weather conditions ranging from snow to +100 degrees Fahrenheit.

**2335.82** Inside: Seldom. Works indoors in temperature-controlled environment.

**2335.83** Fumes/Gases: Exposure to fumes from internal combustion engines, exposure to dust generated during construction operations, exposure to fumes from sewer gasses and weed control chemicals.

**2335.84** Noise/Vibration: Moderate exposure to noise, minimal vibration from tools and equipment.

**2335.90** Mental Requirements

**2335.91** Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos and messages.

**2335.92** Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked and descriptions of work done.

**2335.93** Math: Ability to perform basic math calculations. Ability to count and measure.

**2335.94** Attention to Detail: Medium-level concentration and attention to detail to produce an acceptable level of workmanship.

**2335.95** Repetition: Routine daily work practices.

**2335.96** Judgment: Works under direct supervision; minimal judgment required.

**2335.97** Social Skills: Ability to relate cooperatively with members of the Public and District personnel.

**2335.98** Communication Skills: Ability to understand communications from others.  
Ability to communicate all hand signals related to construction operations.

**2335.100** This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Utility Worker I – Job Description  
**POLICY NUMBER:** 2340  
**ADOPTED:** October 28, 2002  
**REVIEWED:** 08/17/15; 04/11/18; 10/21/20  
**AMENDED:** 08/23/14; 02/22/16; 05/14/18

**2340.10** General Job Description: The Utility Worker I is hired by the General Manager and evaluated annually by the Public Works Superintendent. The evaluation is presented to the General Manager for recommendations. He or she works under the direction and supervision of the Public Works Superintendent and/or General Manager.

**2340.11** Assists the Public Works Superintendent in the planning and preparation of project and work schedules and assigning individual employees and crews to specific tasks.

**2340.12** Assists individual employees and crews in performing maintenance, construction, replacement and/or repair project tasks to assure satisfactory performance of the District's domestic water and sewer systems, buildings, facilities, grounds and equipment and snow removal operations.

**2340.13** Performs a wide variety of skilled and semi-skilled manual labor and automated tasks.

**2340.14** Reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipelines, buildings and appurtenant facilities.

**2340.15** Accurately estimates and prepares quantity lists of labor, material and equipment needed for construction, replacement and/or repair projects.

**2340.16** Responsible for fostering positive public relations in responding to questions and requests from District customers regarding service and maintenance.

~~**2340.17** Supervises employees in the positions of Interim Utility Worker, Park Maintenance Worker, part time, seasonal and temporary classifications.~~

**2340.18**<sup>7</sup> Trains or assists in training of subordinates.

**2340.19**<sup>8</sup> Develops and presents to subordinates information relating to safety in

conformance with District's safety program.

**2340.2019** Under the direction and supervision of the Public Works Superintendent:

**2340.2120** Processes records relating to job costs and time expenditures of equipment and District personnel.

**3420.2221** Coordinates purchases of all materials, supplies, parts and other inventory needed for operation and maintenance of the District's equipment, facilities, buildings and infrastructure. Completes the associated purchase orders, bid packets and required documentation for such inventory maintenance.

**2340.2322** Responsible for developing, implementing and updating as needed the District's inventory control system.

**2340.2423** Assists in the preparation of the utility and maintenance department budgets.

**2340.2524** Assists the District's Interim Utility Workers as needed to efficiently and productively maintain, repair and perform light to heavy construction work on the District's park, buildings and grounds, repair vehicles and equipment.

**2340.2625** Share standby and emergency service responsibilities with other field personnel.

**2340.2726** Assist in refuse collection operations and maintenance of related equipment.

**2340.2827** And other duties as assigned.

#### **2340.30** Prerequisite Qualifications

**2340.31** High school diploma or the equivalency thereof.

**2340.32** Two (2) years of experience, or combination of training and experience, as a District Interim Utility Worker, Park Maintenance Worker or comparable non-District position.

**2340.33** The Utility Worker I must obtain and continuously maintain a valid D-1 Water Distribution System Operator Certificate issued by the California Department of Health Services within 2 years of regular appointment to this position, at which time he/she will receive a step increase.

**2340.34** The Utility Worker I may obtain a valid D-2 Water Distribution System Operator Certificate issued by the California Department of Health Services. If

the employee successfully receives the D-2 Water Distribution System Operator Certificate issued by the California Department of Health Services the employee will go to the step at Utility Worker II which provides the next highest salary.

**2340.35** Knowledge of capability and operation of construction tools and equipment.

**2340.36** Knowledge of District's water distribution and sewage collection system and wastewater treatment facilities.

**2340.37** Knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable water transmission, irrigation and sewage collection systems.

**2340.38** Knowledge of the practices, principles, methods, tools and equipment used in building construction, maintenance and repair, grounds maintenance and janitorial work.

**2340.40** Prerequisite Qualifications – Continued

**2340.41** Ability to use, or learn within a reasonable time, the District's current word processing and spreadsheet software.

**2340.42** Valid California driver license and satisfactory driving record. Possession of a Class A or B California Driver's license is required with an air brake endorsement.

**2340.50** Basic Work Hours

Regular office staff hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Regular field staff hours are 7:00 a.m. to 3:30 p.m. Alternative work hours may be established by the District as necessary to facilitate snow removal and/or emergency situations.

