



McCloud Community Services District

220 West Minnesota Avenue P.O. Box 640

McCloud, California 96057

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

REGULAR MEETING OF THE BOARD OF DIRECTORS

SCOUT HALL - 405 E. COLOMBERO DRIVE

October 23, 2023 at 6pm

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. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes:** Discussion/action regarding approval of the minutes of the Regular Meeting of October 9th, 2023.
4. **Announcement of Events:**
5. **Communications:** letter from community member.
6. **Reports:**
 - A. General Manager-None
 - B. Finance Officer-None
 - C. Fire Chief-None
 - D. Public Works Superintendent-None
 - E. Directors
 - F. Committees
7. **Consent Agenda:**
 - A. Approval of Expenses in the amount of \$31,095.72
8. **Old Business:**
 - A. **Discussion/possible action** regarding the second reading of Policy. No 2010 Employee Compensation, Hours of Work and Overtime.
9. **New Business:**

A. Discussion/possible action regarding waving the rental fee for Scout Hall Nov. 16, 2023 for Caltrans to host town meeting regarding future of possible roundabout on intersection of Broadway and Highway 89.

10. 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).

11. Public Comment: This Time is provided to receive information from the public regarding issues that **do** appear on the closed session agenda.

11 Adjourn open session.

12. Convene a Closed Session with legal counsel:

A: Pursuant to California Government Code §54956.9(d)(1): Rorke v. McCloud CSD

13. Reconvene open session and announce any action taken.

14. Adjourn.

MCSD Mission Statement

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

**MINUTES OF A
REGULAR MEETING OF THE BOARD OF DIRECTORS
October 9, 2023 6:00 pm**

A regular 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. Four Directors (Richey, Hanson, Mullins, Trent,) Rorke was absent. Also present were General Manager Amos McAbier, District Secretary Sarah Roberts and Finance Officer Jennifer Brunello, and Eli Jones Public Works Superintendent, Fire Chief Charlie Miller was absent.

1. Call to Order

2. Pledge of Allegiance.

3. Approval of Minutes:

A. Discussion/action regarding approval of the minutes of the Regular Meeting of September 25th, 2023.

C. Richey made a motion to approve the minutes of the regular Meeting on September 25th, 2023; motion seconded by J. Mullins; Motion passed with 4 Ayes. (Richey, Hanson, Trent, Mullins.) and 1 absent (Rorke).

4. Announcement of Events: *Mt. Shasta Ski Park Meeting October 11 at 3:00pm, discussing weekend public transportation services.*

5. Communications: *None*

6. Reports:

A. General Manager-*None.*

B. Finance Officer- *Jennifer Brunello written report.*

C. Fire Chief- *Charlie Miller written report.*

D. Public Works Superintendent-*None.*

E. Directors-*None.*

F. Committees-*None.*

7. Consent Agenda:

A. Approval of Expenses in the amount of \$17,129.22.

C. Richey made a motion to approve expenses in the amount of \$17,129.22; motion seconded by J. Mullins. Motion passed with 4 Ayes. (Richey, Hanson, Mullins, Trent.) and 1 absent (Rorke).

8. Old Business:

A. Discussion/possible action *None*

9. New Business:

A. Discussion/action regarding Approval of Resolution No. 8 2023 in appreciation of Michael Quinn.

M. Hanson made a motion to Approve Resolution No. 8 2023 in appreciation of Michael Quinn. With corrections, motion seconded by C. Richey. Motion passed with 4 Ayes. (Richey, Hanson, Mullins, Trent.) and 1 absent (Rorke).

B. Discussion/action regarding the first reading of Policy. No 2010 Employee Compensation, Hours of Work and Overtime.

J. Mullins made a motion to approve the first reading of Policy. No 2010 Employee Compensation, Hours of Work and Overtime; motion seconded by C. Richey. Motion passed with 4 Ayes. (Richey, Hanson, Mullins, Trent.) and 1 absent (Rorke).

