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**ADMINISTRATION & FINANCE COMMITTEE MEETING**  
**PV Water “Koenig” Conference Room**  
**Tuesday, March 10, 2020, 3:00 p.m.**  
**MEETING AGENDA**

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1. Call to Order and Roll Call: Committee members: Bob Culbertson (Chair), Don Bussey (Vice-Chair), Amy Newell	
2. Director Comments	
3. Public Comments	
4. Consider Approval of February 11, 2020 Administration & Finance Committee Meeting Minutes	2
5. Receive Report on Employee Handbook Update	3
6. Receive Report on Finance & Administrative Services Manager Recruitment	26
7. Discuss Recycled Water Facility UV Treatment Maintenance Cost Estimate	27
8. Review and Consider Accepting Financial Reports	
a. Activity Report	31
b. Investment Report	32
9. Review and Consider Accepting Cash Flow Reports	
a. A/R Aging Update	33
b. A/P Reports	34
10. Discuss future agenda items and next meeting date – Tuesday, April 14, 2020, 3:00 p.m.	
11. Adjourn	



**ADMINISTRATION & FINANCE COMMITTEE  
MEETING MINUTES**

**Tuesday, February 11, 2020, 3:00 p.m.  
PV Water “Koenig” Conference Room**

The meeting was called to order at 3:05 p.m.

**1. Roll Call of Committee Members:**

Committee Members Present: Don Bussey, Amy Newell, Bob Culbertson

Committee Members Absent: None

Staff Present: Brian Lockwood, General Manager (GM), Nancy Trevino, Financial Analyst (FA)

Others Present: None

**2. Director Comments:** None

**3. Public Comments:** None

**4. Consider Approval of January 14, 2020 Meeting Minutes:** Director Newell moved to approve the minutes of January 14, 2020 minutes; Director Bussey seconded. The motion carried following voice vote.

**5. Review and Consider Amendment No. 1 to Agreement with EKI Environmental & Water Inc., for Modeling of Managed Aquifer Recharge and Recovery:** GM Lockwood summarized the purpose of the work and the cost estimate. Director Newell moved to recommend approval of Amendment No. 1 to Agreement with EKI Environmental & Water, Inc. for modeling of managed aquifer recharge and recovery; Director Bussey seconded. The motion carried following voice vote.

**6. Review and Consider Financial / Administrative Services Manager Job Description:** Director Newell moved to recommend Board approval of the job description, subject to the minor revisions recommended by the Committee; Director Bussey seconded. The motion carried following voice vote.

**7. Discuss Budget Amendment Considerations:** GM Lockwood provided an overview of the budget to actuals through December 31, 2019 with special attention to projected grant revenue and capital projects expenditures.

**8. Review and Consider Accepting Financial Reports:** The Committee reviewed the Financial Reports and accepted them by consensus.

**9. Review and Consider Accepting Cash Flow Reports:** The Committee reviewed the Cash Flow Reports and accepted them by consensus.

**10. Discuss Future Agenda Items:** None.

**11. Next Meeting Date:** Next meeting date set for Tuesday, March 10, 2020, 3:00 p.m.  
Adjournment at 4:45 p.m.

# MEMORANDUM

**DATE:** March 5, 2020  
**MEETING OF:** March 10, 2020  
**TO:** Administration & Finance Committee  
**FROM:** General Manager  
**RE:** Item 5: Receive Report on Employee Handbook Update

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## **BACKGROUND**

The Pajaro Valley Water Management Agency (PV Water) Employee Handbook sets forth the basic policies and procedures applicable to all employees, and serves as an informational guide to employment with PV Water. The Employee Handbook is updated periodically to keep current with new laws, revise and/or provide additional clarity on existing policies and procedures, or at the request of the Board of Directors or Employee Organization. PV Water's Employee Handbook was last updated in 2015, via *Resolution 2015-27 Adopting 2015 Employee Handbook*, and before that in 2004.

A comprehensive update to the Employee Handbook has been underway by staff, counsel, and consultants since last fall with the following considerations in mind:

1. The Employee Handbook needs to be comprehensive and in compliance with all legal requirements.
2. The Employee Handbook needs to be clear and concise.
3. Updates to the Employee Handbook need to involve and take into account considerations and recommendations from the Employee Organization (see Resolution 95-33 attached).

## **DISCUSSION**

To break the review of the Employee Handbook into two manageable sections rather than conducting a full review during a single meeting of the Administration and Finance Committee, staff will present proposed revisions to Sections 13 (XVIII) through 26 (XXVI); these sections primarily contain updates based on changes to the labor law. The General Manager has held several meetings with representatives of the Employee Organization, both in the form of one-on-one meetings, and group meetings, to discuss proposed updates to other sections of the Employee Handbook. As those discussions are ongoing, they will be presented in greater detail as early as the April meeting of the Administration and Finance Committee.

## **FISCAL IMPACT**

There is no significant fiscal impact associated with receiving a report on the Employee Handbook Update.

## **STAFF RECOMMENDATION**

That the Administration & Finance Committee receive a report on the Employee Handbook Update.

## **ATTACHMENTS**

- Employee Handbook Sections 13 (XVIII) through 26 (XXVI) (Redlined)
- *Resolution 95-33, Recognizing the PVWMA Employee Organization*



**PAJARO VALLEY WATER MANAGEMENT AGENCY**  
**EMPLOYEE HANDBOOK**

**BOARD APPROVED**  
**OCTOBER 21, 2015**  
**PROPOSED REVISIONS**  
**DRAFT: MARCH 5, 2020**  
**SECTIONS XIII THROUGH XXVI ONLY**  
**FOR ADMIN/FINANCE COMMITTEE REVIEW**

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## **XII.XIII.DISCIPLINE AND TERMINATION**

Employment at the Agency is at the discretion of the General Manager, and accordingly, an employee may be disciplined or may be terminated without regard to cause. Nonetheless, guidelines concerning employees' behavior and job performance are necessary to promote the consistency, efficiency, safety, and decorum in the workplace.

Examples of conduct which the Agency considers to be contrary to its operational needs and which may result in discipline, including termination, are set forth below. The level of discipline to be imposed in any given circumstance depends upon the Agency's needs, the nature and severity of the misconduct or other deficiency at issue, and the employee's overall record. The list below provides examples and illustration of the kinds of conduct which, in the Agency's sole discretion, it believes warrant discipline up to and including termination. By listing the types of conduct which will result in discipline, and possibly termination, it is not to be implied that the grounds for discipline and/or termination are limited to those grounds specified herein, and it is not to be implied that termination must be for "cause."

- Incompetence, inefficiency, or dereliction in the performance of the duties of his/her position.
- Inability to perform assigned duties due to failure to meet or retain job qualifications (including but not limited to failure to possess required licenses, and failure to pass required tests).
- Insubordination (including, but not limited to, refusal to do assigned work).
- Carelessness or negligence in the performance of duty or in the care or use of Agency property.
- Discourteous, offensive, or abusive conduct or language toward other employees, directors, or the public.
- Dishonesty.
- Possession of or drinking of alcoholic beverages on the job or reporting for work while intoxicated.
- Possession or use of narcotics or restricted substances while on the job, or reporting to work while under the influence of a narcotic or a restricted substances.
- Personal conduct unbecoming an employee of the Agency.
- Engaging in political activity during assigned hours of employment (including, but not limited to, campaigning on behalf of any candidate for public office, including himself or herself, whether by speaking, soliciting funds or support, or distributing handbills), using any Agency property, equipment or facility for any political purpose during regular duty hours or after duty hours unless the use thereof is by law for such purposes and the employee has obtained prior written authorization from the General Manager or his/her authorized representative.
- Conviction of any crime involving moral turpitude.
- Absence without leave or repeated tardiness.
- Abuse of sick leave privileges.
- Falsifying any information supplied to the Agency, including but not limited to, information supplied on application forms, employment records, or any other Agency records.
- Offering anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or accepting anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
- Abandonment of position or excessive absenteeism.

- Physical or mental incapacity.
- Theft.
- Destruction or unauthorized possession or use of Agency or customer property.
- Unauthorized disclosure of confidential information.
- Falsification of Agency records, including employment applications or employee time cards.
- Failure to follow safety standards or engaging in unsafe conduct.
- Failure to comply with Agency rules, directives, or other guidelines including this personnel manual.

When appropriate, the Agency will utilize progressive discipline to give an employee an opportunity to improve his or her performance.

Examples of the types of discipline that the Agency may employ include, but are not limited to:

- Written reprimand.
- ~~Disciplinary probation.~~
- Suspension with or without pay.
- Reduction in salary.
- Disciplinary demotion.
- Termination.

Nothing in this handbook is intended to alter the at-will status of employment with the Agency. The Agency thus reserves the right to proceed directly to terminate any employment relationship, to demote and to otherwise discipline an employee without resort to the above disciplinary steps.

## ~~XIII.~~XIV. COMPLAINT RESOLUTION

### ~~A.~~ **Open Door Policy**

Open Door Policy: The Agency recognizes that employees will have suggestions for improving the workplace, as well as concerns about the workplace. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with an employee's supervisor. All employees should feel free to contact their supervisor with any suggestions and concerns.

If an employee does not feel comfortable contacting his or her supervisor or is not satisfied with the supervisor's response, the problem may be brought to the Finance/Administrative Services Manager or to successively higher levels of supervision.

While the Agency provides employees with ample opportunity to communicate their views, not every concern can be resolved to every employee's satisfaction. Even so, the Agency believes that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.

### ~~B.~~ **Procedure for Board Review of Termination**

~~Employment at the Agency is at-will, and an employee may be disciplined or may be terminated without regard to cause. Nonetheless, if an employee is terminated, he or she may choose to lodge a formal complaint to dispute his or her termination. The complaint must be in writing and must be lodged within 10 calendar days following the date that employee first received written or verbal~~

~~notice of termination. The complaint must be delivered via certified mail and **not** by personal delivery. The complaint must first be lodged with the General Manager who will consider the materials presented by the employee and issue a written determination, ordinarily within 10 calendar days after reviewing the complaint.~~

~~If the employee is not satisfied with General Manager's determination, the employee may submit a request in writing to the Chair of the Board of Directors asking the Board to review the facts and circumstances of the termination. The request must be delivered via certified mail and **not** by personal delivery. The employee must do so within 30 days of receiving the decision of the General Manager. The Board may, in its sole discretion, grant or deny such a request. In the event that the Board determines to review the facts and circumstances of a termination, it may establish any reasonable procedure for doing so including holding a hearing or consideration of written materials. The decision of the Board with respect to such a determination is final.~~

~~By providing employees with a formal avenue to complain about termination decisions, it is not to be implied that termination must be for "cause," nor should it be implied that the employment relationship between the Agency and the employee is anything but "at will."~~

## ~~XIV.~~XV. OTHER EMPLOYMENT

No employee shall engage in any occupation or activity, which is incompatible with his/her employment. An employee engaging in an occupation or outside activity for compensation shall inform the General Manager of the time required and the nature of such activity.