**2340.60** Essential Job Duties

The Utility Worker I is required to work overtime as necessary or required to complete necessary projects or job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

**2340.61** Task: Performance and supervision of water and sewer system maintenance, repair and construction tasks, grounds and equipment maintenance.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, walking over uneven

ground, climbing, kneeling, stooping, bending, sitting, squatting, upper and lower body flexibility, standing, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.), and driving vehicle and heavy equipment. Must occasionally wear a self contained breathing apparatus, climb stairs or ladders.

**2340.62** Task: Prepare work schedules, written instructions and drawings, reads contracts, specifications, details and plans, and perform related paperwork.

Physical Demand: Sitting, standing, walking, close vision, reading, handwriting, use of hands to finger, handle or feel objects, tools or controls, reading, handwriting, operation of a computer and other office equipment.

**2340.63** Task: Use computers, copiers, calculators and other business machines.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

**2340.64** Task: Prepare and evaluate reports.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls, reading, operation of a computer and other office equipment.

**2340.65** Task: Conducts meetings of personnel.

Physical Demand: Sitting, standing, speaking, hearing.

**2340.66** Task: Performs construction inspection work and related documentation.

Physical Demand: Standing, walking over uneven ground, stooping, bending, squatting, climbing, sitting, close and distance vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

**2340.67** Task: Perform customer service work.

Physical Demand: Sitting, standing, speaking, hearing, close and distance vision, walking over uneven ground, driving vehicle.

**2340.68** Task: Inspects District park, buildings, facilities and infrastructure to plan repairs, maintenance and construction projects.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, hearing, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.



**2340.69** Task: Prepare drawings.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, walking over uneven ground, use of hands to finger, handle or feel objects tools or controls, reading, handwriting.

**2340.70** Essential Job Duties – Continued

**2340.71** Coordinates and performs inventory control and purchasing functions.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, walking over uneven ground, climbing stairs or ladders, use of hands to finger, handle or feel objects, tools or controls, reading, operation of a computer.

**2340.80** Marginal Job Duties

**2340.81** Task: Assist in green waste operations.

Physical Demand: Standing, walking continuously for up to 4 hours in normal or adverse weather conditions, lifting, pushing, pulling and carrying (continuously over 40 lbs., frequently up to 70 lbs. and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, exposure to paints, chemicals and household hazardous waste

**2340.82** Task: Perform park maintenance duties.

Physical Demand: Standing, walking, kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle, operating mowing equipment for up to 5 hours under continuous bouncing and jarring conditions, exposure to fertilizers and pesticides.

**2340.83** Task: Perform snow removal operations.

Physical Demand: Standing, walking on deep snow, stooping and bending to shovel snow for up to 4 hours (continuously with shovel weights of up to 15 lbs., regularly with shovel weights of up to 25 pounds), squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and operating plowing equipment.

**2340.84** Task: Assist in performing general building and facility maintenance.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.), climbing stairs, kneeling, stooping, bending, squatting, close and distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

**2340.85** Task: Assist in refuse collection services

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 50 lbs., frequently up to 100 lbs. and infrequently up to 195 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, exposure to household solid waste and green waste.

#### **2340.90** Environmental Demands

**2340.91** Outside: Works outside frequently in a variety of weather conditions ranging from deep snow to +100 degrees Fahrenheit.

**2340.92** Inside: Occasionally works indoors in temperature-controlled environment.

**2340.93** Fumes/Gases: Exposure to fumes from construction equipment, sewer gasses and dust from construction operations.

**2340.94** Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

#### **2340.100** Mental Requirements

**2340.101** Reading: Reads technical manuals, District maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

**2340.102** Writing: Writes daily work orders, reports, memos, messages, purchase orders, prepares letters, faxes and other word processing documents, prepares as-built sketches, and fills out other information forms.

**2340.103** Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations, prepares and enters information into spreadsheets.

**2340.104** Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

**2340.105** Repetition: Minimal repetitive work.

**2340.106** Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

**2340.107** Social Skills: Ability to relate cooperatively with members of the public, regulatory agencies and District personnel.

**2340.108** Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

**2340.20** This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Refuse Equipment Operator – Job Description  
**POLICY NUMBER:** 2350  
**ADOPTED:** May 14, 2018  
**REVIEWED:** 10/21/20  
**REVISED:**

**2350.10** General Job Description

The Refuse Equipment Operator is hired by the General Manager and evaluated annually by the Public Works Superintendent, which evaluation is presented to the General Manager for recommendations. He or she works under the direction and supervision of the Public Works Superintendent and/or the General Manager.

**2350.11** Operates various types of solid waste collection vehicles and equipment on assigned route; performs commercial and residential refuse collection activities; drives to designated landfill, transfer site or other disposal site and deposits materials as instructed; performs minor maintenance on solid waste vehicles and equipment in a safe and efficient manner.

**2350.12** Performs pre-trip and post-trip truck and equipment inspections to ensure safe operating conditions. Performs regular servicing as recommended in manufacturers operations manuals and outlined in District equipment maintenance policy and procedures.

**2350.13** Effectively operates heavy duty automated and semi-automated equipment in the routine collection of domestic refuse, dry trash ~~and green waste~~ throughout the District.

**2350.14** Drives and operates District vehicles and equipment including vehicles requiring a Class B Driver's License with air brake endorsement.