C. Discussion/action regarding approval of Resolution No. 9, 2023 Approving a Publicly Available Pay Schedule as required by California Code of Regulations, Title 2, Section 570.5 & rescinding Resolution No. 6, 2023 to approve amended salary schedule.

M. Hanson made a motion to approve Resolution No. 9, 2023 Approving a Publicly Available Pay Schedule as required by California Code of Regulations, Title 2, Section 570.5 & rescinding Resolution No. 6, 2023 to approve amended salary schedule; motion seconded by C. Richey. Motion passed with 4 Ayes. (Richey, Hanson, Mullins, Trent.) and 1 absent (Rorke).

D. Discussion/action regarding the transfer of \$150,000 from Reserve account for Firefighter's Strike Team Future Wages to Operating account to pay strike team payroll.

C. Richey made a motion to approve the transfer of \$150,000 from Reserve account for Firefighter's Strike Team Future Wages to Operating account to pay strike team payroll; motion seconded by J. Mullins. Motion passed with 4 Ayes. (Richey, Hanson, Mullins, Trent.) and 1 absent (Rorke)

E. Discussion/action regarding accepting possible donation of a used ambulance to back up Medic 17 in case it is broken down.

M. Hanson made a motion to approve accepting possible donation of a used ambulance to back up Medic 17 in case it is broken down if the Fire Chief and General Manager agree it is a good machine after inspection; motion seconded by J. Mullins. Motion passed with 3 Ayes. (Richey, Hanson, Mullins.) and 1 absent (Rorke)and 1 no (Trent).

- 10. 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).

11. Adjourn. 6:35pm

Michael Hanson/President of the Board

Sarah Roberts/Secretary of the Board

Oct 17, 202

This letter is addressed to all the individuals who voted against the free ambulance because you didn't want to pay for the insurance —

The purpose of the Service District is to serve the people of McClelland. We put food on your table, clothes on your backs & provide the best health insurance for you & your families.

It is quite obvious that you don't care. The good man that took care of me for 67 years is now dead.

What was the life of my husband worth? To me everything, to you nothing!

I hope you & your loved ones never need an ambulance to save your lives. You all should be fired.

Sincerely
Lynn Colombero

Oct. 17, 2023

This letter is addressed to all the individuals who voted against the free ambulance because you didn't want to pay for the insurance. The purpose of the Service District is to serve the people of McCloud. I've put food on your table, clothes on your backs and provide the best health insurance for you and your families. It is quite obvious that you don't care. The good man that took care of me for 67 years is now dead. What was the life of my husband worth? To me everything, to you nothing! I hope you and your loved ones never need an ambulance to save your lives. You all should be fired.

Sincerely,

Karen Colombero

10/20/23
10:42:06

MCICLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 10/23

Page: 1 of 7
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11927		1185 Bruce French		125.00						
		Reimburse Physical for Ambulance License		125.00		3962	1040 402000	345	20	101000
		M Staszal, 10/03/23 Physical for Ambulance Lice		125.00						
		Total for Vendor:								
		*** Claim from another period (9/23) ****								
11931		305 BURRON'S FIRE, INC.		8,139.04						
		Pump Repairs on Engine 1717 (Ambulance)		8,139.04		101823	1040 403000	530	20	101000
		W81413 09/12/23 Pump Repairs Eng 1717		8,139.04						
		Total for Vendor:								
11924		215 CALIFORNIA SPECIAL DISTRICTS		5,546.00						
		2024 CSDA Membership Renewal		5,546.00*						
		Mmbr ID 51 10/01/23 2024 Membership "Renewal		5,546.00						
		Total for Vendor:								
11926		1140 Daniel Fay		75.60						
		Mileage Reimbursement - Ambulance, Eng 1717, brought back from Redding		75.60		3902	1040 403000	430	20	101000
		ExprimbCla 10/02/23 Mi Reimb-Eng 1717Repair-Rd		75.60						
		Total for Vendor:								
		*** Claim from another period (9/23) ****								
11932		1149 Darrell (Charlie) Miller		7.53						
		Reimburse light bulb cost for White Tahoe bot from Autozone		7.53*		3964	1040 403000	530		101000
		Autozone 09/27/23 Wt Tahoe-Light Bulb Replaced		7.53						
		Total for Vendor:								
		*** Claim from another period (9/23) ****								
11922		460 DEPT. OF JUSTICE		128.00						
		Sep 2023 Fingerprint Apps		128.00						
		688728 10/04/23 Sep 2023 Fingerprint Apps		128.00						
		Total for Vendor:								
		*** Claim from another period (9/23) ****								
11920		70 FIRST BANKCARD - DISTRICT CARD		1,384.53						
		Sep 2023 District Credit Card Acivity		1,384.53						
		Amazon 09/08/23 Sump Pump		408.34		0109	3000 403000	400		101000
		Amazon 09/11/23 Mop,Cleaner,PushBroom, Sweeper		162.80		0111	1010 403000	400		101000
		Valero 09/11/23 Fuel-Slvr Ford Truck 1/4th		31.25		4058	1050 403000	430		101000
		Valero 09/11/23 Fuel-Slvr Ford Truck 1/4th		31.25		4058	1090 403000	430		101000