An employee engaging in any occupation or outside activity for compensation, which may be incompatible with Pajaro Valley Water Management Agency employment, who fails to inform the General Manager of such occupation or activity, may be subject to disciplinary action up to and including dismissal.

## ~~XV.~~XVI. REIMBURSEMENT

### **A. Mileage Allowance**

Any employee of the Pajaro Valley Water Management Agency, other than the General Manager, who is required to operate his/her own or a privately owned automobile for the execution of official duties shall be allowed, reimbursed, and paid mileage allowance at the IRS approved rate.

The General Manager shall receive a monthly travel allowance for trips within the Agency's service area and shall be paid the rate per mile which Santa Cruz County uses to reimburse mileage outside the Agency boundaries.

### **B. Travel Expense**

In addition to the mileage allowance provided, employees shall be reimbursed for actual and necessary expenses for other transportation and for meals, lodging, and incidentals incurred as a result of travel assigned as part of his/her official duties upon prior authorization of the General Manager subject to the limits set forth in the Agency's Travel and Expense Reimbursement Policy, Appendix A.

### **C. ~~Voluntary Educational Assistance~~ Education Policy**

The Agency encourages all employees to seek continuing education experiences that will lead

to professional development and career advancement. Appendix B, Education Policy, describes the process to be followed to apply for tuition assistance and Agency support. Provide the required information with as much detail as possible and submit to the General Manager or designee at least four (4) and no more than six (6) weeks in advance of the first session. The General Manager retains discretion to determine if a particular course is beneficial to the Agency and therefore subject to this policy.

**D. Training/Professional Seminars/Conferences/and Courses**

The Agency encourages all employees to seek continuing professional experiences that will enhance their skills and ability to perform effectively in their positions. Appendix C describes the process to be followed to apply for Agency assistance to attend professional seminars, conferences and courses in accordance with this policy. Provide the required information with as much detail as possible and submit to the Finance/Administrative Services Manager 2-3 weeks in advance, or as soon as the information is received.

**E. Reimbursement for Licenses and Certificates**

The Agency will reimburse an employee for the actual costs of obtaining and maintaining required special licenses, certificates and registrations with prior approval of the General Manager. The Agency will not, however, pay additional fees when licenses are not renewed on time. Further, the Agency will not pay for test prep courses or exam fees when these are required to renew a license that has been allowed to lapse.

With prior approval by the General Manager, the Agency will reimburse for up to a two-day exam prep study course and exam fees. Also with prior approval, an Agency vehicle may be used to attend any associated training or testing. Mileage will be reimbursed when a personal vehicle is used.

Fees for California Class C driver's licenses shall not be reimbursed under this provision; however, reimbursement shall be provided for that portion of a Class A and/or B license fee and/or hazardous material endorsement fee, where such licenses and/or endorsements are required in the job description.

**~~XVI.~~XVII. DRUGS AND ALCOHOL POLICY**

Drug and alcohol use is highly detrimental to the work place and to the efficiency and productivity the Agency requires. The use of drugs or alcohol, or being under their influence, jeopardizes the welfare and safety of our employees and the public. Employee compliance with the following provisions of the Agency's workplace drug and alcohol policy is a condition of employment.

- A. The manufacture, possession, distribution, or purchase of an illegal drug or alcohol, or being under the influence of an illegal drug or alcohol, while on duty, by any employee while in an Agency facility, while performing Agency business, or while operating a vehicle owned or leased by the Agency, is strictly prohibited.
- B. Using or being under the influence of any legally obtained drug while performing Agency business or while in an Agency facility or vehicle is prohibited to the extent that such use or influence affects job safety or efficiency.

- C. “Under the influence” is defined as any measurable amount of drugs or alcohol present in any employee.
- D. Employees who are under the influence of any medication, prescribed or otherwise, which may affect their work performance, are required to advise their supervisor of the potential effects of the medication.
- E. Violation of this policy will result in disciplinary action, up to, and including termination.
- F. The Agency may order an employee suspected of being under the influence of drugs or alcohol to take a blood test or urinalysis or other drug or alcohol test, conducted by a professional medical staff and laboratory. The testing will be conducted, without cost to the employee, while the employee is “on the clock.” Transportation will be provided to and from the medical facility. After the test, the employee will be placed on an immediate suspension from work with pay until the results are obtained. If the employee tests positive, the employee will be subject to immediate termination. Failure of any employee to consent to testing when requested to do so will be considered insubordination and may result in immediate termination.
- G. The Agency shall periodically distribute the notice in Appendix D to employees.

## ~~XVII.~~XVIII. NON-DISCRIMINATION AND HARASSMENT POLICY

### A. Purpose

The purpose of this policy is:

1. To reaffirm the Agency’s commitment to prohibit and prevent unlawful discrimination, ~~(including harassment,)~~ and retaliation in all workplaces of the Agency;
2. To define discrimination and harassment prohibited under this policy; and
3. To set forth a procedure for resolving complaints of prohibited discrimination and harassment.

This policy shall not be construed to create a private or independent right of action. Although this policy is intended to prohibit discrimination consistent with Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act, the California Fair Employment and Housing Act and California Labor Code Section 1102.1, the Agency reserves the right to interpret and apply this policy to provide greater protection than what is afforded under those laws.

### B. Policy

The Agency is committed to providing an environment that is free from harassment and discrimination of any kind, including sexual harassment (which includes harassment based on sex, pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), and harassment, discrimination, and retaliation based on such factors as race, color, religion, religious creed (including religious dress and religious grooming practices), national origin, ancestry, citizenship, age (40 years and older), physical disability (including

HIV and AIDS), mental disability, legally-protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), marital status, domestic partner status, sexual orientation, military or veteran status, service or obligation, reserve status, national guard status, gender, gender identity (including transgender identity), gender expression (including transgender expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning, or is perceived to be transitioning), sex stereotyping, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the California Fair Pay Act, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other ~~characteristic-basis prohibited-protected~~ by local, state or federal laws. Therefore, it is important that the Agency maintain an atmosphere characterized by mutual respect in order to assure fair, courteous treatment for employees and the public.

### **C. Unlawful Discrimination/Harassment Prohibited**

The Agency strongly disapproves of and will not tolerate unlawful harassment, ~~or~~ discrimination, or retaliation against Agency employees, interns, volunteers, or applicants by elected officials, managers, supervisors, coworkers, consultants or contractors. The Agency also strongly disapproves of unlawful harassment, discrimination, or retaliation of employees by persons with whom the Agency has a business, service or professional relationship. Sexual harassment and illegal discrimination are considered serious acts of misconduct and shall not be tolerated. Employees who violate this policy and engage in acts of sexual harassment or illegal discrimination of any type, for any duration, shall be subject to severe disciplinary action, up to and including termination. Retaliation against individuals who complain of sexual harassment or any type of prohibited discrimination or who participate in an investigation into sexual harassment or discrimination shall not be tolerated. Employees who engage in such acts of retaliation shall be subject to serious disciplinary action, up to and including termination.

### **D. Definition**

Prohibited discrimination and harassment for purposes of this policy, includes but is not limited to:

1. Speech/Verbal: Such as epithets, derogatory comments or slurs, and lewd propositions on the basis of race, sex, religion, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation. This includes, without limitation, inappropriate sex-oriented comments on appearance, including dress or physical features, and race-oriented stories and jokes.
2. Physical Acts: Such as assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement when directed at an individual on the basis of race, sex, religion, national origin, ancestry, disability, medical condition, marital status, age, military or veteran status or sexual orientation. This includes pinching, grabbing, patting, propositioning, leering, or making explicit or implied threats or promises in return for submission to physical acts.
3. Visual Insult: Such as derogatory posters, cartoons, or drawings related to race, sex, religion, national origin, ancestry, disability, medical condition, marital status, age, military or veteran status or sexual orientation.

4. Retaliation: Adverse employment actions carried out in retaliation for good faith submission of discrimination or harassment charges, or good faith participation in an investigation made pursuant to this policy.
5. Adverse employment actions carried out on account of race, sex, religion, national origin, ancestry, disability, medical condition, marital status, age, military or veteran status or sexual orientation.

#### **E. -Harassment**

Harassment on the basis of race, religion, creed, political affiliation, color, national origin, ancestry, sexual orientation, age, familial status, military or veteran status or mental or physical disability is prohibited. Verbal or physical conduct relating to these categories constitutes harassment when it:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working environment;
2. Has the purpose or effect of unreasonable interfering with an individual's work performance; or
3. Otherwise adversely affects an individual's employment opportunities.

#### **F. Sexual Harassment**

Sexual harassment is a form of unlawful sex discrimination and will not be tolerated by the Agency. Federal and State guidelines provide that unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature constitute unlawful harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. The submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that has the purpose or effect of reasonably interfering with an employee's work performance or of creating an intimidating, hostile, or offensive work environment.
4. Sexual harassment does not refer to occasional compliments or other behavior of a socially acceptable nature. It refers to conduct that is not welcome, that is offensive, that fails to respect the rights and dignity of others, that lowers morale, and that, therefore, interferes with work effectiveness. Sexually harassing conduct need not be motivated by sexual desire.

#### **G. Reporting Unlawful Harassment or Discrimination**

1. Any ~~incidents of employee who believes he or she has been work-related unlawfully harassment, ed or discriminated, or retaliation, or any conduct believed to violate this policy against~~ should be promptly reported it orally or in writing to the employee's

supervisor or the Finance & Administrative Services Manager. An employee is not required to complain first to a supervisor if that person is the individual who is harassing and/or engaging in discriminatory actions against the employee. Instead, the employee may report the harassment or discrimination to any member of management.

2. Any supervisor or manager who receives a complaint of unlawful harassment/discrimination, or who observes or otherwise learns about unlawful harassing conduct shall notify the General Manager immediately.

Every reported complaint of harassment, discrimination, and retaliation is taken seriously by the Agency. Every reported complaint, including allegations of misconduct, will be investigated thoroughly and promptly by impartial and qualified personnel, and in as confidential a manner as possible.