**2350.15** Drives trucks along established routes through residential streets, alleys and commercial areas.

**2350.16** Drives to disposal sites to empty trucks that have been filled. Operates equipment that compresses the collected refuse. Operates automated or semi-automated hoisting devices that raise refuse bins and dump contents into openings in truck bodies.

**2350.17** Demonstrates proper methods, standards and use of equipment; responsible for personal safety as well as safe operation of equipment and safety of the general public in proximity.

next **2350.18** May dismount refuse trucks to collect garbage and remount trucks to proceed to the collection point.

**2350.19** Coordinates routes, work schedules and special events with the Public Works Superintendent and co-workers to ensure all solid waste collection needs are met in a safe efficient manner. Communicates with the Public Works Superintendent concerning delays, unsafe sites, accidents, equipment breakdowns, and other maintenance problems.

### **2350.20** Job Description Continued

**2350.21** Keeps informed of road and weather conditions to determine how routes will be affected.

to **2350.22** Responds to public inquiries and provides information within areas of assignment in a courteous manner. Reports public inquiries, complaints and/or requests for emergency service to the Public Works Superintendent in a timely manner.

**2350.23** Check job sites for potential hazards, determine precautions for safe equipment operation, performs assignments in compliance with safety regulations and the District's code of safe practices, performs scheduled facility safety inspections.

**2350.24** Haul or transport equipment to and from job sites, inspect equipment, make operating adjustments and perform preventative maintenance and repair.

**2350.25** Maintain accurate and complete records of work performed.

**2350.26** Assist in snow removal operations as needed and maintenance of related equipment.

**2350.27** Assists the District Park Worker as directed to efficiently and productively maintain, repair and perform light construction work on the District's park, buildings and grounds, repair vehicles and equipment.

**2350.28** Assist the District Utility Workers as directed to efficiently and productively maintain, repair and perform light construction work on the District's water distribution and wastewater collection systems (under supervision) , buildings and grounds, repair vehicles and equipment.

**2350.29** This position may occasionally supervise up to one person in the training of relief operators.

### **2350.30** Prerequisite Qualifications

**2350.31** High school diploma or the equivalency thereof.

**2350.32** Must have a satisfactory driving record.

**2350.33** Must possess a valid Class B driver's license with air brake endorsement.

**2350.34** Knowledge of safety standard practices governing the operation of vehicles.

**2350.35** Knowledge of traffic laws.

**2350.36** Knowledge of the principles, operation and servicing of trucks and related equipment.

**2350.37** Ability to perform routine maintenance and minor repairs to equipment.

**2350.38** Ability to read and understand vehicle operator's manuals, maps and miscellaneous instructions, forms and reports.

**2350.39** Must exhibit regular and reliable attendance.

**2350.40** Basic Work Hours

Regular office staff hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Regular field staff hours are 7:00 a.m. to 3:30. Alternative work hours may be established by the District as necessary to facilitate snow removal in a safe and efficient manner and/or emergency situations.

**2350.50** Essential Job Duties

The Refuse Equipment Operator is required to work overtime as necessary or required to complete necessary projects or job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

**2350.51** Task: Operates various types of solid waste collection vehicles and equipment on assigned route; performs commercial and residential refuse collection activities; drives to designated landfill, transfer site or other disposal site and deposits materials as instructed; performs minor maintenance on solid waste vehicles and equipment in a safe and efficient manner.

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 50 lbs., frequently up to 100 lbs. and infrequently up to 195 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, exposure to household solid waste and green waste.

**2350.52** Task: Perform safety inspections.

Physical Demand: Sitting, standing, walking, climbing stairs, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, vehicle.

**2350.60** Marginal Job Duties

**2350.61** Task: Assist in water and sewer operation, construction and maintenance.

Physical Demand: Standing, walking continuously for up to 4 hours in normal or adverse weather conditions, lifting, pushing, pulling and carrying (continuously over 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment; exposure to paints, chemicals and household hazardous waste.

**2350.62** Task: Assist in park maintenance duties.

Physical Demand: Standing, walking, kneeling, stooping, bending, squatting, close vision; distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle, operating mowing equipment for up to 5 hours under continuous bouncing and jarring conditions, exposure to fertilizers and pesticides.

**2350.63** Task: Perform snow removal operations.

Physical Demand: Standing, walking on deep snow, stooping and bending to shovel snow for up to 4 hours (continuously with shovel weights of up to 15 lbs., regularly with shovel weights of up to 25 pounds), squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and operating plowing equipment.

**2350.64** Task: Perform general building and facility maintenance.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 70 lbs., climbing stairs, kneeling, stooping, bending, squatting, close and distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

**2350.65** *Task: Assist in green waste operations.*

*Physical Demand: Standing, walking continuously for up to 4 hours in normal or adverse weather conditions, lifting, pushing, pulling and carrying (continuously over 40 lbs., frequently up to 70 lbs. and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, exposure to paints, chemicals and household hazardous waste.*

**2350.70** Environmental Demands

**2350.71** Outside: Usually works outside in a variety of weather conditions ranging from snow to +100 degrees Fahrenheit.

**2350.72** Inside: Seldom. Works indoors in temperature-controlled environment.

**2350.73** Fumes/Gases: Exposure to fumes from internal combustion engines, exposure to dust generated during construction operations, exposure to fumes from sewer gasses and weed control chemicals.

