



McCloud Community Services District

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McCloud, California 96057

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REGULAR MEETING OF THE BOARD OF DIRECTORS SCOUT HALL - 405 E. COLOMBERO DRIVE Monday, December 14, 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

A. Discussion/action regarding approval of the minutes of the Regular Meeting of November 23, 2020.

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

3. Announcement of Events

4. Communications

5. Reports

A. General Manager

B. Finance Officer

C. Fire Chief

D. Public Works Superintendent

E. Directors

F. Committees

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

6. Consent Agenda

A. Approval of expenses in the amount of \$26,774.35.

7. Old Business:

A. Discussion/possible action regarding approval of second reading of proposed changes to Policy 2255-Providing Employment Reference Information

B. Discussion/possible action regarding approval of second reading of proposed changes to Policy 2260-Personnel Action

C. Discussion/possible action regarding approval of second reading of proposed changes to Policy 2280-Employment Entrance Program

D. Discussion/possible action regarding approval of second reading of proposed changes to Policy 2335-Interim Utility Worker- Job Description

E. Discussion/possible action regarding approval of second reading of proposed changes to Policy 2340- Utility Worker I- Job Description

F. Discussion/possible action regarding approval of second reading of proposed changes to Policy 2350-Refuse Equipment Operator- Job Description

G. Discussion/possible action regarding approval of second reading of proposed changes to Policy 2320-Utility Worker II- Job Description

8. New Business

A. Discussion/possible action regarding the 2021 employee salary schedule

B. Discussion/possible action regarding approval of Resolution No. 11, 2020. A Resolution of the Board of Directors of the McCloud Community Services District in Appreciation of Teryl Smith

C. Discussion/possible action regarding resending Resolution No. 4, 2008. Resending a Resolution of the Board of Directors of the McCloud Community Services District designating District Negotiators and Establishing the Authority of said District Negotiators in Negotiations with Operating Engineers Local Union No. 3

D. Discussion/ possible action regarding approval of Resolution No. 12, 2020. A Resolution of the Board of Directors of the McCloud Community Services District designating District Negotiators and Establishing the Authority of said District Negotiators in Negotiations with Operating Engineers Local Union No. 3

- 9. 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).

Adjourn open session.

Convene a Closed Session:

A. Pursuant to California Government Code §54957(b): General Manager - To consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee.

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 23, 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. All five Directors (Hanson, Richey, Rorke, Young, Zanni) were present, as were General Manager Amos McAbier, Finance Officer Michael Quinn, Public Works Superintendent Richie Fesler and Board Secretary Andrea Mills.

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. Young made a motion to approve the minutes of the Regular Meeting of November 9, 2020, motion seconded by Mr. Rorke. Motion passed with 5 Ayes (Hanson Richey, Rorke, Young, Zanni).
 - B. **Discussion/action** regarding the approval of minutes of the Special Meeting of November 12, 2020. Tabled by C. Young until amounts from specific accounts are listed on minutes.
3. **Oath of Office;** Michael Rorke and Christine Richey were sworn into office as members of the Board of Directors of the McCloud Community Services District by Secretary, Andrea Mills.
4. **Announcement of Events:** None
5. **Communications:** Letter of thanks from Siskiyou County Registrar of Voters for allowing them to use the Scout Hall as a polling place.
6. **Annual Organizational Meeting**
 - A. Election of Cathy Young as President, motion made by Christine Richey, seconded by Mick Hanson, motion approved with 5 ayes
 1. Election of Mick Hanson as vice-President, motion made by Raymond Zanni seconded by Cathy Young, motion passed with 5 ayes
 - B. Appointment of Andrea Mills as Secretary of the Board
 - C. Appointment of Amos McAbier as Treasurer
 - D. Assignment of Committee Members
 1. Public Works Committee- Michael Rorke and Christine Richey
 2. Finance and Audit Committee- Mick Hanson and Cathy Young
 3. Safety Committee- Mick Hanson and Raymond Zanni
 4. Policy Review Committee- Michael Rorke and Christine Richey
 5. Fire and Ambulance Committee-Christine Richey and Michael Rorke
 5. Old McCloud Courthouse Project- Raymond Zanni and Cathy Young
 6. Water bottling ad hoc- Raymond Zanni and Michael Rorke
 - E. Designation of Michael Quinn as LOLA representative
 - F. Designation of Richie Fesler as back-up representative for IRWBP meeting attendance

7. **Reports:**

A. Finance Officer: The Finance Officer's report dated November 23, 2020 was reviewed. An update on the audit was given as well as a suggestion to pay off the OPEB in the amount of \$116,643.00. This action will be discussed at the December 14, 2020 meeting. There was discussion of the CALPERS upcoming changes along with their fees.

8. **Consent Agenda:**

A. Approval of expenses in the amount of \$6774.00. Mr. Zanni made a motion to approve the expenses in the amount of \$6774.00; motion seconded by Mr. Rorke. Motion passed with 5 Ayes (Hanson, Richey, Rorke, Young, Zanni).

B. Approval of expenses in the amount of \$93,430.00. Mr. Zanni made a motion to approve the expenses in the amount of \$93,430.00; motion seconded by Mr. Rorke. Motion passed by 5 Ayes (Hanson, Rorke, Zanni, Richey, Young).

C. Approval of expenses in the amount of \$11,562.99. Mrs. Young made a motion to approve the expenses in the amount of \$11,562.99; motion seconded by Mrs. Young. Motion passed with 5 Ayes.

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. Mrs. Richey mad a motion to approve the first reading of proposed changes to Policy 2255-Providing Employment Reference Information; motion seconded by Mrs. Young. Motion passed with 5 Ayes (Hanson, Richey, Rorke, Young, Zanni).

B. **Discussion/possible action** regarding approval of first reading of proposed changes to Policy 2260-Personnel Action. Mrs. Richey made a motion to approve the first reading of the proposed changes to Policy 2260-Personnel Action; motion seconded by Mr. Hanson. Motion passed with 5 Ayes (Hanson, Richey, Rorke, Young, Zanni).

C. **Discussion/possible action** regarding approval of first reading of proposed changes to Policy 2280-Employment Entrance Program. Mrs. Richey made a motion to approve the of first reading of the proposed changes to Policy 2280-Employment Entrance Program; motion seconded by Mrs. Young. Motion passed with 5 Ayes (Hanson, Richey, Rorke, Young, Zanni).

D. **Discussion/possible action** regarding approval of first reading of proposed changes to Policy 2335-Interim Utility Worker- Job Description. Mrs. Richey mad a motion to approve the first reading of proposed changes to Policy 2335-Interim Utility Worker- Job Description; motion seconded by Mr. Hanson. Motion passed with 5 Ayes (Hanson, Richey, Rorke, Young, Zanni).

E. **Discussion/possible action** regarding approval of first reading of proposed changes to Policy 2340- Utility Worker I- Job Description. Mrs. Young made a motion to approve the first reading of proposed changes to Policy 2340- Utility Worker I- Job Description; seconded by Mrs. Richey. Motion passed with 5 Ayes (Hanson, Richey, Rorke, Young, Zanni).

F. **Discussion/possible action** regarding approval of first reading of proposed changes to Policy 2350-Refuse Equipment Operator- Job Description. Mrs. Richey mad a motion to approve the first reading of

proposed changes to Policy 2350-Refuse Equipment Operator- Job Description; motion seconded by Mrs. Young. Motion passed with 5 Ayes (Hanson, Richey, Rorke, Young, Zanni).

G. Discussion/possible action regarding approval of first reading of proposed changes to Policy 2320-Utility Worker II- Job Description. Mrs. Richey made a motion to approve the first reading of the proposed changes to Policy 2320-Utility Worker II- Job Description; motion seconded by Mrs. Young. Motion passed with 5 Ayes (Hanson, Richey, Rorke, Young, Zanni).

H. Discussion /possible action regarding canceling the second meeting in December 2020. Mrs. Young made a motion to cancel the second meeting in December 2020: motion second by Mr. Zanni. Motion passed with 5 Ayes (Hanson, Richey, Rorke, Young, Zanni).

I. Discussion/possible action regarding repair/replacement of monitor heater(s) in Scout Hall. Discussion of options and costs to replace broken heater in the Scout Hall. Mr. Zanni made a motion to replace the heater with a like L730 heater, not to exceed \$2,300.00: motion seconded by Mrs. Richey. Motion passed with 5 Ayes (Hanson, Richey, Rorke, Young, Zanni).

