

Resolution 847-23: Adopting Standby Duty, Workplace Culture, and Board Censure Policies



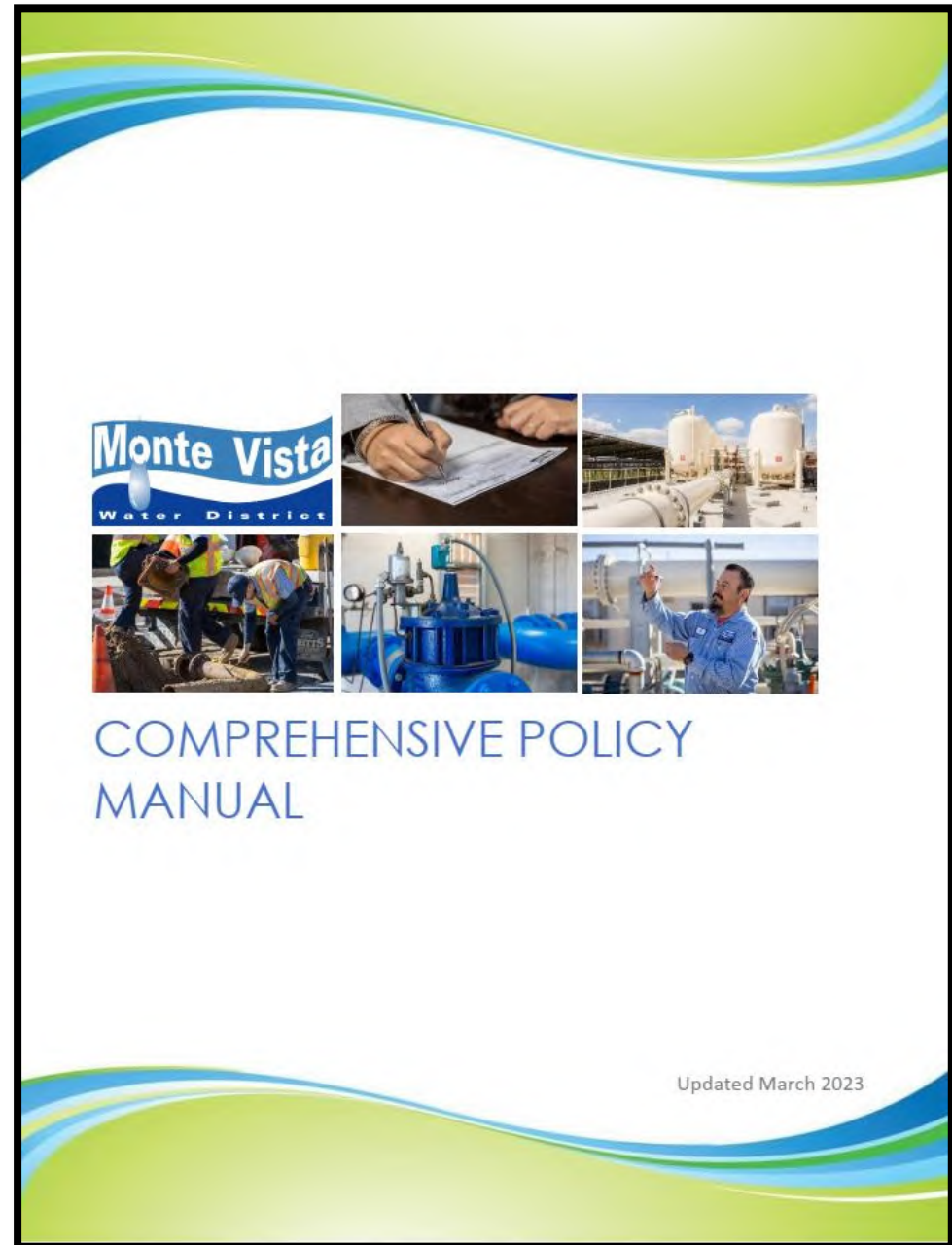
BOARD OF DIRECTORS
JUNE 14, 2023

Comprehensive Policy Manual

Compendium of Adopted Policies

Sections

- Introduction and Overview
- **Board Policies**
- General Policies
- Community Affairs Policies
- Customer Service Policies
- Engineering Policies
- Finance Policies
- **Human Resources and Risk Policies**
- Information Technology Policies
- Operations Policies