**2350.74** Noise/Vibration: Moderate exposure to noise, moderate vibration from tools and equipment.

**2350.80** Mental Requirements

**2350.81** Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos and messages.

**2350.82** Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked and descriptions of work done.

**2350.83** Math: Ability to perform basic math calculations. Ability to count and measure.

**2350.84** Attention to Detail: Medium-level concentration and attention to detail to produce an acceptable level of workmanship.

**2350.85** Repetition: Routine daily work practices.

**2350.86** Judgment: Works under general supervision; moderate judgment required.

**2350.87** Social Skills: Ability to relate cooperatively with members of the Public and District personnel.

**2350.88** Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

**2350.90** This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Utility Worker II – Job Description  
**POLICY NUMBER:** 2320  
**ADOPTED:** October 28, 2002  
**REVIEWED:** August 17, 2015, April 11, 2018  
**REVISED:** August 12, 2013; February 22, 2016; May 14, 2018

**2320.10** General Job Description The Utility Worker II is hired by the General Manager and evaluated annually by the Public Works Superintendent and presented to the General Manager for recommendations. He or she works under the direction and supervision of the Public Works Superintendent and/or General Manager.

~~**2320.11** Assists the Public Works Superintendent in the planning and preparation of project and work schedules and assigning individual employees and crews to specific tasks.~~

~~**2320.12** Assists individual employees and crews in performing maintenance, construction, replacement and/or repair project tasks to assure satisfactory performance of the District's domestic water and sewer systems, buildings, facilities, grounds and equipment and snow removal operations.~~

**2320.13** Performs a wide variety of skilled and semi-skilled manual labor and automated tasks.

**2320.14** Reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipelines, buildings and appurtenant facilities.

**2320.15** Accurately estimates and prepares quantity lists of labor, material and equipment needed for construction, replacement and/or repair projects.

**2320.16** Responsible for fostering positive public relations in responding to questions and requests from District customers regarding service and maintenance.

~~**2320.17** Trains or assists in training of subordinates.~~

**2320.18** Develops and presents to subordinates information relating to safety in conformance with District's safety program.

**2320.20** Under the direction and supervision of the Public Works Superintendent:

**2320.21** Processes records relating to job costs and time expenditures of equipment and District personnel.

**2320.22** Coordinates purchases of all materials, supplies, parts and other inventory needed for operation and maintenance of the District's equipment, facilities, buildings and infrastructure. Completes the associated purchase orders, bid packets and required documentation for such inventory maintenance.

**2320.23** Responsible for developing, implementing and updating as needed the District's inventory control system.

**2320.24** Assists in the preparation of the utility and maintenance department budgets.

**2320.25** Assists the District Interim Utility and Utility Worker I crew as needed to efficiently and productively maintain, repair and perform light to heavy construction work on the District's park, buildings and grounds, repair vehicles and equipment.

**2320.26** Share standby and emergency service responsibilities with other field personnel.

**2320.27** Assist in refuse collection operations and maintenance of related equipment.

**2320.28** And other duties as assigned.

*2320.29 Under the direction of the Public Works Superintendent assists in the planning and preparation of project and work schedules and assigning individual employees and crews to specific tasks.*

*2320.30 Assists individual employees and crews in performing maintenance, construction, replacement and/or repair project tasks to assure satisfactory performance of the District's domestic water and sewer systems, buildings, facilities, grounds and equipment and snow removal operations.*

*2320.31 Trains or assists in training of subordinates.*

**2320.30** Prerequisite Qualifications

**2320.31** High school diploma or the equivalency thereof.

**2320.32** Five (5) years of experience, or combination of training and experience, as a District Utility Worker I, Maintenance Worker or comparable non-District position. *Supervises employees in the positions of Interim Utility Worker, Park Maintenance Worker, part-time, seasonal and temporary classifications.*

**2320.33** The Utility Worker II must have and continuously maintain a valid D-2 Water Distribution System Operator Certificate issued by the California Department of Health Services.

**2320.34** Knowledge of capability and operation of construction tools and equipment.

**2320.35** Knowledge of **District's** water distribution and sewage collection systems and wastewater treatment facilities.

**2320.36** Knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable water transmission, irrigation and sewage collection systems.

**2320.37** Knowledge of the practices, principles, methods, tools and equipment used in building construction, maintenance and repair, grounds maintenance and janitorial work.

**2320.40** Prerequisite Qualifications – Continued

**2320.41** Ability to use, or learn within a reasonable time, the District's current word processing and spreadsheet software.

**2320.42** Valid California driver license and satisfactory driving record. Possession of a Class A or B California Driver's license is required with an air brake endorsement.

**2320.50** Basic Work Hours

Regular Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Regular field staff hours are 7:00 a.m. to 3:30 p.m. Alternative work hours may be established by the District as necessary to facilitate snow removal and/or emergency situations.

**2320.60** Essential Job Duties

The Utility Worker II is required to work overtime as necessary or required to complete necessary projects or job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

**2320.61** Task: Performance and supervision of water and sewer system maintenance, repair and construction tasks, grounds and equipment maintenance.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, walking over uneven

ground, climbing, kneeling, stooping, bending, sitting, squatting, upper and lower body flexibility, standing, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.), and driving vehicle and heavy equipment. Must occasionally wear a self-contained breathing apparatus, climb stairs or ladders.