9. **Public Comment:** A member of the public announced the Elk Springs House grant was approved.
10. **Adjourn:** 7:07 p.m.

Catherine Young/President of the Board

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. Funds will come from the following accounts:

Alleys	\$15,480.00
Park	\$ 2,580.00
Refuse	\$ 3,118.00
Sewer	\$24,940.00
Water	\$39,882.00
Proceeds from past vehicle sale-	\$9,100.00
Borrow from General Fund until sale of old plow truck-	\$5,104.00
Total	\$100,204.00 (actual cost)

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

Catherine Young/President of the Board

Andrea Mills/Secretary of the Board

MCSO BOARD OF DIRECTORS
December 14, 2020

AGENDA SUPPORTING DOCUMENT
Agenda Item No. 5 A. General Manager's Report

Lower Elks Springhouse Grant- Update- we have had to submit some last-minute information before the drafted grant agreement can be submitted.

We were asked to provide information regarding a feasibility study for the project. All the information relating to a feasibility study and much more is included in our 2009 preliminary engineering report for lower elk springs, I submitted a brief written description along with a PDF copy of the engineering report.

I also submitted an informal application for up front grant funding. Projects under \$1,000,000.00 can request up to 50% of the grant funding up front, the other half will be reimbursed in arrears. If we are approved for our informal application, then we will work with the DWR to submit our formal request for the upfront funding. Our project was a total of \$509,950.00 we will be requesting half of that.

We were also informed that we were for sure granted the funding for the Lower Elk Springhouse replacement project at a previous meeting and that we could have started work back in July or October 2020 as of our notification of award date.

I have a different opinion of this view, we don't have a signed grant agreement in place and until we do there is always a possibility that something unforeseen could come up and the grant may not work out. I see the notification of award date as a gesture that so far everything is working out – I think its better to air on the side of caution, if we start doing the work and generate expenses without a grant agreement and for some reason it does not work out we will have to cover those expenses out of our water reserves without being able to finish the project.

There has been some turnover in the DWR's grants management/administrators position as well that have slowed this grant process down a bit as well as the COVID restrictions that have required lots of their staff to work from home without all of the amenities of the traditional office environment.

I was told the grant agreement process could take a couple of weeks before it is in signed and in place. We also will not know if we can get up front funding for a while either.

Something else we need to discuss later is the possibility that we could have to carry some of this projects costs until it can be reimbursed since they pay it in arrears. Sometimes this can take up to a year. This amount will depend on if we do get the 50% up front funding, we will have to decide how we will cover the other half (\$254,975.00) till reimbursement.

Our options may be that we cover it with our different reserves, we do not have enough in water reserves alone so there is a possibility that borrowing from other reserves may be an option.

Another option is that we get a line of credit through a bank to cover the costs. Either way we will probably have to cover the generated interest costs as an expense not covered by the grant.

MCSO BOARD OF DIRECTORS
December 14, 2020

AGENDA SUPPORTING DOCUMENT
Agenda Item No. 5 B
Finance Officer's Report

- 1. Verbal update on 2018-19 Audit**

- 2. The district has been contacted by two lenders about restructuring the current loans that are carried. Follow up to these conversations have led to interest from Banner Bank (Sacramento), Five Star Bank and the CSDA on similar proposals. With interest rates hovering around 2%, this is a good time to review all the debt of the District with the intent of lowering the interest rate, amortizing principal on a monthly basis and relief of the restricted funds currently required.**

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: **November**

Year: **2020**

Department Member Information

(Inactive denotes that a member has not responded to at least one emergency call this month)

Active Firefighters:	12	Inactive Firefighters:	5
Active Paramedics:	3	Inactive paramedics:	1
Active EMT 1's:	3	Inactive EMT 1's:	1
Active Auxiliary:	4	Inactive Auxiliary:	5
Members Resigned:	0	Members Terminated:	0
New Members:	0	Members on Leave of Absence:	0

Notes: Chief Miller, Elizabeth Buckey and Assistant Chief Vogus attended a virtual 3 day leadership conference that was provided for free by our Emergency Reporting Software. They will be including lessons learned from this training to the rest of the department. 3 additional department members have been licensed by the state to drive Medic 17 this month. All personnel are in high spirits as EMT class is over. Uniform shirts have been purchased for all members and patches are being sewn on in Redding. A different color Explorer uniform shirt has also been purchased by MCFA funds and are in service.

Total Calls for Service: 21

Total Fires: 1 Structure: 0 Vegetation: 1 Vehicle: 0 Nuisance: 0
 In Town: 0 Mutual Aid/Auto Aid: 1

Notes: Vegetation fire East of McCloud. 1st due reported a small fire. We were cancelled by Calfire prior to McCloud F.D. (MCU) units arrival.

Total Medical Calls: 17 (includes traffic collisions) Traffic Collisions: 3 Non-Injury: 2

Transported by Medic 17: 13 Paramedic Intercept: 11
 Transported by MSAS: 4 Non-Transport: 1 BLS: 2 ALS: 11
 In Town: 14 Mutual Aid/Auto Aid: 3

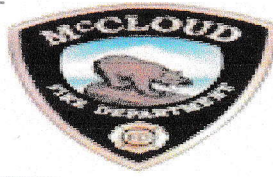
Notes: Two (2) traffic collisions (TC's) were non injury. One (1) TC had major injuries. Medic 17 (M17) transported one Pt to ALS rendezvous with Mt Shasta Ambulance for advanced life support (ALS) care. Non transport was a possible suicide/murder requiring law enforcement to make the scene safe.

Total Miscellaneous Calls: 3

HAZMAT: 0 Lift Assist: 2 Public Assist (other): 1
 Rescue Calls: 0 Smoke Check: 0 Alarm Sounding: 0
 In Town: 3 Mutual Aid/Auto Aid: 0

Notes: Nothing of note

McCloud Volunteer Fire



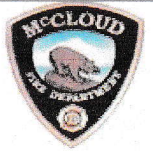
McCloud, CA

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Personnel Activity Month Breakdown per Incident and Training and Events for Incident Type for Date Range

PERSONNEL		TOTAL	% OF TOTAL
Borden, Jack	7	7	33.3%
Borden, Sandy	1	1	4.8%
Borden, Terry	6	6	28.6%
Buckley, Elizabeth L	1	1	4.8%
Estes, Bryce	1	1	4.8%
Fay, Dan P	9	9	42.9%
Garcia, Ben	1	1	4.8%
Girard, Nate	5	5	23.8%
Girard, Parker	5	5	23.8%
Gray, Jeff	3	3	14.3%
Gray, Jessie	12	12	57.1%
Masciola, Bob	5	5	23.8%
Miller, Cindy Ann	14	14	66.7%
Miller, Darrell "Charlie"	19	19	90.5%
Miller, Maia MaryJane	2	2	9.5%
Richardson, Stephen	1	1	4.8%
Thomsen, Kirk S	1	1	4.8%
Vogus, Trenton			
Total number of incidents:		21	

McCloud Volunteer Fire Department



McCloud, CA

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Incident Type per Municipality for Date Range

Start Date: 11/01/2020 | End Date: 11/30/2020

INCIDENT TYPE	# INCIDENTS
Municipality: MCCLOUD	
321 - EMS call, excluding vehicle accident with injury	10
324 - Motor vehicle accident with no injuries.	2
554 - Assist invalid	2
611 - Dispatched & cancelled en route	2
622 - No incident found on arrival at dispatch address	1
661 - EMS call, party transported by non-fire agency	4
# Incidents for McCloud:	21

MUNICIPALITY data comes from the Basic Info 3 screen of an incident. Only REVIEWED incidents included.

McCloud Fire Department Monthly Fire Chiefs Report

Station/Apparatus

Station 17-Fire Hall: A committee of local volunteers was formed to research the history of Station 17 and the future development of the Station 17. Two (2) meetings were held in November in which they discussed the department history and the history of Station 17/Leatherman Hall. The committee has identified some possible unpermitted repairs/remodeling projects that have been done to the building throughout the years. We will work with the County Building department to rectify any situations that would be of concern to the department or CSD.

The College of the Siskiyous (COS) Emergency Medical Technician (EMT) class that was held on Tues-Thursday evenings ended November 19th, a check from COS should be paid to the M.C.S.D. by the end of the year for the use of Station's 17 training room.

