

April 18, 2016

History of Health Benefits

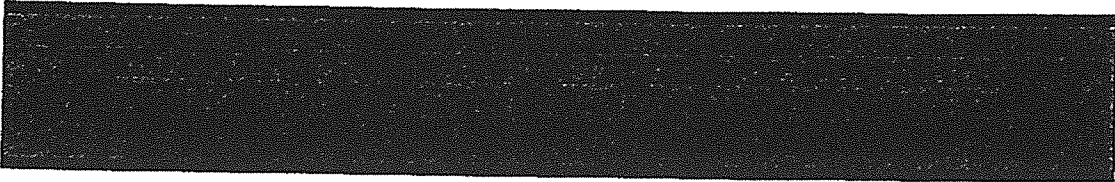
- 1.) 2004-3-15:** The board had a health benefits committee and agreed to dissolve it and have the board as a whole review the information during the annual budget process. At this time the District was paying 100% employee portion and 90% for family.
- 2.) 2005-2-22:** The finance committee recommended capping the health benefits. A revision of policy 2050 eligibility of benefits & policy 2055 benefit package for hourly associates was approved by the board. Resolution 2005-1 supported the vote.
- 3.) 2007-4-16:** The GM Bob Kent reported to the board CalPers (the health benefits provider) would not accept resolution 2005-1 due to the problem using different percentages, different rates for employees, retired & directors.
- 4.) 2007-9-27:** The board approved GM Bob Kent's recommendation to "switch" from CalPers health insurance to ACWA at 100 % for employees & 90% for dependents and a committee formed.
- 5.) 2008-10-2:** The board approved of Charise Reeves as financial administrator. When asked about the terms of hire it was stated by a board member she "will not receive the standard benefit package regarding retirement – she is not fully vested after 5 years." There was no policy change for benefits at this time.
- 6.) 2008-10-20:** A memo from Charise Reeves was submitted in the October 20, 2008 packet regarding her benefits. She stated her benefits were paid 100% for her and 90% for family. Benefits began after 30 days instead of the standard 1000 hours worked.
- 7.) 2009-10-13:** The board approved of Jeff Mann to be hired for Interim General Manager with the benefits package that modeled Charise Reeves in 2008. There was no policy change for benefits at this time.
- 8.) 2010-4-8:** The board held a special meeting to review series 2000 policies. The policy numbers had been changed. Eligibility of benefits wording from "at least" to "more than" was changed. And there were questions for Attorney Ray Carlson. Health and welfare benefits were skipped to be reviewed by the long range committee. There was no change in benefits at this time.
- 9.) 2010-11-3:** The board approved to hire Dan Tynan as General Manager. The compensation received included medical and dental benefits. There was no policy change for benefits at this time.
- 10.) 2012-4-20:** The board approved promoting John Turner on an interim basis to the position of Interim General Manager with verification on his certificates from the state and the position within 120 days verify his position, background, and everything, including criminal. Amended to include at the same salary and conditions as Dan Tynan, effective May 1, 2012

11.) 2013-1-11: Item b. - on the agenda was benefits. This item included health care, vacations, retirement programs and other. There was no action taken

Item c. – The item included salary plan and benefits for Interim GM / General Manager Position. The board approved the General Manager will receive 10 holiday days per year, 10 sick days annually and can accumulate up and max out at 30 days, doctors and dentist appointments, medical procedures are deducted from his annual pay cannot have more than 3 years' worth use, vacation is 8.33 per month with maximum of 10 days per year and can accumulate 2x's his annual allocation, health care the District pays the maximum of \$12,000.00 annually to the GM position.

Item d. The board selected Ralph Felix for the position of Inter General Manager. Wages and benefits are within previous District parameters.

12.) 2013-9-30: The board approved Resolution 2013-5 approving the employee handbook. There was an item added for grandfathering in employees hired on or before 9/7/2005. A flex plan was also added.



POLICY TITLE: Eligibility for Employee Benefits
POLICY NUMBER: 2050

2050.10 All employees with regular appointments in the service of the Lake Don Pedro Community Services District shall be eligible for the District's benefits. The benefit status of employees with other types of appointments such as part-time, temporary, probationary and emergency employees will not receive benefits until 1000 hours of service has been performed.

2050.20 Employees who work 1,000 or more hours in a calendar year, shall be covered by the California Public Employees Retirement System, in accordance with PERS regulations, health benefits and dental benefits will be provided. Sick leave, Vacation, and Holiday pay will also be provided and accrued as appropriate regardless of the type of appointment under which they are employed.

2050.30 A new employee with the District, filling a position which is eligible for a regular appointment with the Lake Don Pedro Community Services District, shall be eligible for the District's benefits but may not use accrued vacation until completion of 1000 hours of satisfactory service with the District.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

POLICY TITLE: Eligibility for Employee Benefits

POLICY NUMBER: 2050

As defined in the Benefits Package

- 2050.10 **Full time employees:** Shall be eligible for the District's benefits as determined by the Providing Service.
- 2050.20 **Part time employees:** Shall be eligible for the District's benefits after 1000 hours of service and as determined by Providing Service.
- 2050.30 **Temporary employees:** Not applicable.

March 15, 2004

The board had a Health Benefits Committee and agreed to dissolve it and have the board as a whole review the information during the annual budget process.

Note: At this time the District was paying 100% employee portion and 90% for family.



2. **Health Benefits Committee** – Director Gile reported that the Committee did some research on Health Benefit costs for LDPCSD in comparison with several other Agencies. Director Gile further reported that possibly incorporating a percentage point that will run salaries against revenues for budgeting purposes might be helpful in determining costs. Director Gile requested that the Board help to recommend a number. General Manager Kent explained that the District's average is not that far off from other Agencies, if you take into consideration that six (6) out of ten (10) other District's have a higher percentage than LDPCSD. This puts LDPCSD in the lower 30 percentile when it comes to salaries and benefits verses revenue. Director Walz stated that she felt it best to leave the budgeting to General Manager Kent. Director Gile stated that the recommendation be to dissolve the Committee and for the entire Board to review the information as a whole during the annual budget process. The rest of the Board agreed.
3. **Miscellaneous 110 Accounts** – General Manager Kent reported that the miscellaneous accounts are Availability lots that do not pay an Availability fee. Some of these consist of lots that have merged; some belong to the State (Department of Transportation) which are exempt of paying taxes or fees. Others were included upon formation of the District but never charged an Availability fee. **(Discussion)** Director Gile suggested that a letter be sent to each individual owner explaining that if they ever wanted service or to annex to the District that there will be a fee. **(Discussion)** Chairman Collins stated that other than letters being sent, he didn't see the need of any further action at this time.
4. **Scheduling of Evening Meeting** – General Manager Kent reminded the Board of discussion in January 2004 about scheduling an evening meeting. He stated that a date needed to be set if the Board was considering having this meeting in April or May. **(Discussion on the type of meeting to be held; Regular Meeting verses a Special Meeting, etc.)** It was the decision of the Board to hold this meeting as a Regular Meeting of the Board on Monday, May 17, 2004 at 7:00pm. General Manager Kent was instructed to submit a General Agenda announcement to the local newspaper informing the public of the Regular Meeting and that the Board would be hearing Public Comments. The Board did however request that any person wanting to speak at the meeting, please arrive early enough to sign up and give a subject matter. It is also requested that all subject matters specifically pertain to LDPCSD jurisdiction.
5. **Highlights of Director Seminar/Training** - Vice Chairman Duste and Director Walz highlighted on the seminars they attended in Sacramento. They both gave insight and information on many subject matters varying from positive reinforcement for the General Manager, conservation information, how to be an effective leader (as a Member of the Board) and Mission Statements, etc.