MONTE VISTA WATER DISTRICT PERSONNEL MANUAL POLICIES AND PROCEDURES

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Personnel Manual

Adopted August 2006

Amended July 2008 (Vacation)

Employee Handbook Updated August 2021

In Process of Being Updated

Standby Duty Policy

Scope

- After-Hours Emergency Service

Purpose

- Consistent Implementation, Criteria, and Resources

Elements

- Compensation
- Qualifications
- Use of Vehicle and Equipment
- Employee Safety

Placement

- Personnel Manual, Attendance and Leaves of Absence Section

Workplace Culture Policy

Scope

- Board of Directors, Employees, Contractors/Visitors

Purpose

- Ensure Diversity, Equity, and Inclusion (DEI) Principles Incorporated to Employment Policies and Practices

Elements

- Healthy, Vibrant, and Welcoming Workplace
- Culture of Respect & Merit Principle
- Community Engagement & Employee Success
- Guidelines & Training

Placement

- Personnel Manual, Employment Section

Board Censure Policy

Scope

- Board of Directors

Purpose

- Ensure Public Trust & Accountability

Elements

- Freedom of Speech
- Admonition, Reprimand, & Censure
- Complaints & Documentation
- Investigation & Referral

Placement

- Comprehensive Policy Manual, Board Policies Section

Staff Recommendation

It is recommended that the Board of Directors adopt Resolution 847-23 adopting Standby Duty, Workplace Culture, and Board Censure policies.



ANNUAL OPERATING & CAPITAL IMPROVEMENT BUDGET

Fiscal Year Ending June 30, 2024

FYE 2024 Budget Assumptions

- ◆ **Economic uncertainty; inflation and supply chain issues**
- ◆ **Ensuring reliable local water supplies**
- ◆ **Board compensation 5.0% increase**
- ◆ **Proposed COLA increase 5.0%**
- ◆ **No proposed Cafeteria Plan allowance increase**
- ◆ **Retiree Annuitant Cafeteria Plan allowance increase up to \$100/month**
- ◆ **PERS Employer Contribution (14.060% Classic, 7.68% PEPR)**

💧 Staffing Changes

Classifications	2023 Adopted Positions	2024 Proposed Positions
Accountant	1	1
Accounting Manager	1	1
Administrative Assistant	1	1
Assistant General Manager/CFO	1	1
Associate Engineer	1	1
Community Affairs Coordinator	1	1
Community Affairs Manager	1	1
Community Affairs Program Specialist	1	1
Cross-Connection Control Coordinator	1	1
Customer Service & IT Manager	1	1
Customer Service Representative I	1	0
Customer Service Representative II	1	2
Director of Engineering, Operations & Maintenance	1	1
Distribution & Facilities Manager	1	1
Engineering/GIS Technician	1	1
Executive Assistant II	1	1
Facilities Maintenance Technician	0	1
General Manager	1	1
Human Resources & Risk Manager	1	1

Classifications	2023 Adopted Positions	2024 Proposed Positions
Human Resources Assistant	1	1
Meter Technician I	1.5	1
Meter Technician II	1	1
Projects Assistant	1	1
Senior Customer Service Representative	1	1
Senior Meter Technician	1	1
Senior Utility Coordinator/Inspector	1	1
Senior Utility Service Worker	3	3
Utility Service Worker I	3	4
Utility Service Worker II	3	2
Water Operations Manager	1	1
Water Systems Operator I	0	1
Water Systems Operator II	0	1
Water Systems Operator III	3	2
Water Resource Analyst	0	1
Water Use Efficiency Analyst	1	0
Intem	0.5	0.5
Total Authorized/Proposed Positions	40	41.5

FYE 2024 Budget Assumptions

- ◆ **Proposed Rate Increase on 1/1/2024**
- ◆ **Increase in MWD “Tier 1” Rate (*\$855 to \$903/AF*)**
- ◆ **MVWD Retail Production of 8,336 AF**
- ◆ **Chino Hills Wholesale Demand of 6,100 AF**
- ◆ **Operating Transfer to Fund Capital (\$1.5m)**
- ◆ **Lifeline Assistance Program for FYE 2024 provides up to \$145,000 in financial assistance for water utility payments**