The Squad/ambulance bay doors and windows that separate the exterior bays were sheet rocked to provide some insulation and less loss of heat during the winter months.

Unit 1700: IPAD placed in service for dispatch program (Active 911), report writing, mapping, and hazardous materials guides. These were purchased with money from the MCFA donation funds including monthly service for one (1) year trial. Unit 1700 Is in need of an oil change as no records of the last oil change/service can be found. Richie Fesler is working on this to have CSD employees provide this service.

Squad 1740: Good condition. IPAD placed in service for dispatch program (Active 911), report writing, mapping, and hazardous materials guides. These were purchased with money from the MCFA donation funds including monthly service for a one (1) year trial. S1740 Is in need of an oil change/service as no records of the last oil change/service can be found. Richie Fesler is working on this to have CSD employees provide this service.

Medic 17: Basic life support (BLS) service continues with rendezvous with Mt Shasta Ambulance Paramedics if a call is ALS. Mount Shasta Ambulance bills the MCDS for their Paramedic and we bill the patient/insurance for all transports. Trouble shooting of electrical issue by an electrician (free of charge) found that our inverter/charger is malfunctioning. Arrangements have been made to repair/replace the damaged 15 year old inverter. IPAD placed in service for dispatch program (Active 911), report writing, mapping, and hazardous materials guides. These were purchased with money from the MCFA donation funds including monthly service for a one (1) year trial. Medic 17 is also in need of an oil change/service as no records can be found. Richie F. is to handle this.

Engine 1712: Still needs pump packing tightened. Back burner issue as this is our first out engine. This issue will not damage the engine or the pump in any way. 1712 Is in need of an oil change as no records of the last oil change/service can be found. Richie Fesler is working on this to have CSD employees provide this service.

Engine 1715: All personnel have been advised that no one may ride in the rear facing seats, as this is not allowed by NFPA/OSHA. 1715 Is in need of an oil change as no records of the last oil change/service can be found. Richie Fesler is working on this to have CSD employees provide this service.

**McCloud Fire Department
Monthly Fire Chiefs Report**

Fire Department Drills

EMT: #1 Date: 11/5/2020

Topic: Vehicle checks. Department personnel worked with members of the COS EMT class on auto extrication and patient handling.

EMT: #2 Date: 11/7/2020 hands on auto extrication training (8 hours) learning cutting, pushing, pulling, crushing extrication techniques alongside the COS EMT class.

Fire: #1 Date: 11/12/2020

Topic: Vehicle checks. Hydrant supply methods and pulling attack lines taught by Nate Girard using contemporary methods and techniques.

Fire: #2 Date: 11/19/2020

Topic: Vehicle checks. Fire behavior including live burn of a fire behavior "doll house" to learn how flow paths can hinder firefighting operations.

Fire: #3 Date: 11/26/2020

Topic: Water supplies (continued) and worked with the EMT 1 class on scenarios

Business Meeting's: Date: N/A Business Covered: No business meeting this month.

Special Training Notes: Three (3) department members completed the COS EMT class with very high scores (94%, 96%, 98%) on the final exam. They are all riding along with EMT staff on Medic 17 to finish their mandated observation/training time. Liability/workers compensation insurance is covered by COS during this observation time.

Community Involvement: Station 17 has been closed to the public after direction came down from the County Health Department in late November. The McCloud Chamber of Commerce has a scavenger hunt that uses the outside are of Station 17 as a spot to look for hidden items. A local citizen created a program called McCloud Rocks in which painted rocks have been placed around town for kids to find and collect. Several rocks depicting MCFD are scattered about the grounds of Station 17.

General Message: The Explorer Program had one (1) new applicant this month bringing the post up to 4 members. The National Fire Incident Reporting System (NFIRS) data entry for prior years continues. Morphine for Medic 17's ALS inspection is on backorder due to the Corona Virus, and there is no projected date for it to arrive. We are working with the Sierra Sacramento Valley Emergency Medical Services Authority (SSVEMSA) to rectify this situation so that we can get approved for ALS without the Morphine.

Submitted By:  _____ Darrell "Charlie" Miller

Date: 12/10/2020

MCSO BOARD OF DIRECTORS
December 14, 2020

AGENDA SUPPORTING DOCUMENT
Agenda Item No. 5. D.
Public Works Superintendent's Report

Verbal Report

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document\$/ Line\$	Disc\$	PO#	Fund OrgAcct	Object Proj	Cash Account
		*** Claim from another period (11/20) ****						
9736		13 BLUE STAR GAS	941.61					
		MCS D FD Propane						
		1207751 11/18/20 MCS D Fire Dept Propane	941.61			1040 403000	440	101000
		Total for Vendor:	941.61					
		*** Claim from another period (11/20) ****						
9730		15 BROOKS COMPLETE AUTO REPAIR INC.	77.59					
		Install Tube Backhoe Tire						
		91319 11/04/20 Install Tube Backhoe Tire	77.59			1010 403000	530	101000
		Total for Vendor:	77.59					
		*** Claim from another period (11/20) ****						
9729		1145 CARLOS CALVILLO	189.64					
		EE WORK BOOTS REIMBURSEMENT						
		11/27/20 EE WORK BOOT REIMBURSEMENT	189.64		724924	1010 402000	360	101000
		Total for Vendor:	109.64					
		*** Claim from another period (11/20) ****						
9745		277 CROSS PETROLEUM	65.98					
		MCS D Veh delivered Water Samples to Redding						
		CL02700 11/30/20 FUEL-WATER SAMPLES TO ROG	65.98*			3000 403000	430	101000
		Total for Vendor:	65.98					
9721		1144 DAVENPORT, JUDITH	15.60					
		Refund of Overpaid Utility arising from Escrow closeout						
		50500-00 11/17/20 Rfnd of Ovrpd Utility @ Escr	15.60			3000 302130		101000
		Total for Vendor:	15.60					
		*** Claim from another period (6/20) ****						
9720		1122 DEPARTMENT OF HEALTH CARE	419.90					
		2020 Q1 (QE 3/31/20) + Q2 (QE 6/30/20) Ground Emergency Medical Transport (GEMT)s						
		11/25/20 2020 Q1 GEMTs	355.30			1040 405000	710	101000
		11/25/20 2020 Q2 GEMTs	64.60			1040 405000	710	101000
		Total for Vendor:	419.90					
		*** Claim from another period (11/20) ****						
9724		460 DEPT. OF JUSTICE	32.00					
		Fingerprinting						
		479724 11/03/20 Fingerprinting	32.00			1010 402000	392	101000
		Total for Vendor:	32.00					

• ... over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document\$/ Line\$	Disc\$	PO#	Fund Org Acct	Object Proj	Cash Account
9734		1147 Dunsmuir Tire Shop	120.00					
		Install Studded Winter Tires						
	18239	12/01/20 Install 6 Winter Tires	120.00		724943	1040 403000	530	101000
		Total for Vendor:	120.00					
		*** Claim from another period (11/20) ****						
9741		443 LAWRENCE & ASSOCIATES	210.00					
		Wastewater Pond Consulting						
	27491	11/20/20 Wastewater Pond Consulting	210.00			2000 402000	392 13	101000
		Total for Vendor:	210.00					
		*** Claim from another period (11/20) ****						
9732		238 MT SHASTA AMBULANCE SERVICE,	1,616.26					
		Fentanyl, Ambulance Runs						
	1907	10/21/20 Fentanyl for McCloud Ambulance	51.26*			1040 403000	400	101000
	20-4608	11/01/20 20-4608 Ambulance Run to Mere	350.00			1040 402000	394	101000
	20-4806	11/13/20 20-4806 Ambulance Run to Mere	350.00			1040 402000	394	101000
	20-4810	11/14/20 20-4810 Ambulanca Run to Mere	165.00			1040 402000	394	101000
	20-4857	11/16/20 20-4857 Ambulance Run to Mere	350.00			1040 402000	394	101000
	20-5067	11/30/20 20-5067 Ambulance Run to Mere	350.00			1040 402000	394	101000
		Total for Vendor:	1,616.26					
9731		416 MT SHASTA IT SERVICES	800.00					
		December IT Services						
	1859	12/04/20 December IT Services	800.00			1010 402000	396	101000
		Total for Vendor:	800.00					
		*** Claim from another period (11/20) ****						
9737		120 PACIFIC POWER - 001 7 FIRE	459.87					
		Power - Shop, Library, Office, Fire						
	0017	11/16/20 SHOP	70.87			1010 403000	450	101000
	0017	11/16/20 LIBRARY	72.33			1080 403000	450	101000
	0017	11/16/20 OFFICE	120.93			1010 403000	450	101000
	0017	11/16/20 FIRE	195.74			1040 403000	450	101000
		Total for Vendor:	459.87					