## **H. Remedial Action**

1. If harassment, ~~or~~ discrimination, or retaliation is found to have occurred in violation of this policy, the Agency shall take action to ensure or confirm that the harassment or discrimination at issue is stopped. The Agency may take whatever measures are appropriate to ensure its workplaces remain free from unlawful discrimination or harassment.
2. Employees found to have engaged in discrimination, ~~or~~ harassment, or retaliation covered by this policy may be subject to disciplinary action up to and including termination of employment.
3. Employees found to have been dishonest or uncooperative during an investigation into allegations of a violation of Agency policies ~~unlawful harassment~~ may be subject to disciplinary action up to and including termination of employment.

## **I. No Retaliation**

Employees should feel free to report valid claims of unlawful harassment without fear of retaliation of any kind. The Agency will not retaliate against or tolerate retaliation against employees for making any complaint of unlawful harassment in good faith, or against any employee for cooperating in an investigation.

## **J. DFEH and EEOC**

In addition to notifying the Agency about unlawful harassment or retaliation, an affected employee may also direct his or her complaint to the California Department of Fair Employment and Housing (“DFEH”), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. You can contact the nearest DFEH office or the FEHC at the locations listed in the DFEH poster or by checking with the state government listings in the local telephone directory. An employee also has the right to direct his or her complaint to the federal Equal Employment Opportunity Commission (EEOC).

## **K. Dissemination of Policy**

Copies of the Agency’s Nondiscrimination Policy, and of these complaint procedures, shall be provided to all employees of the Agency upon issuance, and to all new employees at the time of hiring. From time to time, the Agency may also conduct training for its employees to assist them in learning how to recognize, avoid and correct discriminatory behavior.

## **L. Obligation of Employees**

Employees are responsible for knowing the Agency's policy on nondiscrimination; refraining from discriminatory behavior, including harassment; reporting incidents of discrimination in a timely fashion; cooperating in any investigation concerning allegations of discrimination; and maintaining confidentiality concerning any investigation that is conducted. All employees are also encouraged to communicate with one another to assist co-employees to avoid harassing, discriminatory, or otherwise offensive behavior.

## **M. Anti-Fraud/Ethics Policy**

The Agency and its employees must, at all times, comply with all applicable laws and regulations. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their manager. The Agency expects its employees to conduct themselves in a businesslike manner and perform duties conscientiously, honestly, and in accordance with the best interests of the organization. Employees are expected to take great care when working with Agency's vendors and customers. Employees should respect the confidentiality of information acquired in the course of their work. Regardless of circumstances, if an employee senses that a course of action may involve a conflict of interest, fraud, and/or dishonesty, they should immediately communicate all facts to their manager, any Director, or the General Manager.

## **N. Anti-Harassment Training**

In keeping with the Agency's commitment to a professional work environment free of unacceptable harassment (whether unlawful or not), the Agency requires that every employee undergo interactive sexual harassment training as follows:

- All employees shall undergo at least one (1) hour of such training within six (6) months of hiring;
- Employees hired as, or promoted to, a supervisory or management position must undergo at least two (2) hours of interactive sexual harassment training at least once every two (2) years;
- Temporary workers: If the worker is providing services to the Agency through a third-party temporary services provider, such provider is obligated to properly train the worker. Where no third-party provider is involved, temporary workers engaged for fewer than six (6) months must undergo one (1) hour of training by the Agency either (i) within the 30-calendar-day period after their hire date, or (ii) by the point when they have worked 100 hours, whichever occurs first. Among the topics addressed by the Agency's interactive anti-harassment training are the prevention of abusive conduct in the workplace and of harassment based on gender identity, gender expression, and sexual orientation.

An employee who fails to comply with this section may be subject to disciplinary action, up to and including termination of employment.

## **XVIII.XIX-WORKPLACE VIOLENCE**

The Agency is committed to providing a safe, violence-free workplace. In this regard, the Agency strictly prohibits employees, consultants, customers, visitors, or anyone else on Agency premises or engaging in an Agency-related activity from behaving in a violent or threatening manner.

Workplace violence includes, but is not limited to, the following: (1) threatening, physically aggressive, or violent behavior, and other behavior that suggests a propensity towards violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of Agency property, or a demonstrated pattern of refusal to follow Agency policies and procedures; (2) defacing Agency property or causing physical damage to the facilities; or (3) with the exception of security personnel, bringing weapons or firearms of any kind on Agency premises or while conducting Agency business. Off-site threats include but are not limited to threats made via telephone, fax, electronic or conventional mail, or any other communication medium.

If any employee observes or becomes aware of any of the above-listed actions, or behavior, or becomes aware of any restraining order in effect, or a potentially violent non-work-related situation that could result in violence in the workplace, he or she should notify the General Manager or any available management employee immediately. Should the General Manager be the source of concern, the employee should notify the Chair of the Board or any other available Board Member immediately. All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. The Agency will not tolerate retaliation against any employee who reports workplace violence.

If the Agency determines that workplace violence has occurred, the Agency will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include Agency may request that the employee participate in counseling, either voluntarily or as a condition of continued employment, written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, the Agency will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

## ~~XIX~~.XX.SAFETY

### **A. Injury and Illness Prevention Program**

The Agency greatly values the safety and health of all of its employees and is committed to providing a safe and healthful workplace. This will be accomplished through the establishment, implementation, and maintenance of an effective Injury & Illness Prevention Program (IIPP). An IIPP administrator will be appointed by the General Manager and delegated the authority and responsibility for administering the provisions of this program for the Agency. The Safety Program Administrator is responsible for reporting to management any safety issues or concerns and for suggesting corrective actions.

All employees at every level have the responsibility to support the safety program, know the hazards of your trade, practice safe behavior at all times, and help fellow employees to prevent accidents. Managers and supervisors are responsible for providing appropriate safety leadership, making resources available to maintain a safe work environment, providing necessary and frequent training, ensuring that all safety and health policies and procedures are clearly communicated and understood by all workers, and being good examples. Managers and supervisors are expected to enforce the safety rules fairly and uniformly and to be open to safety improvement suggestions from employees with the understanding that some suggestions may not be practical or doable.

## **B. Ergonomics**

The Agency encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines. It is our intention to reduce exposure to ergonomic hazards through modifications to equipment and process and employee training. Any necessary and reasonable adjustments to minimize workplace repetitive motion injuries will be considered and made. If you require any adjustments to your work station or vehicle or have any concerns or questions about ergonomics, be sure to discuss the matter with your manager.

## **C. Bomb Threats and/or Threatening Calls**

Should you receive a threatening phone call, remain calm and try to write down the exact wording of the emergency/threat. Be sure to notify a manager immediately, and if appropriate, phone 911 to report the incident to law enforcement. Should a suspicious package appear, don't touch or open it until a manager has also inspected it and determined whether it could be dangerous.

## **D. Driving on the Job**

The Agency has established and maintains a Driving Record Review Program. As part of this program, it has enrolled in the Department of Motor Vehicles (DMV) Employer Pull Notice Program. This is a free service for public agencies that provides driver record reports on employees. To ensure uniformity in the application of recommendations to employees whose driving records are found to be unacceptable, the Agency will develop driver record review criteria. In addition, any concerns reported to management by other employees or the general public that you may be jeopardizing the Agency's integrity or exposing it to undue liability through poor driving techniques and habits will be investigated immediately and appropriate action taken to correct the problem.

If your duties require driving a vehicle, you must maintain a driving record that will not cause the Agency's insurance rate to be increased or for you to become uninsurable. Any such conditions could lead to disciplinary action.

If your duties require driving a vehicle, you must provide proof of insurance at least annually.

## **E. Cellular Phone Safety**

The use of cellular phones while driving on Agency business is considered a dangerous distraction and is prohibited. If your job requires you to keep your cell phone turned on while driving, you must safely pull off the road and stop before conducting business. Under no circumstances may a driver initiate or answer a cellular phone call or text message while driving a vehicle on Agency time.

## **~~XX~~ XXI. COMPUTER/EMAIL/INTERNET/TELEPHONE/MOBILE DEVICES POLICY**

~~Pajaro Valley Water Management Agency~~ (“~~The Agency's~~”) computers, network and information systems provide access to and sharing of information and computing resources; and thus improve the way services are provided to the public. Employees are provided these

technical resources as efficient and effective business tools. Modern technology provides connectivity of information, thoughts, ideas and actions. This means actions of employees using these tools can impact the Agency's public image, and the integrity and security of its electronic records, data and programs. The purpose of this policy is to establish standards for employees' use of Agency computers, mobile devices, software and communications equipment, including electronic mail and Internet access.

#### **A. E-mail Usage**

1. The Agency's local area network interconnects computers within adjacent offices and floors. The Agency network is also linked to computers throughout the world via internet. Electronic mail messages (e-mail) may be sent and received over the Agency network as well as outside computer networks. E-mail is an important method of distributing information among employees, business contacts and the public. Employees are responsible for checking their incoming e-mail frequently, reading its contents and responding in a timely manner. All e-mail messages received at or sent from Agency computers are property of the Agency and are not private.
2. E-mail messages may constitute "public records" and accordingly, unless exempt under the provisions of the California Public Records Act, may be subject to disclosure in response to a public records request. E-mails may also be subpoenaed as evidence in litigation. The Agency reserves the right to access and disclose for any lawful purpose all messages sent over its computer network and e-mail system. Messages transmitted over the Agency e-mail system should be those involved in Agency business activities for the accomplishment of business related tasks or any communication directly related to Agency business, administration or practices. Incidental and occasional personal use of the e-mail system is permitted, however, such messages should not interfere or conflict with assigned duties, and they are subject to the access and disclosure statements set forth in this policy.
3. Employees are responsible for the content of all text, audio or images that they place or send over the Agency computer network and e-mail system. Messages with fraudulent, harassing, obscene or sexually suggestive content are prohibited. Messages with derogatory or inflammatory remarks about an individual's race, age, religion, national origin, disability, physical attributes, military or veteran status or sexual preference shall not be transmitted. Abusive, profane or offensive language will not be used in messages. E-mail is also prohibited that is detrimental to maintaining required working relationships among employees, including supervisors and managers. Users will not attempt to obscure the origin of any message.

#### **B. Internet Usage**

Access to the Internet may be provided for employees to research and to use available information resources in performing business related tasks. Incidental personal use of the Internet should be kept at a minimum, should be conducted only during allowed work breaks, and should not interfere or conflict with assigned duties. Agency internet should not be used for any non-work related video streaming because of the impact on the internet connection. Because the Agency's electronic address must be used to gain access to the Internet, employees are assumed to be representatives of the Agency while they are using the Internet. Therefore, each employee who uses the Internet is responsible for protecting and enhancing the Agency's public image, and must use the Internet in a productive manner. As representatives of the Agency, employees are

responsible for using the Internet in an effective, ethical, and lawful manner.