FYE 2024 Budget Adjustments

Item	Dept	Account #	Account Title	Fiscal Year	Amount Change	Comment
1	Revenue	414.100	Recycled Water Sales	2024	51,000	Adjusted demand from 300 AF to 350 AF (in line with Water Supply Plan)
2	Revenue	414.100	Recycled Water Sales	2025	53,000	“
3	Non-Operating Expenses				(111,900)	Included interest in DWR Loan Program and MORE project loan projections
4	Reserve Funds					Included interest in 2023 amended budget for Annual Debt Service Payment reserve fund
5	Production	521.xxx	Production Labor			Moved Cross-Connection Control Coordinator to Administration Division, no net change
6	Administration	551.xxx	Customer Service Labor			“
7	Capital			2025	(173,200)	Labor allocation updated in Capital Improvement Budget
			Net Change in Reserves		183,220	

FYE 2024 Budget Overview

Total Revenues		<u>\$ 35.3m</u>
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Operating Revenues	\$ 28.3m	
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Capital Revenues	\$ 7.0m	
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Total Expenses		<u>\$ 36.9m</u>
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Operating Expenses	\$ 22.1m	
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Debt Service	\$ 2.9m	
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Capital Improvement	\$ 11.9m	
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FYE 2024 Projected Revenues

<u>Operating Revenue</u>		\$28.3m
Retail Water Deliveries		\$9.6m
Commercial Revenue	\$4.6m	
Residential Revenue	\$5.0m	
Readiness to Serve Fee		\$4.8m
Recycled Water Sales		\$350k
Wholesale Water Sales		\$5.3m
Capacity Maint Charge		\$7.1m
<u>Capital Revenue</u>		\$7.0m
Tax Revenue		\$2.3m
Developer Fees		\$1.3m
Other Agencies		\$60k
Grant Bond Proceeds		\$3.3m
<u>Total Revenue</u>		\$35.3m