February 22, 2005

The Finance Committee recommended capping the health benefits. A revision of Policy 2050 Eligibility of Benefits & Policy 2055 Benefit package for Hourly Associates was approved by the board. Resolution 2005-1 supporting the vote.

Copy of Memo to Jason McCulloch

Regarding Request for Spoiled Soil

Sierra Foothill, Jenkins Hill- Rough preliminary engineering review. Director Gile asked if the District could charge for the General Manager's time. The GM replied that could be done by changing the District Policies.

Plaza by the Lake- A preliminary review from the District's Engineer.

Jon Johnson, Mariposa Planning Subdivision Application APN 001-270-048- Reply to application from General Manager Kent.

Regarding a specific property's right to water from the District covered under the 'Solomon Agreement' between Solomon & Sierra Highlands Water Company.

6. OLD BUSINESS: (Discussion/Action)

A. Reports by Committees

- **MID Committee-** The proposed agreement sent to MID. We are waiting on their response.
- **South Shore/Lakeland LLC Committee-** A rough draft of Policies for Land Secured financing for Lakelands LLC was presented to the Board. A copy was sent to Legal. Director Gile made the recommendation that all Public Land financing require a 4/5th vote for passage. There was no second to his recommendation. General Manager Kent reminded the Board it is still in review by legal counsel.
- **Finance Committee** – The Finance Committee is evaluating some Policies to be submitted in the Long Range Meeting.

B. Appoint a Director to Review Policy & Regulations

Chairman Duste' felt that Agenda items B. & C. can be consolidated to one item. She then appointed Director Walz & Director Snyder to form the Policy & Regulation Committee.

C. Appoint a Policy & Regulations Committee - This is covered under section B. See above.


D. Auditors - General Manager Kent was charged with getting a RFP for the annual audit to present to the Board in the March Meeting.

Director Collins made the motion for General Manager Kent to draft a RFP.

Director Gile seconded the motion.

Unanimous. Motion Carried.

7. NEW BUSINESS: (Discussion/Action)

 **A. Capping Health Benefits** – The Finance Committee recommended capping the health benefits for the employees. A revision of Policy 2050 & 2055 was presented to the Board for their approval.



Director Gile made the motion to accept Policy #2050 & Policy # 2055.

Director Collins seconded the motion.

Ayes, Chairman Duste', Directors Collins & Gile

Opposed, Director Walz

Motion Carried.

B. Consolidating the Election – To save the District of bearing the entire cost of elections for Directors the GM proposed we change our voting to an even year cycle instead of the odd year cycle. This would entail extending each Director's term one year. More information will be presented at a later date when compiled.

8. DIRECTORS COMMENTS: Director Collins- Wanted the position of Chairman to be limited to one year. The Board could then just elect a new Vice Chairman each year & the current Vice would move to the Chair position.

9. ADJOURNMENT: The meeting adjourned at 3:47 pm.

Respectfully submitted by,

Connie Holley
Secretary to the Board of Directors

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

RESOLUTION 2005-1

Resolution Adopting the 2050 & 2055 Policies.

WHEREAS, The Lake Don Pedro Board of Directors having established policies for Benefits Package & Eligibility for Benefits and

WHEREAS, The Lake Don Pedro Board of Directors wishes to define Eligibility for Benefits in an effort to control rising Health Care Costs & to cap Health Care Benefits

THEREFORE they have developed **Policy 2050 & Policy 2055.**

Policy 2050 Eligibility for Benefits.

Policy 2055 Benefit Package for Hourly Associates

Other policies and provisions not expressly revoked, repealed, amended, or modified herein shall remain in full force and effect.

THEREFORE, this resolution was passed and revised Policies 2050 & 2055 were adopted by the Board of Directors of the

Lake Don Pedro Community Services District,

this 22nd day of February, 2005 by the following vote:

AYES: Three (3) Chairman Duste', Vice-Chairman Collins, Director Gile,

NOES: One (1) Director Walz

ABSENT: One (1) Director Snyder

Eleanor Duste', Chairman of the Board

ATTEST:

Connie Holley, Secretary to the Board

CERTIFICATE OF SECRETARY

I, Connie Holley, as the duly appointed Secretary of the Lake Don Pedro Community Services District, do hereby certify that the foregoing Resolution was duly and regularly adopted on the 22nd day of February, 2005 at the Regular Meeting of the Board of Directors.

Connie Holley, Secretary

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

POLICY TITLE: Eligibility for Benefits

POLICY NUMBER: 2050


- 2050.1 FULL TIME ASSOCIATES are defined as associates working more than 1560 hours in a calendar year. Full time associates shall be eligible for benefits after completing 1000 hours of service.
- 2050.2 PART TIME ASSOCIATES are defined as associates working less than 1560 hours in a calendar year. Part time associates shall be eligible for benefits after completing 1000 hours of service.
- 2050.3 TEMPORARY ASSOCIATES are defined as associates being employed for a specific time frame or project. Temporary associates are not eligible for benefits.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Policy and Procedures Manual

POLICY TITLE: Benefits Package for Hourly Associates

POLICY NUMBER: 2055

-  2055.1 MEDICAL INSURANCE is provided through the California Public Employees Retirement System (CalPERS) for employees and retired employees in accordance with Policy 2050 Eligibility for Employee Benefits and Policy 4035 Directors' Health Insurance. The District currently covers 100% of the employee's coverage and 90% of dependent coverage. Directors are responsible for 100% of their coverage. The amount will be capped, for current employees, at the January 2005 (exhibit A) rates and will be adjusted by consumer price index (CPI) each January, Employees hired after January 2005 will have the amount of benefits capped at the January 2005 Kaiser rate. Increases over the CPI will be the responsibility of the employees and retired employees receiving health coverage.
- 2055.2 DENTAL INSURANCE is provided for with the District covering 100% of the premium for the employee and dependants. Directors are responsible for 100% of their coverage.
- 2055.3 VISION CARE upon presentation of valid receipts for eye examinations and/or eyewear purchases the District will provide a maximum benefit of \$100.00 per family member per calendar year.
- 2055.4 DISABILITY INSURANCE is provided through the state of California Employment Development Department (EDD). Coverage is solely the responsibility of the employee. Current rate is 1.18% to a maximum annual amount of \$812.18.
- 2055.5 RETIREMENT is provided through the Public Employees Retirement System (CalPERS), 2% @ 60, single highest year, with the employee paying the 7% member contribution.
- 2055.6 SOCIAL SECURITY The District employees participate in Social Security paying the mandatory contribution rate of 6.2%, The District matches the contribution at the same rate.
- 2055.7 MEDICARE The District employees participate in Medicare paying the mandatory contribution rate of 1.45%. The District matches the contribution at the same rate.