### **C. Unacceptable Use of the Internet**

Employees shall not use Agency computers to access the Internet for personal entertainment or for the purpose of soliciting non-Agency business or, to advance personal views. Any unlawful or inappropriate use of the Internet is prohibited. While it is not possible to provide a complete list, the unlawful or inappropriate uses of the Internet include but are not limited to the following purposes:

- ~~\_\_\_\_\_~~ Harassment and discrimination
- ~~\_\_\_\_\_~~ Offensive and defamatory conduct
- ~~\_\_\_\_\_~~ Viewing or downloading sexual or sexually-suggestive material
- ~~\_\_\_\_\_~~ Gambling
- ~~\_\_\_\_\_~~ Infringement of trademark, copyrights or licensing stipulations
- ~~\_\_\_\_\_~~ Unauthorized access to others' software or data (i.e. hacking)
- ~~\_\_\_\_\_~~ Expression of personal opinions or views which may be construed as being those of the Agency
- ~~\_\_\_\_\_~~ Solicitation of personal business
- ~~\_\_\_\_\_~~ Social networking
- ~~\_\_\_\_\_~~ All of the limitations noted in the preceding section relating to the use of the Agency network and e-mail system.

### **D. Software**

To prevent computer viruses from being transmitted through the computer systems, downloading or installation of any software (i.e. computer programs) shall be coordinated with and approved by the Agency in advance. All software introduced to individual employee workstation computers and/or those linked to the network must be installed and used in accordance with the copyright provisions of the software owner. Employees obtaining access to copyrighted software and material must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except where expressly allowed by the copyright law or with written permission from the copyright owner.

### **E. Security**

All messages created, sent, or retrieved over the Internet or Agency network and E-mail system are the property of the Agency and may shall be considered public records. Transmittal or exchange of personal and confidential information should not be conducted using Agency computers. Deletion of personal e-mail or Internet files from work station computers does not delete those files from backup files which are routinely stored Refer below to G. No expectation of privacy. Communications including text and images may be reviewed by the Agency management and may be disclosed to law enforcement authorities, litigants or other third parties without prior consent of the sender or receiver. Employees should also understand that personal passwords are not an assurance of confidentiality.

### **F. Telephone Calls**

The Agency recognizes and understands that employees may occasionally need to speak with

family or tend to personal business during work hours. Such telephone calls must be kept to a minimum, must not interfere with the employee's work, and should generally be made during employees' break or meal times. Because telephone systems are provided by the Agency at its expense for business use, all messages sent or received on those systems are Agency property and may be accessed by the Agency or disclosed under the requirements of the California Public Records Act, in response to a subpoena, or as otherwise provide by law. Any personal confidential calls should be made on employees' own personal cell phones.

#### **G. No expectation of privacy**

The Agency reserves the right to monitor computer, e-mail, internet, and/or telephone usage to ensure that its information systems are being used for agency purposes and in a manner consistent with this policy. Security features, including passwords and message-delete functions, do not neutralize the Agency's ability to access usage data or messages at any time. Employees should be aware that the possibility of such monitoring always exists, and therefore employees do not have any right of privacy in the information, material, or images contained in any agency-owned device, software, or service used in the Agency's offices or elsewhere.

#### **H. Violations**

All employees who use Agency computers and information systems resources are responsible for complying with this policy. Violation of this policy may result in disciplinary action, up to and including termination of employment.

#### **I. Personal Mobile Devices**

The use of personal mobile devices for any function, including calling, texting, Internet, social media, etc. during work hours is subject to the same restrictions as listed under Telephone Calls under Section 16F.

## **~~XXI~~. XXII. AROUND THE WORK PLACE**

- A. Dress & Grooming Standards:** While the Agency has no formal dress code, it is expected that employees will dress in a manner consistent with good business practices. The basic rule is **“Nothing too tight, short, ragged, dirty or with obscene messages or artwork. If in doubt, don't wear it!”**
- B. Smoking:** In accordance with California State law, all buildings of the Agency are considered non-smoking areas, including use of e-cigarettes. Smoking is to be done outside where co-workers are not subjected to second hand smoke.
- C. Security:** Security is important to everyone. Employees should not discuss the security of the Agency premises or services with any individual not employed by the Agency. Additionally, neither the Agency nor its insurance carriers will assume any liability for your personal belongings. You are encouraged to secure personal belongings to the best of your ability.

Buildings have security system installed. You will be given a confidential code or key, not to be shared with anyone.

Since the Agency retains the right to search its property or facilities at any time (including employee-assigned desks, files and computer systems), if you have anything of a private nature that you wish not to be subjected to discovery during such searches, these items should be kept in your briefcase, purse or other personal carrying item.

**D. Solicitation and Distribution:** Soliciting co-workers when either of you is on paid work time is prohibited, including the use of e-mail. Distribution or posting of pamphlets, leaflets, or any other literature is not allowed except in break rooms. No material advocating a political or religious viewpoint may be distributed or promoted in the work place.

**E. Tools and Equipment:** All Agency issued tools and equipment are not to be removed from the workplace unless to an Agency worksite where they are necessary for completing the job. Agency-owned tools and equipment are not for personal use.

### **XXIII. LACTATION ACCOMODATION POLICY**

The Agency will provide a reasonable amount of break time to accommodate any employee desiring to express breast milk for the employee's infant child each time the employee has a need to express milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. If the employee takes lactation breaks at times other than their provided break times, then the lactation break shall be unpaid or the employee may choose to use accrued leave.

Those desiring to take a lactation break at times other than their provided break times must notify a supervisor prior to taking such a break. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

The Agency will provide a room or other appropriate location in close proximity to the employee's worksite that is not in a bathroom to express milk in private. The room or location will meet the following requirements:

- Be shielded from view and free from intrusion while being used to express milk;
- Be safe, clean, and free of hazardous materials;
- Contain a surface on which to place a breast pump and personal items;
- Contain a place to sit; and
- Have access to electricity needed to operate an electric battery-powered breast pump.

An employee occupying such private area shall either secure the door or otherwise make it clear to others through signage that the area is occupied and should not be disturbed. All other employees should avoid interrupting an employee during an authorized break under this section, except to announce an emergency or other urgent circumstance.

The Agency will provide access to a sink with running water and a refrigerator, or other cooling device, suitable for storing milk, in close proximity to the employee's work area.

An employee may make a request for lactation accommodation, either orally or in writing to the Finance/Administrative Services Manager. Following receipt of a request for lactation accommodation, the Agency will provide a timely written response to the employee.

An employee does not believe that the Agency is providing an appropriate lactation accommodation have the right to file a complaint with the Labor Commissioner.

## ~~XXII~~.XXIV. LEAVING ~~PVWM~~THE AGENCY

**A. Resignation:** When you decide to terminate your employment with the ~~PVWMA~~-Agency for any reason, the Agency would appreciate a written resignation giving at least two weeks' notice and the opportunity for a manager to discuss the resignation with you before final action is taken. This courtesy does not negate the fact that all employees are at-will and may terminate employment at any time with or without cause, and with or without notice.

**B. Property Return Agreement:** All Agency property must be returned prior to departure. This includes, but is not limited to, laptops, cell phones, PDAs, equipment, keys, reports commissioned by Agency, and any other job related materials.

**C. Exit Interview:** The Finance ~~&~~ Administrative Services Manager ~~is responsible for~~will ~~scheduling~~ing an exit interview with you on your last date of employment and for arranging the return of the Agency's property. During this interview, benefit coverage and COBRA will be explained. Employees who participated in a deferred compensation program will be provided forms to complete and contact information for the plan carrier who will provide a complete understanding of the options. COBRA notification will be sent directly to your home. You will be notified directly by CalPERS regarding your options.

**D. Final Paycheck:** Resigning employees will receive a final paycheck on the next regularly scheduled pay day or earlier if prior notice has been provided in accordance with the if it is required by-law. Unused vacation, comp time, or sick leave which meets the eligibility criteria, will be calculated and paid in accordance with the corresponding policies. Employees who are terminated involuntarily will be paid on the day of the discharge.

## ~~XXIII~~.XXV. SEVERABILITY

If any section, sub-section, paragraph, sentence, clause or phrase of these personnel policies is, for any reason, held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of these policies, it being hereby expressly declared that these policies and each section, sub-section, paragraph, sentence, clause and phrase thereof would have been adopted irrespective of the fact that any one or more sections, sub-sections, paragraphs, sentences, clauses or phrases be declared invalid or unconstitutional.

## ~~XXIV~~.XXVI. RIGHT TO REVISE

Pajaro Valley Water Management Agency reserves the right to modify or repeal the policies and procedures contained in this Employee Handbook after meeting and conferring with the Employees Organization.

# **RESOLUTION**

## **RESOLUTION 95-33**

### **A RESOLUTION OF THE BOARD OF DIRECTORS of the PAJARO VALLEY WATER MANAGEMENT AGENCY**

#### **RECOGNIZING THE PVWMA EMPLOYEE ORGANIZATION**

**WHEREAS**, there is at present no process to allow for Board/Staff dialogue on key employer-employee issues; and,

**WHEREAS**, Staff have unanimously decided to form an employee organization per the provisions of the Meyers-Milias-Brown Act, notifying Board members and the General Manager of this decision on June 30, 1995, requesting at that time the Board establish a procedure to meet with the new employee organization,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Pajaro Valley Water Management Agency hereby recognizes the PVWMA employee organization and approves the following:

1. The General Manager is designated the representative of the Board of Directors
2. The Administrative Assistant is designated a confidential employee
3. A Personnel Committee of the Board is to be designated by the Board Chair

**PASSED AND ADOPTED** by the Pajaro Valley Water Management Agency this 13th day of September, 1995 by the following vote:

**AYES:** Directors Bennett, Carroll, Edsberg, Garrett, Jensen, Kelly, Mauthe

**NOES:** None

**ABSENT:** None

  
EDWARD J. KELLY, III, Chairman

**Attest:**

  
Janie Schuyler, Secretary

F:\WPDATA\RESOLUTION\95\95-33

## MEMORANDUM

**DATE:** March 5, 2020  
**MEETING OF:** March 10, 2020  
**TO:** Administration & Finance Committee  
**FROM:** General Manager  
**RE:** Item 6: Receive Report on Finance & Administrative Service Manager Recruitment

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### **BACKGROUND**

On February 19, 2020, the Board of Directors approved an updated Finance & Administrative Services Manager job description and salary.