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* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document #/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	Valero	09/11/23 Fuel-Slvr Ford Truck 1/4th	31.25		4058	2000		403000	430		101000
	Valero	09/11/23 Fuel-Slvr Ford Truck 1/4th	31.25		4058	3000		403000	430		101000
	Amazon	09/14/23 Dead Bolt (JimmyProoFlock)	74.00		0110	3000		403000	400		101000
	Amazon	09/18/23 Pack of Paper Towels 1/3rd	12.31		4060	1090		403000	400		101000
	Amazon	09/18/23 Pack of Paper Towels 1/3rd	12.31		4060	2000		403000	400		101000
	Amazon	09/18/23 Pack of Paper Towels 1/3rd	12.32		4060	3000		403000	400		101000
	Microsoft	09/20/23 Microsoft (IT Services)	230.00			1010		402000	396		101000
	Amazon	09/22/23 Speed Limit Signs	117.96*		4063	1050		403000	400		101000
	Amazon	10/03/23 Gas Alert Equipment 1/2	108.86		4078	2000		403000	400		101000
	Amazon	10/03/23 Gas Alert Equipment 1/2	108.86		4078	3000		403000	400		101000
	McDonald's	10/06/23 Lunch-Redding-Wtr Sample	11.77			3000		402000	340		101000
		Total for Vendor:	1,384.53								
		*** Claim from another period (9/23) ***									
			8,302.37								
11921	Hotel	1215 James Lewis									
		Rooms for 3 personnel at the Flat and Arvil Fires, Per Diem for James			3899	1041		402000	340		101000
		9/5-9/21/2 09/21/23 Hotel Rms- for 3; Flat & A	6,623.37*								
		Charlie 09/21/23 J Lewis \$73 per diem-23 days	1,679.00*								
		Total for Vendor:	8,302.37								
11910	Employee	449 KEVIN SHEARER, DDS	105.00								
		Dental									
		PatID1472 10/05/23 Employee Dental	10.50			1040		401300	270		101000
		PatID1472 10/05/23 Employee Dental	2.10			1050		401300	270		101000
		PatID1472 10/05/23 Employee Dental	5.25			1070		401300	270		101000
		PatID1472 10/05/23 Employee Dental	1.05*			1080		401300	270		101000
		PatID1472 10/05/23 Employee Dental	10.50			1090		401300	270		101000
		PatID1472 10/05/23 Employee Dental	28.35			2000		401300	270		101000
		PatID1472 10/05/23 Employee Dental	47.25			1010		401300	270		101000
		Total for Vendor:	105.00								
11934	Work	1295 MICHAEL STRASZEL, D.O., P.A.	125.00								
		Physical for DMV									
		Acc #786 10/10/23 Work Physical for DMV	31.25			1010		402000	365		101000
		Acc #786 10/10/23 Work Physical for DMV	31.25			1090		402000	365		101000
		Acc #786 10/10/23 Work Physical for DMV	31.25			2000		402000	365		101000
		Acc #786 10/10/23 Work Physical for DMV	31.25			3000		402000	365		101000
		Total for Vendor:	125.00								