Monthly Premiums for Contracting Agencies Other Northern California Region

Alpine, Butte, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mariposa,
Mendocino, Merced, Modoc, Mono, Monterey, Plumas, San Benito, Shasta, Sierra, Siskiyou,
Stanislaus, Tehama, Trinity, Tuolumne

Effective Date: 1/1/2005 - 12/31/2005

BASIC MONTHLY RATE (B)

PLAN	If you are ⇨	Employee Only	Plan Code	Employee & 1 Dependent	Plan Code	Employee & 2+ Dependents	Plan Code
Blue Shield		\$394.26	3031	\$788.52	3032	\$1,025.08	3033
Kaiser		\$362.58	3071	\$725.16	3072	\$942.71	3073
PERS Choice		\$384.38	3221	\$768.76	3222	\$999.39	3223
PERSCare		\$644.48	3271	\$1,288.96	3272	\$1,675.65	3273
PORAC		\$399.00	2071	\$748.00	2072	\$950.00	2073
Western Health Advantage		\$322.47	2821	\$644.94	2822	\$838.42	2823

SUPPLEMENT/MANAGED MEDICARE MONTHLY RATE (SM)

PLAN	If you are ⇨	Employee Only	Plan Code	Employee & 1 Dependent	Plan Code	Employee & 2+ Dependents	Plan Code
Blue Shield		\$287.78	3131	\$575.56	3132	\$863.34	3133
Kaiser		\$243.22	3171	\$486.44	3172	\$729.66	3173
PERS Choice		\$279.60	3321	\$559.20	3322	\$838.80	3323
PERSCare		\$289.32	3371	\$578.64	3372	\$867.96	3373
PORAC		\$351.00	2081	\$701.00	2082	\$1,049.00	2083
Western Health Advantage		\$280.24	2831	\$560.48	2832	\$840.72	2833

COMBINATION MONTHLY RATE

PLAN	If you are ⇨	Employee in SM 1 Dependent in B	Plan Code	Employee in SM 2+ Dependents in B	Plan Code	Employee & 1 Dependent in SM 1+Dependents in B	Plan Code
Blue Shield		\$682.04	3134	\$918.60	3135	\$812.12	3136
Kaiser		\$605.80	3174	\$823.35	3175	\$703.99	3176
PERS Choice		\$663.98	3324	\$894.61	3325	\$789.83	3326
PERSCare		\$933.80	3374	\$1,320.49	3375	\$965.33	3376
PORAC		\$700.00	2084	\$902.00	2085	\$903.00	2086
Western Health Advantage		\$602.71	2834	\$796.19	2835	\$753.96	2836

PLAN	If you are ⇨	Employee in B 1 Dependent in SM	Plan Code	Employee in B 2+ Dependents in SM	Plan Code	Employee & 1 Dependent in B 1+Dependents in SM	Plan Code
Blue Shield		\$682.04	3137	\$969.82	3138	\$918.60	3139
Kaiser		\$605.80	3177	\$849.02	3178	\$823.35	3179
PERS Choice		\$663.98	3327	\$943.58	3328	\$894.61	3329
PERSCare		\$933.80	3377	\$1,223.12	3378	\$1,320.49	3379
PORAC		\$749.00	2087	\$1,097.00	2088	\$951.00	2089
Western Health Advantage		\$602.71	2837	\$882.95	2838	\$796.19	2839

Monthly Premiums for Contracting Agencies Out of State Region

Effective Date: 1/1/2005 - 12/31/2005

BASIC MONTHLY RATE (B)

PLAN	If you are ⇨	Employee Only	Plan Code	Employee & 1 Dependent	Plan Code	Employee & 2+ Dependents	Plan Code
Blue Shield		<i>Not Applicable</i>					
Kaiser Out of State		\$475.92	*1	\$951.84	*2	\$1,237.39	*3
PERS Choice		\$402.69	3241	\$805.38	3242	\$1,046.99	3243
PERSCare		\$675.17	3291	\$1,350.34	3292	\$1,755.44	3293
PORAC		\$399.00	2071	\$748.00	2072	\$950.00	2073
Western Health Advantage		<i>Not Applicable</i>					

SUPPLEMENT/MANAGED MEDICARE MONTHLY RATE (SM)

PLAN	If you are ⇨	Employee Only	Plan Code	Employee & 1 Dependent	Plan Code	Employee & 2+ Dependents	Plan Code
Blue Shield		<i>Not Applicable</i>					
Kaiser Out of State		\$260.95	**1	\$521.90	**2	\$782.85	**3
PERS Choice		\$279.60	3341	\$559.20	3342	\$838.80	3343
PERSCare		\$289.32	3391	\$578.64	3392	\$867.96	3393
PORAC		\$351.00	2081	\$701.00	2082	\$1,049.00	2083
Western Health Advantage		<i>Not Applicable</i>					

COMBINATION MONTHLY RATE

PLAN	If you are ⇨	Employee in SM 1 Dependent in B	Plan Code	Employee in SM 2+ Dependents in B	Plan Code	Employee & 1 Dependent in SM 1+Dependents in B	Plan Code
Blue Shield		<i>Not Applicable</i>					
Kaiser Out of State		\$736.87	**4	\$1,022.42	**5	\$807.45	**6
PERS Choice		\$682.29	3344	\$923.90	3345	\$800.81	3346
PERSCare		\$964.49	3394	\$1,369.59	3395	\$983.74	3396
PORAC		\$700.00	2084	\$902.00	2085	\$903.00	2086
Western Health Advantage		<i>Not Applicable</i>					

PLAN	If you are ⇨	Employee in B 1 Dependent in SM	Plan Code	Employee in B 2+ Dependents in SM	Plan Code	Employee & 1 Dependent in B 1+Dependents in SM	Plan Code
Blue Shield		<i>Not Applicable</i>					
Kaiser Out of State		\$736.87	**7	\$997.82	**8	\$1,022.42	**9
PERS Choice		\$682.29	3347	\$961.89	3348	\$923.90	3349
PERSCare		\$964.49	3397	\$1,253.81	3398	\$1,369.59	3399
PORAC		\$749.00	2087	\$1,097.00	2088	\$951.00	2089
Western Health Advantage		<i>Not Applicable</i>					

Kaiser Out-of-State	*Basic	**Supplemental	Kaiser Out-of-State	*Basic	**Supplemental
Colorado	252	253	Mid-Atlantic	265	261
Georgia	245	249	Northwest	219	269
Hawaii	270	214	Ohio	262	263

April 16, 2007

The GM Bob Kent reported to the board CalPers (the health benefits provider) would not accept Resolution 2005-1 due to the problem using different percentages, different rates for employees, retired & directors.

New Business Continued

GM recommended the Directors take the next couple of months to assimilate all this information, as a decision does not need to be made today. Director Gile asked what the possibility is for finding an independent consultant to evaluate and make recommendations to the Board. The secretary was asked to check with Raymond, the District's lawyer and David Aranda, one of CSDA's representative as well as a general manager, to see if they could recommend any consultant.



B. CalPers Contract—When the information for the medical benefits was compiled CalPers was contacted to receive their input. At that time, we were informed they did not have our latest resolution for medical benefit capping on file. After faxing a copy to them, we were told they would not accept this resolution (#2005-1) as presented. This was due to the problem with using percentages and different rates for the employees, retired, & directors. This will need to be addressed later before the next open enrollment.

C. Request for Proposal for Independent Auditor – There is a need to send new RFPs as the current Auditor's contract has expired. The Request for Proposal to be used was submitted to the Board.

D. Plaza by the Lake – Mr. Ullman requested to see the GM to inform him his project is back “on the table”. The GM recommended the Plaza by the Lake Committee be reactivated. President Punte appointed Director Duste' and herself to the committee.