... Over spent expenditurQ

Claim/	Check	Vendor #/Name/	Document\$/	Disc\$					Cash
		Invoice #/Inv Date/Description	Line\$		PO#	Fund Org Acct	Object Proj	Account	
		*** Claim from another period (11/20) ****							
9738		124 PACIFIC POWER - 005 8 PARK	102.53						
		Power - Scout Hall, Scout Hall Area, Hoo Hoo Park							
	0058	11/16/20 Scout Hall	49.32			1010 403000	450	101000	
	0058	11/16/20 Scout Hall ArQa Light	17.52			1070 403000	450	101000	
	0058	11/16/20 Hoo Hoo Park	35.69			1070 403000	450	101000	
		Total for Vendor:	102.53						
		*** Claim from another period (11/20) ****							
9725		126 PACIFIC POWER - 007 4 STREET	1,300.75						
		Streetlight Power							
	007 4	12/03/20 Streetlight Power	1,300.75			1060 403000	450	101000	
		Total for Vendor:	1,300.75						
		*** Claim from another period (11/20) ****							
9743		1092 Prentice, Long & Epperson	87.50						
		Legal - regarding water bottling							
	3967	12/01/20 Legal in re water bottling	87.50*			3000 402000	390	101000	
		Total for Vendor:	87.50						
		*** Claim from another period (10/20) ****							
9723		140 SDRMA	607.66						
		Insurance for 2004 Ford CC 4x4 pk/flat bed nQt of removed 1988 Kenworth dump							
	69426	10/01/20 Insurance '04 Ford PkFlat Bed	607.66			1010 402000	310	101000	
		Total for Vendor:	607.66						
		*** Claim from another period (11/20) ****							
9739		141 SHASTA AUTO SUPPLY	224.68						
		20 ton air bottle jack							
	799318	11/13/2020 ton air bottle jack	224.68			1010 403000	520	101000	
		Total for Vendor:	224.68						
		*** Claim from another period (11/20) ****							
9742		146 SISKIYOU COUNTY CLERK	55.00						
		Expenses for 11/3/20 General Election in Siskiyou County							
	20201149	12/03/20 General Election 11/2/20 Exp	55.00*			1010 402000	398	101000	
		Total for Vendor:	55.00						
		*** Claim from another period (11/20) ****							
9726		169 SOLANOS HOME IMPROVEMENT CNTR	344.71						
		Scout Hall Roof Screws							
	238530	11/04/20 Scout Hall Roof Screws	86.88		724889	1010 403000	510	101000	
	238552	11/05/20 Scout Hall Roof Screws	62.21		724889	1010 403000	510	101000	

• .. Over spent expenditure

Claim/	Check	Vendor il/Namil/ Invoice ii/InvDate/Description	Document\$/ Line\$	Disc\$	PO ii	Fund Org Acct	Object Proj	Cash Account
	238849	11/16/20 Scout Hall Roof Screws	195.62		724889	1010 403000	510	101000
		*** Claim from another period (11/20) ****						
	9727	169 SOLANOS HOME IMPROVEMENT CNTR	43.85					
		New Dump Truck Side Boards,						
	238848	11/16/20 SIDE BOARDS FOR NEW DUMP TRK	43.85		724927	1010 403000	520	101000
		Total for Vendor:	388.56					
		*** Claim from another period (10/20) ****						
	9744	156 STAPLES	472.54					
		Office Supplies						
	2679547841	10/28/20 Office Supplies	472.54			1010 403000	410	101000
		Total for Vendor:	472.54					
	9740	157 SWRCB	18,117.00					
		Annual (7/20-6/21) Permit Fee						
	0178518	11/24/20 Annual (7/20-6/21) Permit Fee	15,269.00		423392	2000 405000	710	101000
	0177200	11/24/20 Annual (7/20-6/21) Pi>rmit Fee	2,848.00*		422074	3000 405000	710	101000
		Total for Vendor:	18,117.00					
	9733	1146 Trad Ronfeldt	45.00					
		Tire Rotation/Grease/Inspection-Squad 1740						
	206	12/04/20 Grease/Inspect Squad 1740	45.00		724945	1040 403000	530	101000
		Total for Vendor:	45.00					
		*** Claim from another period (11/20) ****						
	9735	165 USDA FOREST SERVICE	424.68					
		Annual 2021 Special Uses Permits, Payer Code 3312252						
	BF051461AB	11/15/20 Swg Tran'n Line BF051461AB	72.82•		014	2000 404000	710	101000
	BF051461AB	11/15/20 Wtr Tran pipeln BF051461AB	351.86•		013	3000 404000	710	101000
		Total for Vendor:	424.68					
		ii of Claims 24	Total:	26,774.35				

Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	\$3,088.79
1040 FIRE	
101000 Operating Cash	\$3,338.51
1060 LIGHTS	
101000 Operating Cash	\$1,300.75
1070 PARKS	
101000 Operating Cash	\$53.21
1080 LIBRARY	
101000 Operating Cash	\$72.33
2000 SEWER	
101000 Operating Cash	\$15,551.82
3000 WATER	
101000 Operating Cash	\$3,368.94
Total:	\$26,774.35

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: L VW *Jan*

Claims Total: \$26,774.35

Signature #1

Signature #2

Signature #3

Signature #4

Signature #5

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.

(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.~~

2340.18⁷ Trains or assists in training of subordinates.

2340.19⁸ 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
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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
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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.