**2320.62** Task: Prepare work schedules, written instructions and drawings, reads contracts, specifications, details and plans, and perform related paperwork.

Physical Demand: Sitting, standing, walking, close vision, reading, handwriting, use of hands to finger, handle or feel objects, tools or controls, reading, handwriting, operation of a computer and other office equipment.

**2320.63** Task: Use computers, copiers, calculators and other business machines.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

**2320.64** Task: Prepare and evaluate reports.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls, reading, operation of a computer and other office equipment.

**2320.65** Task: Conducts meetings of personnel.

Physical Demand: Sitting, standing, speaking, hearing.

**2320.66** Task: Performs construction inspection work and related documentation.

Physical Demand: Standing, walking over uneven ground, stooping, bending, squatting, climbing, sitting, close and distance vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

**2320.67** Task: Perform customer service work.

Physical Demand: Sitting, standing, speaking, hearing, close and distance vision, walking over uneven ground, driving vehicle.

**2320.68** Task: Inspects District park, buildings, facilities and infrastructure to plan repairs, maintenance and construction projects.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, hearing, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

**2320.69** Task: Prepare drawings.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, walking over uneven ground, use of hands to finger, handle or feel objects tools or controls, reading, handwriting.

**2320.70** Essential Job Duties – Continued

**2320.71** Coordinates and performs inventory control and purchasing functions.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, walking over uneven ground, climbing stairs or ladders, use of hands to finger, handle or feel objects, tools or controls, reading, operation of a computer.

**2320.80** Marginal Job Duties

**2320.81** Task: Assist in green waste operations.

Physical Demand: Standing, walking continuously for up to 4 hours in normal or adverse weather conditions, lifting, pushing, pulling and carrying (continuously over 40 lbs., frequently up to 70 lbs. and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, exposure to paints, chemicals and household hazardous waste

**2320.82** Task: Perform park maintenance duties.

Physical Demand: Standing, walking, kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle, operating mowing equipment for up to 5 hours under continuous bouncing and jarring conditions, exposure to fertilizers and pesticides.

**2320.83** Task: Perform snow removal operations.

Physical Demand: Standing, walking on deep snow, stooping and bending to shovel snow for up to 4 hours (continuously with shovel weights of up to 15 lbs., regularly with shovel weights of up to 25 pounds), squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and operating plowing equipment.

**2340.84** Task: Assist in performing general building and facility maintenance.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.),

climbing stairs, kneeling, stooping, bending, squatting, close and distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

**2320.85** Task: Assist in refuse collection services

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 50 lbs., frequently up to 100 lbs. and infrequently up to 195 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, exposure to household solid waste and green waste.

**2320.90** Environmental Demands

**2320.91** Outside: Works outside frequently in a variety of weather conditions ranging from deep snow to +100 degrees Fahrenheit.

**2320.92** Inside: Occasionally works indoors in temperature-controlled environment.

**2320.93** Fumes/Gases: Exposure to fumes from construction equipment, sewer gasses and dust from construction operations.

**2320.94** Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

**2320.100** Mental Requirements

**2320.101** Reading: Reads technical manuals, District maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

**2320.102** Writing: Writes daily work orders, reports, memos, messages, purchase orders, prepares letters, faxes and other word processing documents, prepares as-built sketches, and fills out other information forms.

**2320.103** Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations, prepares and enters information into spreadsheets.

**2320.104** Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

**2320.105** Repetition: Minimal repetitive work.

**2320.106** Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

**2320.107** Social Skills: Ability to relate cooperatively with members of the public, regulatory agencies and District personnel.

**2320.108** Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

**2320.20** This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**MCSO BOARD OF DIRECTORS**  
**(November 23, 2020)**

**AGENDA SUPPORTING DOCUMENT**

**Agenda Item No. 10 I**  
**Monitor heaters in Scout Hall**

**Background:**

**Scout Hall monitor heaters-** The two Kerosene heaters that we currently have in scout hall are around twenty to thirty years old and one needs repairs that will cost an estimated \$500. We were told that it is getting harder to find these parts to repair them and they can't guarantee the parts that were identified as defective will solve the problem and get it back up and running. A few years back we had to have repairs made to the other monitor heater that cost about the same amount, they were able to find a few used parts that were not available along with the new parts to complete the repair.

It is time to consider either continuing to repair these heaters and the possibility that the parts that will be required for repairs eventually will not be available. Or replacing them with new ones.

Replacement with Kerosene heaters will cost roughly about \$2000 each installed. That is with the \$200 rebate. These would be the Laser 730 model they produce BTU's set at - high 40,000 medium 27,000 and low 15,000 per hour. Our current cost for kerosene is \$2.38 per gallon.

These typically would burn almost 1 gallon if they ran continuously on high for an hour.

They also have a one-year warranty on the whole unit and a three-year warranty on the heat exchanger inside the unit.

This was a verbal quote, and we are waiting for a formal quote to be emailed to us.

The other option is to switch to Propane monitor heaters.

Initially this will cost a bit more to have installed. This quote is attached.

They have a high and low setting. Our current cost for propane is \$2.76 per gallon. The BTU's produced per hour are High- 36,500 and Low-13,200. It would burn about 1 gallon of propane running continuously on the high setting in 3 hours. They come with a 10-year warranty on the heat exchanger a 5-year warranty on parts and a 2-year warranty on labor. We would also need county permits for this switch over from kerosene to propane.