E. Submitting Articles to the Highway Herald – The secretary was asked to check into the feasibility of having District articles published in the Highway Herald. Ms. Seaton (the owner) stated we would need to have our articles in by the 15th of each month in order to have them published by the last Wednesday of each month. Since the Board meetings rarely are held by the 15th as they are the third Monday each month, this would make the articles at least 6 weeks in arrears. No action taken.

8. DIRECTORS COMMENTS: Director Duste' stated she and President Punte have been recycling for a scholarship or good citizen award, and asked this be placed on next month's agenda to have the Board as a unit decide to continue this or not. Director Snyder spoke about an article he had received from Clem Brown from the Concerned Citizens Coalition of Stockton (CCCoS). He stated from his 40 years experience in water there were three companies he had worked for and all had been taken over by the city government and in all three cases the people of the cities asked for the private companies to take over again, after a year or so.

9. ADJOURNMENT: The meeting adjourned at 3:30 p.m.

Respectfully submitted by

Connie Holley

Connie Holley,

Secretary to the LDPCSD Board

Minutes

April 16, 2007

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September 27, 2007

The board approved GM Bob Kent's recommendation to "switch" from CalPers health insurance to ACWA at 100 % for employee & 90 % for dependents and a committee be formed.

**Minutes for the Special Meeting of the
Lake Don Pedro Community Services District
Thursday, September 27, 2007 @ 9:00 a.m.**

1. **CALL TO ORDER:** The Special Meeting of the Lake Don Pedro Community Services District was held Thursday, September 27, 2007 @ 9:00 a.m. in the Director's /Board Room. President Punte called the meeting to order.

BOARD PRESENT:

President Punte
Vice-President Barclay
Director Duste'
Director Gile

STAFF PRESENT:

General Manager Kent
Secretary Holley

ABSENT:

Director Snyder (Due to conflict of interest as he is a retiree of the District.)

2. **PUBLIC COMMENT §54954.3:** C. Holley wanted to thank the Board for forming a personnel committee. She said although it was formed in the March meeting, no meetings have been held to set boundaries and parameters. She stated she believed this needs to be done in order for the employees to know they have a vehicle to express their issues and concerns.



3. **BENEFITS PRESENTATION BY GENERAL MANAGER KENT (Discussion/Action)**

General Manager Kent presented the history and to the present of the medical benefits paid for the employees by the District. He explained that according to the information received from CalPers, the capping of the Benefits that was implemented by resolution in 2005 is not acceptable to CalPers. The District needs to make a decision today, on the change necessary for the coming year. One part of the Presentation was to give the Directors another choice for an insurance provider. The District is a member of Associations of California Water Agencies (ACWA), which also supplies insurance, however the premiums are quite a bit less, and if the District switched from CalPers to ACWA it could be a viable short-term fix. See attached presentation. At the close of the presentation, the GM recommended the District switch to ACWA insurance at 100% for the employee and 90% for the dependent as a short-term fix. He then recommended a Committee be formed to look at medical benefits for the long-term. He stated this Committee should consist of the GM, two Board Members, and two employees (one administrative and one field staff). After the Presentation, the employees of the District were given time to address the Directors regarding the medical benefits. Emery Ross stated he would address the Board on behalf of the retirees. He also mentioned GASBE, said it was just a reference for a bond rating, used if the District wanted to use a bond to raise money. He also said the time to withdraw from CalPers was past and the District would have to wait until next year if they decide that is what they want to do. Kim Topie thanked the Board and GM for the opportunity to address the Board on this issue. She stated the benefits were one of the reasons she had wanted to work here. She stressed the importance of water to all, and the relief in knowing that our water is safe. She spoke about the schooling and testing for certification that is necessary for the field staff. She emphasized that one of the greatest assets the District has, is the assurance of its safe drinking water. Dan Syria, he stated this is the first job where he has 'punched a timecard', he has been self-employed most of his life. He said when he was hired, he was told he would have health benefits, now and for retiring, later. He mentioned that the field staff is underpaid by about 8%. He stated that the District could not hire minimum wage earners to fill their positions, as they require certification

and continuous schooling. He said he felt it unfair for the District to pass all the increases on to the employees. Syndie Marchesiello introduced herself and explained her varied duties. She relates directly with the customers, both in person and on the phone. She handles all customer complaints, takes payments daily. Keeps accurate records of all payments received and the deposits made from those payments. She bills the water customers monthly, also those who rent our hydrant meters. She spoke about all the unseen and sometimes unappreciated tasks that go into getting water to our customers. She spoke about being a water consumer and District customer herself, and stated she does not believe the District can afford to have a “revolving door policy” regarding the employees. She mentioned the training needed in all positions both in the field and in the office. She reminded the Directors that their function is to oversee the District and assure it runs in a fiscally responsible way. She stated she did not want to raise rates, but did not want to see any of the services diminish either. She encouraged them to ‘sharpen their collective pencils’ and look for other ways to cut expenditures. Connie Holley, spoke to the Directors about the GM stating the employees are the District’s greatest assets, and asked why would they look at cutting funds there first, if they believe the employees are the District’s greatest assets. She stated she understood why the District needed to look at ways of cutting back on excess spending. Most people are having to cut back, but she encouraged the Directors to look at other avenues first. Dave Tougas spoke about having a family and having to make choices between diapers, formula or medical benefits. He stated he is now working seven days a week, just to be able to make ends meet. Jason McCulloch spoke to the Directors about the time it takes to train new hires in proper procedures. He mentioned how six to eight months ago Columbia had to shut their whole town down, because somebody fixed a leak wrong. He also told them how difficult his job is when there is a leak and you can’t find your workers because they have to take a second job just to be able to pay for medical benefits. He spoke about the loyalty of the workers and how when you work so long together you begin to feel like family. He too mentioned the ‘revolving door policy’ and how it will not work here. There is too much technical details and knowledge needed for the safety of the water system.

Emery Ross asked what is the issue. Are you going to ACWA insurance or cut the benefits? The president answered that is the decision being made today. He then said that where he had worked on the coast, they did not fill a position for a while after it was vacated and used those funds for other purposes, like benefits. He was told this is too small a District to use that as a way to make up the difference. He then said, bottom line, you are just going to have to get creative in finding other ways to fund the benefits.

There was discussion among the Directors after the employees spoke.



Director Duste’ made the motion to accept the General Manager’s recommendation to go with ACWA and form a committee to evaluate long range benefits.

President Punte seconded the motion.

Ayes (3) Directors, Barclay, Duste’ & Punte

Nay (1) Director Gile

Motion Carried

4. ADJOURNMENT: The meeting adjourned at 10:30 a.m.

Respectfully submitted by

Connie Holley
Secretary to the Board

October 2, 2008

The board approved of Charise Reeves as financial Administrator. When asked about the terms of hire it was stated by a board member she “will not receive the standard benefit package regarding retirement – she is not fully vested after 5 years.”

There was no policy change for benefits at this time

**Minutes for the Special Meeting of the
Lake Don Pedro Community Services District
Thursday, October 2, 2008 @ 9:00 a.m.**

1. CALL TO ORDER: The Special Meeting of the Lake Don Pedro Community Services District was held Thursday, October 2, 2008 at 9:00 a.m. in the Director's /Board Room. President Punte called the meeting to order.