### **DISCUSSION**

Staff has been working with Regional Governmental Services to develop and implement a recruitment strategy for the Finance & Administrative Services Manager position. The recruitment strategy includes a marketing plan, brochure, timeline, and process for screening and ultimately interviewing qualified applicants. Staff will provide an update on recent activity to the Committee.

### **FISCAL IMPACT**

There is no significant fiscal impact associated with receiving a report on Finance & Administrative Service Manager recruitment.

### **STAFF RECOMMENDATION**

That the Administration & Finance Committee receive a report on Finance & Administrative Service Manager recruitment.

### **ATTACHMENTS**

- None

## MEMORANDUM

**DATE:** March 5, 2020  
**MEETING OF:** March 10, 2020  
**TO:** Administration & Finance Committee  
**FROM:** General Manager  
**RE:** Item 7: Discuss Recycled Water Facility UV Treatment Maintenance Cost Estimate

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### **BACKGROUND**

PV Water and the City of Watsonville (City) have partnered to build, operate, maintain, and distribute Title 22, tertiary treated, recycled water from the Watsonville Area Water Recycling Facility (RWF). The RWF commenced operation in 2009 and has produced approximately 28,000 acre-feet of recycled water. Recycled water is blended with other sources of supplemental water supply, such as from the Harkins Slough Facility, and delivered to coastal farms for use as an irrigation supply in lieu of groundwater. PV Water's supplemental water supplies serve the purpose of reducing groundwater overdraft while also slowing the rate of seawater intrusion.

### **DISCUSSION**

PV Water and City staff have been working to optimize recycled water production. To achieve this, PV Water applied for and received a combination of Proposition 1 grant funding, and a State Revolving Fund (SRF) financial agreement, to construct a 1.5 million gallon recycled water storage and distribution pump station improvement project (Phase I), a disk filter upgrade project (Phase II), and is evaluating plans for a future project to either construct another 0.5 million gallons of storage and/or to construct a UV Treatment Upgrade (future Phase III).

In the meantime, an evaluation of the present UV Treatment Component of the RWF determined that after 10 years of service, significant maintenance is needed. Staff will summarize the result of a recent meeting with representatives from the UV System manufacture, City and PV Water staff, and PV Water's consulting engineer.

### **FISCAL IMPACT**

The fiscal impact of purchasing the equipment approximately \$218,000.

### **STAFF RECOMMENDATION**

That the Administration & Finance Committee receive a report from staff and discuss the Recycled Water Facility UV Treatment Maintenance Cost Estimate.

### **ATTACHMENTS**

- DC Frost and Associates, Inc., Cost Estimate



# DC Frost Associates, Inc

A Coombs Hopkins Company  
2855 Mitchell Drive, Suite 215  
Walnut Creek, CA 94598

# Quotation

Date	Quote #
1/24/2020	103151-R3

### Bill To

City of Watsonville  
Accounts Payable - Mike Wagoner  
250 Main Street  
Watsonville, CA 95076

### Ship To

City of Watsonville WWTP  
Attn: Mike Wagoner (831-768-3181)  
500 Clearwater Lane  
Watsonville, CA 95076

E-mail: michael.wagoner@cityofwatsonville.org  
Phone: 831-768-3181

Model	Equipment	Project/Serial #	FOB	
UV3000Plus	Trojan	511165	Fact. PPA	
Line	Qty	Description	Unit Price	Total
		PARTS QUOTED ARE BASED ON RECENT SITE VISIT BY MIKE HICKEN (TROJAN CERTIFIED TECHNICIAN)		
a	150	Part 327021, Wiper Seal	9.70	1,455.00T
b	200	Part 794447-0YW, Lamp, GA64T6HE Flat Base (Yellow Ceramic End) - discount offered by Trojan through October 31, 2020	296.85	59,370.00T
c	38	Part 316136-004, Sleeves, Quartz (4 per pack) = 600 sleeves - discounted on 4-packs offered by Trojan through October 31, 2020	358.40	13,619.20T
d	5	Part 015239, Sensor Sleeve UV3+ 25 x 28 x 1832	152.00	760.00T
e	55	Part 327795, Vent Kit, UV3+ '07	5.85	321.75T
f	75	Part 326411, Cylinder, Wiper UV3+ Gen 2 (This is a hydraulic ram that pushes the wiper drive bar holding the wiper canisters across the module) - discount offered by Trojan through October 31, 2020	1,543.25	115,743.75T
g	1	Part 901507, Acti-Clean Gel (4x1 gallon bottles)	201.00	201.00T
h	15	Part 907624-04F145BL, Hose Assembly UV3+ 1/4" RET F	159.50	2,392.50T
i	15	Part 907624-04M066BL, Hose Assembly UV3+ 1/4" EXT M	115.50	1,732.50T
j	15	Part 907624-04F071BK, Hose Assembly, UV3+ 1/4" RET F	144.50	2,167.50T
Quote Prepared By: Debby Patton			<b>Total:</b>	

**PRICES QUOTED HEREIN ARE VALID FOR 30 DAYS.**

**Payment Terms: Net 30**

**If prices quoted do not include sales or use tax, such taxes, if required, are to be paid by the Purchaser.**

**DCF Terms & Conditions apply on all orders (copy available upon request).**

*We are pleased to offer our quotation on the equipment or service listed above.  
Please contact us if you have any questions.*

Emails:  
debby@chcwater.com  
blanca@chcwater.com

Phone: (800) 964-9733  
Fax: (925) 947-6784



# DC Frost Associates, Inc

A Coombs Hopkins Company  
2855 Mitchell Drive, Suite 215  
Walnut Creek, CA 94598

# Quotation

Date	Quote #
1/24/2020	103151-R3

### Bill To

City of Watsonville  
Accounts Payable - Mike Wagoner  
250 Main Street  
Watsonville, CA 95076

### Ship To

City of Watsonville WWTP  
Attn: Mike Wagoner (831-768-3181)  
500 Clearwater Lane  
Watsonville, CA 95076

E-mail: michael.wagoner@cityofwatsonville.org  
Phone: 831-768-3181

Model		Equipment	Project/Serial #	FOB	
UV3000Plus		Trojan	511165	Fact. PPA	
Line	Qty	Description	Unit Price	Total	
k	15	Part 907624-04M150BK, Hose Assembly UV3+ 1/4" EXT M	133.00	1,995.00T	
		FREIGHT CHARGES ARE EXTRA AND WILL BE ADDED TO ALL INVOICES			
		Sales Tax	17,978.28	17,978.28	
DC FROST ASSOCIATES, INC. DOES NOT ACCEPT VERBAL ORDERS.					
PLEASE SIGN AND DATE THIS QUOTATION and e-mail or fax to the author of the quote along with a copy of your PO (or you can write the PO number on the signed quote). By doing this, you are authorizing your acceptance of the Quote and giving approval to place the order. Simply include any Quantity changes, Bill To and Ship To changes along with your signature and date below.					
SIGNATURE / DATE / PO#:					
Quote Prepared By: Debby Patton			<b>Total:</b>		

**PRICES QUOTED HEREIN ARE VALID FOR 30 DAYS.**

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**If prices quoted do not include sales or use tax, such taxes, if required, are to be paid by the Purchaser.**

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Attn: Mike Wagoner (831-768-3181)  
500 Clearwater Lane  
Watsonville, CA 95076

E-mail: michael.wagoner@cityofwatsonville.org  
Phone: 831-768-3181

Model	Equipment	Project/Serial #	FOB	
UV3000Plus	Trojan	511165	Fact. PPA	
Line	Qty	Description	Unit Price	Total
		DAMAGES/SHORTAGES: All parts arriving at the site must be inspected within (5) business days after receipt with Buyer reporting any damages/shortages. Any damaged parts must be reported to DC Frost Associates, Inc. in writing, identifying parts damaged, quantity and must include pictures of the damage.		
Quote Prepared By: Debby Patton			<b>Total:</b>	<b>\$217,736.48</b>

**PRICES QUOTED HEREIN ARE VALID FOR 30 DAYS.**

**Payment Terms: Net 30**

**If prices quoted do not include sales or use tax, such taxes, if required, are to be paid by the Purchaser. DCF Terms & Conditions apply on all orders (copy available upon request).**

*We are pleased to offer our quotation on the equipment or service listed above.  
Please contact us if you have any questions.*

Emails:  
debby@chcwater.com  
blanca@chcwater.com

Phone: (800) 964-9733  
Fax: (925) 947-6784

PAJARO VALLEY WATER MANAGEMENT AGENCY  
Account Activity Report per Bank Statement