MCCLOUD COMMUNITY SERVICES DISTRICT

Proposed 2019-20 SALARY SCHEDULE

Effective July 1, 2019

APPROVED AND ADOPTED BY THE AGENCY BOARD ON _____ BY RESOLUTION NO. _____

POSITION	TIME	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
GENERAL MANAGER FSLA OT Exempt	ANNUALLY	\$ 69,366.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	MONTHLY	\$ 5,780.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	BI-WEEKLY	\$ 2,667.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	HOURLY	\$ 33.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FINANCE OFFICER FSLA OT Exempt	ANNUALLY	\$ 47,501.31	\$ 49,876.38	\$ 52,370.18	\$ 54,988.70	\$ 57,738.13	\$ 60,625.04	\$ -	\$ -	
	MONTHLY	\$ 3,958.44	\$ 4,156.37	\$ 4,364.18	\$ 4,582.39	\$ 4,811.51	\$ 5,052.09	\$ -	\$ -	
	BI-WEEKLY	\$ 1,826.97	\$ 1,918.32	\$ 2,014.24	\$ 2,114.95	\$ 2,220.70	\$ 2,331.73	\$ -	\$ -	
	HOURLY	\$ 22.84	\$ 23.98	\$ 25.18	\$ 26.44	\$ 27.76	\$ 29.15	\$ -	\$ -	
PW SUPERINTENDANT FSLA OT Exempt	ANNUALLY	\$ 48,466.13	\$ 50,994.80	\$ 53,523.47	\$ 56,052.13	\$ 58,580.80	\$ 61,109.47	\$ -	\$ -	
	MONTHLY	\$ 4,038.84	\$ 4,249.57	\$ 4,460.29	\$ 4,671.01	\$ 4,881.73	\$ 5,092.46	\$ -	\$ -	
	BI-WEEKLY	\$ 1,864.08	\$ 1,961.34	\$ 2,058.59	\$ 2,155.85	\$ 2,253.11	\$ 2,350.36	\$ -	\$ -	
	HOURLY	\$ 23.30	\$ 24.52	\$ 25.73	\$ 26.95	\$ 28.16	\$ 29.38	\$ -	\$ -	
DISTRICT SECRETARY	ANNUALLY	\$ 33,310.98	\$ 34,521.74	\$ 35,239.51	\$ 36,269.52	\$ 37,255.70	\$ 38,461.04	\$ 39,422.56	\$ 40,408.13	
	MONTHLY	\$ 2,775.92	\$ 2,876.81	\$ 2,936.63	\$ 3,022.46	\$ 3,104.64	\$ 3,205.09	\$ 3,285.21	\$ 3,367.34	
	BI-WEEKLY	\$ 1,281.19	\$ 1,327.76	\$ 1,355.37	\$ 1,394.98	\$ 1,432.91	\$ 1,479.27	\$ 1,516.25	\$ 1,554.16	
	HOURLY	\$ 16.01	\$ 16.60	\$ 16.94	\$ 17.44	\$ 17.91	\$ 18.49	\$ 18.95	\$ 19.43	
REFUSE OPERATOR	ANNUALLY	\$ 32,548.53	\$ 34,670.34	\$ 36,792.15	\$ 38,913.96	\$ 41,035.77	\$ 43,157.57	\$ 45,279.38	\$ 47,401.19	
	MONTHLY	\$ 2,712.38	\$ 2,889.20	\$ 3,066.01	\$ 3,242.83	\$ 3,419.65	\$ 3,596.46	\$ 3,773.28	\$ 3,950.10	
	BI-WEEKLY	\$ 1,251.87	\$ 1,333.47	\$ 1,415.08	\$ 1,496.69	\$ 1,578.30	\$ 1,659.91	\$ 1,741.51	\$ 1,823.12	
	HOURLY	\$ 15.65	\$ 16.67	\$ 17.69	\$ 18.71	\$ 19.73	\$ 20.75	\$ 21.77	\$ 22.79	
INTERIM UTILITY WORKER	ANNUALLY	\$ 32,543.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	MONTHLY	\$ 2,712.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	BI-WEEKLY	\$ 1,251.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	HOURLY	\$ 15.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
UTILITY WORKER I	ANNUALLY	\$ 34,954.62	\$ 36,532.51	\$ 38,110.39	\$ 39,710.20	\$ 41,068.94	\$ 43,107.04	\$ 44,184.72	\$ 45,289.34	
	MONTHLY	\$ 2,912.88	\$ 3,044.38	\$ 3,175.87	\$ 3,309.18	\$ 3,422.41	\$ 3,592.25	\$ 3,682.06	\$ 3,774.11	
	BI-WEEKLY	\$ 1,344.41	\$ 1,405.10	\$ 1,465.78	\$ 1,527.32	\$ 1,579.57	\$ 1,657.96	\$ 1,699.41	\$ 1,741.90	
	HOURLY	\$ 16.81	\$ 17.56	\$ 18.32	\$ 19.09	\$ 19.74	\$ 20.72	\$ 21.24	\$ 21.77	
UTILITY WORKER II	ANNUALLY	\$ 38,000.82	\$ 39,118.49	\$ 41,068.94	\$ 43,128.96	\$ 45,276.64	\$ 47,533.90	\$ 48,722.24	\$ 49,940.30	
	MONTHLY	\$ 3,166.73	\$ 3,259.87	\$ 3,422.41	\$ 3,594.08	\$ 3,773.05	\$ 3,961.16	\$ 4,060.19	\$ 4,161.69	
	BI-WEEKLY	\$ 1,461.57	\$ 1,504.56	\$ 1,579.57	\$ 1,658.81	\$ 1,741.41	\$ 1,828.23	\$ 1,873.93	\$ 1,920.78	
	HOURLY	\$ 18.27	\$ 18.81	\$ 19.74	\$ 20.74	\$ 21.77	\$ 22.85	\$ 23.42	\$ 24.01	
WASTE WATER GRADE I CERT.	Base Salary + 2% per Mou Section 2.01 c July 1, 2017 - July 1, 2020									
CHIEF PLANT OPERATOR / PT	HOURLY	\$ 70.00	<i>*Work hours limited to what is necessary to effectively administer the testing of the sewer lagoons</i>							
INTERIM UTILITY WORKER / PT	HOURLY	\$ 15.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ACCOUNTING CLERK / PT	HOURLY	\$ 12.67	\$ 13.05	\$ 13.44	\$ 13.85	\$ 14.26	\$ 14.69	\$ 15.13	\$ 15.59	
JANITOR / PT	HOURLY	\$ 12.00	\$ 12.30	\$ 12.61	\$ 12.92	\$ 13.25	\$ 13.58	\$ -	\$ -	
LIBRARY AIDE / PT	HOURLY	\$ 12.00	\$ 12.42	\$ 12.73	\$ 13.05	\$ 13.37	\$ 13.71	\$ -	\$ -	
PARK MAINTENANCE / PT	HOURLY	\$ 12.00	\$ 12.54	\$ 12.85	\$ 13.17	\$ 13.50	\$ 13.84	\$ -	\$ -	
FIRE CHIEF / PT FSLA OT Exempt	ANNUALLY	\$ 25,137.06	<i>*Negotiated Salary</i>			\$ -	\$ -	\$ -	\$ -	\$ -
	MONTHLY	\$ 2,094.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	BI-WEEKLY	\$ 966.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ASSISTANT FIRE CHIEF VOLUNTEER	ANNUALLY	\$ 1,171.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	QUARTERLY	\$ 292.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FIREFIGHTER VOLUNTEERS	POINTS	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

MOU expiring 06/30/2020 Section 7.04 Incentive Pay allows for a 1% increase to base wage for those employees who obtain job related licenses or certificates which are beyond those required for their assigned classification. The specifics of which licenses or certificates qualify shall be developed jointly by representatives of the Union, the Public Works Supervisor and the General Manager. Only those licenses or certificates which are mutually agreed to shall be considered eligible for incentive pay.

The salary steps detailed above do not reflect automatic increases in pay for any employee; rather, they are set forth as an incentive for the employee to perform his/her duties in a manner that exhibits their increased value to the District. The General Manager shall review the employee's performance on an annual basis, at minimum, and recommend advancement, if warranted.