BOARD PRESENT:

President Punte
Vice-President Duste'
Director Barclay
Director Gile
Director Snyder

STAFF PRESENT:

Operations Supervisor McCulloch Attorney R. Carlson
Secretary Holley

ABSENT:

None

2. PUBLIC COMMENT §54954.3: No comments were made by the public. President Punte stated she would like to address the restrictions of closed sessions to Director Snyder. Director Snyder responded to her comments and there was discussion from both the board members and the audience.

3. CLOSE OPEN PORTION OF MEETING

Time 9:11 a.m.

4. CLOSED SESSION:(*Discussion-Action*)

CONFERENCE WITH LEGAL COUNSEL-*ANTICIPATED LITIGATION*

A. Significant exposure to litigation pursuant to Government Code Section 54956.9 (b):

Number of potential cases: 2

B. Initiation of litigation pursuant to Government Code §54956.9 (c): Number of potential cases: 1.

Re-Open Open and Public Meeting

Time 11:03 a.m.

5. Report out on action taken. President Punte stated, no specific action was taken. She also took the opportunity to introduce the Financial Administrator.

6. Old Business (*Discussion-Action*)

A. 2008/2009 Budget/Discussion –Wes Barton, of the Finance/Budget Committee gave his suggestions to the Board and the new Financial Administrator, Charise Reeves. Discussion ensued. No action taken.

7. New Business (*Discussion-Action*)

A. Financial Administrator

* Director Gile made the motion to name Charise Reeves as Financial Administrator.

Director Duste' seconded the motion.

President Punte opened the floor to discussion and questions from the audience. Due to questions asked the terms of hire were more definitely stated. Her salary is \$50,000. a year. This is not a 5-step position She is to receive 2 weeks vacation the first year advancing to 3 weeks the second year. She will not receive the standard benefit package regarding retirement, as she was hired with the full knowledge she is not fully vested after 5 years employment with the District. She was given instructions on evaluating the current employees' benefits and bringing recommendations on them to the Directors.

President Punte called for a vote on the motion made and seconded. The motion passed unanimously. Effective 10 2-2008.

October 20, 2008

A memo from Charise Reeves was submitted in the October 20, 2008 packet regarding her benefits. She stated her benefits were paid 100% for her and 90% for family. Benefits began after 30 days instead of the standard 1000 hours worked.

There was no policy change for benefits at this time.

Memo

To: *Board of Directors*
From: *Charise Reeves, Financial Administrator*
Date: *October 10, 2008*
Subject: *Benefits*

When I was hired, part of my verbal agreement was that I would receive full benefits after 30 days. I realized this agreement was not stated at the last meeting. I would like this on record that it includes medical and dental paid for me at 100% and paid at 90% for my family and full PERS contributions beginning November 1st, 2008, which is 30 days after my hire date.

October 13, 2009

The board approved of Jeff Mann to be hired for Interim General Manager with the benefit package that modeled Charise Reeves in 2008.

There was no policy change for benefits at this time.

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT**

MEETING DATE: October 13, 2009 at 10:00 a.m.

I. CALL TO ORDER: The Board of Directors of the Lake Don Pedro Community Services District held a Special Meeting, pursuant to notice, on October 13, 2009, at the Lake Don Pedro Community Services Board Room, 9751 Merced Falls RD, La Grange, CA 95329. Vice President Barton called the meeting to order.

Directors Present: Vice President Barton
Director Kinsella
Director Ross
Director Punte
Director Day

Staff Present: Financial Administrator Reeves
Utility Billing Marchesiello
Field Operator Siria

2. DISCUSSION / ACTION:

a. Closed Session: Government Code Section § 54957 (b) Public Employment:

The item to be discussed was Interim General Manager. The Board closed the open portion of the meeting at 10:03a.m. They returned at 11:24a.m. to reopen the open portion of the meeting.

Report out was given by Vice President Barton. "The Board would like to hire Jeff Mann as Interim General Manager and Operations Supervisor. Effective October 13, 2009."

Ayes (3) Barton, Day, Punte

Nays (2) Kinsella, Ross

Motion carried



b. Interim General Manager Compensation and Benefits:

Vice President Barton stated the compensation salary for the Interim General Manager will be \$85,000 per year plus the benefit package that modeled Charise Reeves' benefit package offered in 2008. The board earmarked part of the budget for training and development. Mr. Mann will meet the Boards requirements at each monthly meeting. This includes advising the Board what he expects to do during that period of time and what he has completed. In the hiring plan there will be a three month review with the engineers, and a six month review. The District agreed to pay for the Department of Justice background check. Staff was directed to put advertising for the General Manager position on the next agenda.

Vice President Barton called for a motion

Director Punte stated "so moved"

Ayes (3) Barton, Day, Punte

Nays (2) Kinsella, Ross

3. Public Comment: §54954.3:

There were no comments from the public.

April 8, 2010

The board held a special meeting to review series 2000 policies.

The policy numbers had been changed

Eligibility of Benefits wording from “at least” to “more than” was changed; and there were questions for Attorney Ray Carlson

Health and Welfare Benefits was skipped to be reviewed by the Long Range committee

There was no change in benefits at this time

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Policy and Procedures Manual

POLICY TITLE: ELIGIBILITY FOR BENEFITS

POLICY NUMBER: 2015

2015.1 Full Time Employees for Benefit Purposes are defined as employees working at least 1560 hours in a calendar year. Full time employees for benefit purposes shall be eligible for benefits after completing 1000 hours of service.

Deleted: more than

2015.2 Part Time Employees for Benefit Purposes are defined as employees working less than 1560 hours in a calendar year. Part time employees for benefit purposes ~~shall be eligible for benefits after completing 1000 hours of service~~ are not eligible for benefits.

2015.3 Temporary Employees for Benefit Purposes are defined as employees being employed for a specific time frame or project. Temporary employees for benefit purposes are not eligible for benefits.

** Questions asked of Mr. Carlson:

1. Is there a point in time where a temporary employee automatically becomes a permanent employee?

Not under the definitions of the policy.

2. Is there a number of employees where it is required to provide benefits?

Unless required by statute such as FMLA. no. However, "benefits" should be defined. What exactly does the district believe benefits consists of?

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**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT**

MEETING DATE: April 8, 2010 at 11:00 a.m.


1. CALL TO ORDER

The Board of Directors of the Lake Don Pedro Community Services District held a Special Meeting, pursuant to notice, on April 8, 2010, at the Lake Don Pedro Community Services Board Room, 9751 Merced Falls Rd., La Grange, CA 95329. President Barton called the meeting to order at 11:05 a.m. Directors present: Barton, Day, Kinsella, Punte, Ross. Directors absent: None. Also present: Staff J. Mann and C. Reeves.

2. DISCUSSION / ACTION

a. Policy Review

** The purpose of this meeting was to discuss and reach consensus on the content of the policies. None of these policies have been approved at this time.