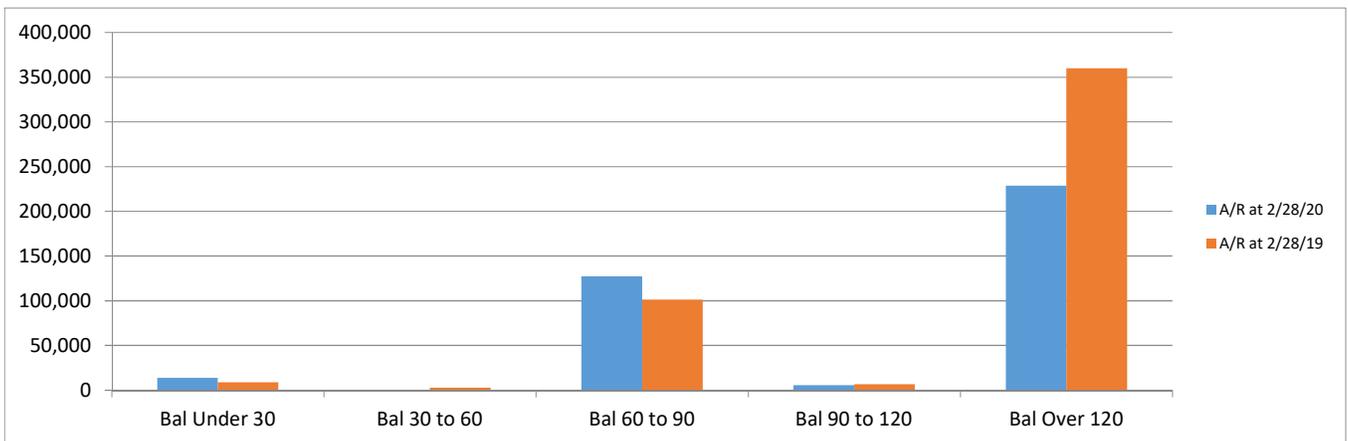
	Date	Deposits	Withdrawals	Balance
<u>CLEARING ACCOUNT - Rabobank</u>				
Beginning Balance	1/1/2020			\$711,837
Cash Receipts				
Disbursements			1,075,470	
Transfers		853,407		
Bank Fees				
Ending Balance	1/31/2020			<u>\$489,774</u>
<u>GENERAL FUND10-MMA RABOBANK</u>				
Beginning Balance	1/1/2020			\$688,029
Cash Receipts		150,887		
Transfers			7,485	
Interest Earned		121		
Ending Balance	1/31/2020			<u>\$831,551</u>
<u>GENERAL FUND 10 - LAIF</u>				
Beginning Balance	1/1/2020			\$2,143,133
Transfers				
Interest Earned		12,312		
Ending Balance	1/31/2020			<u>\$2,155,445</u>
<u>GENERAL FUND 20 - LAIF</u>				
Beginning Balance	1/1/2020			\$10,336,701
Transfers				
Interest Earned		59,381		
Ending Balance	1/31/2020			<u>\$10,396,082</u>
<u>SPECIAL REVENUE FUND 20-Operating RABOBANK</u>				
Beginning Balance	1/1/2020			\$10,020
Cash Receipts		2,817,406		
Transfers			2,105,922	
Bank Fees			1,950	
Interest Earned				
Ending Balance	1/31/2020			<u>\$719,554</u>
<u>SPECIAL REVENUE Fund 20 Cash Mgmt-FUND20MMN RABOBANK</u>				
Beginning Balance	1/1/2020			\$3,019,938
Transfers		1,500,000	240,000	
Bank Fees				
Interest Earned		505		
Ending Balance	1/31/2020			<u>\$4,280,443</u>
<u>Certificate of Deposit - DWR Loan Reserve Rabobank Fund 40</u>				
Beginning Balance	1/1/2020			\$253,853
Interest Earned				
Ending Balance	1/31/2020			<u>\$253,853</u>
Prior Month Ending Cash Balance: Total Deposits: Total Withdrawals: Month End Cash Balance:				
	\$17,163,510	\$5,394,019	\$3,430,827	\$19,126,702
	Cash Transfers	2,353,407	2,353,407	-
	Actual Cash Receipts/Disbursements	<u>3,040,612</u>	<u>1,077,419</u>	

**PAJARO VALLEY WATER MANAGEMENT AGENCY**  
**INVESTMENT REPORT**  
**ALL FUNDS**  
**January 31, 2020**

Description	Current Yield	Investment	% of Total Portfolio	Weighted Yield
Rabobank Clearing Account	0.00%	<u>\$489,774</u>	2.56%	0.00%
<b><u>General Fund 10</u></b>				
Rabobank General Fund 10 Money Market Account	0.20%	831,551	4.35%	0.01%
Local Agency Investment Fund	2.29%	2,155,445	11.27%	0.26%
		<u>\$2,986,996</u>		
<b><u>Special Revenue Fund 20</u></b>				
Rabobank Special Revenue Fund 20 Operating Account	0.00%	719,554	3.76%	0.00%
Rabobank Special Revenue Fund 20 Money Market Account	0.20%	4,280,443	22.38%	0.04%
Local Agency Investment Fund	2.29%	10,396,082	54.35%	1.24%
		<u>\$15,396,079</u>		
<b><u>Long Term Debt Fund 40</u></b>				
Rabobank Certificate of Deposit DWR Loan Reserve	0.50%	<u>\$253,853</u>	1.33%	0.01%
		<b>Total: <u>\$19,126,702</u></b>	<b>100.0%</b>	
Total Funds Reserved (DWR Fund 40)		253,853		
Total Funds Invested		17,663,521		
Total Funds Non-interest Bearing		1,209,328		
Total Funds		<u>\$19,126,702</u>		
Total Available Funds		18,872,849		
Cash Reserve Policy Requirements (PV Water)		5,420,000		
Surplus (Deficit) of Funds		<u>\$13,452,849</u>		

**PV Water**  
**Accounts Receivable Aging 3 Month Trend**  
**As of 2/28/2020**

	Balance Forward	Bal Under 30	Bal 30 to 60	Bal 60 to 90	Bal 90 to 120	Bal Over 120
Accounts Receivable before credits	375,634	13,909	0	127,314	5,803	228,609
Credits	<u>(7,804)</u>					
Total Accounts Receivable at 2/28/20	367,830					
Accounts Receivable before credits	479,917	8,929	2,890	101,483	6,825	359,792
Credits	<u>(24,701)</u>					
Total Accounts Receivable at 2/28/19	455,216					
Accounts Receivable before credits	878,604	0	598,133	6,647	266	273,558
Credits	<u>(5,518)</u>					
Total Accounts Receivable at 1/31/20	873,086					
Accounts Receivable before credits	3,798,297	3,451,350	7,368	-6,917	69,363	277,132
Credits	<u>(15,391)</u>					
Total Accounts Receivable at 12/30/19	3,782,906					
Accounts Receivable before credits	432,911	24,374	-17,199	111,732	8,259	305,745
Credits	<u>(8,033)</u>					
Total Accounts Receivable at 11/30/19	424,878					



# Bank Reconciliation

## Checks by Date

User: nancy  
 Printed: 03/02/2020 - 10:37AM



Cleared and Not Cleared Checks

Check No	Check	Name	Module	Clear Date	Amount
35944	02/12/2020	ACE HARDWARE	AP		150.22
35945	02/12/2020	ATCHINSON,BARISONE,CONDOTTI	AP		10,644.73
35946	02/12/2020	AVAYA FINANCIAL SERVICES.	AP		388.24
35947	02/12/2020	BARTKIEWICZ, KRONICK & SHANAHAN INC	AP		5,688.00
35948	02/12/2020	BRIAN LOCKWOOD	AP		80.00
35949	02/12/2020	CARDMEMBER SERVICE	AP		4,066.47
35950	02/12/2020	CITY OF WATSONVILLE UTILITIES	AP		108,167.96
35951	02/12/2020	CONTRACTOR COMPLIANCE & MONITORING INC.	AP		800.00
35952	02/12/2020	COVELLO A PSOMAS COMPANY	AP		720.00
35953	02/12/2020	FEDAK & BROWN LLP	AP		3,078.00
35954	02/12/2020	FIRST AMERICAN TITLE CO.	AP		4,200.00
35955	02/12/2020	MARINO HERNANDEZ	AP		1,500.00
35956	02/12/2020	McCROMETER, INC.	AP		16,221.76
35957	02/12/2020	MERRY MAIDS	AP		632.00
35958	02/12/2020	MIKE PODLECH	AP		675.00
35959	02/12/2020	MONTEREY BAY ANALYTICAL SERVICE INC	AP		1,403.00
35960	02/12/2020	PENINSULA MESSENGER LLC	AP		57.00
35961	02/12/2020	PG & E	AP		1,237.69
35962	02/12/2020	PITNEY BOWES PURCHASE POWER, INC.	AP		5,050.00
35963	02/12/2020	RDO EQUIPMENT COMPANY INC	AP		47.50
35964	02/12/2020	RESOURCE CONSERVATION SANTA CRUZ COUNTY RCA	AP		32,918.12
35965	02/12/2020	ROTARY CLUB OF FREEDOM	AP		450.00
35966	02/12/2020	SC FUELS INC	AP		256.99
35967	02/12/2020	SHAMROCK OFFICE SOLUTIONS	AP		58.89
35968	02/12/2020	STREET SCENE ON & OFF ROAD	AP		382.34
35969	02/12/2020	SWCA ENVIRONMENTAL CONSULTANTS	AP		637.25
35970	02/12/2020	TAYLOR'S OFFICE CITY, INC.	AP		214.64
35971	02/12/2020	THE BANK OF NEW YORK MELLON TRUST CO.	AP		2,608,394.26
35972	02/12/2020	VERIZON WIRELESS	AP		634.01
35973	02/12/2020	ZAG TECHNICAL SERVICES, INC.	AP		3,664.50
35974	02/12/2020	ZAMORA UPHOLSTERY	AP		180.00
0	02/14/2020	DEPT. OF CHILD SUPORT SERVICES	AP	2/18/2020	174.46
0	02/14/2020	NATIONWIDE RETIREMENT SOLUTION	AP	2/18/2020	2,800.00
0	02/14/2020	PERS-Fiscal Services Division Cashier Unit	AP	2/18/2020	7,496.52
0	02/14/2020	PVWMA-Cafeteria Account	AP	2/18/2020	1,233.46
0	02/14/2020	AFLAC- FLEX ONE	AP	2/18/2020	515.50
35975	02/14/2020	ACWA/JPIA	AP		27,184.73
35976	02/19/2020	Thomas Broz	AP		92.35
0	02/28/2020	AFLAC- FLEX ONE	AP	2/28/2020	515.50
0	02/28/2020	DEPT. OF CHILD SUPORT SERVICES	AP	2/28/2020	174.46
0	02/28/2020	NATIONWIDE RETIREMENT SOLUTION	AP	2/28/2020	2,800.00
0	02/28/2020	PERS-Fiscal Services Division Cashier Unit	AP	2/28/2020	16,418.61
0	02/28/2020	PVWMA-Cafeteria Account	AP	2/28/2020	1,233.46
35977	02/28/2020	ACWA/JPIA WORKERS COMP	AP		3,757.91
35978	02/28/2020	ADP-AUTOMATIC DATA PROCESSING	AP		436.04
35979	02/28/2020	AT&T WIRELES & MOBILITY CIMIS	AP		43.73
35980	02/28/2020	ATCHINSON,BARISONE,CONDOTTI	AP		11,543.26
35981	02/28/2020	BALANCE HYDROLOGICS, INC	AP		14,842.88
35982	02/28/2020	CARDIFF PEST CONTROL INC	AP		4,800.00
35983	02/28/2020	CBEC, INC	AP		10,777.50
35984	02/28/2020	CITY OF WATSONVILLE UTILITIES	AP		143.18
35985	02/28/2020	EKI ENVIRONMENT & WATER	AP		1,697.28
35986	02/28/2020	FEDERAL EXPRESS, INC.	AP		206.36
35987	02/28/2020	FIRST AMERICAN TITLE CO.	AP		1,400.00
35988	02/28/2020	GREEN RUBBER KENNEDY AG. INC.	AP		119.39