MCCLOUD COMMUNITY SERVICES DISTRICT

Proposed 2018-19 SALARY SCHEDULE

Effective July 1, 2018

APPROVED AND ADOPTED BY THE AGENCY BOARD ON _____ BY RESOLUTION NO. _____

POSITION	TIME	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
GENERAL MANAGER FSLA OT Exempt	ANNUALLY	\$ 68,680.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	MONTHLY	\$ 5,723.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	BI-WEEKLY	\$ 2,641.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	HOURLY	\$ 33.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FINANCE OFFICER FSLA OT Exempt	ANNUALLY	\$ 47,031.00	\$ 49,382.55	\$ 51,851.67	\$ 54,444.26	\$ 57,166.47	\$ 60,024.79	\$ -	\$ -	
	MONTHLY	\$ 3,919.25	\$ 4,115.21	\$ 4,320.97	\$ 4,537.02	\$ 4,763.87	\$ 5,002.07	\$ -	\$ -	
	BI-WEEKLY	\$ 1,808.88	\$ 1,899.33	\$ 1,994.29	\$ 2,094.01	\$ 2,198.71	\$ 2,308.65	\$ -	\$ -	
	HOURLY	\$ 22.61	\$ 23.74	\$ 24.93	\$ 26.18	\$ 27.48	\$ 28.86	\$ -	\$ -	
PW SUPERINTENDANT FSLA OT Exempt	ANNUALLY	\$ 47,986.27	\$ 50,489.90	\$ 52,993.53	\$ 55,497.16	\$ 58,000.79	\$ 60,504.43	\$ -	\$ -	
	MONTHLY	\$ 3,998.86	\$ 4,207.49	\$ 4,416.13	\$ 4,624.76	\$ 4,833.40	\$ 5,042.04	\$ -	\$ -	
	BI-WEEKLY	\$ 1,845.63	\$ 1,941.92	\$ 2,038.21	\$ 2,134.51	\$ 2,230.80	\$ 2,327.09	\$ -	\$ -	
	HOURLY	\$ 23.07	\$ 24.27	\$ 25.48	\$ 26.68	\$ 27.88	\$ 29.09	\$ -	\$ -	
DISTRICT SECRETARY	ANNUALLY	\$ 32,981.17	\$ 34,179.94	\$ 34,890.61	\$ 35,910.42	\$ 36,886.84	\$ 38,080.23	\$ 39,032.24	\$ 40,008.05	
	MONTHLY	\$ 2,748.43	\$ 2,848.33	\$ 2,907.55	\$ 2,992.54	\$ 3,073.90	\$ 3,173.35	\$ 3,252.69	\$ 3,334.00	
	BI-WEEKLY	\$ 1,268.51	\$ 1,314.61	\$ 1,341.95	\$ 1,381.17	\$ 1,418.72	\$ 1,464.62	\$ 1,501.24	\$ 1,538.77	
	HOURLY	\$ 15.86	\$ 16.43	\$ 16.77	\$ 17.26	\$ 17.73	\$ 18.31	\$ 18.77	\$ 19.23	
REFUSE OPERATOR	ANNUALLY	\$ 32,226.27	\$ 34,327.07	\$ 36,427.87	\$ 38,528.67	\$ 40,629.47	\$ 42,730.27	\$ 44,831.07	\$ 46,931.87	
	MONTHLY	\$ 2,685.52	\$ 2,860.59	\$ 3,035.66	\$ 3,210.72	\$ 3,385.79	\$ 3,560.86	\$ 3,735.92	\$ 3,910.99	
	BI-WEEKLY	\$ 1,239.47	\$ 1,320.27	\$ 1,401.07	\$ 1,481.87	\$ 1,562.67	\$ 1,643.47	\$ 1,724.27	\$ 1,805.07	
	HOURLY	\$ 15.49	\$ 16.50	\$ 17.51	\$ 18.52	\$ 19.53	\$ 20.54	\$ 21.55	\$ 22.56	
INTERIM UTILITY WORKER	ANNUALLY	\$ 32,221.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	MONTHLY	\$ 2,685.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	BI-WEEKLY	\$ 1,239.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	HOURLY	\$ 15.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
UTILITY WORKER I	ANNUALLY	\$ 34,608.53	\$ 36,170.80	\$ 37,733.06	\$ 39,317.03	\$ 40,662.31	\$ 42,680.24	\$ 43,747.25	\$ 44,840.93	
	MONTHLY	\$ 2,884.04	\$ 3,014.23	\$ 3,144.42	\$ 3,276.42	\$ 3,388.53	\$ 3,556.69	\$ 3,645.60	\$ 3,736.74	
	BI-WEEKLY	\$ 1,331.10	\$ 1,391.18	\$ 1,451.27	\$ 1,512.19	\$ 1,563.94	\$ 1,641.55	\$ 1,682.59	\$ 1,724.65	
	HOURLY	\$ 16.64	\$ 17.39	\$ 18.14	\$ 18.90	\$ 19.55	\$ 20.52	\$ 21.03	\$ 21.56	
UTILITY WORKER II	ANNUALLY	\$ 37,624.57	\$ 38,731.18	\$ 40,662.31	\$ 42,701.94	\$ 44,828.36	\$ 47,063.26	\$ 48,239.85	\$ 49,445.84	
	MONTHLY	\$ 3,135.38	\$ 3,227.60	\$ 3,388.53	\$ 3,558.49	\$ 3,735.70	\$ 3,921.94	\$ 4,019.99	\$ 4,120.49	
	BI-WEEKLY	\$ 1,447.10	\$ 1,489.66	\$ 1,563.94	\$ 1,642.38	\$ 1,724.17	\$ 1,810.13	\$ 1,855.38	\$ 1,901.76	
	HOURLY	\$ 18.09	\$ 18.62	\$ 19.55	\$ 20.53	\$ 21.55	\$ 22.63	\$ 23.19	\$ 23.77	
WASTE WATER GRADE I CERT.	Base Salary + 2% per Mou Section 2.01 c July 1, 2017 - July 1, 2020									
CHIEF PLANT OPERATOR / PT	HOURLY	\$ 70.00	<i>*Work hours limited to what is necessary to effectively administer the testing of the sewer lagoons</i>							
INTERIM UTILITY WORKER / PT	HOURLY	\$ 15.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ACCOUNTING CLERK / PT	HOURLY	\$ 12.55	\$ 12.92	\$ 13.31	\$ 13.71	\$ 14.12	\$ 14.55	\$ 14.98	\$ 15.43	
JANITOR / PT	HOURLY	\$ 11.00	\$ 11.11	\$ 11.69	\$ 12.27	\$ 12.39	\$ 12.51	\$ -	\$ -	
LIBRARY AIDE / PT	HOURLY	\$ 11.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
PARK MAINTENANCE / PT	HOURLY	\$ 11.00	\$ 11.47	\$ 12.52	\$ 13.04	\$ 13.30	\$ 13.56	\$ -	\$ -	
FIRE CHIEF / PT FSLA OT Exempt	ANNUALLY	\$ 25,137.06	<i>*Negotiated Salary</i>			\$ -	\$ -	\$ -	\$ -	\$ -
	MONTHLY	\$ 2,094.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	BI-WEEKLY	\$ 966.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ASSISTANT FIRE CHIEF VOLUNTEER	ANNUALLY	\$ 1,171.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	QUARTERLY	\$ 292.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FIREFIGHTER VOLUNTEERS	POINTS	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

MOU expiring 06/30/2020 Section 7.04 Incentive Pay allows for a 1% increase to base wage for those employees who obtain job related licenses or certificates which are beyond those required for their assigned classification. The specifics of which licenses or certificates qualify shall be developed jointly by representatives of the Union, the Public Works Supervisor and the General Manager. Only those licenses or certificates which are mutually agreed to shall be considered eligible for incentive pay.

The salary steps detailed above do not reflect automatic increases in pay for any employee; rather, they are set forth as an incentive for the employee to perform his/her duties in a manner that exhibits their increased value to the District. The General Manager shall review the employee's performance on an annual basis, at minimum, and recommend advancement, if warranted.