- 2000 – General Personnel
Policy presented by Secretary Reeves and Director Punte. Discussion ensued. Direction given to Secretary Reeves to remove the statement “Likewise, these Rules and Regulations do not create any legally enforceable obligations on the part of the District or its employees.” from section 2000.2 and to change section 2000.5.6 from “Tenured” to “Regular”. Consensus to accept the content of this policy with changes was reached.
- 2005 – Executive Officer
Policy presented by Secretary Reeves and Director Punte. Discussion ensued. Direction given to Secretary Reeves to remove section 2005.2 and to replace it with the statement “The General Manager is an at-will employee.” Consensus to accept the content of this policy with changes was reached.
- 2010 – Hours of Work and Overtime
Policy presented by Secretary Reeves and Director Punte. Discussion ensued. Direction given to Secretary Reeves to reword section 2010.4.7 regarding on-call time. Consensus to accept the content of this policy with changes was reached.
-  • 2015 – Eligibility for Benefits
Policy presented by Secretary Reeves and Director Punte. Discussion ensued. Consensus to accept the content of this policy was reached.
- 2020 – Vacations
Policy presented by Secretary Reeves and Director Punte. Discussion ensued. Direction given to Secretary Reeves to change section 2020.5 from “An employee is only allowed to accrue one year’s worth of vacation.” to “By fiscal year end, employees may accrue their vacation not to exceed 160 hours.” Secretary Reeves was also directed to ask legal counsel if salaried individuals

In compliance with the American Disabilities Act, if you need special assistance to participate in this meeting, please contact the Secretary of the Board. (209) 852-2331

Materials related to an item on this Agenda submitted to the District after distribution of the packet are available for public inspection in the District’s office at 9751 Merced Falls RD, during normal business hours.

Special Board Meeting

April 8, 2010 at 11:00 a.m.

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were allowed to cash out vacation time. Consensus to accept the content of this policy was reached.

Break Taken: 1:00 p.m.

Re-opened Meeting: 1:40 p.m.

a. Policy Review Continued

- 2030 – Holidays
Policy presented by Secretary Reeves and Director Punte. Discussion ensued. Direction given to Secretary Reeves to add “with approval of the General Manager” at the end of the sentence regarding the Annual Floater. Discussion involving removing several holidays ensued. Consensus was not reached on this policy.
- 2040 – Sick Leave
Policy presented by Secretary Reeves and Director Punte. Discussion ensued. Consensus to accept the content of this policy was reached.
- 2045 – Family and Medical Leave
Policy presented by Secretary Reeves and Director Punte. Discussion ensued. Direction given to Secretary Reeves to change the first part of section 2045.1 from “The purpose of this policy is to clarify” to “This policy will clarify”. Consensus to accept the content of this policy with changes was reached.
- 2050 – Bereavement Leave
Policy presented by Secretary Reeves and Director Punte. Discussion ensued. Consensus to accept the content of this policy was reached.
- 2060 – Jury Duty
Policy presented by Secretary Reeves and Director Punte. Discussion ensued. Consensus to accept the content of this policy was reached.
- 2070 – Continuity of Service
Policy presented by Secretary Reeves and Director Punte. Discussion ensued. Consensus to accept the content of this policy was reached.
- 2090 – Uniforms
Policy presented by Secretary Reeves and Director Punte. Discussion ensued. Consensus to accept the content of this policy was reached.
- 2100 – Vehicle Costs
Policy presented by Secretary Reeves and Director Punte. Discussion ensued. Consensus to accept the content of this policy was reached.
- 2110 – Health and Welfare Benefits
Policy was skipped to be reviewed by the Long Range Benefits Committee.
- 2130 – Pay Periods



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Special Board Meeting
April 8, 2010 at 11:00 a.m.
Page 2 of 5

November 3, 2010

The board approved to hire Dan Tynan as General Manager. The compensation received included medical and dental benefits.

There was no policy change for benefits at this time

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT**

MEETING DATE: November 3, 2010 at 9:00 a.m.

1. CALL TO ORDER

The Board of Directors of the Lake Don Pedro Community Services District held a Special Meeting, pursuant to notice, on November 3, 2010, at the Lake Don Pedro Community Services Board Room, 9751 Merced Falls Rd., La Grange, CA 95329. President Ross called the meeting to order at 9:01 a.m. Directors present: Day, Kinsella, Punte, Ross, Skoien. Directors absent: None. Also present: Staff C Reeves and D Tynan. Pledge of Allegiance was led by Director Day.

2. DISCUSSION / ACTION

Public Comment on Closed Session Items:


Dan Tynan suggested the idea of selling 50 meters on a first come, first serve basis at \$500 which according to him would net the District \$500,000 plus the \$27 per month fee which would give \$27,000 per month.

Closed Open Portion of Meeting at 9:04 a.m. / Re-convene in Closed Session

- a. **Closed Session: Government Code Section § 54957 (b) (1) – Public Employee Discipline / Dismissal / Release**
- b. **Closed Session: Government Code Section § 54957 (b) (1) – Public Employment**
▶ Title: General Manager

Reopen meeting at 10:52 a.m.


Report out on item “a” - no action taken.

 **Report out on item “b” – The Board has agreed to hire Dan Tynan as Interim General Manager. The vote carried 5-0 (Ayes: Day, Kinsella, Punte, Ross, Skoien – Nays: None).**

Break 10:57 a.m.

Re-Open 11:03 a.m.

Moved President Ross, second Director Skoien, carried 5-0 (Ayes: Day, Kinsella, Punte, Ross, Skoien – Nays: None), to add an agenda item to discuss General Manager Compensation as the need to do so arose during the closed session.

 **d. General Manager Compensation (added with a motion by the Board)**

Discussion ensued. Moved Director Day, second Director Punte, carried 5-0 (Ayes: Day, Kinsella, Punte, Ross, Skoien – Nays: None), to pay Dan Tynan \$70,000 per year salaried pay plus benefits, including no overtime and medical and dental benefits to begin on December 1, 2010. Dan Tynan accepted the change in employment.

In compliance with the American Disabilities Act, if you need special assistance to participate in this meeting, please contact the Secretary of the Board. (209) 852-2331

Materials related to an item on this Agenda submitted to the District after distribution of the packet are available for public inspection in the District’s office at 9751 Merced Falls RD, during normal business hours.

Special Board Meeting Minutes

November 3, 2010 at 9:00 a.m.

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April 20, 2012

The board approved promoting John Turner on an interim basis to the position of Interim General Manager with verification on his certificates from the state and the position within 120 days verify his position, background, and everything, including criminal. Amended to include at the same salary and conditions as Dan Tynan, effective May 1, 2012

There was no policy change for benefits at this time

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT**

MEETING DATE: April 20, 2012 at 10:00 a.m.

1. CALL TO ORDER

The Board of Directors of the Lake Don Pedro Community Services District held a Special Meeting, pursuant to notice, on April 20, 2012, at the Lake Don Pedro Community Services Board Room, 9751 Merced Falls Rd., La Grange, CA 95329. Vice-President Richardson called the meeting to order at 10:02 a.m. Directors present: Afanasiev, Richardson, Ross, and Skoien. Directors absent: Kinsella due to illness. Also present: Staff D Tynan and C Reeves. Pledge of Allegiance was led by Vice-President Richardson.

2. DISCUSSION / ACTION as to all items except those indicated as discussion only:

a. Interim General Manager's Resignation

Resignation letter read by D Tynan. He is resigning as of April 30, 2012. He suggested the Board make J Turner the new Interim General Manager. Discussion ensued.

b. Interim General Manager's Reimbursement

Request for reimbursement of funds for the Cross Connection course, hotel expense, and employee time was introduced by Vice-President Richardson. This item was requested by President Kinsella who was not at the meeting. Discussion ensued.

Consensus was reached to drop the item and move on. The Board will address a policy for this item at a later time.

c. General Manager Position

Item introduced by Vice-President Richardson. Discussion ensued. Director Ross voiced his concerns that this topic should be addressed in closed session due to its connection to personnel issues.