Check No	Check	Name	Module	Clear Date	Amount
35989	02/28/2020	IN-SITU INC.	AP		458.85
35990	02/28/2020	McCROMETER, INC.	AP		17,273.60
35991	02/28/2020	MICROSOFT	AP		12.50
35992	02/28/2020	MICROSOFT AZURE	AP		20.00
35993	02/28/2020	MONTEREY BAY ANALYTICAL SERVICE INC	AP		749.00
35994	02/28/2020	MONTEREY BAY PROFESSIONAL LANDSCAPE INC	AP		190.00
35995	02/28/2020	NHA ADVISORS	AP		4,000.00
35996	02/28/2020	PASILLAS TIRE SERVICES, INC	AP		55.00
35997	02/28/2020	PG & E	AP		3,034.43
35998	02/28/2020	PVI PAJARO VALLEY IRRIGATION, INC.	AP		8,257.86
35999	02/28/2020	REITER BERRY FARMS	AP		2,352.00
36000	02/28/2020	RGS-REGIONAL GOVERNMENT SERVICES	AP		570.00
36001	02/28/2020	SAFARI SIGNS	AP		284.05
36002	02/28/2020	SANTA CRUZ CO. FLOOD CONTROL & WATER C.	AP		7,500.00
36003	02/28/2020	SC FUELS INC	AP		367.18
36004	02/28/2020	STAPLES CREDIT PLAN	AP		113.60
36005	02/28/2020	THE HOME DEPOT CREDIT SERVICES	AP		994.56
36006	02/28/2020	THE STANDARD INSURANCE COMPANY	AP		486.91
36007	02/28/2020	U.S. BANK EQUIPMENT FINANCE	AP		207.61
36008	02/28/2020	ZAG TECHNICAL SERVICES, INC.	AP		468.50

Total: 2,970,400.80

# Accounts Payable

## Checks by Date - Detail By Check Date

User: nancy  
 Printed: 3/2/2020 - 10:37 AM



				Check Amount
Check No:	35944	Check	02/12/2020	
Vendor:	A190	ACE HARDWARE		
192050/192382		Field Supplies for 1/20		150.22
				150.22
Check No:	35945	Check	02/12/2020	
Vendor:	A910	ATCHINSON,BARISONE,CONDOTTI		
33397		CL Professional Services for 11/1-11/30/19		9,722.13
33398		Professional Services General Matters for 11/1-11/30/19		922.60
				10,644.73
Check No:	35946	Check	02/12/2020	
Vendor:	A850	AVAYA FINANCIAL SERVICES.		
34856329		Phone/VM Lease Agreement for 2/28-3/28/20		388.24
				388.24
Check No:	35947	Check	02/12/2020	
Vendor:	B102	BARTKIEWICZ, KRONICK & SHANAHAN INC		
8812-0006/0005		Legal Professional Service WSR for 1/20		4,069.50
8812-0006/0005		Legal Professional Services CL.Project for 1/20		1,618.50
				5,688.00
Check No:	35948	Check	02/12/2020	
Vendor:	L563	BRIAN LOCKWOOD		
JAN-CELLREIMB		GM. Cell reimb. For 12/23-1/22/20		80.00
				80.00
Check No:	35949	Check	02/12/2020	
Vendor:	R40	CARDMEMBER SERVICE		
JAN2020		Conference/Seminar for 1/20		55.00
JAN2020		Board Mtg Lunch for 1/20		42.99
JAN2020		Working Lunch Mtg for 1/20		27.93
JAN2020		Office News paper for 1/20		34.15
JAN2020		Staff Mtg for 1/20		36.75
JAN2020		Basin Monitorig Equip. for 1/20		3,396.82
JAN2020		Hosting Website for 1/20		19.80
JAN2020		Office Supplies for 1/20		345.21
JAN2020		cell case supplies for 1/20		48.62
JAN2020		office supplies for 1/20		59.20
				4,066.47
Check No:	35950	Check	02/12/2020	
Vendor:	W400	CITY OF WATSONVILLE UTILITIES		
25586		CD's Portable City Connection Usage for 10/19 to 12/19		108,167.96
				108,167.96
Check No:	35951	Check	02/12/2020	
Vendor:	C1720	CONTRACTOR COMPLIANCE & MONITORING INC.		
12456		Labor Compliance Services Disk Filter for 1/20		800.00

**Check Amount**

Check No:	35952	Check	02/12/2020	800.00
Vendor:	T335	COVELLO A PSOMAS COMPANY		
6PAJ010100		Prof. Services CDS F-Line Expansion for 11/22 to 12/26/20		720.00
				720.00
Check No:	35953	Check	02/12/2020	
Vendor:	F199	FEDAK & BROWN LLP		
200117		Final Billing on Audit FS for 1/20		3,078.00
				3,078.00
Check No:	35954	Check	02/12/2020	
Vendor:	F365	FIRST AMERICAN TITLE CO.		
6183123960		Patrick J Fitz/WSR for 1/20		400.00
6183123961		Panabaker LLC/WSR for 1/20		500.00
6183123962		Eric & Nancy L Rochelle/WSR for 1/20		900.00
6183123963		Hoover LLC /WSR for 1/20		500.00
6183123964		Hoover LLC/WSR for 1/20		500.00
6183123965		Hoover LLC for 1/20		500.00
6183123966		Good Earth Lands LLC/WSR for 1/20		900.00
				4,200.00
Check No:	35955	Check	02/12/2020	
Vendor:	H122	MARINO HERNANDEZ		
TUITION REIMB		Tuition Reimb. Per Ed. Policy for 2/20		1,500.00
				1,500.00
Check No:	35956	Check	02/12/2020	
Vendor:	M2300	McCROMETER, INC.		
534109-RI		Telemetry Meters Project for 2/20		16,221.76
				16,221.76
Check No:	35957	Check	02/12/2020	
Vendor:	M900	MERRY MAIDS		
1/4 to 1/25/20		Monthly Office housekeeping fo		632.00
				632.00
Check No:	35958	Check	02/12/2020	
Vendor:	P1160	MIKE PODLECH		
2161		CL Fisheries Support Prof. Services for 1/1 to 1/31/20		675.00
				675.00
Check No:	35959	Check	02/12/2020	
Vendor:	M1175	MONTEREY BAY ANALYTICAL SERVICE INC		
200115-02		Water Samples CDS for 1/15/20		945.00
200116-07		HSP Samples for 1/16/20		458.00
				1,403.00
Check No:	35960	Check	02/12/2020	
Vendor:	P180	PENINSULA MESSENGER LLC		
190321		Monthly RaboBank Courier for 1/20		57.00
				57.00
Check No:	35961	Check	02/12/2020	
Vendor:	P800	PG & E		
2926809320-9		Service at 36-B Brennan St for		74.18
2926809320-9		Service at 36-B Brennan St for		24.73
3771390038-1		Service at Jensen Rd #3 for 12/19 to 1/20/20		29.00
4291054495-8		Service at 475 San Andreas Rd for 12/20 to 1/21/20		163.31

			<b>Check Amount</b>
5290624576-7		Service at 2240 Beach Rd for 12/19 to 1/20/20	18.71
5916054391-0		Service at 187C San Andreas Rd for 12/20 to 1/20/20	927.76
			1,237.69
Check No:	35962	Check 02/12/2020	
Vendor:	P950	PITNEY BOWES PURCHASE POWER, INC.	
8000-9000-0396-4453		Postage Machine stamp purchase for 1/26/20	5,050.00
			5,050.00
Check No:	35963	Check 02/12/2020	
Vendor:	R320	RDO EQUIPMENT COMPANY INC	
W1325539		Turbo Actuator replaced turbo Labor ECU pgm for 2/4/19	47.50
			47.50
Check No:	35964	Check 02/12/2020	
Vendor:	S830	RESOURCE CONSERVATION SANTA CRUZ COUNTY RCA	
19-IE-04		AG. Conservation Technical Services for 10/19-12/19	32,918.12
			32,918.12
Check No:	35965	Check 02/12/2020	
Vendor:	R605	ROTARY CLUB OF FREEDOM	
2643		Quarterly Dues-Lockwood	225.00
2668		Qterly Dues Jan. Feb. & Mar. 2/20	225.00
			450.00
Check No:	35966	Check 02/12/2020	
Vendor:	S1405	SC FUELS INC	
0199866		Agency Vehicles Fuel for 1/23-1/29/20	256.99
			256.99
Check No:	35967	Check 02/12/2020	
Vendor:	S1681	SHAMROCK OFFICE SOLUTIONS	
454532		Monthly Office Printer for 1/1-2/31/20	58.89
			58.89
Check No:	35968	Check 02/12/2020	
Vendor:	S2910	STREET SCENE ON & OFF ROAD	
34208		Exchanged tool box to Weathergard tool box /veh#11 for 2/20	382.34
			382.34
Check No:	35969	Check 02/12/2020	
Vendor:	S2865	SWCA ENVIRONMENTAL CONSULTANTS	
106269		PVWMA Recycled Water Facility PM coding Support for 1/5-2/1/20	248.50
106275		CDS F-Line Expansion Planning Support for 1/1-1/31/20	388.75
			637.25
Check No:	35970	Check 02/12/2020	
Vendor:	T100	TAYLOR'S OFFICE CITY, INC.	
321216 & 321409		Office Supplies for 1/20	214.64
			214.64
Check No:	35971	Check 02/12/2020	
Vendor:	T333	THE BANK OF NEW YORK MELLON TRUST CO.	
PAJAROVWMA1		Water Bond Principal & Interest	1,994,913.01
PAJAROVWMA16		Water Bond Principal & Interest	613,481.25
			2,608,394.26
Check No:	35972	Check 02/12/2020	
Vendor:	V369	VERIZON WIRELESS	
9847382104		Agency Personnel Cell Phones & equipt. for 1/2/20 to 2/1/20	634.01