**MCCLOUD COMMUNITY SERVICES DISTRICT
Ammended 2019-20 SALARY SCHEDULE**

Effective January 01, 2021

PROPOSED SALARY SCHEDULE WITH CORRECTED MINIMUM WAGE AMOUNTS EFFECTIVE JANUARY 1, 2021

POSITION	TIME	07/01/19- AM	05/15/18-06/30/18 KD	07/01/17 - 05/31/18 KP						
GENERAL MANAGER FSLA OT Exempt	ANNUALLY	\$ 75,000.00	\$ 68,000.00	\$ 70,000.00	\$ 75,000.00					
	MONTHLY	\$ 6,250.00	\$ 5,666.67	\$ 5,833.33	\$ 6,250.00					
	BI-WEEKLY	\$ 2,884.62	\$ 2,615.38	\$ 2,692.31	\$ 2,884.62					
	HOURLY	\$ 36.06	\$ 32.69	\$ 33.65	\$ 36.06					
FIRE CHIEF / PT FSLA OT Exempt	ANNUALLY	\$ 25,000.00	*Negotiated Salary							
	MONTHLY	\$ 2,083.33								
	BI-WEEKLY	\$ 964.54								
ASSISTANT FIRE CHIEF VOLUNTEER	ANNUALLY	\$ 1,171.60	*Negotiated Salary / Stipend							
	QUARTERLY	\$ 292.90								
FIREFIGHTER VOLUNTEERS	POINTS	\$ 10.00	*Paid Quarterly by Points							
EMT/PARAMEDIC	POINTS	\$ 20.00	*Paid Quarterly by Points							
POSITION	TIME	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
FINANCE OFFICER FSLA OT Exempt	ANNUALLY	\$ 48,451.34	\$ 50,873.91	\$ 53,417.58	\$ 56,088.47	\$ 58,892.89	\$ 61,837.54	\$ -	\$ -	
	MONTHLY	\$ 4,037.61	\$ 4,239.49	\$ 4,451.47	\$ 4,674.04	\$ 4,907.74	\$ 5,153.13	\$ -	\$ -	
	BI-WEEKLY	\$ 1,863.51	\$ 1,956.69	\$ 2,054.52	\$ 2,157.25	\$ 2,265.11	\$ 2,378.37	\$ -	\$ -	
	HOURLY	\$ 23.29	\$ 24.46	\$ 25.68	\$ 26.97	\$ 28.31	\$ 29.73	\$ -	\$ -	
PW SUPERINTENDANT FSLA OT Exempt	ANNUALLY	\$ 49,435.45	\$ 52,014.70	\$ 54,593.94	\$ 57,173.17	\$ 59,752.42	\$ 62,331.66	\$ -	\$ -	
	MONTHLY	\$ 4,119.62	\$ 4,334.56	\$ 4,549.49	\$ 4,764.43	\$ 4,979.37	\$ 5,194.30	\$ -	\$ -	
	BI-WEEKLY	\$ 1,901.36	\$ 2,000.57	\$ 2,099.77	\$ 2,198.97	\$ 2,298.17	\$ 2,397.37	\$ -	\$ -	
	HOURLY	\$ 23.77	\$ 25.01	\$ 26.25	\$ 27.49	\$ 28.73	\$ 29.97	\$ -	\$ -	
DISTRICT SECRETARY	ANNUALLY	\$ 33,977.20	\$ 35,212.17	\$ 35,944.30	\$ 36,994.91	\$ 38,000.81	\$ 39,230.26	\$ 40,898.38	\$ 41,264.98	
	MONTHLY	\$ 2,831.43	\$ 2,934.35	\$ 2,995.36	\$ 3,082.91	\$ 3,166.73	\$ 3,269.19	\$ 3,408.20	\$ 3,438.75	
	BI-WEEKLY	\$ 1,306.82	\$ 1,354.31	\$ 1,382.47	\$ 1,422.88	\$ 1,461.57	\$ 1,508.86	\$ 1,573.01	\$ 1,587.11	
	HOURLY	\$ 16.34	\$ 16.93	\$ 17.28	\$ 17.79	\$ 18.27	\$ 18.86	\$ 19.66	\$ 19.84	
REFUSE OPERATOR	ANNUALLY	\$ 32,870.59	\$ 35,013.41	\$ 37,156.22	\$ 39,299.04	\$ 41,441.86	\$ 43,584.67	\$ 45,727.49	\$ 47,870.30	
	MONTHLY	\$ 2,739.22	\$ 2,917.78	\$ 3,096.35	\$ 3,274.92	\$ 3,453.49	\$ 3,632.06	\$ 3,810.62	\$ 3,989.19	
	BI-WEEKLY	\$ 1,264.25	\$ 1,346.67	\$ 1,429.09	\$ 1,511.50	\$ 1,593.92	\$ 1,676.33	\$ 1,758.75	\$ 1,841.17	
	HOURLY	\$ 15.80	\$ 16.83	\$ 17.86	\$ 18.89	\$ 19.92	\$ 20.95	\$ 21.98	\$ 23.01	
INTERIM UTILITY WORKER	ANNUALLY	\$ 33,194.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	MONTHLY	\$ 2,766.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	BI-WEEKLY	\$ 1,276.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	HOURLY	\$ 15.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
UTILITY WORKER I	ANNUALLY	\$ 35,653.71	\$ 37,263.16	\$ 38,872.60	\$ 40,504.40	\$ 41,890.32	\$ 43,969.18	\$ 45,824.52	\$ 45,916.17	
	MONTHLY	\$ 2,971.14	\$ 3,105.26	\$ 3,239.38	\$ 3,375.37	\$ 3,490.86	\$ 3,664.10	\$ 3,818.71	\$ 3,826.35	
	BI-WEEKLY	\$ 1,371.30	\$ 1,433.20	\$ 1,495.10	\$ 1,557.86	\$ 1,611.17	\$ 1,691.12	\$ 1,762.48	\$ 1,766.01	
	HOURLY	\$ 17.14	\$ 17.91	\$ 18.69	\$ 19.47	\$ 20.14	\$ 21.14	\$ 22.03	\$ 22.08	
UTILITY WORKER II	ANNUALLY	\$ 38,760.84	\$ 39,900.86	\$ 41,890.32	\$ 43,991.54	\$ 46,182.17	\$ 48,484.58	\$ 50,040.37	\$ 50,384.05	
	MONTHLY	\$ 3,230.07	\$ 3,325.07	\$ 3,490.86	\$ 3,665.96	\$ 3,848.51	\$ 4,040.38	\$ 4,170.03	\$ 4,198.67	
	BI-WEEKLY	\$ 1,490.80	\$ 1,534.65	\$ 1,611.17	\$ 1,691.98	\$ 1,776.24	\$ 1,864.79	\$ 1,924.63	\$ 1,937.85	
	HOURLY	\$ 18.64	\$ 19.18	\$ 20.14	\$ 21.15	\$ 22.20	\$ 23.31	\$ 24.06	\$ 24.22	
WASTE WATER GRADE I CERT.	Base Salary + 2% per Mou Section 2.01 c July 1, 2020 - July 1, 2021									
CHIEF PLANT OPERATOR / PT	HOURLY	\$ 70.00	*Work hours limited to what is necessary to effectively administer the testing of the sewer lagoons							
INTERIM UTILITY WORKER / PT	HOURLY	\$ 15.65								
ACCOUNTING CLERK / PT	HOURLY	\$ 13.00	\$ 13.39	\$ 13.79	\$ 14.21	\$ 14.63	\$ 15.07	\$ 15.52	\$ 15.99	
JANITOR / PT	HOURLY	\$ 13.00	\$ 13.33	\$ 13.66	\$ 14.00	\$ 14.35	\$ 14.71	\$ -	\$ -	
LIBRARY AIDE / PT	HOURLY	\$ 13.00	\$ 13.46	\$ 13.79	\$ 14.14	\$ 14.49	\$ 14.85	\$ -	\$ -	
PARK MAINTENANCE / PT	HOURLY	\$ 13.00	\$ 13.59	\$ 13.92	\$ 14.27	\$ 14.63	\$ 15.00	\$ -	\$ -	

MOU expiring 06/30/2021 Section 7.04 Incentive Pay allows for a 1% increase to base wage for those employees who obtain job related licenses or certificates which are beyond those required for their assigned classification. The specifics of which licenses or certificates qualify shall be developed jointly by representatives of the Union, the Public Works Supervisor and the General Manager. Only those licenses or certificates which are mutually agreed to shall be considered eligible for incentive pay.

The salary steps detailed above do not reflect automatic increases in pay for any employee; rather, they are set forth as an incentive for the employee to perform his/her duties in a manner that exhibits their increased value to the District. The General Manager shall review the employee's performance on an annual basis, at minimum, and recommend advancement, if warranted.

McCLOUD COMMUNITY SERVICES DISTRICT

P.O. Box 640 McCloud, California 96057

Tel: (530) 964-2017 Fax: (530) 964-3175

RESOLUTION NO. 11, 2020

A RESOLUTION OF APPRECIATION FOR TERYL SMITH

WHEREAS, Teryl Smith has served the community of McCloud as our McCloud Community Services District Office Secretary from February 2015 through October 2020 and has served as Secretary of the Board; and

WHEREAS, Teryl, in furtherance of her support and dedication to the McCloud Community Services District, attended several training courses several hours outside of McCloud and also out of the state of California, which also included advanced training for administering the practices of the Ralf M Brown act, Ethics training, and good Board practices training, successfully expanding her knowledge and skills to provide stellar customer service and excellent workmanship in assisting all department heads in completing projects, tasks and assignments needed to create, identify, find, refine, and modify supporting documents for meetings and

WHEREAS, Teryl either single handedly or helpfully assisted in fulfilling public records requests of all natures for persons with all the personality types imaginable, including single individuals with several personalities and

WHEREAS, Teryl spent hours on end every year, reviewing, amending and preparing the Park, Library, Fire and Ambulance Departments tax assessments working in conjunction with Siskiyou County tax collections department.

WHEREAS, Teryl at the same time successfully met the grueling timelines for providing agendas and their supporting documents for the rigorous schedule for the many Special and Regularly scheduled Policy review committee meetings, Public Works Committee meetings, Finance and Audit committee meetings, Safety Committee meetings, Fire Department Committee Meetings, Two regularly scheduled monthly Board meetings, the different Ad-Hock committee meetings and last minute Special Board meetings, Special Committee meetings and Special Ad-Hock committee meetings and

WHEREAS, Teryl reviewed and made corrections to hundreds of MCSD Policies and Ordinances every year for the Policy Review committee and presented these Policies to the Local # 3 Operating Engineers union when applicable and then relayed the unions opinions and or corrections either back to the policy review committee or made the corrects and attached them to the next meeting for the Board of Directors for corrections amendments and / or possible approval.

WHEREAS, Teryl has spent endless hours listening to the recordings of every regular and special board meeting to provide accurate board meeting minutes for approval at the next board meeting. She also attended these Regular scheduled and very Special meetings in person that sometimes lasted late into the evening.