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Claim Approval List
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* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
				Line \$								Account
11914		1219 Pace Analytical Services LLC		150.00								
		Coliform & E.coli Testing		150.00								
		230885328 10/06/23 (2) Coliform & E.coli Testi		150.00			3000		402000	392		101000
		Total for Vendor:		150.00								
		*** Claim from another period (9/23) ****										
11918		126 PACIFIC POWER - 007 4 STREET		1,673.85								
		Sep 2023 Street Light Power		1,673.85								
		Sep2023 10/03/23 Street Light Power		1,673.85			1060		403000	450		101000
		Total for Vendor:		1,673.85								
11916		399 POWERPLAN - OIB		124.55								
		Repair Parts for John Deere 410G		31.14								
		14815113 10/02/23 Repair Parts for JD 410G		31.14*			1050		403000	520		101000
		14815113 10/02/23 Repair Parts for JD 410G		31.14*			1090		403000	520		101000
		14815113 10/02/23 Repair Parts for JD 410G		31.14			2000		403000	520		101000
		14815113 10/02/23 Repair Parts for JD 410G		31.13			3000		403000	520		101000
		Total for Vendor:		124.55								
11912		169 SOLANOS HOME IMPROVEMENT CNTR		26.52								
		Combination Lock for Amos's Office		26.79								
		323259 10/06/23 Combo Lock for Gen Mgr Office		-0.27			1010		403000	400		101000
		323259 10/06/23 Discount if paid by 11/10/23		-0.27			1010		403000	400		101000
		Total for Vendor:		26.52								
		*** Claim from another period (9/23) ****										
11923		153 SOUSA READY MIX		706.40								
		Base Rock for Alleys and previous balance remaining for concrete.		148.15								
		1338041 09/13/23 Ready Mix concrete		558.25*			2000		403000	400		101000
		1337965 09/22/23 Aggregate Base Rock		706.40			1050		403000	400		101000
		Total for Vendor:		706.40								
11925		1280 TODD WEAVER, DDS		1,415.00								
		Employee Dental		1,415.00								
		Acc 03172 10/11/23 Employee Dental		1,415.00			1010		401300	270		101000
		Total for Vendor:		1,415.00								