**Recommendation**

Approve the Purchase of a new Laser model 730 kerosene monitor heater to replace failed existing kerosene monitor heater for a estimated total of \$2,142.24 and not to exceed the total cost of \$2,300.00..



INVOICE NO.  
H-29545



**Cross Petroleum / - Heating Division -**

1012 N. Mt. Shasta Blvd., Mt. Shasta, CA 96067  
1500 Fairlane Rd., Yreka  
530-926-2049  
Contractors License #861938

MODEL #	A-41
S/N	004329
TANK SIZE	20
FUEL LEVEL	20
AIR	Lo _____ High _____

TECH MSL	
DASH/CK/CC/CHARGE	
NEXT SERVICE DATE	
TIME IN 2:00	TIME OUT 2:15

CUSTOMER'S ACCT NO. 011660	PHONE 964-2017	DATE 5/26/00
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NAME McLend Community Service	CITY McLend
ADDRESS 405 Columbus	

- Stick fuel tank for water and document fluid level. *no water*
- Change tank filter and flow of fuel. Document any abnormalities. *dirty, good flow*
- Check fuel tank fill cap, gauge and fittings. Repair if necessary. *good*
- Check fuel tank and fuel line for leaks and document. *no leaks*
- Check flue pipe that intake and exhaust are clear of obstructions. *clear*
- Check in house fuel line for leaks, kinks, and corrosion at heater and document. *no leaks*
- Check operation of button panel and document. *as designed*
- Start heater, listen to combustion motor and document sound/free spin of motor. Any abnormalities in sound or free spin may involve replacing the bearings or motor.  
Comments: *good*
- Clean and vacuum the dust from the interior and exterior of cabinet.
- Fire off heater, check the flame and air setting (HI and LO, adjust if necessary except 2400) and document.  
Comments:

QTY.	PART #	DESCRIPTION	WHSE #	PRICE	AMOUNT
STC		Client informed tech that unit was not firing. Upon opening unit found signs that igniter is broken. When testing fuel inlet it stopped. Due to age of heater and cost of repairs recommend replacing unit under trade-in program to \$500 parts & labor & tax			
				TAX	
				LABOR	

**MAKE CHECKS PAYABLE TO CROSS PETROLEUM** TOTAL *MC*

RECEIVED BY *[Signature]*

Payment is due at time of service.  
ALL PARTS & LABOR GUARANTEED FOR 90 DAYS ONLY.  
All claims and returned goods MUST be accompanied by this bill.

# LASER CLEAN VENTED HEATING SYSTEMS

## HIGH-TECH FEATURES - SAFE, RELIABLE OPERATION

### SPECIFICATIONS

MODEL	LASER 300	LASER 530	LASER 60AT	LASER 730
Fuel Type: (All models use the same)	Ultra Low Sulfur Heating Oil (ULSHO) or Ultra Low Sulfur Diesel Fuel (ULSD) (ASTM D975 S15), Low Sulfur No. 1 Fuel (ASTM D396 S500), or K-1 Kerosene (ASTM D3699)			
AFUE:	87%	87%	87%	87%
Heat Rating: BTU's/Hr.				
High	15,000	22,000	30,000	40,000
Medium	10,100	15,000	21,000	27,000
Low	5,310	8,000	12,000	15,000
Fuel Consumption: Gal/Hr. (L/Hr.)				
High	0.11 (0.41)	0.17 (0.63)	0.23 (0.87)	0.30 (1.14)
Medium	0.08 (0.29)	0.11 (0.43)	0.16 (0.61)	0.20 (0.77)
Low	0.04 (0.15)	0.06 (0.23)	0.10 (0.36)	0.11 (0.43)
Dimension: Inches (MM)				
Width	17-3/8 (440)	19-5/8 (496)	30 (760)	30 (760)
Height	21-3/4 (555)	23-5/8 (600)	24 (610)	27-1/2 (700)
Depth	15-1/8 (385)	16-1/2 (418)	19 (482)	16-3/4 (427)
Weight: Lbs. (kg)	31 (14)	38 (17)	77 (35)	75 (34)
Electrical Rating:	All models use 120 volts @ 60 Hz			
Preheat	240 W	240 W	280 W	260 W
Burning	23 W	50 W	60 W	50 W
Typical Room Size*	600 sq. ft. (0 F)	920 sq. ft. (0 F)	1250 sq. ft. (0 F)	1670 sq. ft. (0 F)
	720 sq. ft. (20 F)	1150 sq. ft. (20 F)	1500 sq. ft. (20 F)	2000 sq. ft. (20 F)
Type of Tank**	External	External	External	External

\* 0 F HEAT LOAD = 24 BTU/FT<sup>2</sup>/HR  
 20 F HEAT LOAD = 20 BTU/FT<sup>2</sup>/HR  
 ROOM SIZE FOR WHICH THIS HEATER IS SUITABLE WILL VARY DEPENDING ON OUTSIDE TEMPERATURE,  
 HOUSE INSULATION, WINDOW SIZES, AND OTHER FACTORS.  
 \*\* FUEL TANK TO BE PURCHASED SEPARATELY.