Moved Director Afanasiev, second Director Richardson, carried, 3-1 (Ayes: Afanasiev, Richardson, Skoien – Nays: Ross), to promote John Turner on an interim basis to the position of Interim General Manager with verification on his certificates from the state and the position within 120 days verify his position, background, and everything, including criminal. Amended to include at the same salary and conditions as Dan Tynan, effective May 1, 2012.

Director Ross qualified his "Nay" vote because he had not interviewed John Turner and had not seen an application.

Director Skoien stated for the record: I agree with that. That is the best case scenario, but I'm also considering our time frame here.

Vice-President Richardson: Right. We're kind of operating in an emergency. (overlapped)

Director Skoien: Like with any other vote, I hope it's the right decision.

In compliance with the American Disabilities Act, if you need special assistance to participate in this meeting, please contact the Secretary of the Board. (209) 852-2331

Materials related to an item on this Agenda submitted to the District after distribution of the packet are available for public inspection in the District's office at 9751 Merced Falls RD, during normal business hours.

Special Board Meeting Minutes

April 20, 2012 at 10:00 a.m.

Page 1 of 3

Approved

January 11, 2013

Item b. – On the agenda was benefits. This item included health care, vacations, retirement programs and other. There was no action taken.

Item c. – The item included salary plan and benefits for Interim GM /General Manager Position. The board approved the general Manager Position. The board approve the General Manager will receive 10 holiday days per year, 10 sick days annually and can accumulate up and max out at 30 days, doctors and dentist appointments, medical procedures are deducted from his annual pay cannot have more than 3 years' worth use, vacation is 8.33 per month with maximum of 10 days per year and can accumulate 2x's his annual allocation, health care the District pays the maximum of \$12,000.00 annually to the GM position.

Item d. – The board selected Ralph Felix for the position of Interim General Manager. Wages and benefits are within previous District parameters.

There was no policy change for benefits at this time.

b. **Benefits:**

This item included health care, vacations, retirement programs and other.
No action taken



c. **Salary Plan / Benefits:**

This item included salary plan and benefits for Interim GM / General Manager Position.

Motion: The General Manager will receive 10 holiday days per year, 10 sick days annually and can accumulate up and max out at 30 days, doctors and dentist appointments, medical procedures are deducted from his annual pay cannot have more than 3 years' worth use, vacation is 8.33 per month with maximum of 10 days per year and can accumulate 2x's his annual allocation, health care the District pays the maximum of \$12,000.00 annually to the GM position.

Votes: Carried 4-0

First: Johnson

Second: Richardson

Ayes: Richardson, Johnson, Day and Afanasiev

Nays: None

CLOSED SESSION:

d. **Public Employment Government Code section 54957:**

This item included discussion / action interview for Interim GM / General Manager.

Reopen meeting: 4:53



REPORT OUT:

The board, after careful review of the applications and extended interview has selected Mr. Ralph Felix as our choice for the position of Interim General Manager. Mr. Felix has been apprised of his nomination and has accepted our offer. Wages and benefits are within previous District parameters. He will be at the District January 22, as a consultant to assist in interview process for potential D2-T2 candidates and his hire date will be January 28, 2013. And on January 22, we will discuss employment of financial position.

3. **DIRECTORS COMMENTS:**

None

4. **ADJOURNMENT:** 5:07 p.m.

Cancel adjournment: 5:36 p.m.

Adjournment: 5:51

Respectfully submitted by,

*Syndie Marchesiello
Acting Secretary*

September 30, 2013

The board did not approve the resolution for the revised medical benefits policies

Special Meeting Minutes of the Board of Directors
Lake Don Pedro Community Services District
9751 Merced Falls Road

September 30, 2013 at 9:00 a.m.

1. CALL TO ORDER: Presiding Officer: Establish Quorum, Pledge of Allegiance:

The Board of Directors of the Lake Don Pedro Community Services District held a Special Meeting at the Lake Don Pedro Community Services Board Room, 9751 Merced Falls Rd., La Grange, CA 95329.

President Day called the meeting to order at 9:00 a.m.

Directors present: Richardson, Day, Afanasiev, Johnson, and Ross

Also present: GM R. Felix

Also present: Staff S. Marchesiello, R. Gilgo

2. DISCUSSION / ACTION



a. Benefit Policies/ Resolution 2013-5:

This item included Resolution 2013-5 approving revised Benefits Policies 2050, 2055, 2060, 2065, 2070, 2075, 2080

Motion: To bring the policies back with the suggested revisions

Votes: Carried 5-0

First: Ross

Second: Afanasiev

Ayes: Ross, Richardson, Afanasiev, Johnson, and Day

Nays: None

3. DIRECTORS COMMENTS:

None given

4. ADJOURNMENT:

Respectfully submitted by,

Syndie Marchesiello
Acting Secretary

February 18, 2014

The board approved Resolution 2014-3 approving the LDPCSD Employee Handbook. There was a grandfather clause for full time employees hired on or before 9/7/2005 added under the medical insurance. A flex plan was also added.

e. Consent Calendar #1:

This item included January 21, 2014 Regular Board Meeting Minutes

Motion: To approve, read and file the January 21, 2014 Regular Board Meeting Minutes

Votes: Carried 4-0

First: Richardson

Second: Afanasiev

Ayes: Ross, Richardson, Afanasiev, and Day

Nays: None

***Correspondence:**

None at this time

f. Update on Lake Don Pedro CSD Plant Fire:

This item included an update on the plant fire given by GM R. Felix and R. Gilgo

g. Policies/ Resolution 2014-3:

This item included Resolution 2014-3 approving the revised Lake Don Pedro CSD Employee Handbook

Motion: To adopt resolution 2014-3

Votes: Carried 4-0

First: Richardson

Second: Ross

Ayes: Ross, Richardson, Afanasiev, and Day

Nays: None

h. Report given by Director Afanasiev / MID Meeting regarding drought conditions:

This item included a report from Director Afanasiev who attended a MID Meeting held February 7, 2014 regarding drought conditions

No action taken

i. Policies/ Resolution 2014-2:

This item includes Resolution 2014-2 Lake Don Pedro CSD prescribing rules and regulations governing water service during drought conditions

Motion: To adopt resolution 2014-2

Votes: Carried 4-0

First: Richardson

Second: Afanasiev

Ayes: Ross, Richardson, Afanasiev, and Day

Nays: None

CLOSED SESSION: 2:55 p.m.

j. Conference with Real Property Negotiators:

Pursuant to Government Code § 54956.8

Property: District tank sites

Agency Negotiator: General Manager R. Felix

Negotiating Parties: Wi-Fi providers

Under Negotiation: Lease terms including payment terms

REPORT OUT: 3:12 p.m.

a former employee who is rehired, you must also complete the form if you have not completed an I-9 with Lake Don Pedro CSD within the past three years, or if your previous I-9 is no longer retained or valid.

If you have questions or seek more information on immigration law issues you are encouraged to contact the United States Citizenship and Immigration Services (USCIS) toll free on 1-800-375-5283. You may raise questions or complaints about immigration law compliance without fear of reprisal.

Section 1.5 Americans with Disabilities (ADA)

The Americans with Disabilities Act ("ADA") protects qualified employees with disabilities from discrimination in the workplace.