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MCICLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
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* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
11930		1240 VALLEY PACIFIC PETROLEUM		1,693.55								
Vehicle Fuel	10/1-15/23											
CU23691664	10/15/23	Fire Eng 1711 10/9/23	85.5	95.58			1040		403000	420		101000
CU23691664	10/15/23	Fire Eng 1712 10/9/23		86.70			1040		403000	420		101000
CU23691664	10/15/23	Fire Eng 1740 10/9/23	24, 6	95.57			1040		403000	420		101000
CU23691664	10/15/23	Fire WtRahoe 10/8/23	152, 8	64.09			1040		403000	430		101000
CU23691664	10/15/23	Fire DgRam 10/11/23	123, 45	88.37			1040		403000	430		101000
CU23691664	10/15/23	Fire RdtRahoe 10/9/23	133, 5	49.98			1040		403000	430		101000
CU23691664	10/15/23	SlvrFord 10/4/23	92,956mi	22.71			1090		403000	430		101000
CU23691664	10/15/23	SlvrFord 10/4/23	92,956mi	22.71			1090		403000	430		101000
CU23691664	10/15/23	SlvrFord 10/4/23	92,956mi	22.70			3000		403000	430		101000
CU23691664	10/15/23	F350 10/5/23	73, 011mi	34.92			1050		403000	430		101000
CU23691664	10/15/23	F350 10/5/23	73, 011mi	34.92			1090		403000	430		101000
CU23691664	10/15/23	F350 10/5/23	73, 011mi	34.92			2000		403000	430		101000
CU23691664	10/15/23	F350 10/5/23	73, 011mi	34.92			3000		403000	430		101000
CU23691664	10/15/23	F350 10/5/23	73, 011mi	34.93			1050		403000	430		101000
CU23691664	10/15/23	SlvrFord 10/13/23	92, 508mi	24.62			1090		403000	430		101000
CU23691664	10/15/23	SlvrFord 10/13/23	92, 508mi	24.62			2000		403000	430		101000
CU23691664	10/15/23	SlvrFord 10/13/23	92, 508mi	24.60			1090		403000	420		101000
CU23691664	10/15/23	SlvrFord 10/13/23	92, 508mi	24.60			3000		403000	420		101000
CU23691664	10/15/23	Rear Loader 10/5/23	24, 062	186.83			1090		403000	420		101000
CU23691664	10/15/23	Side Loader 10/2/23	29, 331	258.68			1090		403000	420		101000
CU23691664	10/15/23	Fire DgRam 10/7/23	119, 731	90.36			1040		403000	420		101000
CU23691664	10/15/23	Fire Medic 17 10/3/23	37, 1	170.14			1040		403000	420	20	101000
CU23691664	10/15/23	Fire Medic 17 10/9/23	37, 2	47.81			1040		403000	420	20	101000
CU23691664	10/15/23	Fire Squad1740 10/9/23	11,	82.65			1040		403000	420	20	101000
		Total for Vendor:		1,693.55								
11933		1299 WESTERN BUYERS LLC		629.42								
Flwshlight Search and Tower Lights												
1116646	09/28/23	Flashlight Segrch & Tower Lit		157.36*			1050		403000	400		101000
1116646	09/28/23	Flashlight Search & Tower Lit		157.36			1090		403000	400		101000
1116646	09/28/23	Flashlight Search & Tower Lit		157.36			2000		403000	400		101000
1116646	09/28/23	Flashlight Segrch & Tower Lit		157.34			3000		403000	400		101000
		Total for Vendor:		629.42								

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MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
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* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11911		170 WITTMAN ENTERPRISES, LLC	738.36	***					
		Aug 2023 Billing Service for Ambulance							
		2308028 10/06/23 Aug 2023 Billing Services	738.36		100723	1040 402000	394	20	101000
		Total for Vendor:	738.36						
		# of Claims	19						
		Total:	31,095.72						
		# of Vendors	19						

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MCCLLOUD COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
For the Accounting Period: 10/23

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Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	\$7,458.82
1040 FIRE	
101000 Operating Cash	\$10,143.09
1041 FIRE - FSIA	
101000 Operating Cash	\$8,302.37
1050 ALLEYS	
101000 Operating Cash	\$980.31
1060 LIGHTS	
101000 Operating Cash	\$1,673.85
1070 PARKS	
101000 Operating Cash	\$5.25
1080 LIBRARY	
101000 Operating Cash	\$1.05
1090 REFUSE	
101000 Operating Cash	\$801.57
2000 SEWER	
101000 Operating Cash	\$630.92
3000 WATER	
101000 Operating Cash	\$1,098.49
Total:	\$31,095.72

10/20/23
10:42:06

MCCLLOUD COMMUNITY SERVICES DISTRICT
Claim Approval Signature Page
For the Accounting Period: 10 / 23

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

Prepared by: Keith Anderson
Reviewed by: _____

Claims Total: \$31095.75 Paper Checks
Signature #2

Signature #4

Signature #3 _____

Signature #5 _____

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Employee Compensation, Hours of Work and Overtime
POLICY NUMBER: 2010
ADOPTED: September 23, 2002
REVIEWED: 10/13/15, 04/12/16, 09/09/20
REVISED: 10/12/04, 09/12/16, 11/09/20

2010.10 This policy shall apply to all employees.

2010.20 Regular Full-Time Employees

2010.21 The Board of Directors has established a salary schedule for each full-time regular position classification within the District. At the time of hiring, an employee shall be placed on the first step of the salary schedule unless otherwise recommended by the General Manager and approved by the Board of Directors.