WHEREAS, Teryl also updated the MCSD website with all revisions of policies and ordinances as well as had to re-enter these items one by one when the website crashes, as well as send out individual envelopes to more than eight hundred customers for monthly billing, newsletters, or as part of the prop 218 process for possible rate increases along with applying payments or charges to these individual accounts and creating new customer accounts.

WHEREAS, Teryl worked diligently to help direct all communications to the appropriate departments and personnel which also involved handling phone calls including but not limited to, calls about getting towed out of the snow at middle falls; complaints about bears walking up allies and through peoples yards, breaking fences and tearing garage doors off, making a mess with garbage cans, the weather, neighbors complaining about neighbors, directions to various popular places of intrigue for vacationers, water leaks of various sizes and urgencies, sewer backups and weird smells, colors and noises coming from toilets, dead squirrels in toilets, snow plowing complaints for the county roads dept, and a phone call from a person demanding to have a key to the Mt. Hoffman lookout tower and complaining that we need to pick up the garbage at that look out,

WHEREAS, Teryl has graciously provided her ability to multi-task and organize, working long hours under stressful situations and giving selflessly of her time and talent towards the betterment, and administration of the MCSD services provided to care for the community, working more than a thousand two hundred hours and attending over a hundred Board meetings over the last five and a half years;

WHEREAS, Teryl had come to be well known not only in the MCSD office by staff but also by the community as being very helpful, understanding and hospitable to all visitors and being cheerful and polite and calm under various circumstances, except for telemarketing scams.

WHEREAS, Teryl very seldom ever called in sick and was always very professional and was extremely punctual even when more than two feet of unexpected snow fell overnight and the roads were not plowed, she would have walked all the way into work if we hadn't picked her up to bring her in.

WHEREAS, the McCloud Community Services District publicly recognizes and extends its sincere appreciation and gratitude for Teryl's constant commitment, support and assistance to the needs of the town of McCloud.

WHEREAS, this service has provided Teryl with a detailed understanding of all aspects of District operations; and Teryl very kindly has made herself available to help train a new secretary for the McCloud Community Services District as she whole heartedly knows how much there is involved in this position and has been very helpful in passing on the information and knowledge that is so often lost in transition.

WHEREAS, We ain't done yet!

WHEREAS, Teryl is always a pleasure to be around. All of us that have had the opportunity to work with Teryl unanimously agree that she was one of the best persons to work with in the office and that she is an amazing individual and we are grateful to have shared that portion of time working together and are exceedingly delighted to have her as a friend.

Yours truly, The MCSD Staff.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McCloud Community Services District hereby publicly expresses respect and gratitude to Teryl Smith for over five (5 & 1/2) years of dedicated service to this community.

McCLOUD COMMUNITY SERVICES DISTRICT

Cathy Young/President of the Board

The foregoing resolution was introduced at a regular meeting of the Board of Directors of the McCloud Community Services District held on December 14, 2020 and adopted by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST: _____
Andrea Mills/Secretary of the Board

McCLOUD COMMUNITY SERVICES DISTRICT

P.O. Box 640 McCloud, California 96057
Tel: (530) 964-2017 Fax: (530) 964-3175

RESOLUTION 04, 2008

**A RESOLUTION DESIGNATING DISTRICT NEGOTIATORS
AND ESTABLISHING THE AUTHORITY OF SAID DISTRICT NEGOTIATORS
IN NEGOTIATIONS WITH OPERATING ENGINEERS LOCAL UNION NO. 3**

WHEREAS, the McCloud Community Services District (District) received a petition dated October 26, 2002 signed by District employees requesting recognition of Operating Engineers Local Union No. 3 (Union) as the exclusive agent representing classified employees; and

WHEREAS, the McCloud Community Services District Board of Directors on November 20, 2003 recognized Operating Engineers Local Union No. 3 as the non-exclusive representative for the employees named on the petition; and

WHEREAS, the McCloud Community Services District Board of Directors on February 27, 2006 selected as its representatives in negotiations with Operating Engineers Local Union No. 3, the District's General Manager, District Board Directors Dennis Dalton and Kurt Kleinhans; and

WHEREAS, the McCloud Community Services District Board of Directors revised their designated representatives on December 22, 2006 (Resolution 11, 2006) and again on March 24, 2008 (Minute Order) to facilitate the continued and uninterrupted negotiation process; and

WHEREAS, to facilitate orderly conduct of such negotiations, the McCloud Community Services District Board of Directors recognizes that it must assign authority to its designated representatives to meet and confer in good faith with Operating Engineers Local Union No. 3.

NOW, THEREFORE, BE IT RESOLVED that pursuant to the Meyers-Milias-Brown Act, Government Code Section 3505.1 (MMBA), the governing body of the McCloud Community Services District hereby designates District Board members Anne Simons and Kurt Kleinhans as its negotiators and assigns to them the authority to negotiate matters pursuant to the MMBA. In all matters which must be negotiated under the MMBA, the Board reserves the right to approve of and ratify any and all tentative agreements or memoranda of understanding reached by the District and Union negotiators as set forth in Government Code Section 3505.1. Any agreement reached by the negotiators and the Union or memorandum of understanding shall not become effective until such time as the District Board of Directors approves of the agreement as also set forth in Government Code Section 3505.1.

Effective Date. This resolution shall take effect immediately upon its passage.

McCLOUD COMMUNITY SERVICES DISTRICT

Timothy E. Dickinson/President of the Board

The foregoing resolution was introduced at a regular meeting of the Board of Directors of the McCloud Community Services District held on April 28, 2008 and adopted by the following vote:

Ayes: Dickinson, Kleinhans, Schoenstein, Simons, Young
Noes: None
Absent: None

ATTEST: _____
Beth Steele/Secretary of the Board

McCLOUD COMMUNITY SERVICES DISTRICT

P.O. Box 640 McCloud, California 96057
Tel: (530) 964-2017 Fax: (530) 964-3175

RESOLUTION No. 12, 2020

**A RESOLUTION DESIGNATING DISTRICT NEGOTIATORS
AND ESTABLISHING THE AUTHORITY OF SAID DISTRICT NEGOTIATORS
IN NEGOTIATIONS WITH OPERATING ENGINEERS LOCAL UNION NO. 3**

WHEREAS, the McCloud Community Services District (District) received a petition dated October 26, 2002 signed by District employees requesting recognition of Operating Engineers Local Union No. 3 (Union) as the exclusive agent representing classified employees; and

WHEREAS, the McCloud Community Services District Board of Directors on November 20, 2003 recognized Operating Engineers Local Union No. 3 as the non-exclusive representative for the employees named on the petition; and

WHEREAS, the McCloud Community Services District Board of Directors on February 27, 2006 selected as its representatives in negotiations with Operating Engineers Local Union No. 3, the District's General Manager, District Board Directors Dennis Dalton and Kurt Kleinhans; and

WHEREAS, the McCloud Community Services District Board of Directors revised their designated representatives on December 22, 2006 (Resolution 11, 2006), on March 24, 2008 (Minute Order) and again on December 14, 2020 to facilitate the continued and uninterrupted negotiation process; and

WHEREAS, to facilitate orderly conduct of such negotiations, the McCloud Community Services District Board of Directors recognizes that it must assign authority to its designated representatives to meet and confer in good faith with Operating Engineers Local Union No. 3.

NOW, THEREFORE, BE IT RESOLVED that pursuant to the Meyers-Milias-Brown Act, Government Code Section 3505.1 (MMBA), the governing body of the McCloud Community Services District hereby designates District Board members Mick Hanson and Raymond Zanni as its negotiators and assigns to them the authority to negotiate matters pursuant to the MMBA. In all matters which must be negotiated under the MMBA, the Board reserves the right to approve of and ratify any and all tentative agreements or memoranda of understanding reached by the District and Union negotiators as set forth in Government Code Section 3505.1. Any agreement reached by the negotiators and the Union or memorandum of understanding shall not become effective until such time as the District Board of Directors approves of the agreement as also set forth in Government Code Section 3505.1.

Effective Date. This resolution shall take effect immediately upon its passage.

McCLOUD COMMUNITY SERVICES DISTRICT

Cathy Young/President of the Board

The foregoing resolution was introduced at a regular meeting of the Board of Directors of the McCloud Community Services District held on December 14, 2020 and adopted by the following vote:

Ayes:

Noes:

Absent:

ATTEST: _____
Andrea Mills/Secretary of the Board