If you feel you may be disabled in any way, notify your supervisor in writing as soon as possible. If, in fact, it is established that you are a qualified individual with a disability under the ADA, at your request, the District will make every effort to open up a "dialogue" with you in attempt to determine whether the District can make a "reasonable accommodation" for your disability.

At no time will the District discriminate, harass, or retaliate in any way against you for making your accommodation request. Any type of harassment or discrimination whether real or perceived shall be reported to your supervisor immediately.

Section 1.6 Employee Classifications

Exempt Employees

A designation of professional, executive, administrative, etc. corresponding to California state law and the federal Fair Labor Standards Act that exempts employees in those positions from earning overtime pay.

Non-Exempt Employees

Positions not identified as "exempt" and thus eligible to receive overtime pay as determined by applicable state and federal laws.

Full-Time Employees

Full-time employees are defined as those employees who are scheduled to regularly work a minimum of forty (40) hours per week. A full-time employee qualifies for the complete range of benefits and leave accruals as set forth in this Employee Handbook.

Part-Time Employees

Part-time employees are defined as those employees who are regularly scheduled to work less than forty (40) hours per week.

Temporary Employees

Temporary employees are hired for a specific term or project and are not eligible for any benefits other than those required by law.

Section 1.7 Personal Appearance

Employees are expected to dress appropriately for the functional area they work in and in consideration of the District's business presentation needs. Depending on the job assignment, uniforms may be required. At a minimum, work attire must not pose a safety hazard for the wearer or others, must be clean and neat, must not be overly distracting to the workforce, and must not contain offensive graphics or slogans.

Basic Requirements

- Safe:** Attire should not pose a safety threat to the employee or others. For Operations Staff, PPE will be practiced. This includes the wearing of steel toe safety boots at all times and the wearing of eye & hearing protection, and work gloves when applicable.
- Appropriate/Professional:** Examples of appropriate attire may be a suit and tie in certain office settings, business casual or casual dress in other office settings. Examples of inappropriate attire include sweats/jogging suits, shorts, and overly revealing clothing such as tube tops, micro-mini skirts, and crop tops.
- Clean/Good Condition:** Attire should not be ripped, torn or unclean.
- Inoffensive:** Attire should not be derogatory or offensive to any class or group or to the culture and general image of the District.

You should address any questions regarding reasonable and appropriate work attire to your Supervisor.

If you are determined to be inappropriately dressed you may be sent home, without pay, to change.

Section 1.8 Uniforms/Work Clothing

When the District requires as a condition of employment that you wear a uniform, such uniform will be provided. The uniform provided and expected to be worn by Operations Staff is the Royal Blue Polo with the CSD Insignia. A clean and un-torn pair of jeans will complement the uniform shirt. Jeans are not a provision of the CSD.

Section 1.9 Physical Examination

The District may require that you have a physical examination at the expense of the District where necessary to demonstrate abilities to perform essential job functions or required by applicable laws or regulations.

Section 3.5 Workers' Compensation

Lake Don Pedro CSD provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, immediately if hospitalized.

If you sustain work-related injuries or illness you must inform your Supervisor immediately. No matter how minor the on-the-job injury may appear, it is important that it be reported immediately. Reporting procedures are critical to qualify for payment of workers' compensation benefits.

Workers' compensation fraud is cause for immediate termination.

A release from the doctor providing care stating that you are able to resume your normal duties will be required before you return to work after a work-related injury or illness.

The District or its insurer will not be responsible for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Section 3.6 State Disability Insurance

You are covered under the State Disability Insurance Plan (SDI), which provides low-cost protection for loss of earnings due to non-work-related illness or accident. Benefits begin after the seventh (7th) day of illness or accident. It is funded by employee contributions, which state law requires to be withheld from an employee's wages. The amount withheld is computed as a percentage of your gross wages, up to a maximum specified by the state.

Section 3.7 Unemployment Insurance

Unemployment insurance is provided at no cost to you through District contributions. You are not eligible for unemployment insurance if you voluntarily quit without good cause, or are terminated for misconduct connected with work.

Section 3.8 Social Security

As an employee of Lake Don Pedro CSD, you are covered under the provisions of the federal social security law (F.I.C.A.). The District matches the amount of deduction from your wages for social security taxes. The benefit you receive at retirement is a complicated matter based on your career earnings record, age and date of retirement. For more details contact your local Social Security Office.

Section 3.9 Insurance

Upon completion of one (1) months of employment, all eligible full-time employees may be eligible for coverage by the District's group medical and hospitalization plan. Your contribution will be paid through payroll deductions with a signed authorization. At your option you may add your eligible dependents to certain areas of this benefit. See Policy and Procedures Manual Policy number 2055 Health and Welfare Benefits for details.

Coverage starts the first day of the month following completion of thirty (30) days of continuous employment. A full summary plan description is available from the General Manager.

* Eligibility

Full time employees working at least 1560 hours in a calendar year shall be eligible for insurance benefits after completing 1000 hours (estimated 6 months) of continuous employment.

See Policy and Procedure Manual, Policy number 2050, Eligibility for Benefits.

* MEDICAL INSURANCE is provided for eligible employees and retired employees. The District currently covers 100% of the employee's monthly premium and 90% of the employee's dependent monthly premium; Directors are responsible for 100% of their monthly premium.

* Note: Full time employees hired on or before 09/07/2005 will be grand-fathered to maintain the medical coverage offered as of XXXX date after his/her retirement, but cannot add any additional persons that were not already covered on their medical coverage at the time of retirement. *For full details see Grandfathered Documents for those employees involved.*

DENTAL INSURANCE is provided with the District covering 100% of the premium for the employee and dependants. Directors are responsible for 100% of their coverage.

VISION CARE. Upon presentation of valid receipts for eye examinations and/or eyewear purchases, the District will provide a maximum benefit of \$100.00 per family member per calendar year.

* RETIREMENT is provided through the Public Employees Retirement System (CalPERS) 2% @ 60. Employee pays the 7% member contribution. To be eligible for service retirement, a member must be at least 50 years old and have five years of CalPERS credited service. If you become a member on or after January 1, 2013, you must be age 52 with five years of credited service.

* FLEXPLAN-The District provides an incentive program to encourage employees who are thinking about opting out of the District's Medical and Dental Insurance plan by paying them at a rate of 20% of the associated healthcare costs. For medical only, the maximum an employee with a family could collect in lieu of having Medical coverage will be based on 20% of the current cost associated with

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

RESOLUTION 2014-3

Resolution to revise Lake Don Pedro CSD Employee Handbook

WHEREAS, the Board of Directors adopted the resolution to revise the following Policies as presented:

Lake Don Pedro CSD Employee Handbook

THEREFORE BE IT RESOLVED, this resolution was adopted by the Board of Directors for the Lake Don Pedro Community Services District, at the Regular meeting on this 18th day of February, 2014, by the following vote:

AYES: (4) Day, Richardson, Afanasiev, and Ross

NAYS:

ABSTAIN:

ABSENT: (1) Johnson

Charles Day, President - Board of Directors

Attest:

Syndie Marchesiello / Secretary

CERTIFICATE OF SECRETARY

I, Syndie Marchesiello, the duly appointed and Secretary of the Lake Don Pedro Community Services District, do hereby certify that the foregoing Resolution was duly and regularly adopted on the 18th day of February, 2014 at the regular meeting of the Board of Directors.

Syndie Marchesiello / Secretary