2010.22 Regular full-time employees shall be entitled to a percentage increase per the MOU for the ensuing fiscal year, effective July 1st, if approved by the Board of Directors in the annual budget. Employees are eligible on their anniversary date for advancement to the next step on the salary schedule within their position classifications and the limits of the salary schedule, dependent upon satisfactory performance and upon the approval by the General Manager. The General Manager position shall be entitled to the same percentage increase per the MOU as stated above.

2010.23 Employees within certain position classifications may be eligible for a 1% incentive pay increase upon successful completion of coursework approved jointly by representatives of the Union, Public Works Superintendent and the General Manager and relevant to the job, achievement of certification above and beyond that required for the position held by the employee and/or for superior performance.

2010.24 Employees successfully passing/receiving certifications from the California Department of Health Services to move to the next job classification, shall go to the step which provides the next highest salary.

2010.30 Temporary or Seasonal Employees

Temporary or seasonal employees will be paid at the hourly rate detailed in the salary schedule approved by the Board of Directors. If the temporary employee is provided by a temporary personnel service, said employee will be paid by the temporary personnel service and not the District.

2010.40 Regular Part-Time Employees

2010.41 The Board of Directors has established a salary schedule for each part-time regular position classification within the District. At the time of hiring, an employee shall be placed on the first step of the salary schedule unless otherwise recommended by the General Manager and approved by the Board of Directors.

2010.42 Regular part-time employees shall be entitled to a cost of living increase for the ensuing fiscal year, effective July 1, if approved by the Board of Directors in the annual budget. Employees are eligible on a fiscal year basis for advancement to the next step on the salary schedule within their position classification and the limits of the salary schedule, dependent upon satisfactory performance and written recommendation by the General Manager.

2010.50 Work Week and Job Assignments

The workweek shall consist of seven (7) consecutive days from 12:00 a.m. Monday through midnight Sunday. Regular office staff hours begin at 8:00 a.m. and end at 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. The basic day of work for full-time employees is eight (8) hours, exclusive of a one-half (1/2) hour meal period, which is not compensated. Basic day of work for full time office staff employees is eight (8) hours exclusive of a one (1) hour meal period which is not compensated. Rest periods are provided on employer-paid time for a period of ten (10) minutes during each four (4) consecutive hours of work. Such rest periods will be scheduled in accordance with District business requirements and in a location acceptable to the District. Various factors such as work load, operational efficiency and staffing needs may require variations in an employee's starting and quitting times and total hours worked each day or each week. The District reserves the right to assign employees to jobs other than their usual assignments when required. When reasonable justification or public service needs require, employees may be required to work "on-call time", "call-out time", overtime or hours other than those normally scheduled. As part of its responsibility to its customers, the District expects its employees to **beat be at** work as

scheduled, to arrange their personal schedules to accommodate the District's established working hours and to notify the District prior to their schedule start time if they expect to be absent or tardy. If it becomes necessary for non-exempt employees to leave during working hours for personal business, permission to leave must be obtained from the employee's supervisor or the General Manager. A leave application form must be completed for time to be charged to accrued vacation or sick leave.

2010.60 Overtime Policy

2010.61 Employees shall be paid for their hours worked in accordance with all legal requirements. Employees who qualify as administrative, executive or professional employees within the meaning of the State and Federal Wage and Hour laws are exempt from overtime pay and are not subject to this policy. Only regular, full-time employees, other than employees who qualify as administrative, executive, or professional employees within the meaning of the State and Federal Wage and Hour laws may normally be authorized to work overtime hours within the meaning of this policy.

2010.62 Overtime should be kept to a minimum. All overtime other than overtime for "on-call duty" described below necessitates prior written authorization by the General Manager or his/her designated representative. Employees subject to this policy or authorized to work overtime shall receive overtime pay or compensatory time as provided below.

2010.63 Authorized overtime is compensated at one and one-half (1 ½) times an employee's regular rate of pay for all hours worked over eight (8) hours in one day or forty (40) hours in any single workweek. For the purposes of this overtime policy, the District's work week begins at 12:00 a.m. Monday and ends at 11:59 p.m. the following Sunday. For purposes of the overtime policy, each work day begins at 12:00 a.m. and ends at 11:59 p.m. on the same day.