				<b>Check Amount</b>
Check No:	35973	Check	02/12/2020	634.01
Vendor:	Z100	ZAG TECHNICAL SERVICES, INC.		
106933		IT-Agreement Support 8x5 for 1/31/20		975.00
107011		IT-Agreement RMM, Patching & AV Manage for 2/6/20		1,484.50
107028		IT-Agreement Support 8x5 for 2/6/20		390.00
107040		IT-Monthly Subscription Agreement-Datto for 2/06/20		815.00
				3,664.50
Check No:	35974	Check	02/12/2020	
Vendor:	Z115	ZAMORA UPHOLSTERY		
1671		2002 Ranger Driver Seat Upholstery for 2/20		180.00
				180.00
Date Totals:				2,812,598.57
Check No:	0	Check	02/14/2020	
Vendor:	A1250	AFLAC- FLEX ONE		
EE Deferrals		EE PR Defferals		515.50
				515.50
Check No:	0	Check	02/14/2020	
Vendor:	E830	DEPT. OF CHILD SUPORT SERVICES		
EE Deferrals		EE PR Defferals		174.46
				174.46
Check No:	0	Check	02/14/2020	
Vendor:	N125	NATIONWIDE RETIREMENT SOLUTION		
EE Deferrals		EE PR Defferals		2,800.00
				2,800.00
Check No:	0	Check	02/14/2020	
Vendor:	P1300	PERS-Fiscal Services Division Cashier Unit		
EE Deferrals		EE PR Defferals		6,638.09
EE Deferrals		EE PR Defferals		858.43
				7,496.52
Check No:	0	Check	02/14/2020	
Vendor:	P555	PVWMA-Cafeteria Account		
EE Deferrals		EE PR Defferals		1,233.46
				1,233.46
Check No:	35975	Check	02/14/2020	
Vendor:	A300	ACWA/JPIA		
0641386		EE PR Defferals-March Prems		27,088.76
0641386		EE Deferrals-CMeusel EED & LFE-during FML		94.60
0641386		EE Deferrals-Minor Adjs Life Prems C. Meusel		1.37
				27,184.73
Date Totals:				39,404.67
Check No:	35976	Check	02/19/2020	
Vendor:	t700	Thomas Broz		
Reissue ADPCK		Reissue Ck#10071310 ADP092719-lost		92.35
				92.35
Date Totals:				92.35

				<b>Check Amount</b>
Check No:	0	Check	02/28/2020	
Vendor:	A1250	AFLAC- FLEX ONE		
PRDeferrals		EE PR Defferals		515.50
				515.50
Check No:	0	Check	02/28/2020	
Vendor:	E830	DEPT. OF CHILD SUPORT SERVICES		
PRDeferrals		EE PR Defferals		174.46
				174.46
Check No:	0	Check	02/28/2020	
Vendor:	N125	NATIONWIDE RETIREMENT SOLUTION		
PRDeferrals		EE PR Defferals		2,800.00
				2,800.00
Check No:	0	Check	02/28/2020	
Vendor:	P1300	PERS-Fiscal Services Division Cashier Unit		
15939054&045		Unfunded Accrued Liability		8,870.48
PRDeferrals		EE PR Defferals		858.44
PRDeferrals				6,689.69
				16,418.61
Check No:	0	Check	02/28/2020	
Vendor:	P555	PVWMA-Cafeteria Account		
PRDeferrals		EE PR Defferals		1,233.46
				1,233.46
Check No:	35977	Check	02/28/2020	
Vendor:	A400	ACWA/JPIA WORKERS COMP		
2019Q4Premis		Worker's Compensation Insuranc		3,757.91
				3,757.91
Check No:	35978	Check	02/28/2020	
Vendor:	A1230	ADP-AUTOMATIC DATA PROCESSING		
551851119		Agency Payroll Processing Charges PE for 1/25-2/8/20		311.00
552042275		Agency Payroll PE for		125.04
				436.04
Check No:	35979	Check	02/28/2020	
Vendor:	A909	AT&T WIRELES & MOBILITY CIMIS		
287019856199x02172020		Cimis Station Inter. for 1/10 to 2/9/20		43.73
				43.73
Check No:	35980	Check	02/28/2020	
Vendor:	A910	ATCHINSON,BARISONE,CONDOTTI		
33434		Professional Services General Matters for 1/1-1/31/20		9,441.06
33435		Professional Services General Matters for 1/1-1/31/20		2,102.20
				11,543.26
Check No:	35981	Check	02/28/2020	
Vendor:	B195	BALANCE HYDROLOGICS, INC		
219177-0120		Data Post-processing Watsonville Slough gaging 2019 to 1/18/20		5,047.50
220177-0120		Data Post-processing PV Water WY20 Monitoring thru 1/18/20		9,795.38
				14,842.88
Check No:	35982	Check	02/28/2020	
Vendor:	C960	CARDIFF PEST CONTROL INC		
106775		Pest control Office Monthly fumigation for 2/11/20		110.00
11218-1		Office Fumigation for Drywood Termites for 12/19		4,690.00

				<b>Check Amount</b>
Check No:	35983	Check	02/28/2020	4,800.00
Vendor:	C103	CBEC, INC		
19-1024-8		CL Fish Passage Design 1/1-1/31/20		10,777.50
				10,777.50
Check No:	35984	Check	02/28/2020	
Vendor:	W400	CITY OF WATSONVILLE UTILITIES		
ACC# 02389		Office Monthly Utilities for 1/13 to 2/11/20		143.18
				143.18
Check No:	35985	Check	02/28/2020	
Vendor:	E355	EKI ENVIRONMENT & WATER		
B90103.00-05		HSR. Professional Services for 12/28 to 1/24/20		1,697.28
				1,697.28
Check No:	35986	Check	02/28/2020	
Vendor:	F200	FEDERAL EXPRESS, INC.		
693517552		Standard Overnight Envelope for 2/20		206.36
				206.36
Check No:	35987	Check	02/28/2020	
Vendor:	F365	FIRST AMERICAN TITLE CO.		
6183123967		Land Trust of Santa Cruz Co. for 1/20		500.00
6183124200		Rodney N Koda, Gwen K Koda for 2/20		400.00
6183124227		Kitayama Bros. Inc. for 2/20		500.00
				1,400.00
Check No:	35988	Check	02/28/2020	
Vendor:	G190	GREEN RUBBER KENNEDY AG. INC.		
W-546684		RP Devices Ball parts Recovery Wells field supplies for 2/13/20		119.39
				119.39
Check No:	35989	Check	02/28/2020	
Vendor:	I220	IN-SITU INC.		
2055		HydroVu (annual) Complete for 2/12/20		458.85
				458.85
Check No:	35990	Check	02/28/2020	
Vendor:	M2300	McCROMETER, INC.		
534196-RI		Field Training for Telemetry Project 1/20		2,700.00
534392-RI		CD's Telemetry Project 1/20		14,447.92
534783-RI		USB RTU Communication Cable for 2/20		125.68
				17,273.60
Check No:	35991	Check	02/28/2020	
Vendor:	M1872	MICROSOFT		
E0400A95XM		IT-Online Hydrology 365 Support for 1/17-2/16/20		12.50
				12.50
Check No:	35992	Check	02/28/2020	
Vendor:	M1875	MICROSOFT AZURE		
E0600AAV3S		IT-Support Pay as You go for 12/12/19-1/11/20		20.00
				20.00
Check No:	35993	Check	02/28/2020	
Vendor:	M1175	MONTEREY BAY ANALYTICAL SERVICE INC		
200116-06		SurfaceWater Samples for 1/16/20		310.00
200129-11		Water Samples CDS for 1/29/20		439.00
				749.00

				<b>Check Amount</b>
Check No:	35994	Check	02/28/2020	
Vendor:	M1425	MONTEREY BAY PROFESSIONAL LANDSCAPE INC		
34720		Building Mo. Landscape Maint. For 2/20		190.00
				190.00
Check No:	35995	Check	02/28/2020	
Vendor:	N255	NHA ADVISORS		
00301		2015 & 2016 Water Revenue Refunding Bonds for 2/20		4,000.00
				4,000.00
Check No:	35996	Check	02/28/2020	
Vendor:	P629	PASILLAS TIRE SERVICES, INC		
36577		Veh. Maint. For Veh #1 Oil Change 2/26/20		55.00
				55.00
Check No:	35997	Check	02/28/2020	
Vendor:	P800	PG & E		
1787734656-3		Service at 1859 Beach rd for 1/9 to 2/9/20		1,519.48
9214983032-2		Service at 1931 Beach rd for 1/9 to 2/9/20		866.54
9968544374-1		Service at 36 Brennan St for 1/9 to 2/9/20		486.31
9968544374-1		Service at 36 Brennan St for 1/9 to 2/9/20		162.10
				3,034.43
Check No:	35998	Check	02/28/2020	
Vendor:	P400	PVI PAJARO VALLEY IRRIGATION, INC.		
INV200043698		CD's Telemetry Project 2/20		705.78
INV200043808		Field Supplies for Telemetry Project 2/20		70.86
INV2000443699		CD's Telemetry Project 2/20		7,481.22
				8,257.86
Check No:	35999	Check	02/28/2020	
Vendor:	UB*00517	REITER BERRY FARMS		
		Refund Check		2,352.00
				2,352.00
Check No:	36000	Check	02/28/2020	
Vendor:	R412	RGS-REGIONAL GOVERNMENT SERVICES		
10634		Contract Professional Services for 1/20		570.00
				570.00
Check No:	36001	Check	02/28/2020	
Vendor:	S101	SAFARI SIGNS		
260306		Coroplast Signs for Construction site for 2/20		284.05
				284.05
Check No:	36002	Check	02/28/2020	
Vendor:	S820	SANTA CRUZ CO. FLOOD CONTROL & WATER C.		
FY1920-01		PV Water Pledge Support for Yr.2019-2020		7,500.00
				7,500.00
Check No:	36003	Check	02/28/2020	
Vendor:	S1405	SC FUELS INC		
0205982		Agency Vehicles Fuel for 2/3-2/12/20		367.18
				367.18
Check No:	36004	Check	02/28/2020	
Vendor:	S2400	STAPLES CREDIT PLAN		
9722		Office Supplies for 2/20		113.60
				113.60

				<b>Check Amount</b>
Check No:	36005	Check	02/28/2020	
Vendor:	T345	THE HOME DEPOT CREDIT SERVICES		
6030810/4623569		Field Supplies Drill Kit/Tools for 1/20		994.56
				994.56
Check No:	36006	Check	02/28/2020	
Vendor:	T359	THE STANDARD INSURANCE COMPANY		
00-649299-0087		Long Term Disability Benefits		486.91
				486.91
Check No:	36007	Check	02/28/2020	
Vendor:	U185	U.S. BANK EQUIPMENT FINANCE		
407257716		RICOH Office Copier for 2/20		207.61
				207.61
Check No:	36008	Check	02/28/2020	
Vendor:	Z100	ZAG TECHNICAL SERVICES, INC.		
107071		IT-Agreement Support 8x5 for 2/11/20		292.50
107233		IT-Monthly Subscription MS-CSP for 2/20		176.00
				468.50
				118,305.21
			Date Totals:	118,305.21
			Report	2,970,400.80