FYE 2024 Budget Overview

Total Revenues **\$ 35.3m**

Operating Revenues \$ 28.3m

Capital Revenues \$ 7.0m

Total Expenses **\$ 36.9m**

Operating Expenses \$ 22.1m

Debt Service \$ 2.9m

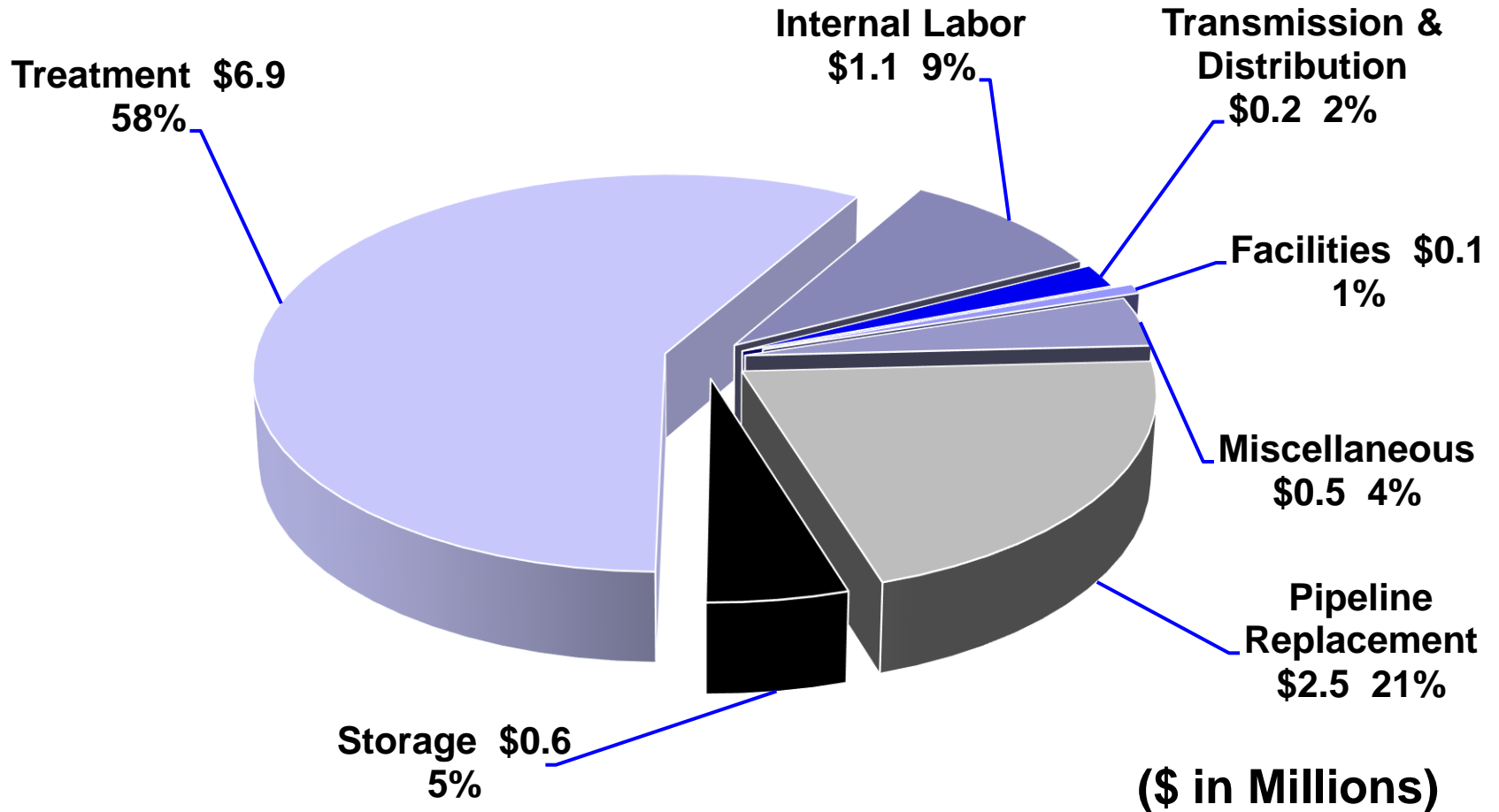
Capital Improvement \$ 11.9m

FYE 2024 Projected Expenses

<u>Operating Expenses</u>		\$22.1m
Production	\$12.0m	
Distribution	\$1.9m	
Conservation	\$354k	
Administration	\$7.8m	
<u>Debt Service</u>		\$2.9m
<u>Capital Improvement</u>		\$11.9m
<u>Total Expenses</u>		\$36.9m

FYE 2024 Capital Projects \$11.9m

(by Category)



FYE 2024 Capital Projects \$11.9m

(major categories)

• **58% or \$6.9m for Treatment:**

- **Well 4 Wellhead Treatment** (\$827k)
- **Well 19 Wellhead Treatment** (\$1.8m)
- **Well 27 Wellhead Treatment** (\$1.0m)
- **Well 34 Wellhead Treatment** (\$3.3m)



• **21% or \$2.5m for Pipeline Replacement:**

- **State Street** (\$1.9m)
- **Clair Street/Grand Ave** (\$505k)



FYE 2024 Capital Projects \$11.9m

💧 Other Capital Projects:

1-10 Fwy Widening

Reservoir 18-1 and 18-2 Repair and Recoating

Annual Meter Replacement Program



FYE 2024 Working Capital

💧 Projected FYE 2023 Balance		<u>\$ 30.7m</u>
Plus: Operating Revenues	\$ 28.3m	
Capital Revenues	<u>\$ 7.0m</u>	
	<i>Total</i>	\$ 35.3m
Less: Operating Expenses	\$ 22.1m	
Debt Service Expense	\$ 2.9m	
Capital Improvement	<u>\$ 11.9m</u>	
	<i>Total</i>	\$ 36.9m
💧 Projected FYE 2024 Balance		<u>\$ 29.1m</u>

FYE 2024 Working Capital 3-Year Trend

Projected

Reserve Funds	2023	2024	2025
Debt Service Reserve (trustee)	\$286k	\$286k	\$286k
Capital Replacement	22.1m	19.2m	11.0m
Growth	510k	525k	541k
Emergency	618k	637k	637k
Local Water Resources Development	500k	500k	500k
Annual Debt Service	1.8m	1.8m	1.8m
Water Banking	606k	604k	628k
Operating	4.3m	5.5m	5.5m
<i>Total Working Capital</i>	<i>\$30.7m</i>	<i>\$29.1m</i>	<i>\$20.9m</i>

Staff Recommendation

- It is recommended that the Board of Directors adopt Resolution 850-23 adopting the proposed Fiscal Year Ending 2024 Operating Budget, Capital Improvement Budget, and Staffing Plan.