2010.64 Authorized overtime shall be recorded on the timesheet by the employee in writing, along with reference to the date and time of authorization by the General Manager or his/her designated representative. The timesheet shall be initialed and dated by the General Manager. The General Manager may waive the requirement to initial for overtime authorization in order to avoid an unfair result but any such waiver shall be made in the sole discretion of the General Manager.

2010.641 Overtime is rounded out to the nearest quarter of an hour.

2010.642 Sick time, holiday and vacation hours paid but not worked are not included in calculating overtime. Overtime is based on actual hours

worked as required by law.

2010.70 Compensatory Time Off in Lieu of Overtime Pay

2010.71 Employees who qualify as administrative, executive or professional employees within the meaning of the State and Federal wage and hour laws (exempt employees) are paid a fixed salary that is intended to cover all of the compensation to which they are entitled, regardless of the number of hours worked in any work week. As such, exempt employees are not entitled to overtime pay under any circumstances. However, the General Manager may authorize compensatory time off for exempt employees under special circumstances who perform authorized work in excess of forty (40) hours during any work week.

2010.72 Full-time non-exempt employees may choose to be given compensatory time off in lieu of overtime pay for authorized work in excess of forty (40) hours per week to be computed at one and one-half (1 ½) times the excess hours worked. The District Finance Officer shall keep an accurate record of compensatory time earned and compensatory time off for all such employees. An employee may not accrue more than two hundred and forty (240) hours of compensatory time off. After two hundred and forty (240) hours have been accrued, any additional authorized overtime worked will be compensated with overtime pay at the rate of one and one-half (1 ½) times the excess hours worked over forty (40) hours in one week. Request for taking compensatory time off should be submitted to the General Manager in writing as far in advance as feasible. Accumulated compensatory time off may not be used in excess of the total amount specified in the current Memorandum of Understanding between the District and an employee organization.

2010.80 On-Call Duty

“On-call duty” is defined as that time during which a non-exempt employee of the District is assigned to be available for work after normal working hours Monday through Friday and on those Saturdays, Sundays and holidays officially designated by the District. Any District employee assigned on-call duty shall be entitled to additional pay in the amount of ~~\$150~~ 175 per week in addition to any overtime hours incurred as a result of a call-out during this period. In the event there are less than ~~23~~ field staff who are Operating Engineer members, and available on the roll, staff shall be temporarily compensated \$200 per week in addition to any overtime hours incurred as a result of a call-out during this period.

2010.90 Call Back Pay

2010. When the employee is required to return to work outside of the employee's normal work schedule after the employee has completed the employee's usual work shift and has left the work site, the employee shall earn call back pay. An employee who has been called back shall earn call back pay in an amount equal to a minimum of two (2) hours of overtime pay or the overtime pay for the hours actually worked, whichever is greater. If an employee is called back to work on a holiday, all compensated hours will be paid at double-time (2x the normal hourly wage).

2010.92 Non-exempt District employees required to return to work outside of the employees' normally assigned work shift for the purpose of attendance at District meetings or functions will receive a minimum of two (2) hours of compensation. If actual time spent in such meetings or at such functions exceeds the minimum two (2) hours, employees will receive compensation for actual time of attendance in excess of the two (2) hour minimum. Employees will be compensated at their regular hourly rate for all such time worked except to the extent that such work exceeds forty (40) hours in any work week for any particular employee, and such excess hours shall then be compensated at one and one-half (1 ½) that employee's regular hourly rate of pay by means of overtime, compensation or compensatory time off as defined in these policies. Employees who qualify as administrative, executive or professional employees within the meaning of the State and Federal wage and hour laws are not subject to this policy and shall not receive payment for call-out time in addition to their usual salary.

2010.100 Pay Date

Timesheets are due on Monday from each employee. Yearly paydays will consist of a total of twenty-six (26) pay periods with paydays being every other Friday; unless Friday falls on a scheduled holiday, in which instance the pay date shall be the last regular workday immediately prior to that holiday.