### OPTIONAL PARTS & ACCESSORIES

- FLUE PIPE EXTENSION  
 FOR WALLS 9" TO 13" (PART# 20479887)  
 FOR WALLS 13" TO 16" (PART# 20479873)  
 FOR WALLS 16" TO 20" (PART# 20479874)  
 FOR WALLS 20" TO 24" (PART# 20479875)
- LIFTER PUMP MODEL OPT-91UL (PART# 20477500)
- FLEXIBLE EXHAUST PIPE  
 MEDIUM PIPE 11-3/4" (PART# 20479888)  
 LONG PIPE 19-3/4" (PART# 20479889)
- PRESSURE REDUCING VALVE (PART# 10005099)
- EXTENSION PIPE KIT  
 SMALL - EXTENDS PIPE ASSEMBLY 12-5/8" TO 19-5/8" (PART# 20479896)  
 MEDIUM - EXTENDS PIPE ASSEMBLY 22-1/2" TO 39-3/8" (PART# 20479897)  
 LARGE - EXTENDS PIPE ASSEMBLY 61-3/4" TO 78-3/4" (PART# 20479898)



TOYOTOMI USA, INC.  
 604 FEDERAL ROAD, BROOKFIELD, CT 06804  
 203-775-1909 WWW.TOYOTOMIUSA.COM



# Laser Direct Vent Heaters

able, and they're only the **size of a suitcase!**



Laser 730\*

27.5"



Weekly Timer Operation allows for up to 30 different Set-Back temperatures. The Weekly Timer can be used to change the temperature for different days of the week and several times during the day.

## CLEAN, SAFE & ODORLESS

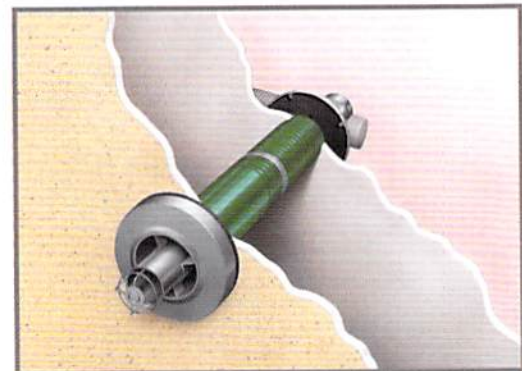
Advanced heating pipe-within-a-pipe forced flue venting system creates smokeless, odorless, clean heating.

- Lower emissions (up to 50% less CO<sup>2</sup>) than conventional oil-fired heating systems
- Circulating fan distributes heat quickly and evenly
- Cool-to-the-touch cabinet
- Permanent mesh filter protects circulation fan and interior components from dust
- Electric surge protector and shut-off safety system

## EASY INSTALLATION

Owner's manual provides complete, step-by-step instructions that are helpful and easy to understand.

- Installation takes about three hours, or less
- Vents through a side wall using the direct vent kit which is included with heater
- Full range of optional parts and accessories available offers a variety of different installations



The Laser Series flue pipe makes venting to outside simple and easy. Completely flexible, it adjusts to wall thickness. A small vent cap is all that can be seen from the outside. Outside pipe brings in outside air for combustion. Inside pipe exhausts all combustion by-products to outside.

## TOYOTOMI FUEL OPTIONS

TOYOTOMI Vented Heaters use the following fuels:

- Ultra Low Sulfur Heating Oil (ULSHO)
- Ultra Low Sulfur Diesel (ULSD)
- #1 Low Sulfur Fuel Oil, or K-1 Kerosene

Check with your local fuel oil dealer for which of these fuels are available in your area.



This estimate is for completing the job as described herein. It is based on our evaluation and does not include material price increases, or additional labor and/or materials which may be required should unforeseen problems or adverse weather conditions arise after the work has started.

# D & J Maintenance

1012 N. MT. SHASTA BLVD., MT. SHASTA, CA 96067  
 P.O. BOX 95, MT. SHASTA, CA 96067  
 PHONE: (530) 926-2049 • FAX: (530)926-6819

## Room Heater Job Estimate Worksheet Ver. 04/30/19

Responsible Party's Name: McCloud Service District Owner \_\_\_\_\_ Renter \_\_\_\_\_  
 Estimator: \_\_\_\_\_ Date: 11-18-20 Time: \_\_\_\_\_  
 Project Address: 405 Colombero McCloud City McCloud Zip \_\_\_\_\_  
 Billing Address: P.O. Box 1040 City McCloud Zip \_\_\_\_\_  
 Home Phone: 9264-2017 Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Parcel #: \_\_\_\_\_ Contractors License # 861938

Quantity	Item Description	Part#	Price
1	Heater	L730	20470730 #1929
	Tank		
	Stand 2'3/4'/5'		
	Legs 12"/18"/24"	7000/1000/8000	
	Flanges	7123000 \$21ea	
	Pan	165/220/275	
	Pier Block	97186000 \$10ea	
	Brace/Strap	\$19/1.50 per ft	
	1/2" Ball Valve	00024	
	Garber w/wo	173500/173000	
	Mis Tank Fittings	\$60	
	2" Morr Fill Cap	05000	
	Mushroom Vent	08000	
	Gauge 30/38/44	0000/8000/4000	
	3/8 Cpr 50' / 100'	9000 / 6000	
	Pvc /Conduit	\$ .61/ft / \$1.00/ft	
	Fusable Valve	3800/3700	
	Exhaust/ Joint/ Ext	9861/4984/9856	
	Exhaust 12"/20"	20479888/9889	
	Insulating Sock	20474955	
	Ext. Kit S-M-L	20479896/97/98	
1	Flue Extension	20479887/73/74/75	\$102 <sup>66</sup> - Possible
2	Air Intake /ft	20474952	\$35 <sup>54</sup> - Possible
	Lift Pump	20477500	
	Fuel Pres Reg	10005099	
	Dis Fee Tank/Htr	\$50/\$30	
	Fuel K#1/#2D	\$ _____/gal	

Quantity	Item Description	Part#	Price

Layout

Comments

replace existing m41 w/ new L730

Materials Total \$ 2067<sup>20</sup>  
 Sales Tax \$ 155<sup>04</sup>  
 Labor \$ 170  
 Permit Trade-in Credit -\$250  
 Estimate Total \$ 2142<sup>24</sup>





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Welcome To The Family

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BLUE STAR GAS- Mt. Shasta Co.  
3700 Spring Hill Road  
Mt. Shasta, CA 96067  
(530) 926-5862  
CCB# 532044

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Please find the following information as a summary of the items we discussed on our call today. We are proud of our reputation for putting our customers first in every area of our operations. We feel that this attitude is one of the most important contributors to the prolonged success of our company. Please find below the pricing information requested and just a few of the factors that differentiate us from our competition.

<b>Date</b>
10/22/2020
<b>Salesperson</b>
Chad Henson
<b>Account Information</b>
<b>Account Number</b>
04-1006441
<b>Name</b>
McCloud Community Services District
<b>Contact</b>
Amos
<b>Location Information</b>
<b>Phone Number</b>
530-964-2017
<b>Service Address</b>
405 E. Colombero Rd
<b>Service City</b>
McCloud

**Please choose all that apply:**

- Existing Tank Change Out
- New Tank Installation
- Exterior Piping
- Interior Piping
- Appliance Installation
- Wetline Installation
- Pump & Motor Installation
- Dispenser Cage Installation
- UG Tank Installation

**Job Description**

Please Describe In Detail The Scope Of Work To Be Done

INSTALL TWO 120 GALLON TANKS AND MANIFOLD TANKS TOGETHER. INSTALL INTERIOR AND EXTERIOR GAS LINE. REMOPVE OLD KEROSENE WALL HEATERS AND REPLACE WITH TWO NEW RINNAI EX38 WALL HEATERS.

**Is Piping Required?**

- No
- Yes

**Is Trenching Required?**

- No
- Yes

**Usage**

Select All That Apply

- Comm/Ind Heating
- Comm/Ind Water Heating
- Commercial Cooking
- Greenhouse Heating
- Forklift Refueling
- Resale Refueling Dispenser
- Power Generation
- Temp Construction Heating
- Motor Vehicle Refueling
- Lawn Care Equipment
- Commercial Laundry
- Other

**Tank Info (1)**

**Product**

P2- Commercial

**Tank Location**

Right Side Of House

**Tank Size**

120

<b>Delivery Status</b>
<input checked="" type="radio"/> Keep Full <input type="radio"/> Will Call

<b>Estimated Install Date</b>
11/01/2020

<b>Preferred Instalation Time Slot?</b>
<input checked="" type="radio"/> Morning 8-10 <input type="radio"/> Mid Morning 10-12 <input type="radio"/> Afternoon 1-3 <input type="radio"/> Late Afternoon 3-5 <input type="radio"/> Anytime

**Materials & Parts Estimate**

Materials & Parts	Code	Unit Price	QTY	Amount
Gas Flex		\$45.00	2	\$90.00
TRAC PIPE AND FITTINGS		\$821.80	1	\$821.80
BLACK PIPE AND FITTINGS		\$100.00	1	\$100.00
Pigtail		\$1.00	1	\$1.00
Regulator- Twin Stage		\$1.00	1	\$1.00
			1	\$0.00
			1	\$0.00
			1	\$0.00
			1	\$0.00
			1	\$0.00

**Appliance Estimate**

Appliance Make & Model	Unit Price	QTY	Amount
RINNAIN EX38 WALL HEATER	\$1,689.08	2	\$3,378.16
		1	\$0.00
		1	\$0.00
		1	\$0.00
		1	\$0.00
		1	\$0.00

**All special order appliances are subject to a restocking fee of 10% minimum.**

**Labor & Service Estimate**

Labor/Service	Rate	QTY	Labor & Sevices Amount
First Years Tank Rent	\$1.00	1	\$1.00
Regulatory Compliance Fee	\$7.25	1	\$7.25
Standard Labor Rate	\$950.00	1	\$950.00
		1	\$0.00
		1	\$0.00
		1	\$0.00

**Total Materials & Parts**

\$1,013.80

**Total Appliance**

\$3,378.16

**Total Labor & Services**

\$958.25

**Estimated Install/Switchout Cost**

\$5,350.21

**This is just an Estimate, price subject to change due to customer changes, additional labor or materials required and any unforeseen issues.  
Above Estimate Does Not Include Applicable Sales Tax**

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**Customer Is Responsible For Obtaining All Necessary Permits and Inspections**

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**I have the authority to order the work outlined above and agree to pay the Estimated Install/Switchout Cost. I agree that Blue Star Gas retains title to equipment/materials furnished until final payment is made.**

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